Ref. Desk

Continuing Education
Spring 1995

VANCOUVER COMMUNITY COLLEGE

LANGARA COLLEGE



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Brochure Coordinator: Gayle Thody
Word Processing and Desktop Publishing: Iola Pagnossin

Cover Design and Illustrations: David Clifford Design Inc. Laura Wallace, artist

Laura Wallace is a local illustrator whose work is seen in Vancouver and Toronto. Now in New Westminster, she is associated with Sharpshooter Creative Representation.

4 Ways to Register

1. By Mail

Fill in the registration form on page 51 and send it with your cheque or charge card information.

Sorry, NO POSTDATED CHEQUES

Mail to:
Vancouver Community College
Continuing Education Division
1155 East Broadway
Box 24785, Station "F"
Vancouver, BC V5N 5V2

2. By Phone

Charge to your MasterCard or Visa card

City Centre Campus, 443-8380
King Edward Campus, 871-7070
King Edward Campus West, 874-9923
Langara College, 323-5322

3. In Person

Register at any of our three campuses. Pay by cheque, cash or charge card.

4. By Fax

Use the form on page 51 and FAX to 871-7300. Pay by charge card.

Registration hours:

City Centre, King Edward Campuses and Langara College: Monday-Thursday, 09:00-20:00; Friday, 09:00-15:00 and Saturday, 09:00-12:00

King Edward Campus West (Nursing and Health): Monday to Friday, 09:00-16:30

Don't Wait

If a course tempts you, don't wait to register. Some courses fill up quickly. Others are cancelled if insufficient advance interest is shown.

Course Listing

For detailed course listing see page 45.

Certificate Programs

For a complete list of Certificate Programs see page 48.

Continuing Education Phone Numbers

City Centre Campus, 443-8380
King Edward Campus, 871-7070
King Edward Campus West, 874-9923
Langara College, 323-5322



The spring season recalls the theme of water in ancient mythology. The fountain of youth, or the water of life promised renewal to those who drank from it. The Greek Gods were kept immortal with the ambrosia and nectar that was brought to them by Hebe, goddess of eternal youth.

Build Your Future on Our 30 Years of Success

Innovative programs and the opportunity for personal and professional growth are nothing new with Continuing Education.

This spring, Vancouver Community College celebrates its 30th anniversary and Continuing Education has – from the beginning – offered a wide range of successful programs for the adult, part-time student.

Just as we've helped students over the past three decades, today Continuing Education can help you prepare for what's ahead. Our wide array of certificate and non-certificate programs give you hundreds of ways to turn change to your advantage, to move ahead in your career or to embark on a new career path.

Throughout 30 years of change, we have remained committed to providing you with the skills you need to keep ahead in a changing world.

To celebrate VCC's 30th anniversary, join us in a special open house celebration on Thursday, April 6 from 11 a.m. to 9 p.m. at both of our campuses: City Centre, 250 West Pender Street and King Edward Campus, 1155 East Broadway.

We believe in lifelong learning. New courses for spring '95 include:

CSW5E – Introduction to MS-Access 2.0 – Microsoft Office (100527) Page 24
Microsoft Access database is fast becoming one of the favourite Windows-based database applications. Using Wizards and context-sensitive Cue Cards, it is now easier than ever to prepare professional-looking databases. The participant will learn how to create databases with multiple tables, design and run queries, design forms (interactive screens) as well as reports and mailing labels, in addition to using macros to work smarter and save time. A database project will be implemented. This is an introductory level for new users of Access 2.0. Participants must be familiar with microcomputers, Windows, mouse operations and basic word processing. Exposure to database design concepts would be helpful, but is not essential. Prerequisite CSW19. Course notes included in fee. $265
5 eve - Tu. Apr 18, 19:00-22:00 - Lan
5 eve - Tu. Jul 11, 19:00-22:00 - Lan

Seabird Islands Boat Cruise (502874) Page 10
On a comfortable boat cruise of the waters of Haro Strait, we'll observe the seabird colonies of Dock Islets, Little Shell and Forest islands, and the stunningly beautiful and noisily populated Mandarte Island. The cruise allows for close-up observation of breeding colonies of double-crested and pelagic cormorants, glaucous-winged gulls, pigeon guillemots, black oystercatchers and with luck, Mandarte's pair of tufted puffins. Marbled murrelets, rhinoceros auklets and harlequin ducks are commonly seen at sea. In other years we have had the good fortune of also seeing killer whales, Dall's and harbour porpoise. Ferry and boat charter covered by fee. $85.60. Dr. Alice Cassidy.
Day trip: Saturday, May 27

The Search for Love (505609) Page 10
A course for men and women who want to understand romantic beginnings better. A love relationship is probably life's most rewarding joy. We will discuss the art of courtship as presented in classic works by Plato, Ovid, Capellanus, Stendhal and Taylor. We will also take a thoughtful look at finding love in our times of rapidly-shifting role expectations. The course aims to offer ideas to encourage each student to work out his or her own philosophy of responsible love-seeking. Readings will be taken from Solomon and Higgins', "The Philosophy of Love" and from contemporary material on male-female relationships. This course is team-taught by a couple. (Preinsperg/Monreal) $117.70 (includes GST)
6 eve - Th. May 11, 18:30-21:00 - Lan

Preparing a Non-fiction Book Proposal (102848) Page 12
Do you have a non-fiction idea that you feel could be turned into a book? This three-session workshop will give you the know-how to get a publisher's attention. The main topics are market research, chapter-by-chapter outlines, sample chapters, expense budgets, query letters and formats. The course also covers submission schedules, agents, royalties, advanced and contracts. The class will receive handouts that streamline the submission process. Bring your book idea with you to the first class and by the end of the third session you will have the framework of a marketable book proposal. (Rains) $112
3 day - Sa. Jun 03, 10:00-14:00 - Lan

The Keys to Entry Into Acting for Film, Television and Theatre (503447) Page 11
A six-hour workshop focusing on the information and techniques necessary to enter the world of film, television and theatre as an actor. Topics covered include: talent and casting agents, performers' unions, auditioning, the genres, the actors' magic key, script analysis, professional training, resumes and photos, directors and producers, names, addresses and phone numbers you need. The day is a combination of practical work, discussion and information. You will leave knowing what the next steps are to reach your goal and with the tools to be successful in taking them. This course is appropriate for beginning actors and those interested in knowing more about auditioning. Those making a transition from theatre to film will also benefit. (Lysell) $58.85 (Includes GST)
1 day - Sa. May 06, 10:00-16:00 - Lan



Free Career & Information Sessions

Please join us for the following FREE sessions:

Business Administration Certificate Program
Th.. Apr 20, 17:30-18:30
Continuing Education Office, Langara College, 100 West 49th Avenue

Computer Skills for the Workplace Certificate Program
Local Area Network Administrator Certificate Program
Multimedia Programmer
Tu. Apr 11, 18:00-19:00
Continuing Education office, Langara College, 100 West 49th Avenue

Counselling Skills Certificate Program
We.. Apr 19, 18:00-19:00
Continuing Education Office, City Centre Campus, 250 West Pender Street

Court Interpreting Certificate Program
Th. Apr 06, 19:30
Continuing Education Office, King Edward Campus 1155 East Broadway

English Skills Improvement
Tu. Apr 18, We. Apr 26, Th. May 04, 17:30-20:00
Continuing Education Office, Langara College 100 West 49th Avenue

Floral Design Certificate Program
Th. Apr 06, 18:30-19:30
Room 4043, King Edward Campus
1155 East Broadway

Gemmology
Th. Apr 06, 19:00-20:00, Room 114, City Centre Campus, 250 West Pender Street

Health Professions
Gerontology Certificate Program-Nursing
Home Care Nursing Program
Learning to Teach Program
Nursing Management Certificate Program
We. May 03, 19:00-20:30
King Edward Campus West
691 East Broadway

Legal Assistant Certificate Program
Mo. Apr 10, 17:00-18:15
Room 237, City Centre
250 West Pender Street

Non-Profit Management Certificate Program
Fundraising Management Certificate Program
Th. Apr 06, 12:00-13:00 or 17:30-18:30
Room 4043, King Edward Campus
1155 East Broadway

Office Administration Certificate Program
We. Apr 12, 17:30-18:30
Room 237, City Centre Campus
250 West Pender Street

Substance Abuse Certificate Program
We. Apr 19, 18:00-19:00
Continuing Education Office, City Centre Campus, 250 West Pender Street

Telecommunications Management Certificate Program
Tu. Apr 11, 17:00-18:30
Room TBA, City Centre Campus
250 West Pender Street

Program Coordinators

Arts & Science

Anthropology/History/Philosophy, Comedy, Film/Television/Theatre, Financial Planning & Investment, Interior Design, Media Writing & Communications, Wine, Writing
Wayne Decle, 871-7065

Art
Bernie Lyon, 323-5322

Floral Design
Joyce Jackson, 871-7462

Fashion Arts
Evelyn May, 443-8387

Gemmology
Linda Devine, 443-8380

Graphic Design
Janet Russell, 443-8380

Jewellery
Maciek Walentowicz, 443-8571

Music
Ted Greene, 871-7316
tgreene@sfu.ca

Natural History
Marja de Jong Westman, 323-5322

Photography
Walter Evans, 224-3636

Career, Business, Management & Training

Building Services
Sharon Kelly, 443-8380

Business Administration
Gordon Clough, 323-5322

Business English, Essential Skills For Leaders, Leadership Skills, Management Skills, Office Administration
Anne Tollstam, 871-7021

Professional Skills Development
Brian Cole, 871-7062

Library Skills
Cindy Johns, 871-7461

Small Business
Peggy Worobetz, 871-7427

Training Skills
Paula Yunker, 871-7457

Computers, Technology & Telecommunications

Computer Skills for the Workplace, Local Area Network Administrator, Multimedia Programmer
Cornelius Constantinescu, 323-5322

Electronics
Gareth Williams, 443-8565

Oakridge Computer Centre & City Centre Lab
Pat Austin, Mishele Mathern, 261-2806

Telecommunications
Peggy Worobetz, 871-7427

ESL Teacher Training

Teaching English as a Second Language
Jennifer House, 871-7056

Health Care & Self-Improvement

Childbirth Educators
Diane Donaldson, 874-9923

Foodsafe
Sheila Stickney, 874-9923

Professional & Allied Health Care
Grace Hodgins, 874-9923
Sheila Stickney, 874-9923

Self-Improvement
Wayne Decle, 871-7065
Grace Hodgins, 874-9923

Sterile Supply Aide
Sheila Stickney, 874-9923

Human & Social Services

Counselling Skills, Substance Abuse
Joanne Rykers, 443-8392

Court Interpreting
Silvana Carr, 323-5585

Early Childhood Education, Family Day Care, Infant-Toddler Educator, School Age Child Care, Administration, Continuing Study
Gyda Chud, 324-5521

Multicultural//Settlement
Annie McKitrick, 871-7110

Languages

English Skills Improvement
Leanne Quirk, 323-5322

Modern Languages
Patricia Martin, 323-5322

Vancouver First Mandarin School
Jennifer Lo, 871-7070

Non-Profit, Voluntary & Fundraising Sector

Fundraising Management, Non-Profit Management
Marilyn McClaren, 871-7064

Volunteer Management
Brenda Reynolds, 871-7059

Real Estate, Law & Financial Planning

Financial Planning & Investment
Wayne Decle, 871-7065

Building Manager
Sharon Kelly, 443-8380

Legal Assistant
Anne Tollstam, 871-7021

Property Management
Chuck Dunn, 323-5322

Real Estate Development
Brian Pink, 443-8388

Travel & Recreation

Educational Study
Wayne Decle, 871-7065

Recreation
Wayne Decle, 871-7065

Satisfaction Guarantee

Your Satisfaction Guaranteed—My Personal Guarantee

Continuing Education
Vancouver Community College
1155 East Broadway
Box 24785, Station "F"
Vancouver, B.C.
V5N 5V2

Dear Prospective Students:

As the Director of Continuing Education, I have a definite interest in your satisfaction with our courses.

If, at any time, you are not satisfied with the return on your investment of money and time, simply write to me at the above address, telling me why you are dissatisfied and your tuition will be refunded—in full, no questions asked. Please write to me within two weeks of the course's normal end date and enclose the original of your tuition fee receipt.

Sincerely,

Gail Rochester
Director
Continuing Education

The Small Print
"Tuition Fee" applies only to the tuition portion of your fee. This does not cover any expenses for books, course materials or meals. It applies only to the tuition portion of travel tours.

Withdrawals, Refunds & Course Cancellations

Unless otherwise stated in course advertising, requests for refunds must be received in writing by Vancouver Community College, Continuing Education Division before the second session of the class. Requests for refunds must state reasons and be accompanied by your original receipt.

A different refund policy may apply for some courses and events: e.g. courses of five sessions or less require refund requests 24 hours before the start date; Nursing and Health courses and some Business seminars require refund requests either five or ten business days before the course start date.

REFUNDS ARE SUBJECT TO AN ADMINISTRATIVE CHARGE OF 20 PERCENT OF COURSE FEES OR A MINIMUM OF $10 AND TO A MAXIMUM OF $30. As an alternative, we would be pleased to issue a "deferred fee credit" for 100 percent of the course registration fee valid for one year. Please allow three weeks for processing any refunds. Fee payments made by charge card are refunded by means of a credit to your account. All other refunds are made by cheque.

The college reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrollment. Should a course be cancelled, a FULL refund will be made.

Arts & Science

Art

This art program with an emphasis on drawing, is designed for students wishing to draw for personal interest and development, to prepare a portfolio for entry into an art-related school, practise professional drawing skills, prepare for a career change into a related art field and upgrade drawing skills for professional development.

Supply lists will be given on the first evening. If course includes drawing, students will be asked to supply his/her own drawing board.

INSTRUCTORS
Fran Alley is both a painter and a printmaker. She holds a B.F.A. degree from the University of Calgary and has studied at the Banff Fine Arts Centre. Fran has had both group and solo exhibitions in Vancouver, Calgary and Toronto.

Debbie Dewar graduated from Emily Carr College of Art and Design with honours in drawing and ceramics. She is currently running her own ceramic business.

Elliot Drobner has been teaching screen printing for 15 years. He operates a successful screen printing, textile dyeing business, Clothworks, 3210 Dunbar Street, Vancouver.

Gordon Finlay, B.A., B.Arch., is a painter currently working in large format oils. He has exhibited widely and is the recipient of a number of awards, two of them international.

Bernie Lyon, program coordinator, is a cartoonist/ illustrator whose work appears in Vancouver newspapers and magazines.

Jeina Morosoff of Raven's Craft Studio is a member of the BC Glass Art Association. She has exhibited in Canada, the United States and Japan.

Brian Musson did postgraduate work at the Edinburgh College of Art in Scotland and currently concentrates on printmaking. He has exhibited in both Ontario and Scotland and is a recipient of the Bronfman Foundation Award for Printmaking.

Valerie Skemp studied decorative painting for many years in the USA and has been teaching decorative painting since 1973.

Sandblasting Glass – An Introduction (500158)
Students will learn about the many possibilities in carving glass. Experimentation with techniques and ideas will be encouraged using both flat glass and blown forms. The course begins with an introduction to the history of surface decoration on glass, with slides and examples of work from Europe and North America. A demonstration of basic sandblast techniques will allow the students to choose an approach for the first project. Students will respond to the three different glass forms provided and then choose their own direction for further works. Glass blanks and sandblast resist are available for purchase from the instructor at an approximate cost of $50. Students should bring a pad of paper (any size), exacto knife, and a pen that marks on glass. Class will meet at Ravens Craft Studio, 1751 West 2nd Avenue, rear entrance. (Morosoff) $240
8 eve - Tu. May 02, 19:00-22:00 - RCS

Basic Drawing (500101)
Through drawing exercises learn to see and draw in a fresh way. Drawing materials include pencil, graphite, conte crayon and pen and ink. Some life drawing with models. Bring a pencil to first class. (Lyon) $125
8 eve - We. May 03, 19:00-21:30 - Lan

Learning to Draw from the Right Side of the Brain (500148)
Discover the artist inside you! Through a variety of interesting techniques, this course will lead you through a step-by-step exploration of drawing by learning to listen to the right side of your brain. Two sessions include life drawing from a model. Please bring a sketchbook and 4B or 6B pencils to first class. (Dewar) $125
8 eve - Mo. May 01, 19:00-21:30 - Lan

More Life Drawing (500120)
This figure drawing course is designed for students who have studied figure drawing in the past and would like to expand their horizons. Poses will be of longer duration allowing the student to develop a more personal statement. Issues such as colour, composition and texture will be explored. The course is flexible enough that those who want to incorporate other mediums, i.e. water colour or ink wash, may do so. The instructor will be advising and directing students who already have a foundation of drawing basics. (Musson) $135
8 eve - Th. May 04, 19:00-21:30 - Lan

Anatomy for the Artist/Illustrator (500154)
This course will assist artists and illustrators in creating more realistic and 3-D figures by a detailed study of human anatomy as it relates to drawing including bones, musculature, and the dynamics of locomotion. Bones and slides will be used as teaching aids and life drawing from a model will be part of each session. (Finlay) $145
8 eve - Th. May 04, 19:00-22:00 - Lan

Creating Depth: Perspective for Artists (500155)
This course, designed specifically for artists, conveys in simple, straightforward ways, the means to create believable depth in pictorial space. Drawing problems are formulated each week to explore definitions and techniques of linear perspective, atmospheric perspective, creating shadows and reflections, defining form with light, coherent composition and perspective in figures. All levels welcome. (Finlay) $145
8 eve - Mo. May 01, 19:00-22:00 - Lan

Painting (500103)
In this course we will begin with the basics of acrylic painting and expand into related areas of collage, texture and the relationships between colours. The course will include landscape and figure painting as well as framing and marketing your work. You will be encouraged to develop your own individual style using a wide variety of techniques. All levels welcome. (Alley) $130
8 eve - We. May 03, 19:00-21:30 - Lan

Painting the Figure (500118)
This painting course will be entirely devoted to painting from models. Students will further explore aspects of acrylic painting imaginatively and creatively. The focus will be on colour, proportion, perspective, composition and technique. Students will be encouraged to experiment with mixed media in a fun and challenging atmosphere. Bring a pencil or charcoal to first class. (Alley) $135
8 eve - Mo. May 01, 19:00-21:30 - Lan

Decorative Painting – Level I (500129)
Revive worn furniture and walls with a painted flourish. Give a fanciful finish and character to your garage sale bargain. Learn to decorate walls, woodwork, picture frames and furniture with gold leaf, marbling, combing, vinegar painting, tortoise shelling and more. Beginners can achieve very professional results. Supply list given at first class. (Skemp) $170
8 eve - Mo. May 01, 18:00-21:30 - Lan

Textile Screen Printing Workshop (500124)
Learn from start to finish basic textile screen printing techniques. Explore ideas to capture and print images on T-shirts and yardage. Learn: screen-making methods, stencil methods from paper to photo-stencil, setting up a dark room, how to prepare art for printing, how to execute basic multi-colour screen printing techniques, what types of inks to use and how to use them: water-based, solvent-based, puffs and metallics. Things to bring: Exacto knife, hair dryer, fine-tipped paint brushes, scissors, pen, paper, pencils, 1-1/2" wide masking tape, and lunch. No toxic chemicals or solvents are used in this workshop – only polyfab water-based textile dyes. Please call Clothworks – 263-4493 for more information. **NB Clothworks, (CLW) 3210 Dunbar Street, Vancouver. (Drobner) $149.80 (Includes GST)
1 day - Su. May 28, 08:00-15:00 - CLW

Textile Painting Techniques Workshop (500156)
This covers brush, sponge, finger and spray painting, stamping, stencils, fish and other 3-D prints using the polyfab water-based textile paints. No solvents are used. For more information please call Clothworks (CLW), 3210 Dunbar Street, Vancouver (263-4493). (Drobner) $101.65 (Includes GST)
1 day - Su. Apr 30, 09:00-16:00 - CLW

Other ART related courses can also be found in these sections: FASHION ARTS: Fashion Illustration
GRAPHIC DESIGN: Creative Commercial Illustration and Perspective Sketching and Drawing.

Graphic Design

Graphic design uses words and images to visually communicate ideas and information effectively. These courses have been designed to meet the rapidly-changing needs of the graphic design community. For those wishing to upgrade their skills or explore a career change, we are now offering three core courses which will provide you with over 75 comprehensive hours of graphic design instruction. In addition, a series of in-depth seminars covering various aspects of the graphic design industry have been developed to augment the core courses. Several of these seminars will be conducted in Macintosh computer labs.



INSTRUCTORS
Marcel Beaulieu is a graduate of the University of Manitoba with a Bachelor of Interior Design, Faculty of Architecture. His professional work experience includes corporate office design, as well as residential design and building. He is currently employed with one of Vancouver's leading design firms.

Roderich Bönisch received his design education at the renowned Kunstschule Alsterdamm in Hamburg, Germany. After emigrating to Canada in 1972 Rod joined KARO as a graphic artist. He was instrumental in bringing KARO into the age of computerized art, and today he specializes in cartography and illustration.

Roland Clifford has 30 years' experience in the production of high-quality typography using hot metal, photo-mechanical, digital and laser technologies. After a traditional apprenticeship he practised photocomposition in London, Paris, Toronto, Auckland and Vancouver. Currently he is studio manager of Karacters at Palmer Jarvis Advertising, Vancouver.

Albert Dell has 15 years' experience working in computer-related fields including five years in the graphics and printing industries. He has taught Graph Arts/Desktop Publishing at McKay Technical Institute and currently works for a printing company. His freelance work includes Macintosh training, page layout and design.

Lynda Hurst graduated with honours from the Humber College Advertising and Graphic Design Program in Toronto in 1972. She has also completed courses in editorial illustration at the Ontario College of Art, and photography at Ryerson Polytechnical Institute. She worked as a graphic designer/illustrator in marketing and communications until moving to Vancouver in 1983. In the past ten years Lynda has worked as production manager/ art director with the Georgia Straight and advertising production coordinator/media buyer for VCC.

Maureen Johnston holds a B.A. in English and Journalism from Washington State University. Her many years of journalism and advertising experience include seven years as copy editor for CFAC in Calgary, seven years as a news writer for NBC-TV in New York City and 18 years with the advertising department of the Hudson's Bay Company. As advertising manager of the Bay's Western Region, Maureen is responsible for the production of a number of company newsletters. She also produces a variety of newsletter for outside corporations and associations on a freelance basis.

Evelyn Kirkaldy is a graduate of the Ontario College of Art. She was a senior art director at Palmer Jarvis Advertising for three years and has been working in the field for 14 years as a graphic designer and illustrator.

David Lim has been working as a graphic designer/art director/educator for the past 16 years He is currently a graphic design consultant. David also works as a training consultant, teaching graphic design to desktop publishing departments of large and small corporations.

Ljuba Levstek is a graduate of the Ontario College of Art. She has ten years' experience as a freelance illustrator in Toronto, London (England) and Vancouver. Ljuba has worked for a wide range of clients, including advertising agencies, magazine publications, book publishers, greeting card companies and package design firms.

Richard Rodak is a graphic artist with almost 15 years' experience in the graphics industry. He has an extensive background in traditional methods of design, typography and production, supplemented with computer skills. He has worked as a freelance designer, art director and production coordinator for various companies.

Janet Russell, program coordinator, B.F.A. University of Victoria, works as a graphic designer specializing in book design. She is also a computer consultant and a document design instructor at Kwantlen College, Douglas College and SFU.

Core Courses

Graphic Design – An Introduction (050408)
This non-computer, introductory course examines the many aspects of the graphic design industry with an emphasis on creativity and problem solving. Explore a wide variety of products and techniques and gain a sound understanding of basic typography and design concepts. Class projects include business card and poster design. This course is considered the basic level of the graphic design series. Please bring pencils and paper to the first class. (Rodak/Stockmann) $140
9 eve - Tu. Apr 18, 18:30-21:30 - CC
9 mng - Sa. Apr 22, 10:00-13:00 - CC

Paste-Up and Assembly – Intermediate Graphic Design (050414)
The assembly of logos, type, photos and line drawings creates camera-ready copy for the printer. This course integrates the preparation of camera-ready artwork with single and multiple colour printing. Class projects are designed to demonstrate efficiency and rationale as well as the tactile skills demanded for paste-up. Projects include a stationery package, display ad, hand-cut separations and a hands-on demonstration of computer-generated production. Material cost is approximately $50 to $70. (Hurst) $160
8 mng - Sa. Apr 22, 10:00-13:00 - CC

Advanced Layout and Design (050429)
Beyond the fundamentals, this hands-on course is for those who wish to improve their design and visualization skills. Learn how to create more powerful, better quality layouts. Felt pen rendering techniques will be developed through exploration of colour, composition, typography and design. Drawing skills helpful but not essential. Class projects include ad design and rendering a TV story board. Please bring pencils and paper to first class. (Kirkaldy) $120
8 eve - Th. Apr 20, 19:00-22:00 - CC

Design Seminars

Typography – Theory and Practice (050434)
This comprehensive course comprises three evenings of theory followed by seven evenings of practice using Macintosh computers. In the first part students will study type history, design and usage including essential typesetting "do's and don'ts." In the second part students will complete a series of typesetting/layout projects designed to improve typographic skills. All the exercises will be critically examined one-on-one by the instructor (a certified compositor) and compared with his work. Students will use QuarkXPress. A working knowledge of QuarkXPress (or PageMaker) is necessary. The instructor will teach typographic taste and refinement – not the program itself. (Clifford) $295
9 eve - Mo. Apr 24, 18:30-22:00 - CC

Logo Design (050436)
Learn the fundamentals of creating an effective logo. In a step-by-step approach, students will go from initial research and logo concept, through to making a corporate presentation, to the final creation of camera-ready art. Students will apply their knowledge by creating a logo for a number of newly-formed businesses. (Lim) $85
5 eve - Tu. Apr 18, 19:00-22:00 - CC

Perspective Sketching and Drawing – An Introduction (050415)
This course is intended to develop your visual skills while teaching perspective sketching and projection techniques. The fundamentals of perspective will be introduced through the study of quick sketches using basic geometry as building blocks for more complex drawings. The introduction of one-point, two-point and three-point perspective will continue as you study plan projection as a means to create three-dimensional views of buildings, interior spaces and design objects. While focusing on perspective drawing the course will feature a variety of drawing skills such as tint, tone, shade, shadow, etc. Bring a large sketch pad and a variety of coloured pencils to first class. (Beaulieu) $120
8 eve - We. Apr 19, 19:00-22:00 - CC

Adobe Illustrator – Introductory Workshop (050440)
Explore the exciting world of electronic drawing and design in this hands-on, introductory workshop on Adobe Illustrator. Basic techniques will be covered in a series of step-by-step exercises which will lead you through the major capabilities of this powerful program. At the end of the course join an optional tour through a renowned multimedia firm and see Adobe Illustrator in action. This is absolutely the five-star-have-to-know illustration computer program of the 90s. (An understanding of the Macintosh computer would be an asset.) (Bönisch) $175
6 eve - We. Apr 19, 18:30-22:00 - CC

Creative Illustration (050410)
This course is designed to familiarize the student with various aspects of a professional illustration career. Emphasis is placed on exploring the creative working process. The three illustration projects will expose the student to a variety of illustration tools to expedite and enhance their finished drawing. These three projects will also familiarize the student with the three most common starting points dictated by the client: starting with the concept, as in editorial illustration; starting with the layout, as in advertising; or starting with the reproduction process. The business side of commercial illustration is also discussed. Topics include working with an art director, pricing a job, aspects of self-promotion and the limitations of various reproduction processes. Transform your intuitive artistic abilities into a commercial vehicle. (Levstek) $120
8 eve - Tu. Apr 18, 18:30-21:30 - CC

Newsletter Design and Production (050438)
Yikes! You've been told to produce a newsletter. There's a brand new computer on your desk and the boss expects miracles! Relax! Here is a course that's been designed just for you by someone who's already "been there" – a professional with more than a decade of newsletter design, editing and production experience. Even if you don't know a dingbat from a drop cap, you will be guided through the entire process of designing a newsletter – and have fun doing it! The course takes a no-nonsense approach and covers every aspect of newsletter design – from concept to completion. We will define the objectives, develop a budget, select a name, set the editorial policy, set up a grid, design a layout and convincing nameplate, choose typefaces, discuss writing techniques and work with graphics and photos. Each student will be supplied with a comprehensive step-by-step tutorial for future reference. This course has received considerable praise from former students who have commented: ". . . excellent course. . .", ". . . a real inspiration. . .", " . . . very well prepared, full of tips and resources. . ." (Johnston) $130
8 eve - Th. Apr 20, 18:00-21:00 - CC

Other GRAPHIC DESIGN related courses can also be found in these sections: ART, ADVERTISING, FASHION ART, COMPUTERS.

Fashion Arts

The Fashion Arts Program offers professional instruction in the following non-credit courses designed to introduce the beginner to fashion skills, to assist those planning to apply for the Fashion Arts Certificate Program, to upgrade the skills of those already experienced in Fashion Arts and to introduce new fashion-related courses. These courses have limited enrollment – early registration is advised. Call 443-8380 to register.

INSTRUCTORS
Rosemary East, B.H.E., has been teaching for over 25 years in the Lower Mainland and Ottawa. She graduated in Home Economics and Education at the University of British Columbia in 1970.

Agnès Kadowaki graduated in Fashion Design at Lasalle College in Montreal. Along with experience as a designer, she is a freelance fashion illustrator and has taught the subject for five years.

Deborah Rootman, Provincial Instructors Diploma, graduated in Fashion Merchandising at Ryerson Polytechnical Institute, has been involved in the fashion industry since 1975 and is currently a freelance wardrobe consultant for corporate and private clients.

Brenda Swinglehurst, N.D.D., graduated in Fashion at Croydon College of Art and Design, England. She has worked as a pattern maker for manufacturers in London, Montreal, Chicago and Vancouver for almost 30 years.

Yolanta Tang, B.F.A., graduated in Fine Arts at the Art Institute of Chicago. She is a nationally-recognized designer, known for original and unique designs and has successfully managed her own retail and wholesale companies.

Anne Yeadon-Jones graduated in South Africa with a diploma in Fashion Design and Manufacture, followed by postgraduate studies in England. She has been a designer and consultant to the children's wear industry for 16 years and is owner of Bright Sparks, the Vancouver children's wear label.

Exploring Fashion (050948)
This course offers a dynamic look at the field of fashion and is a great introduction for people who are thinking of pursuing their interest in fashion. The course will examine the work of top international designers and analyze the latest trends. You will learn about sources of inspiration, the ways in which designers carry out their ideas, and how you can acquire your own personal style and fashion philosophy. (Tang) $105
6 eve - Mo. May 01, 18:30-21:30 - CC

Dress Form Workshop (050947)
Learn to make your own individual dressform with a professional custom fit from an instructor who has taught this unique method for 15 years. Apply this method to create perfectly fitting dressforms for your clients. Supplies and preparation will be discussed during the preliminary evening session. This class meets both times listed. (East) $40
1 eve - We. May 03, 19:00-21:00 AND 1 day - Sa. May 13, 10:00-15:00 - CC

Children's Wear (050938)
Taught by a professional designer, this course is structured to meet the needs of students wishing to know more about designing children's wear and for fashion designers who want to develop a personal design philosophy in this direction. Understanding the designing of children's wear includes market research, proportion and sizing, colour and fabric trends, styling, coordination and presentation. You will design a coordinated line of children's wear in your chosen category. Bring to the first class: sketch book, notebook, pen, pencils. (Yeadon-Jones) $175
4 day - Sa. Apr 22, 09:00-16:00 - CC

Children's Wear I – Pattern Making (050943)
Taught by a professional pattern maker, this course provides the knowledge, skills and experience necessary to draft patterns for children's wear in a variety of styles. You will construct all the blocks needed as a basis for this area of pattern making and, using standard size 4 blocks, draft patterns for various current popular styles. Drafting paper and pattern card are provided, but bring to first class: HB pencil, eraser, 38 cm ruler – clear plastic, metric fibre-glass tape measure, french curve, set square, tracing wheel, a three-ring binder. (Swinglehurst) $170
4 day - Sa. May 27, 09:00-16:00 - CC

Fashion Illustration (050915)
Learn the basics or improve your skills and update your style of drawing in line with current fashion. The workshop format of this course enables you to work at your own level and develop at your own pace. Study the work of well-known illustrators, view the current international fashion videos and draw from the live fashion model at each session. Bring to the first class – for beginners: newsprint sketch-pad (approx. 18" x 24"), Conte crayon (black or brown) 4B pencil. For students with experience in fashion illustration: paper, sketch-pads and media of your choice. (Kadowaki) $185
10 eve - Mo. Apr 24, 18:30-21:30 - CC (last class on Th. Jun 29)

Image Make-over Workshop (050945)
Spend a Saturday creating a new fashion image for your lifestyle. Discover your seasonal palette, body style, wardrobe choices for figure flattery, and accessorizing. Wardrobe planning will save you time, improve your image and prevent future costly wardrobe mistakes. (Rootman) $35
1 day - Sa. May 13, 09:30-16:00 - CC

Fashion Arts
Certificate Program

If you are interested in entering the fashion industry, or are already in the industry and need to upgrade your skills, the Fashion Arts Certificate Program was designed for you. Providing a comprehensive training, on a part-time evening basis, the flexible timetable allows you to maintain your regular employment while completing your training. Successful from the start in 1986, the program attracts many applicants and those selected are already making their mark on the local, national and international scene. Taught by professionals in each discipline, the program has a reputation for teaching excellent technical skills and for developing individual creativity. This success is reflected in employment, with companies seeking our graduates to work in design, pattern making and grading. Others have successfully launched their own company, are working freelance, have become illustrators, costume designers or teachers. Even those who decided not to make a career change appreciate that the program has greatly enhanced their skills in the Fashion Arts. Planned by experienced educators and an advisory committee of professionals from all areas of the industry, the program is taught by experts in each subject.

INSTRUCTORS
Evelyn May, B.H.E., is the Fashion Arts coordinator at VCC and has been an instructor for the program since 1986. She has taught fashion subjects in BC secondary schools, developed a textile manual for a national company, designed and manufactured under her own label, was vice-president in charge of production for Gechtwerk and has worked as a pattern-maker since 1984. She graduated in Home Economics and Education at the University of British Columbia in 1980 and is a member of the Capilano College Textile Arts Advisory Committee.

Alexander Donovan is a graphic artist currently specializing in logo and graphic design for retail and entrepreneurial clients. He has also worked as a fashion consultant and in-store merchandiser in Vancouver. He graduated from the Ontario College of Arts in 1986.

Lisa Gellert, A.A.S., is a freelance illustrator and textile designer. She has worked in the fashion industry and education in New York and Vancouver. She graduated as an Associate Applied Science, majoring in Fashion, at the Parsons School of Design, New York, 1985.

Sonya Milly, is a designer and instructor in costume, fashion and hair design in Vancouver. Experienced at every level of the design process in each discipline, she is currently responsible for curriculum development at a school of hairdressing. She graduated in Fashion Arts at VCC, 1988; Provincial Instructors Diploma, 1991.

Peggy Morrison, B.A., A.R.C.T., has worked in the fashion industry since 1966. Her career started as fashion coordinator for The Bay and Eatons and, since 1972, she has been involved in administration and teaching at local fashion schools, combining this with freelance work as a fashion show producer and coordinator. She is program director at a fashion career institute and an advisory board member for the Western Canadian Design and Fashion Association; and a long-standing board member of the Private Career Training Association. She graduated from the University of British Columbia in 1966.

Gayle Ramsden, B.H.E., is the manager responsible for the operation of the computerized systems at Jax Fashions Inc., Vancouver. Previously a pattern maker and grader for fashion manufacturers in Winnipeg and Vancouver, she trains personnel in the use of computerized pattern design, markers, grading and cutting systems. She graduated in Home Economics at the University of Manitoba, 1981, Provincial Instructors Diploma, VCC, 1991.

Concetta Sciarretta, is a computer pattern entry/grader at Jax Fashions Inc. She trained in fashion in Vancouver and has worked at various levels of design and production in the fashion industry in Hong Kong and Vancouver. She graduated in Fashion Design, 1984; Fashion Arts certificates, VCC, 1989.

Wanda Sustersich, B.App.Sc., is a couturier and sewing instructor. Making a 1982 career change from civil engineer to custom designer and dressmaker for private clientele; she is also a salesperson and advisor for a local fabric company. She graduated in Civil Engineering at the University of British Columbia, 1980. She is an award-winning graduate of the Fashion Arts Program, VCC, 1988; Provincial Instructors Diploma, VCC, 1991.

Marg Zibin is a freelance pattern maker with six years' teaching experience. She graduated in Fashion Arts, VCC, 1987; Provincial Instructors Diploma, VCC, 1989.

Program Content
Fashion Design Certificate
Term One – Fashion Drawing
Term Two – Fashion Design
Term Three – History of Fashion
Term Four – Collection Design
Term Five – Textiles

Pattern Making Certificate
Term One – Block Construction
Term Two – Design Drafting Theory
Term Three – Design Drafting Practical
Term Four – Designer Patterns/Draping
Term Five – Production Patterns/Grading

Garment Construction Certificate
Term One – Sewing Techniques
Term Two – Industrial Sewing
Term Three – Tailoring
Term Four – Couture
Term Five – Collection Toiles

After graduation from these three certificate programs the student is eligible for the

Fashion Arts Certificate
Term Six
- Fashion Graphics
- Collection Portfolios
- Collection Manufacture
- Fashion Show Production

At the end of this term students present their individual Graduate Fashion Show.

Entry Requirements
1. Have secondary school Grade 12 or equivalent.
2. Have a good knowledge of the English language and the ability to speak, read and write clearly and correctly.
3. Submit a letter with the application form, stating reasons for wishing to enter the Fashion Arts Program.
4. Present examples of fashion-related work (designs, illustrations or garments) at a successful interview prior to the commencement of the Program.

Apply by July 08 for next entry in September 1995. For detailed brochure and application form, call the Continuing Education office at City Centre – 443-8380.

Floral Design
Certificate Program

The purpose of this program is to provide a comprehensive training to persons seeking entry to the floral industry and to upgrade the skills of those presently employed in industry who lack formalized training.

The student will learn the fundamental principles of good design and will become proficient in constructing common floral arrangements. They will understand and apply the more complex elements of design included in wedding, funeral and custom work. The student will become proficient in all aspects of customer service, in the use of wire services and in the services of wholesalers. Tuition includes flowers and materials.



The program is taught by professionals from the floral industry and has been planned with the assistance of a professional advisory committee. It is unique in that it covers both the floral design skills and the business-related skills necessary to the floral designer.

An intensive floral design summer school session is being considered for July and August 1995. For information please contact Joyce Jackson at 871-7462 by April 20.

Course Content
Floral Design – Level I (250105)
Floral Design – Level II (250106)
Floral Design – Level III (250107)
Basic Flower Shop Procedures (250108)

Registration Information
There is no formal application required. Students are accepted into Design Level I (250105) on a first-come, first-served basis. Students wishing an exemption from Level I, due to prior learning experience, are required to successfully complete a basic Floral Design Evaluation (250104).

Basic Flower Shop Procedures can be taken upon completion of Level I or with permission from the program coordinator.

The Floral Design Certificate Program is recognized in the floral industry as a result of the student being evaluated on the theory and their design skills at each level of the program.

For detailed brochure, call the Continuing Education office at King Edward Campus – 871-7070.

An Information Night will be held on Thursday, April 06, from 18:30-19:30 - KEC Room 4043

INSTRUCTORS
Joyce Jackson, program coordinator, has 15 years' experience in the retail and wholesale floral industry and has her own sales and marketing business.

Gail Harrison has 15 years' experience in floral design, both in retail and wholesale and is a successful freelance designer.

Rick Portice has 20 years' experience in the floral industry including retail, business consultation, teaching and custom contracts.

Margaret Davis has 20 years' experience from South Africa in floral arts and floral deisgn, has owned and operated a floral business for eight years. Margaret is presently working in floral retail.

Floral Design – Level I (250105)
The student will learn to construct the five basic floral arrangements, including posy/nosegay, one-sided triangle, 3D triangle, crescent and gift baskets. They will learn the proper use of tools and equipment and the basic principles of floral design. Flower treatment and plant care fundamentals will be covered. The student will be introduced to basic business principles including the use of a pricing grid and the function of wire services. The student will focus on the elements and principles of design. They will also learn basic selling techniques to better service customers. Flowers included. Students required to purchase floral knife and cutters, available from instructor. (Davis) $675
22 eve - Mo/Tu. Apr 10, 18:30-21:30 - KEC
22 eve - We/Th. Apr 12, 18:30-21:30 - KEC

Floral Design Evaluation (250104)
This evaluation is designed for those with previous training and/or experience who wish to be exempted from Floral Design Level I. The student is required to make one of five basic floral arrangements and successfully complete a written evaluation of the basic and fundamental aspects of floral design. The Floral Design Evaluation is held before the first class of Floral Design Level II. Pre-registration is required. (Jackson) $30
1 aft - Sa. Apr 08, 13:00-15:00 - KEC

Floral Design – Level II (250106)
The student will demonstrate and apply the fundamental principles and constructional mechanics to more sophisticated designs. Specialty, asymmetrical, small funeral spray, hand-held nose gay, wreaths, presentation bouquets, holiday and special occasion bouquets are the arrangements that will be covered in this course. They will focus on developing professional design techniques throughout this level. The student will also learn the importance of ethnical considerations and professional business procedures. Flowers included. (Harrison) $710
24 eve - We/Th. Apr 12, 18:30-21:30 - KEC (Harrison)

Floral Design – Level III (250107)
The student will learn more advanced design principles as applied to custom floral designs common to weddings and funeral tributes. This course will also provide the students with the opportunity to develop their personal style by taking the basics to a higher level of interpretation. The student will learn specific business procedures for costing complex package order. They will learn selling techniques to educate and familiarize customers with exotic flowers and more sophisticated styles of design. Flowers included. (Portice) $730
24 eve - Mo/Tu. Apr 03, 18:30-21:30 - KEC

Basic Flower Shop Procedures (250108)
The student will learn the procedures that are specific to the day-to-day operation of a flower shop including the importance of computers in floral businesses, wire services, services of wholesalers, shop maintenance, health and safety considerations, ethical behaviour, and the importance of setting priorities. Students will also learn to provide professional customer service and effective selling techniques and skills that are relevant to the floral industry. (Portice) $325
12 eve - Th. Apr 13, 18:30-21:30 - KEC

Interior Design

INSTRUCTOR
Barbara Dilts, Graphics, Parson's School of Design, New York; B. of Environmental Studies, Master of Architecture, University of Manitoba; nine years' design experience.

New, Old Furniture (504209)
This workshop focuses on what "finds" of old furniture are worth and why. How to select fabric and re-make old furniture into new. Field trip to furniture store. (Dilts) $128.40 (Includes GST)
2 day - Sa. Apr 29, 10:00-16:00 - KEC

Interior Design: Condominiums, Townhouses and Apartment Living (504213)
Interior decorating and design for apartments, condos and townhouses. Learn to create a personalized and stylized interior for living. Plan your spaces creatively and effectively. (Dilts) $69.55 (Includes GST)
1 day - Sa. May 27, 10:00-15:00 - KEC

Jewellery

INSTRUCTORS
Peter Thompson was trained under a master goldsmith in England. He has worked in Vancouver for the last 16 years in his own studio.

Metal Techniques I (051101)
This course will introduce the basic materials, tools and terminology in jewellery making. Students will become familiar with a variety of techniques including piercing, doming, texturing, riveting and soldering. Projects will include the making of chains, rings, brooches and other jewellery objects. Students will be required to purchase their own tools and materials (approximate cost $200). No experience necessary. (Thompson) $190
10 eve - Tu. Apr 18, 18:00-21:00 - CC

Metal Techniques II (051114)
A further exploration of materials, tools and a variety of techniques with an emphasis on soldering, construction and fabrication. Projects will include the making of chains, rings and brooches. Students will be required to purchase their own tools and materials (approximate cost $130). Prerequisites: Successful completion of Metal Techniques I or equivalent. (Thompson) $190
10 eve - We. Apr 19, 18:00-21:00 - CC

Metal Techniques III (051117)
This is a project-oriented course designed for students who have completed Level II. The course is designed so that students can further develop their skills in technique and design. Emphasis will be on construction, soldering and basic stone setting. Students will be required to purchase their own tools and materials (approximate cost $100). Prerequisites: successful completion of Metal Techniques II or equivalent. (Thompson) $190
10 eve - Th. Apr 20, 18:00-21:00 - CC

Gemmology

The two-year Canadian Gemmological Association program offered by Continuing Education is an intensive part-time study course leading to an internationally recognized diploma in the field of gemmology. This course will appeal to anyone with an interest in the identification, treatment and synthesis of gemstones. Lectures, videos, guest speakers and hands-on experience with a variety of gemmological equipment will provide the student with the skills to work confidently in any aspect of the gemstone industry.

Tuition fees include student membership in the CGA, all course notes and examination fees. Additional costs include required textbooks and some equipment.

Dates and tuition
Preliminary year: $955; begins Wednesday, September 13, 1995
Diploma year: $1600; begins Tuesday, September 12, 1995
(Fees subject to change by September)

An information and demonstration evening will be held in Room 164, City Centre Campus at 19:00 Thursday, April 06. Anyone interested in any aspect of gemmology is invited to attend.

For a complete program guide call 443-8380.

In October, VCC will be hosting the annual CGA conference. For information call 443-8386.

For other related Gemmology courses please see: JEWELLERY.

Music

INSTRUCTORS
Ted Greene – Program Coordinator. A member of the VCC music faculty for 12 years, Ted joins CE as program coordinator. He received his Bachelor of Musical Arts degree in Music Education at the University of Western Ontario. Ted's background as an educator and performer includes the instruction of many academic courses, performing ensembles, and new technologies in music.

Carol Brauner –Voice Program. Carol studied voice and vocal pedagogy in Austria, the US and Canada. She has been with VCC Continuing Education program since 1980. Carol is also actively involved with the Royal Conservatory of Music.

Daryl Jahnke – Guitar. Daryl studied at VCC before embarking on a very successful performing career. He taught for a number of years in the CE program before taking a leave to pursue a performing career in Japan. In addition to his current teaching duties, subsequent to his return to Vancouver, he is heard frequently throughout the Lower Mainland, leading the Daryl Jahnke Trio.

Gary Keenan – Improvisation. Gary is an accomplished jazz artist who has worked as a freelance musician in Vancouver for several years. He has developed his own very successful version of the 'jazz shorthand' approach to the study of improvisation.

Mike Kinzie – Arranging. Mike graduated from the University of Western Washington with a Bachelors degree in Jazz Studies and continued his study of music in the Composing and Arranging program at Dick Grove School of Music. In addition to regular appearances with Tuxedo Junction Orchestra, he is a sought-after freelance musician in Vancouver.

Jeannie Lee – Piano. Jeannie studied in the Keyboard Program at VCC and continued her studies at the Manhattan School of Music in the summer 1991. She has taught piano for several years and is skilled in both classical and jazz repertoire and techniques. In addition to her teaching duties, she is a much sought-after professional entertainer. Recently she authored a music game for the New York Metropolitan Opera Guild.

Daniel A. Lutz – Woodwinds, Theory. Dan received his diploma in Musical Arts from VCC, and has performed and taught both classical and jazz/pop music for over 20 years. Mr. Lutz is currently a woodwind clinician for several BC school districts and a dedicated private teacher.

Lauri Lyster – Piano. Lauri received her diploma in Musical Arts from VCC and finished her Bachelor of Music degree at UBC. In addition to her teaching responsibilities she is a regular performer in Vancouver, both as a keyboard player and as a percussionist. She is also an educational consultant for Yamaha Music Canada.

Indrasani Mursalim – Guitar. "Sani" received his Bachelor of Music degree from UBC, is currently completing his Master of Music and is one of the founding members of the UBC guitar quartet. He is on the faculty of the Douglas College Conservatory of Music. Sani performs extensively in Vancouver, not only as a soloist, but is also a part of a guitar duo and a flute and guitar duo. In addition to the classical guitar style, he is accomplished in the Flamenco and Brazilian styles.

Greg Reid – Business/Computers. Greg has been self-employed in the music industry for 17 years, as the sole proprietor of McReid Music. During that period of time he has worked in many different areas as a producer, engineer, publisher, writer, arranger, performer and educator. He has been involved in the design and development of two major recording studios. He has also engineered and co-produced three albums for the VCC Department of Music.

Robin Shier – Stage Band. Robin is an active performer, director and arranger locally and nationally. In addition to working with the CE Stage Bands, he is a much sought-after clinician and adjudicator for music festivals and also teaches privately.

Craig Tompkins – Singing. Craig began his professional career 20 years ago, as a flute player and instructor, while he trained as a solo voice major. For the past 15 years he has been a member of the world-acclaimed Vancouver Chamber Choir. He has been an annual participant at the Summer Master Class at Oberlin College dealing with all aspects of vocal pedagogy. In addition to his duties with the chamber choir and VCC, he has also taught at the Vancouver Academy of Music.

Janet Warren, Vocal Jazz. Janet Warren is one of the most highly respected vocal jazz educators in British Columbia music education. In addition to her current teaching duties, she is in constant demand as a festival clinician, consultant for Northwest Music, and has been a leader in VCC's summer Soundwave Vocal Jazz Workshop.

Piano

Piano: Beginners (502517)
Class instruction on individual pianos. Learn notation, basic playing skills and chording techniques. Students should have access to piano for home practice. Enrollment limited to eight per class. In the event of insufficient enrollment in a particular class, some classes may be combined. Seniors discount not available due to limited enrollment. (Lyster) $101.65 (Includes GST and a music fee)
8 eve - Mo. Apr 24, 18:00-19:00 - KEC
8 eve - Mo. Apr 24, 19:00-20:00 - KEC

Piano: Intermediate (502518)
Further instruction in reading, playing skills and chording techniques. Students should have access to a piano for home practice. Enrollment is limited to eight per class. Seniors discount not available due to limited enrollment. (Lyster) $101.65 (Includes GST and a music fee)
8 eve - Mo. Apr 24, 20:00-21:00 - KEC

NOTE
Prerequisites for Intermediate Piano classes are completion of the appropriate Beginners' class, or by permission of the instructor.

Jazz Piano: Beginners (502504)
Instruction on individual pianos. A practical elementary course for students with little or no piano background. Fundamental piano techniques relative to the study of jazz and popular music will be emphasized. Enrollment limited to eight per class. Seniors discount not available due to limited enrollment. (Lee) $123.05 (Includes GST and a music fee)
10 eve - We. Apr 26, 18:00-19:00 - KEC
10 eve - We. Apr 26, 19:00-20:00 - KEC

Jazz Piano: Intermediate (502531)
A continuation of the beginners course with emphasis on reading and chording skills. Enrollment limited to eight per class. Seniors discount not available due to limited enrollment. (Lee) $123.05 (Includes GST and a music fee)
10 eve - We. Apr 26, 20:00-21:00 - KEC
10 eve - We. Apr 26, 21:00-22:00 - KEC

Instrumental Music

NOTE
Students wishing to register for the instrumental music courses must have an instrument before the first class of each course.

NOTE
Instruments are not provided by VCC. Students should inquire at local musical instrument dealers for information regarding purchase and rental (check in the Yellow Pages under the "Musical Instruments" heading).

Flute: Beginners (502505)
Practical instruction for the novice. Throughout the course students will learn proper breathing techniques, tone control and musical skills. Some small ensemble playing will be included. Each student must have a flute. (Lutz) $51.36 (Includes GST)
8 eve - Mo. Apr 24, 18:00-19:00 - KEC

Flute: Intermediate (502506)
Continuing practical instruction in flute performance study, students will continue technical skill development and participate in more small ensemble playing. Music provided. Each student must have a flute. (Lutz) $51.36 (Includes GST)
8 eve - Mo. Apr 24, 19:00-20:00 - KEC

Guitar: Beginners (502507)
This course includes basic theory, note reading and accompaniment styles for contemporary guitar. A wide range of styles are introduced, from classical to folk and blues/rock. Learn accurate tuning, a variety of chords, strums and picking patterns. Meet other beginners and broaden your musical horizons in a cooperative and friendly atmosphere. (Mursalim) $101.65 (Includes GST)
10 eve - We. Apr 26, 18:00-20:00 - KEC

Guitar: Intermediate (502508)
Have you had a few lessons in the past, or are you a self-taught player stuck at a certain level? This class will help you learn to use the wide range of materials available to improve your technique and musicality. The course includes theory, note reading, solo techniques, ensemble playing and insights into various styles from classical to contemporary. An excellent opportunity to meet other guitarists and improve your playing. (Mursalim) $101.65 (Includes GST)
10 eve - We. Apr 26, 20:00-22:00 - KEC

Guitar Jazz Rock Improv (502544)
Beginning with an introduction to intervals and ear training, the course goes on to explore the structure and movement of chords and their corresponding scales. Special attention is given to creatively expressing class information on the guitar. This hands-on approach will also be used to look at concepts in chord and song structures and at new directions in improvising. Prerequisite: Knowledge of notes on finger board and staff. (Jahnke) $64.20 (Includes GST)
10 eve - Tu. Apr 25, 19:00-20:00 - KEC

Jazz and Blues Jam Workshop (502543)
An opportunity to meet and play with other guitarists of similar ability. Explore fresh ideas on improvising and gain new insights into soloing and accompanying. Each week a new tune will be used as a means of exploring specific problems associated with ensemble musicianship. (Jahnke) $96.30 (Includes GST and a music fee)
10 eve - Tu. Apr 25, 20:30-22:00 - KEC

Saxophone/Clarinet: Beginners (502519)
Learn proper techniques on saxophone or clarinet, including breathing, tone, basic playing skills, some reading skills and basic blues patterns. The course is designed for the beginning player and for those who want the opportunity to play with other students at their own level. Each student must have their own instrument. (Lutz) $64.20 (Includes GST)
10 eve - We. Apr 26, 18:00-19:00 - KEC

Saxophone/Clarinet: Intermediate (502520)
A continuation of the beginners class. Improve upon your reading ability. Solo lines and riffs will be analyzed for playing and jamming in rock, blues and jazz idioms. An ideal way to meet other players at your level who share your interests. (Lutz) $64.20 (Includes GST)
10 eve - We. Apr 26, 19:00-20:00 - KEC

Vocal Music

NOTE
Carol Brauner, instructor for Singing II and the Tuesday section of Singing I will be on leave for the summer. Carol will re-join the Continuing Education faculty in the fall.

Singing I (102614)
Designed to give beginning singing students, or those who have studied no more than two years, a good basic foundation for their art, by using exercises and songs. Vocal technique includes; breath onset, focusing of tone, posture, relaxation, extension of range, projection, dramatization of text, diction, etc. All styles of music. Group classes alternate with half-hour individual lessons tailored to meet the needs of each student. Permission of instructor required to register. $214 (Includes GST)
8 eve - Mo. Apr 24, 18:00-20:00 - KEC (Tompkins)

Ensembles

Concert Band (formerly Woodwind Ensemble) (502548)
Put the skills you have learned in the woodwind instructional classes to use by joining this performance ensemble. Players of all woodwind and brass instruments are welcome to participate. Repertoire will be determined by ensemble makeup. The course is not limited to students who have participated in group lessons. However, those who have not previously registered in an instrumental course should talk to the ensemble director before registering. (Lutz) $74.90 (Includes GST and music fee)
10 eve - Mo. Apr 24, 20:30-22:30 - KEC

Jazz Band (502541)
Like Swing and Stage Band music? This performance ensemble may be for you. Be prepared to practise and have fun. Trumpet and trombone players are particularly needed. Music and level of expertise will vary according to the makeup of the ensemble. (Lutz) $74.90 (includes music fee and GST)
10 eve - Tu. Apr 25, 20:00-22:00 - KEC

Vocal Jazz Ensemble: Beginner (502523)
This ensemble is designed for the singer who would like to experience vocal jazz. Some previous choral experience is helpful, but not mandatory; ability to sight-sing will improve during the course. Topics covered will be through the repertoire sung: jazz style, improvisation, stylizing a ballad, movement for performance. Correct vocal production will be stressed at all times with good warm-up techniques being used. Some rehearsals will be with sound system. An ideal course for directors wishing instruction in vocal jazz techniques. (Warren) $123.05 (Includes GST and music fee)
10 eve - We. Apr 26, 18:00-20:00 - KEC

Vocal Jazz Ensemble: Advanced (502524)
This group will function as a rehearsal group with the emphasis on advanced repertoire. Jazz styles, improvisation and some solo work will be included. *Performing opportunities will be explored.* Students must have previous vocal jazz experience and the permission of the instructor. Grads – recent and not-so-recent – of high school jazz programs are particularly welcome! Some rehearsals will be with sound system. Students unsure of their level should register in beginner's level and may be moved by instructor. (Warren) $123.05 (Includes GST and music fee)
10 eve - We. Apr 26, 20:00-22:00 - KEC

Appreciation and Theory

Melody and Song Writing (102601)
This course will cover the various musical techniques involved in the composing of both instrumental and vocal melodies by breaking down the composition process into its individual components. These will include harmony, rhythm, form, style and development. There will be an analysis of a variety of songs in addition to written exercises. Students will be asked to write and submit short melodic examples throughout the course. A knowledge of basic theory including intervals, major and minor scales, diatonic chords, chord progression and musical form is required. (Kinzie) $110
10 eve - Tu. Apr 25. 18:00-20:00 - KEC

Music Arranging (102629)
An introductory arranging course for students with some music theory background. The class will cover the basic roles of ensemble instruments, including specific lectures on rhythm section. Discussion will also centre around scales, chords and modes. Students will be assigned projects throughout the course. (Kinzie) $110
10 eve - Tu. Apr 25, 20:00-22:00 - KEC

Jazz Improvisation (102611)
Become a better improviser. Students will study in-depth the relationship between scales and chords, using the jazz shorthand approach to theory, involving the study of modes, chord progressions, analysis and chord substitution. Also included will be an analysis of several standards, blues and contemporary jazz works. Students must be able to read music and have a knowledge of all major scales. (Keenan) $110
10 eve - Th. Apr 27, 19:00-21:00 - KEC

Music Theory (102613)
Open to musicians and non-musicians alike. Learn the basic fundamentals of music theory, including rhythm, intervals, chords and transposition. Students should be able to read one clef. (Lutz) $110
10 eve - We. Apr 26, 20:00-22:00 - KEC

Commercial Music

MIDI Music I (102604)
This introductory course provides an overview of music creation with MIDI by exploring how many different MIDI devices such as keyboards, drum machines, samplers and other sound modules can properly be connected to computers and sequencers. Learn how to set up your own MIDI systems and discover what pieces of equipment are necessary and cost effective. Get hands-on experience with keyboard controllers, computers and sound modules using the sequencer program for the Mac, 'Deluxe Recorder.' No previous experience required. (Reid) $140
12 eve - Th. Apr 27, 20:00-22:00 - KEC

Live Sound Engineering (102606)
Become proficient with sound equipment. This course explains how PAs and other sound equipment are set up and operated. Learn how to use microphones, consoles, equalizers, compressors, digital reverbs, power amps, monitors and speakers to get the most out of a sound system. Important troubleshooting tips and easy repairs to keep a system running properly will be included. This is a hands-on course; be sure to wear your jeans. (Reid) $140
12 eve - Th. Apr 27, 18:00-20:00 - KEC

Music Publishing and Record Company Contracts (102619)
Explore the ways in which revenue can be derived from song writing and recording. This course offers in-depth information on copyrights; methods of registration and publication; the roles of music publishers; performance rights organizations. A complete look at how royalty payments are structured, as well as record company contracts and payments to artists will be included. Learn how you can untangle the maze of contracts and deals to be successful in this area of the music industry. (Reid) $130
12 eve - Mo. Apr 24, 18:00-20:00 - KEC

Multi-Track Recording Workshop (102631)
Be in the control room with record producer Greg Reid as he engineers and produces a song from start to finish. Have the opportunity to work with 24 track digital recorders, a large studio console, plenty of outboard gear as well as MIDI. Your instructor will demonstrate and explain the operation of all the equipment in a relaxed professional environment. Class size will be limited to six, which will allow ample hands-on experience for all. Permission of instructor required. (Reid) $300
8 eve - Su. May 14, 19:00-22:00 - Coquitlam

Photography

Visual Arts Certificate – Photography Major

Certificate Program

This certificate program is designed for those employed in the photographic industry and for those who use photography in their work.

AMATEUR PHOTOGRAPHERS and those not interested in the certificate may take these courses for general interest.

Entry Requirements
Students wishing entry into the program may be required to have an interview and show a portfolio of their work. Students wishing entry into basic courses do not require an interview or need to show a portfolio.

Certificate Requirements
Satisfactory completion of approximately 450 hours of instruction.

NOTE
Not all certificate courses are offered each term.

Application/Registration
Registration will take place from 10:00-16:00, Tuesday through Saturday, starting Tuesday, March 28, 1995

Registration may be done either by phone using a VISA/MasterCard or in person with cash, cheque, or VISA/MasterCard.

Registration is ONLY available at Focal Point, 4474 West 10th Avenue.
For those unable to register during the day, we have evening registration available Tuesday, April 04 or Wednesday, April 05 from 19:00-20:30.

Register early – these courses are very popular and fill quickly.
For information please contact Focal Point ONLY at 224-3636.

INSTRUCTORS
Darren Bernaerdt is a photographer for the advertising department of a large retail company.

Greg Blue is a commercial photographer, specializing in product photography.

Tim Harvey is a commercial photographer specializing in fashion photography.

Susan Hayes, B.F.A., M.F.A., is a commercial photographer specializing in brochure designs and slide presentations.

Sabea Mante is a freelancer in computer graphics design.

Marilyn McEwen is a local freelance photographer with an extensive accounting background and is also editor/art director for Camera Canada.

Andrew Tripp is a commercial photographer specializing in people photography.

Jennifer Walton is a stock photography consultant.

Jeff Weddell is a commercial freelance photographer who specializes in people.

Analee Weinberger is a local commercial freelance photographer.

Ingrid Yuille is a freelance photojournalist.

Basic Photography (300101)
Learn to take good pictures in a variety of situations. Through lectures, workshops, demonstrations, field trips and critiques, students will develop a good foundation in basic photographic concepts such as: exposure control, depth of field, motion and night photography. Black and white film processing and printing techniques will also be covered. Prerequisite: None. (Hayes/Tripp) $225
10 eve - Mo. Apr 17, 19:00-22:00 - FP
10 aft - Tu. Apr 18, 12:30-15:30 - FP
10 eve - Tu. Apr 18, 19:00-22:00 - FP
10 eve - Fr. Apr 21, 19:00-22:00 - FP

Intermediate Photography (300103)
Improve your knowledge of camera operation while learning compositional and lighting techniques. Learn basic studio lighting techniques for both portraiture and still life, and learn how to get the most out of available light, Students will gain hands-on experience with lighting equipment through shooting sessions with professional models. Good technical and compositional techniques are stressed throughout the course. Prerequisite: Basic Photography or equivalent. (Weinberger/Weddell) $235
10 eve - Mo. Apr 17, 19:00-22:00 - FP
10 aft - Tu. Apr 18, 12:30-15:30 - FP
10 eve - Tu. Apr 18, 19:00-22:00 - FP
10 eve - Fr. Apr 21, 19:00-22:00 - FP

Basic Darkroom (300102)
Through lectures, demonstrations and hands-on experience, learn the basic principles and practices of black and white darkroom use, including film processing, contact prints, enlargements, dry mounting and some print finishing techniques. Prerequisite: None. (Weddell/Tripp) $225
10 aft - We. Apr 19, 12:30-15:30 - FP
10 eve - We. Apr 19, 19:00-22:00 - FP
10 mng - Sa. Apr 22, 10:00-13:00 - FP
10 aft - Sa. Apr 22, 14:00-17:00 - FP

Practical Darkroom (300104)
Learn fine quality black and white photographic print making through practical applications of various techniques, including individualized teacher instruction. Bleaching and toning procedures are also covered. Prerequisite: Basic Darkroom or equivalent. (Tripp) $235
10 aft - Th. Apr 20, 12:30-15:30 - FP
10 eve - Th. Apr 20, 19:00-22:00 - FP

Practical Lighting (300122)
Learn advanced fundamentals of lighting as it applies to people and still life. Examined are equipment selection and shooting techniques. There are several practical shooting sessions in and out of the studio, some sessions with models. Learn to recognize the potential of lighting, use it in a way that suits the needs of the subject and treat each set as a completely fresh situation. Prerequisite: Intermediate Photography or equivalent. (Harvey/Bernaerdt) $275
10 eve - Th. Apr 20, 19:00-22:00 - FP
10 mng - Sa. Apr 22, 10:00-13:00 - FP

Advanced Studio Lighting (300133)
This course branches off from the theory and practical experience gained in Practical Lighting. Experiment with unconventional lighting techniques. Areas such as still life, people, editorial, automobiles, buildings and manipulating sunlight are explored. Course has many demonstrations and practical shooting sessions. Prerequisite: Practical Lighting or equivalent. (Blue) $275
10 aft - Sa. Apr 22, 14:00-17:00 - FP

Photojournalism (300108)
This course will examine topics related to photo-journalism, using a single photograph or a series of photographs to tell a story. Technical emphasis will be on the ability of the student to use equipment and materials quickly and with confidence in a variety of situations. Camera technique, composition, picture editing, basic picture layout, and working to specifications are some of the topics to be covered. Prerequisite: Intermediate Photography or equivalent. (Yuille) $275
10 eve - We. Apr 19, 19:00-22:00 - FP

Commercial Photography (300116)
This course will give students practical experience in the field of commercial photography with emphasis placed on advertising. Students will be given assignments each stage of which will be guided by the instructor assuming the role of an art director/client. Topics will include: working with clients, art director and models, composing layouts and getting the most of photographic equipment and lighting. Prerequisite: Intermediate Photography or equivalent. (Blue) $275
10 aft - We. Apr 19, 12:30-15:30 - FP

Fashion Photography (300117)
This course, taught by a fashion photographer, will introduce the various styles and types of this special field of photography as well as the history. Specific lighting techniques and the relationship between the model and photographer will be covered. Students will have practical demonstrations in both fashion styling and make-up and will also have shooting sessions with professional models. Choosing the right model will be covered during a practical casting session. Prerequisite: Intermediate Photography or equivalent. (Harvey) $275
10 aft - Th. Apr 20, 12:30-15:30 - FP

View Camera Techniques (300132)
This course is designed to be an extensive exploration of the view camera. Students will become familiar with the mechanics of a 4x5 camera, its operation and applications for this type of photography. This course will cover a great deal of technical material. Prerequisite: Intermediate Photography or equivalent. (Blue) $275
10 mng - Sa. Apr 22, 10:00-13:00 - FP

Stock Photography (300134)
This course will introduce the students to the many facets of stock photography. Shooting for stock, marketing your work, equipment selection, selecting an agency and copyright laws will be some of the topics covered. Prerequisite: Intermediate Photography or equivalent. (Walton) $175
5 aft - Sa. Apr 22, 14:00-17:00 - FP

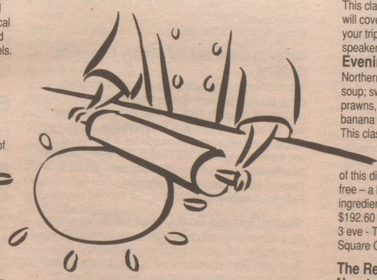
Getting the Most from Custom Labs (300119)
This seminar will teach you how to get the most out of custom processing labs. Topics to be covered will include how labs work, what standards they work to and how to get the best results from them. Basic colour theory, the colour wheel, colour filtration and colour correction will be covered as well as the principles of both C-41 and E-6 processing. You will tour a custom processing lab and see how they operate. Common problems from both the lab's and customer's point of view will be discussed. Prerequisite: None. (Bernaerdt) $165
4 aft - Sa. Apr 22, 14:00-17:00 - FP

Composition and Design (300143)
This course will help the student become a better photographer. Through exploration and application, the student will practise the fundamentals of composition and design. Starting with pictorial structure, balance, movement and contrast, and advancing to controlled reading, colour theory and colour relationships. Prerequisite: Intermediate Photography or equivalent. (McEwen) $275
10 eve - Mo. Apr 17, 19:00-22:00 - FP
10 aft - Tu. Apr 18, 12:30-15:30 - FP

Photographic Style (300147)
A course for those who have an understanding of the medium of photography and want to progress beyond the technical aspects. Using historical and contemporary perspectives in a lecture/assignment/critique format, this course is designed to help the student recognize and develop a personal style that is uniquely their own. Prerequisite: Intermediate Photography and Composition and Design. (McEwen) $275
10 aft - We. Apr 19, 12:30-15:30 - FP
10 eve - We. Apr 19, 19:00-22:00 - FP

Business Practices (300126)
This course will introduce students to the business of photography. Students will be given instruction in marketing and self-promotion, setting up a business, business law, portfolio presentation, professional practices and a discussion of the Free Trade Agreement and its effect on photographers. This course is designed for the working professional or the aspiring professional. Students must have completed Intermediate Photography or its equivalent. Note: This course can be taken concurrently with Business Management (300131). (Blue) $250
10 eve - Tu. Apr 18, 19:00-22:00 - FP

Business Management (300131)
Designed to complement the Business Practices course, this course introduces the student to the day-to-day mechanics of running a photographic business. Learn preparation of estimates, simple accounting procedures, relationships with employees and suppliers, communication skills and copyright. Prerequisite: Intermediate Photography or equivalent. Note: This course can be taken concurrently with Business Practices (300126). (Blue/McEwen) $250
10 eve - Th. Apr 20, 19:00-22:00 - FP



Post Production for Photography (300150)
This course is designed to teach students how to communicate with art directors and graphic designers on their own level by giving the students a thorough knowledge of the production techniques used in the industry today. Students will learn the photographic necessities for shooting to specific production techniques. This information is vital for aspiring and established commercial photographers to be competitive in today's market. Prerequisite: Intermediate Photography or equivalent. (Blue) $250
10 eve - Fr. Apr 21, 19:00-22:00 - FP

Photoshop – Level I (300149)
A hands-on introduction to the techniques used in creating and manipulating digital photographic images with Adobe Photoshop. This course will provide a student with a basic knowledge in computerized manipulation of scanned graphics, photographs, halftones and duotones. Some computer experience is beneficial. Some purchase of supplies necessary. This class is taught at City Centre but registration is at Focal Point. (Mante) $275
10 eve - Mo. Apr 10, 19:00-22:00 - CC
10 eve - Tu. Apr 18, 19:00-22:00 - CC

Photoshop – Level II (300151)
This hands-on workshop is a continuation of what was practised in Level I. More emphasis will be placed on using editing tools and commands to create composite/montage ads. Prerequisite: Students MUST have completed Level I. Students will be required to purchase a 44 mb Syquest Cartridge. This course is taught at City Centre but registration is at Focal Point. (Mante) $275
10 eve - W. Apr 19, 19:00-22:00 - CC
10 eve - Th. Apr 20, 19:00-22:00 - CC

Cuisine

INSTRUCTORS
Nathan Hyam, director and head chef-instructor for the CookSchool. Nathan has been a professional chef for over a decade and brings with him experience from California, Europe, Mexico and Asia. Nathan has travelled extensively in South East Asia and trained in Thailand, Singapore and Indonesia.

Glenys Morgan trained at the Cordon Bleu Cooking School and has been a cooking instructor since 1980. In her varied career she has worked with Julia Child, Madeline Kammon, Jaques Pepin and many more of the great international chefs. Glenys currently is working at Tomato Fresh Food Cafe.

Intro to Thai Cooking (501018)
Evening 1
Learn about all the unique herbs and spices in this flavourful cuisine. This class will include information on substitutions and sources for ingredients: how to make red curry paste from scratch, chicken and vegetables in red coconut curry sauce, Jasmine rice, Thai stir fried vegetables, black rice pudding, video presentation on Thai cooking and fruit carving.
Evening 2
Lettuce wraps filled with ground chicken, herbs and mint with a chili and lime dipping sauce, fish filets baked in banana leaves with basil and coconut, chicken sate marinated in coconut milk and garlic served with spicy peanut sauce, Paad Thai (stir fried rice noodles with peanuts, tofu, lime and spring onions), coconut custard. This class will include a lecture on travelling in Asia that will cover local customs and expectations to help make your trip an enjoyable experience. There will be a guest speaker from the Thai Tourism Board.
Evening 3
Northern Thai chicken salad, shrimp and jasmine rice soup; sweet corn patties with chili sauce; herb glazed prawns, broccoli; peanuts and fresh rice noodle stir fry; banana lime sauté with ice cream.
This class will include a lecture on understanding the ranges of climates and geography and how this leads to regional differences in the cuisine of this diverse country. Each participant will receive for free – a large heavy-duty wok, stir fry tools and the ingredients to make a Thai meal, value $40. (Hyam) $192.60 (Includes GST)
3 eve - Th. May 11, 18:00-21:00 - The CookSchool, City Square Centre, 3-555 West 12th Avenue, Vancouver

The Regional Cooking of Thailand Tour – Nov 1 – 14, 1995
Vancouver Community College, Continuing Education Division, offers a variety of travel-study opportunities reaching into every corner of the globe and extending the imagination, learning and life experiences of the participants. Join Nathan Hyam, director and head chef-instructor for the CookSchool, on this culinary expedition to the land of highly-distinctive hot, sweet and sour flavours – Thailand. China, India, Indonesia, Malaysia and Portugal have all contributed to the evolution of Thailand's unique cuisine, now one of the world's favourites. You spend five days in fascinating Bangkok attending cooking classes, shopping in the floating markets, visiting the splendours of royal and religious Bangkok and Ayutthaya and eating glorious food, some of which you have prepared yourself. You then travel to Chiang Mai to learn about northern Thai cuisine, as well, to visit hill tribe villages. The trip ends with a delightful escape to a tropical island, Koh Samui, where you enjoy sun, sea, sand and southern Thai food. This trip is a delight to all senses. Price $3975.
For more information please call tour leader, Nathan Hyam, The CookSchool, at 873-5683 or Wayne Decle, VCC–Continuing Education, 871-7065.

Wine Education

INSTRUCTOR
Paul Warwick, certified wine educator. For the past 13 years, VCC, King Edward Campus, has been the home of the most consistent wine courses in the country. The instructor is Paul Warwick, certified wine educator, by the Society of Wine Educators. As a celebrity chef and cook book author he adds spirit and fun to his courses. There are always light refreshments served, together with plenty of knowledge and some wine. It is always a full, fun night, whatever the subject.

Introduction to Wine Appreciation and Wine Tasting (505211)

An increased knowledge of wine will enhance your enjoyment of this most temperate of alcoholic beverages. Topics include a history of wine, production methods, soil, climate and man's influence; proper reading of labels; purchasing, storing, caring and serving; and getting the best value for money. Tastings each night will feature different grapes and countries, e.g., France, Italy, USA, Germany and others. Food will be served. (Warwick) $107 (Includes GST)
4 eve - Mo. May 01, 19:30-21:30 - KEC

Advanced Notice

Join Paul Warwick for a trip to the Napa and Sonoma Valleys in California to sample some wine, sun and relaxation. Thursday to Monday, June 1995. Further information to follow. Ask for more details in your class, or call VCC, Continuing Education, Wayne Decle – 871-7065 to enquire.

Anthropology/History/ Philosophy

INSTRUCTORS
Tamara Little has studied First Nations culture on the coast for seven years, concentrating on art and oral traditions and has done field work with the Sto:lo Nation of the Lower Fraser River Valley.

Marcia Monreal is a graduate student in science at UBC. Originally from Chile, she brings broad life experience and infectious enthusiasm to any challenge she takes on.

Kurt Preinsperg, who immigrated from Austria and earned his Ph.D. at UBC, has enjoyed introducing students to philosophy for the past seven years. He has a special interest in applying philosophy to existential predicaments and currently teaches at Langara College.

Ethnography of the Northwest Coast (505606)

This course will provide students with a practical knowledge of the First Nations cultures of the Northwest Coast, with a concentration on issues relating to contemporary politics (land claims and self-government), economics (particularly fishing), history (both pre-contact and contact/historical periods), art (the expanding art market on the coast) and other special issues such as First Nations health care and education. The class will be run as a discussion group, centred loosely on readings on selected topics. Individual or class concerns will be addressed in this flexible format. It will be held in the Museum of Anthropology, at UBC and students will receive passes to that institution. This course is designed specifically to provide people in the work force who deal with First Nations issues or clients with an understanding, history and appreciation of First Nations cultures on the coast today. (Little) $133.75 (Includes GST)
8 eve - We. May 03, 19:00-21:30 - MOA

The Search for Love (505609) NEW

A course for men and women who want to understand romantic beginnings better. A love relationship is probably life's most rewarding joy. We will discuss the art of courtship as presented in classic works by Plato, Ovid, Capellanus, Stendhal and Taylor. We will also take a thoughtful look at finding love in our times of rapidly-shifting role expectations. The course aims to offer ideas to encourage each student to work out his or her own philosophy of responsible love-seeking. Readings will be taken from Solomon and Higgins', "The Philosophy of Love" and from contemporary material on male-female relationships. This course is team-taught by a couple. (Preinsperg/Monreal) $117.70 (includes GST)
6 eve - Th. May 11, 18:30-21:00 - Lan

The Meaning of Life (505611)

This course aims at promoting a sense of clarity in the search for a meaningful existence. What is the best life? What is really worth doing or worth having? Is there any ultimate purpose? Some of the most perceptive philosophical minds have explored life's meaning in its various forms: objective meaning, socially-created meaning and self-created meaning. Short readings will be selected from Plato, Aristotle, Epicurus, Seneca, Lao-Tsu, Spinoza, Hegel, Kierkegaard, Nietzsche, Camus, Russell, Beauvoir, Nagel, Nozick and others. (Preinsperg) $117.70 (includes GST)
6 eve - Tu. May 09, 18:30-21:30 - Lan

The Art of Critical Thinking (505610)

This course will try to make you a more effective thinker. We will study the logic of real-life reasoning – as used in discussions, newspapers, TV programs, books, political campaigns or advertising. We will learn how to spot common errors in everyday reasoning and how to back up our own beliefs and decisions with good reasons. Our emphasis will be on reasoning about cause-and-effect relationships and especially on the recognition of dynamic causal interconnections. (Preinsperg) $117.70 (Includes GST)
6 mng - Sa. May 06, 09:30-12:00 - Lan

Natural History Education

The college's natural history courses and tours are developed by biologists and implemented by specialists in the field of natural history. The courses appeal to both the lay person and experienced biologist. Tuition for our program is tax deductible.

Please call 323-5322 for itineraries and bookings.

Field Trips

Carmanah Valley Weekend (502837)

Hike with naturalist Trudy Chatwin into the valley revered world-wide for its expanse of old-growth forest. Some if its massive Sitka spruce are over 800 years old. Weekend includes a visit to a selectively-logged forest near Ladysmith, a tour of the Mesachie Lake forestry research station, and the hike into Carmanah Valley. Ferry, van charter, accommodation at station and most meals included in cost. $270
Weekend field trip: April 22/23

Widgeon Creek Natural History Excursion (502819)

The marshlands and meandering sloughs of Widgeon Creek are ideal for close-up nature observations and easy-paced canoeing. Harbour seals come up Pitt River from the ocean, marsh wrens, song sparrows, many warblers, and red-winged blackbirds live in the maples and willows along shore and Osprey, bald eagles and red-tailed hawks are active year-round residents. Dr. Alice Cassidy. $58.85, canoe rental included.
Field trip: Saturday, May 06

Seabird Islands Boat Cruise (502874) NEW

On a comfortable boat cruise of the waters of Haro Strait, we'll observe the seabird colonies of Dock Islets, Little Shell and Forest islands, and the stunningly beautiful and noisily populated Mandarte Island. The cruise allows for close-up observation of breeding colonies of double-crested and pelagic cormorants, glaucous-winged gulls, pigeon guillemots, black oystercatchers and with luck, Mandarte's pair of tufted puffins. Marbled murrelets, rhinoceros auklets and harlequin ducks are commonly seen at sea. In other years we have had the good fortune of also seeing killer whales, Dall's and harbour porpoise. Ferry and boat charter covered by fee. $85.60. Dr. Alice Cassidy.
Day trip: Saturday, May 27

Caren Range (502873)

With naturalist Paul Jones, visit the ancient forests of the Caren. This mountain range forms the backbone ridge of the Sechelt Peninsula. Some of Canada's oldest trees grow here – a 1238 year old western Hemlock log and stumps of yellow cedar up to 1824 years old were discovered in 1993. This range has produced the first two active breeding records for Marbled Murrelets in Canada and is also home to Roosevelt elks, river otters, cougars, black bear, bobcat, Douglas squirrels, one species of chipmunk and snowshoe hares! Chartered van and ferry costs are covered by fee. $70.62
Field trip: Sunday, June 11

Whales, Eagles and Totems – Quadra Island and Johnstone Strait (502809)

Sea birds, sea lions, bald eagles, minke, gray and killer whales . . . native dancing and feasts, historic villages and lush old-growth rain forests, discover Quadra Island and Johnstone Strait with biologist Marja de Jong Westman and resident anthropologists. Cost $695.50; includes transportation, most meals, accommodation, boat charter.
Weekend trip: September 8-11

Bird Identification Workshops

* Co-sponsored by the Vancouver Natural History Society
These workshops are designed to offer both the beginning and intermediate birder detailed information on field identification techniques for some of the most interesting groups of BC birds, as well as general bird biology and behaviour. Each workshop consists of one 2-hour lecture using slides and museum specimens and one 4-hour field trip. Workshops are conducted by experienced birders.

Workshop 3: Shorebirds (502865) *

The Fraser Delta is of global importance as a migration stopover for many species of shorebirds. Alvaro Jaramillo will conduct this workshop which includes a field trip to Boundary Bay. He is a doctoral student at SFU and one of Canada's top birders. $40.12
Lecture: Tu. Apr 25; 19:30-21:30
Field trip: Sa. Apr 29; 08:00-12:00

Workshop 4: Songbirds (502866) *

Many species of songbirds migrate down the Pacific Coast each spring. Tom Plath will discuss techniques to assist in easy field identification of warblers, flycatchers, sparrows and their relatives. Destination of the field trip will be announced at the lecture, since it depends on the timing of the migration. Tom is a wildlife technician with the BC Ministry of the Environment Wildlife Branch and a very active birder. $40.12
Lecture. Tu. May 02; 19:30-21:30
Field trip: Sa. May 06, 08:00-12:00

Workshop 5: Bird Vocalization (502872) NEW

Learn the function of bird song; hear about research on song variation and how young birds learn species specific songs, read a sonogram and gather tips on how to identify birds in the field by hearing them. Then . . . try out your new skills on a field trip to Jericho Park with ornithologist Dr. Alice Cassidy during a peak time for bird vocalizations. $40.12
Lecture: We. May 10; 19:30-21:30
Field trip: Sa. May 13; 07:00-10:00

Educational Travel Tours

For information and booking call Fraser MacLean at Great Expeditions at 257-2044 or FAX at 257-2037.

Firth River Arctic Canada

Led by Dick Cannings
Flowing out of Alaska into the northwesternmost corner of Canada, the Firth River provides one of the best introductions to Arctic wilderness anywhere. Rafting through its valley, you'll watch the last forests dwindle to a single white spruce and to the vast tundra of the Yukon north slope. You'll see Dall's sheep, moose, grizzly bear, caribou, musk ox, golden eagles and beluga whales and visit fascinating old historical sites. Jun 16-28, 1995

Australia

Led by David Stirling
Australia . . . rainforests with strange and wonderful birds, coral reefs and cays teeming with colourful fish and giant clams, hot savannah spiked with giant termite mounds and mangrove swamps and billabongs seething with crocodiles. On a 21-day trip you'll explore the rainforests of the Great Dividing Range, the deserts of the Red Centre, the coral islands of the Great Barrier Reef and the savannahs and rich wetlands of the Top End. First you'll travel from Sydney to Alice Springs, to Ayers Rock and the Olgas; then it's on to Darwin to Kakadu National Park and to Brisbane for Lamington National Park. You'll spend several days on the offshore coral islands before going further north to visit the Atherton Tablelands near Cairns. Oct 1995.

Trinidad and Tobago

Led by Nancy Baron and Johnny Mikes
The island nation of Trinidad/Tobago combines South America's rainforests with the spectacular coral reefs and exotic spice of the Caribbean. Trinidad/Tobago offers a remarkable diversity of landscapes in a very small area and abundant bird and animal life including toucans, tufted coquettes, spectacled owls and bellbirds. Based out of two beautiful lodges, we'll explore rainforests, lakes and marshes on Trinidad then relax, snorkel and wander the beautiful beaches of Tobago. Eleven-day trip. Jan 26 – Feb 06, 1996

Clayoquot Sound (The Biosphere Project)

Call Randy Burke at Bluewater Adventures at 980-3800 or FAX 980-1800
Visit Clayoquot Sound on the west coast of Vancouver Island. This deep sound filled with over 40 islands is an area of spectacular beauty. Trip will be based aboard the 68' expedition vessel, "Island Roamer." You'll hike up mossy creeks among trees hundreds of years old, perhaps encounter the large planktonic feeding basking sharks and whales, trek along sandy beaches and relax in soothing hotspring baths. Each day participants will explore a different area and meet with different researchers involved in the biosphere project to discuss their work. Oct 1-4; $1200

Comedy

INSTRUCTOR
Gerry McAteer has been teaching for 12 years. He is a member of two World Championship Improv teams, and has written, directed and produced for the Vancouver Theatre Sports League for the last eight years.

Comedy Improvisation – Level I (503404)

Designed to free the imagination through the spontaneous use of words, sound and movement. Though the emphasis is on basic acting skills, this course is geared to anyone who loves to laugh. A good starting point for people who have toyed with the idea of becoming involved in theatre. (McAteer) $107 (Includes GST)
8 eve - Mo. May 01, 18:00-20:00 - CC
8 eve - Mo. May 01, 20:15-22:15 - CC

Comedy Improvisation – Level II (102900)

This program picks up where Level I left off. It will focus on improvisation as a performance tool. A number of advanced improv games and structures will be introduced and focus will be given to creating a performer's attitude. Improvisational comedy relies more on listening and attentiveness than wit. This will become evident through the sessions in this program. Completion of Level I is necessary before entering this course. (McAteer) $107 (Includes GST)
8 eve - Tu.. May 02, 18:30-20:30 - CC

Film, Television & Theatre

INSTRUCTORS
Dwayne John Beaver has been an independent filmmaker since 1986. He has written, produced and directed commercials, short films, music videos and live television.

Alan Borden, M.A., has been writing professionally for over ten years, with TV dramatic and commercial credits. He has sold and optioned numerous screenplays while living in Vancouver and Los Angeles.

Allan Lysell is a professional actor, writer, producer. He has worked in film, television, radio and theatre for 24 years. He is also a professional educator with degrees from UBC and a certificate from Harvard University.

Bill Mackie is a freelance TV producer/director with 21 years' experience in television broadcasting and dramatic film production.

Careers in the Film Industry: An Introductory Course (104102)

A review of career and employment possibilities in the growing BC film industry, with emphasis on working conditions, skills required and professional associations. Students will examine common avenues into the industry and the functions of major production personnel. (Mackie) $90
3 day - Sa. Apr 22, 09:00-12:00 - CC

The Keys to Entry Into Acting for Film, Television and Theatre (503447) NEW

A six-hour workshop focusing on the information and techniques necessary to enter the world of film, television and theatre as an actor. Topics covered include: talent and casting agents, performers' unions, auditioning, the genres, the actors' magic key, script analysis, profes-sional training, resumes and photos, directors and producers, names, addresses and phone numbers you need. The day is a combination of practical work, discussion and information. You will leave knowing what the next steps are to reach your goal and with the tools to be successful in taking them. This course is appropriate for beginning actors and those interested in knowing more about auditioning. Those making a transition from theatre to film will also benefit. (Lysell) $58.85 (Includes GST)
1 day - Sa. May 06, 10:00-16:00 - Lan

Short Subject Filmmaking (104110)

Many artists are simply unaware of the superabundance of resources available to them as first-time and emerging filmmakers. This program will provide an excellent primer to those wanting to write, produce and/or direct their own films. The class explores the development, financing and distribution of short films in Canada. Students will prepare scripts, financing plans and production packages for delivery to funding agencies. (Beaver) $187.25 (Includes GST)
6 eve - Tu. May 02, 19:00-22:00 - CC

Writing Movies: The Basics (104111)

If you love movies and have always wanted to write one yourself, this course will give you the tools you need to start you on your way. From the nuts and bolts of how a screenplay looks on the page to coming up with a story and creating believable characters, this hands-on class takes you step-by-step through the entire creative process. Using clips from recent blockbuster films such as "Sleepless in Seattle" and "Speed," we will master the secrets of successful film writers. Classroom discussion and exercises will get those creative juices flowing while proving learning can be fun. (Borden) $144.45 (includes GST)
6 eve - Th. May 04, 19:00-21:30 - Lan

Music Video Production (104112)

This intensive class offers a foundation for producers, directors and musicians to fashion their own music videos. Along with aesthetics and styles, students will study fundamental methods of production, financing, budgeting, formats, marketing and distribution. This class is ideal for producers and directors preparing for their first productions and for musicians who want to preserve creative control over the marketing of their music. (Beaver) $187.25 (includes GST)
6 eve - Th. May 04, 19:00-22:00 - CC

Media Writing & Communications Certificate Program

(Certificate Pending)

The Media Writing and Communications Certificate Program provides a practical alternative to a traditional journalism or communications school. The program offers high-level courses to those who wish to continue their professional education while working or pursuing alternative options during the day. It also allows students to explore the possibilities of a career in journalism, public relations or corporate communications.

The program is designed for interested students, working professionals and those re-entering the workforce who wish to acquire the key skills necessary in the writing field today. Several of the certificate courses are transferable to Langara College's daytime, two-year Diploma Program in Journalism

The Media Writing and Communications Certificate Program recognizes that many private and public organizations need individuals trained in a variety of writing styles, public and media relations and multi-media communications. This certificate program teaches the core skills necessary to obtain jobs in the writing field.

Students will receive the certificate upon completion of 20 units of instruction. It is compulsory that students complete a minimum of five 3-unit courses as part of the total 20 units to receive a certificate (one of the four must be Fundamentals of Journalism). The 20 units must also be completed within three years to receive a certificate.

All courses may be taken as separate courses or as part of the certificate program.

INSTRUCTORS
Rob Dykstra is a journalism instructor at Langara College. He has been a reporter for the Montreal Star, Calgary Herald, Vancouver Province and several weekly newspapers including the Coast News in Gibsons, BC.

Sharon Fuller is an instructor in the Department of Sociology at the University of British Columbia. Before returning to the academy she had been a journalist for nine years from 1979 to 1987, during which time she worked as a foreign correspondent for the British news organization Reuters. She has worked at freelance journalism in print and radio since coming to Vancouver to do a Masters program in communication at Simon Fraser University, after which she entered the Ph.D. program in Interdisciplinary Studies at the University of British Columbia.

Duncan MacDonnell owns and operates 2M Media Services, a print communications consulting firm. He is a freelance writer/editor with extensive experience in corporate communications and community newspapers.

Rick Ouston is an award-winning journalist who has worked as a reporter, broadcaster, editor and producer. He's appeared in newspapers, television, radio, magazines and books.

Robin Roberts is the editor of Westworld Magazine, a travel and motorist magazine published by Canada Wide Magazines for members of the Canadian Automobile Association in the four western provinces. The four editions (two are published bi-monthly and two are quarterly) have a combined circulation of approximately one million.

Nancy Ryder is a part-time instructor at Langara College and a freelance writer. Prior to commencing her freelance career, Nancy served as editor on a number of magazines.

Mac Rymal has 30 years' experience in radio, television and video production as a reporter, columnist, producer and trainer. He is now in charge of the broadcast section of the Langara College Department of Journalism.

Peter Walton is a public relations and communications consultant with 15 years' experience in journalism, public relations, corporate communications and community relations. He is former head of communications and fundraising for Vancouver General Hospital.

Spring 1995

Fundamentals of Journalism (102904)

The course explains the structure and function of the news story, principals of concise, fair and accurate reporting, effective interviewing and media law. Writing effective news and feature leads and the body of the news story will also be covered. The course begins by reviewing effective journalist writing. – 3 units (Walls) $280
12 eve - Mo/We. May 01, 18:30-21:30 - Lan, Room 283

Corporate Communications (102905)

This course reviews the wide range of services provided by a corporate communications department. Topics include newsletters, promotional brochures, annual reports, media relations, issues management and crisis communications. The course also examines "corporate culture" and dealing with internal and external politics. – 3 units (MacDonnell) $280
12 eve - Tu/Th. May 02, 18:30-21:30 - Lan, Room 283

Editing and Publication Design (102906)

In this course students learn to edit and proof copy, write headlines and photocaptions. In the second portion of the class, students design a publication. Topics include page design and layout, photo choice and sizing and an overview of the pre-press and printing process. Prerequisite: Fundamentals of Journalism (102904) – 3 units (Ryder) $280
Will be offered Fall 1995

Introduction to Broadcasting (102907)

This course introduces basic skills used in radio, television and video production. The course features how to write for the spoken word as used in radio, television and video. The student will learn how to produce other students in "on-air" delivery. Students will learn how to interview for broadcasting, how to select and use interview clips for maximum effect, using sound to tell a story or convey a message. – 3 units (Rymal) $280
12 eve - Tu. Apr 25, 19:00-22:00 - Lan

Travel Journalism (102908)

This course shows students how to turn a weekend trip, vacation or a travel experience into a magazine or newspaper article. The course reviews the techniques of travel writing. Students research and write two travel articles. – 1 unit (Roberts) $95
Will be offered Fall 1995

Introduction to Personal Computers (100501)

Knowledge of computers is a must in today's writing field. For this reason, students who are not familiar with computers are encouraged to take an introductory course. CSW1 – Introduction to Personal Computing and DOS (105501) is offered by the Computer Skills for the Workplace Certificate Program. (See Computer Skills for the Workplace Certificate Program section.) Successful completion of this course is equivalent to two units towards the Media Writing and Communications Certificate Program. – 2 units

Public Relations (102913)

This course provides a foundation to public relations, focusing on the skills and techniques required to provide concise, targeted and effective publications services – from writing to communicating with special interest groups. Writing is a major component of course, with emphasis on hands-on preparation of news releases, backgrounders, newsletter, brochures and other forms of persuasive public relations writing. Prerequisite: Fundamentals of Journalism or prior approval by program coordinator. – 3 units (Walton) $280
11 eve- Mo/We. May 01, 18:30-21:30 - Lan

Electronic Publishing (102910)

Graded S/U. Using PageMaker 4, students will learn how to produce a good-looking tabloid newspaper page on deadline. Topics include creating, importing and manipulating text and graphics; using stylesheets, templates and master pages; creating visual interest through text wraps, drop caps, varied column widths, screened and boxed stores. Additional lab time available each session from 16:00-17:00. (Oberlyn) $280
10 aft - Sa. Apr 29, 13:00-16:00 - Lan AND 1 aft - Su. Jun 25, 13:00-16:00 - Lan

Writing and Selling the Feature Article (102911)

Students learn research techniques for writing feature articles for newspapers and magazines. Topics include developing story ideas, conducting research and writing effective leads using colourful language and detail. Students also learn how to market articles as a freelancer to the print and broadcast industry. Prerequisite: Fundamentals of Journalism (102904) or prior approval by program coordinator. – 3 units (Ouston) $280
12 eve - Tu/Th.. May 09, 19:00-22:00 - Lan

Investigative Journalism (102912)

Students learn to search out stories and conduct in-depth research. Topics include gathering information from governmental sources, following money trails and tracing people. Students will research and produce a piece of investigative journalism. Prerequisite: Fundamentals of Journalism (102904) or prior approval by program coordinator. – 2 units (Ouston) $190
To be offered in Fall 1995

Mastering the Unfamiliar: Working as a Foreign Correspondent (102909)

The course is designed to give students a sense of life in a foreign news bureau and to equip them with some of the skills, techniques and strategies required in that situation. These skills will include: networking in unfamiliar areas, news gathering in unknown territory, assessing the credibility of sources and the information they impart and keeping one's own credibility with various parties often in conflict with one another. Writing under conditions of severe pressure will be considered in this context. The course will draw on material from foreign correspondent Edward Behr's work on a foreign correspondent's life behind the lines, Tom Wolfe's edited collection, The New Journalism, as well as articles and videos that deal with aspects of the profession. (Fuller) $110 – 1 unit
2 day - Sa/Su. Jun 10/11, 12:00-17:00 - Lan

Writing

Program

The Writing Program is an integrated program that offers participants the opportunity to develop, build upon and hone their writing skills. Students will work through a syllabus designed to move them naturally from training in the basics to a variety of more advanced courses in three areas: creative writing, professional writing, business and technical writing.

For information call Wayne Decle – 871-7065. For registration call 871-7070.

Evaluation

Program students shall be evaluated on the basis of assignments, participation and course projects.

INSTRUCTORS
Ande Axelrod has worked as the creative director for a national greeting card publisher. She currently writes and designs greeting cards, mugs and other gift products.

Wayne Decle - English Literature and Creative Writing; presently works as a program developer and instructor at VCC, Continuing Education Division.

Jonathan Furst, B.A., M.F.A., is an award-winning Jullaird-trained writer/director whose works have been produced on the stage as well as on television. His screenplay, The Boardwalk, was a semi-finalist in the selection process at Robert Redford's Sundance Film Festival and his teleplay, Camilla, was produced by Shelley Duval and starred Meg Tilly and Ione Sky. Mr. First is the recipient of a national endowment for the Arts Directors grant.

John Lekich is a Vancouver freelance writer whose work has appeared in a wide variety of newspapers and magazines across North America over the last 15 years, including the Hollywood Reporter, the Globe and Mail and the Los Angeles Times. He is the winner of seven Western Magazine awards for subjects ranging from medicine to the arts. Most recently he was nominated for a National Magazine award for his piece on Audrey Hepburn.

Deanna Levis was a teaching assistant in English at SFU and is a master's degree candidate. She has been teaching essay writing at Capilano College for the last three years.

Maureen Medved (M.F.A. Creative Writing) has been writing and performing her monologues, The Tracey Fragments, for a number of years. She has written for theatre, film, radio and print. Her writing has appeared in literary journals and magazines. She has worked as a communicator for corporations and the arts and has edited and written for a variety of publications.

Lee McLeod (Ph.D. English, M.A. Therapy and Counselling) taught literature and composition at the University of Calgary for seven years, is the author of articles and reviews on Canadian literature and on psychotherapy and has been a freelance writer and broadcaster. A practicing counsellor and therapist, he has trained in London, England and in Calgary in Gestalt therapy.

Elizabeth Rains is an award-winning journalist and author of the "Vancouver Parents Survival Guide." She has had more than 800 stories published in Canadian and US periodicals.

Dona Sturmanis, B.F.A., M.F.A., is a long-time freelance writer who has written/photographed over 1000 articles. A well-published poet and story writer, she has edited many magazines and books. Dona has worked as a book publisher and is founder of the current community book series, Secrets and Surprises, which have appeared in Summerland, Penticton, the Okanagan and Richmond in the Lower Mainland.

Jill Williams' writing career covers a wide variety of subjects: a Broadway musical Rainbow Jones; numerous published poems, articles, celebrity profiles; a record album; several trade paperbacks Health Secrets of the Stars/Dell, How to Photograph Pets and Animals/HP Books), and most recently Quick Notes and Fast Quotes for Every Occasion, Self Counsel Press.

Introduction to Basic Writing – Level I (102811)
Learn to research, brainstorm, write an initial draft, revise and edit to produce a finished piece of writing through a combination of exercises, assignments, participant feedback and instructor evaluation. Attention will be paid to basic grammar, paragraphing and sentence structure. Learn to develop ideas on paper through the use of example, illustration and comparison and contrast. $115
6 eve - Mo. May 01, 18:30-21:00 - CC (Medved)
6 eve - Tu. May 02, 18:30-21:00 - KEC (Read)
6 eve - We. May 03, 18:30-21:00 - Lan (Furst)

Preparing a Non-fiction Book Proposal (102848)
NEW
Do you have a non-fiction idea that you feel could be turned into a book? This three-session workshop will give you the know-how to get a publisher's attention. The main topics are market research, chapter-by-chapter outlines, sample chapters, expense budgets, query letters and formats. The course also covers submission schedules, agents, royalties, advanced and contracts. The class will receive handouts that streamline the submission process. Bring your book idea with you to the first class and by the end of the third session you will have the framework of a marketable book proposal. (Rains) $112
3 day - Sa. Jun 03, 10:00-14:00 - Lan

Writing Therapy (102720)
Is your writing process more difficult, more stressful, more anxiety producing than you want it to be? This personal and experiential workshop is designed to change that. In an accepting, respectful and supportive environment, you will be offered exercises to help explore and understand your experience of what it is like to write. We will pay attention to the body language of writing, to feelings about writing, to past experiences which shape the writing process and to the meanings we may attach to writing without being fully aware of it. We will explore the important experiential differences between creating and editing. There will be ample time for each participant to share, to listen, to ponder and absorb. The goal – more awareness, understanding and acceptance of each person's unique, creative, writing process and less stressful writing! (McLeod) $175
4 day - Sa/Su. Apr 29/30, May 05/06, 09:30-16:00 - Lan

How to Write for Television (102714)
This course will be a step-by-step guide of how to develop and write a television script. Classes will cover such areas as character development, story structure, dialogue, and "visual" camera-oriented narration. Writing for television has its own style and to help learn it the class will study TV scripts from such shows as Hill Street Blues, Golden Girls, and LA Law. Because the most difficult step of breaking into television is getting your script into the right hands, you will also learn how to successfully "pitch" your completed story ideas to a network "showrunner." (Furst) $115
8 eve - Th. May 04, 18:30-21:00 - Lan

Introduction to Basic Writing – Level II (102709)
Extends the techniques introduced in Basic Writing I. Learn to write more clearly and creatively, confront your own private writer's block, reach a deeper level of self-expression and distinguish your strengths and weaknesses as a writer. Attention will be paid to the finer points of grammar, style and structure. In week one you will come up with a theme that you will explore for the entire course through the perspective of various emotions. Each week you will be expected to write a journal entry about your theme from the vantage point of the "emotion of the week." The entry will tell a story in the first person about something that happened to you or to someone you know and must contain three statistics that pertain to your overall theme. (Medved) $115
6 eve - Tu. May 02, 18:30-21:00 - CC

Writing a Best Seller (102718)
Mysteries, thrillers, romances, westerns, big storytelling novels – "category" fiction comprises over 80 percent of the bestseller lists. The public and publishers' appetite for genre fiction is enormous and this class focuses on the fundamentals of writing it, including plot, the creation of conflict, characterization and setting. Writing assignments for submission. (Medved) $115
6 eve - Th. May 04, 18:30-21:00 - CC

College and University Essay Writing (102719)
Set yourself up for success in college and university courses in which the formal essay represents part of your grade. The college or university essay is distinctive; mastering its requirements allows you to concentrate on textual content. Topics will include audience, purpose, occasion; generating ideas, overcoming blocks; structuring topic, formulating thesis; sentence patterns, punctuation; literary analysis, literary terms; quotations, plagiarism; words and meanings; writing a research paper. You'll gain confidence with your new essay-writing skills and be able to tackle your essays with enthusiasm. (Levis) $245
6 eve - We. May 03, 19:00-21:30 - Lan
4 day - Jul 24-27, 10:00-14:00 - Lan

Creative Writing I – An Introduction to Fiction Writing (102802)
It has been said that all of us have locked inside at least one good story to tell. This course is designed to tap that story – and others – in a supportive atmosphere. Through lectures on specific craft issues, short writing exercises, assignments and discussion of student work, apprentice fiction writers learn the nuts and bolts of fiction writing: plot, conflict, characterization, dialogue, narrative voice and other fundamentals. The student's goal is to draft one short story. (Decle) $115
6 eve - We. May 03, 19:00-21:30 - Lan

Getting Started: An Introductory Writing Workshop (102710)
You've always wanted to write. Perhaps you even kept a notebook of ideas, possible plots, character descriptions, bits of dialogue. Maybe you have actually begun working on a short story, a screenplay, or even a novel. Somehow it never gets off the ground. Well, take heart! This course is designed to motivate, direct and help you realize your full creative potential. (Williams) $65
3 mng - Sa. May 27, 10:00-12:30 - CC

Creative Writing II – Writing and Marketing Your Work (102830)
"Selling is the final step in the creative process." Whether you are interested in getting a novel published, a collection of short stories, a screenplay, or a series of non-fiction articles, knowing how to market your work is essential. You will be required to write, rewrite, and eventually submit a piece of creative writing (query letters to a literary agent, magazine editor, whatever is appropriate) with the intention of getting published. (Williams) $115
6 eve - We. May 24, 19:30-22:00 - Lan

An Introduction to Writing a Novel (102814)
Intended for anyone who has always wanted to write a book but doesn't know where to begin; this course will focus on the conception, structuring and development of a book-length work. The basic elements of fiction, as seen in published writing and the students' own material, will be explored in a discussion/workshop format. Although the "novel" will be the main reference point in discussion, people interested in biography, short-story collections and other book-length "story" forms will find this course beneficial. Students with work in progress are encouraged to bring it to the first class. The aim of the course will be to produce an outline for a writable book, as well as short pieces of actual writing. (Furst) $180
8 eve - Tu. May 02, 18:30-21:00 - Lan

The Advanced Novel (102723)
For those students with a novel-in-progress, this workshop will focus on the craft and the vision of the novel – particularly character, structure and emotional content – to gear you towards completing a fully-finished novel of professional calibre. This workshop is progressive, so that participants are encouraged to repeat the course, if necessary, until their novel is completed. Attention will be paid to final edits and marketing the finished product. (Medved) $180
8 day - Sa. Apr 29, 11:00-13:30 - CC

Writing for Magazines (102817)
This course is designed as a step-by-step introduction to writing for the freelance magazine market in Canada. Taught by John Lekich, an award-winning writer with ten years' experience in the field, it focuses on such topics as generating ideas, the process of writing and how to find the appropriate market. Tailored for the beginner, the only prerequisite is that you should enjoy writing. (Lekich) $107 (Includes GST)
6 mng - Sa. May 06, 09:30-11:30 - Lan

Magazine Article Marketing (102701)
There are over 5000 publications in Canada, 50,000 in the US, and they are all waiting for your articles! Generate and sell your ideas, find the right markets, create terrific query letters, make a good impression on editors. Before long, you'll break into print! (Sturmanis) $50
1 aft - Sa. Jun 10, 09:00-12:00 - Lan

Basic Editing (102881)
Learn the process of editing to improve your own writing and the work of others. Discover what editors actually do; explore the editing process from revision to copy-editing. We look at structure and focus, style and form, as well as grammar, punctuation, spelling, sentence construction, paragraphs, leads and endings. (Sturmanis) $80
1 day - Sa. May 06, 10:00-16:00 - Lan

Research Made Easy: Write Like an Expert (102715)
How and where to most painlessly find the key information you need for your writing. Research philosophy, research sources, documenting. (Sturmanis) $80
1 mng - Sa. May 27, 10:00-16:00 - Lan

Life Writing – Get Those Memoirs Finished (102725)
Working on your life story and feel stuck? Want to start your memoirs and don't know how? Spend a day guaranteed to inspire you and get you going! Tips on research, organization, interview and writing technique. Let the memories flood back and stimulate you to beautiful, cinematic writing your family and friends will treasure forever. (Sturmanis) $80
1 day - Su. May 28, 10:00-16:00 - Lan

Publish Your Own Book or Magazine (102726)
Why wait for someone else to publish your book or hire you as an editor for their magazine? Do it yourself! With the advent of desktop publishing, it's more affordable than ever! Join the highly popular self-publishing revolution. Discussed are editing, design, printing, promotion, distribution, financing and everything else. (Sturmanis) $80
1 day - Su. May 07, 10:00-16:00 - Lan

Interviewing People and Writing Profiles Like a Pro (102727)
Learn the magic of putting interview subjects at ease, getting the right information in a relaxed manner and putting it all together into a scintillating written profile which captures character. Also included is the famous "left eye right eye" technique guaranteed to make your interview subjects give you their complete confidence. (Sturmanis) $50
1 aft - Sa. Jun 10, 13:00-16:00 - Lan

Designing and Writing Greeting Cards for Publication (102875)
The greeting card industry relies heavily on freelance talent. This professional workshop is for artists or writers who have always wanted to have their ideas published. You will be introduced to the card marketplace, discuss what sells and why, and learn to develop successful card ideas using your unique talents. By the end of the course you will be able to create a presentation of your work designed to get noticed in the greeting card industry and increase your chances of getting published. (Axelrod) $112.35 (includes GST)
5 eve - Tu. May 09, 18:30-20:30 - CC

Career, Business, Management & Training

Building Services

INSTRUCTORS
Don Clarke is a full-time building service worker instructor with several years' experience in the cleaning profession.

John Neuls is the former facilities supervisor for the West Vancouver School District and currently manages HJN Building Services. Mr. Neuls is chairman of the Advisory Committee for the Building Service Worker Program at VCC and also serves on the board of the Canadian Building Servicing Association.

Don Watters, B.A., has 20 years' experience in property management, building maintenance and construction. Mr. Watters has been teaching building maintenance for five years.

Building Service Worker – Level I (109008)
Learn general cleaning and floor maintenance. Students will explore types of soils, types of cleaners, cleaning chemicals, germicides and disinfectants, washroom and window cleaning, sweeping methods and equipment, floor machines and servicing specialty areas. Safety issues will also be covered. This is a theoretical course which prepares students for the hands-on program. (See note below) Students will gain a foundation of building service knowledge, to help improve professional practice. Prerequisite: Students must possess reasonably good oral, reading and writing skills. Students who have difficulty with English should contact Continuing Education at Langara for advice on language skills courses. Phone 323-5322. (Clarke) $185
5 Day - Sa. Apr 22, 09:00-16:00 - CC

NOTE
Students who want hands-on training with powered equipment should consider the full-time, three-month BSW Program. For details contact the Counselling Department at 443-8300.

Building Service Management 1000 (102023)
Intended for building supervisors, building service staff and others who wish to advance in the building management field. This course will explore basic supervisory and management skills including: budget preparation and controls; estimating and costing of building service work; purchasing of equipment and chemicals; inventory control; scheduling and motivation of staff. The selection and care of powered equipment is also covered. This course is recognized by the CBSA (Canadian Building Servicing Association) for credit within the CBSA Professional Certification Program. (Neuls) $220
10 mng - Sa. Apr 22, 09:00-13:00 - CC

Building Maintenance and Cost Control (109002)
An introductory course in the maintenance of apartment buildings and other multi-family properties. The course will review the primary maintenance responsibilities of the residential building manager. Topics include: maintenance planning and cost control; preventative maintenance; building inspections; supervising on-site work; basic appliance repair; fire safety; security; and an introduction to heating and plumbing systems. Classes include field trips and hands-on demonstrations using a variety of appliances and other equipment. $180
Available Septembeer 1995

IREM 101: Successful Site Management (109024)
This course is a joint offering by VCC and the Institute of Real Estate Management (IREM). It is intended for individuals interested in improving the operating success of residential properties. The course covers management, marketing, leasing and resident retention as well as maintenance and operations. Successful completion of this course fulfils the educational requirement for achieving IREM's ARM (Accredited Residential Manager) award. Residential managers must also provide evidence of meeting the experience requirements established by IREM and subscribe to a strict code of ethics in order to quality for the ARM award (for details, contact IREM, BC Chapter 50 at 683-9106). Students who successfully complete the IREM 101 course will earn elective points towards becoming a CPM (Certified Property Manager) member of IREM and may apply for course credit towards the VCC Building Manager Certificate. Schedule note: The course will run on three Saturdays (09:00-17:00, Apr 22, May 06 and May 27 and on six Tuesday evenings (18:00-21:00, Apr 25, May 02/09/16/23 and 30). $425
3 day/6 eve - Sa. Apr 22, 09:00-17:00 - CC

Business Administration (BAC)

Certificate Program

This program offers you the opportunity to enhance your business skills through a broad range of options. Courses are taught by practising business professionals who bring first-hand experience and knowledge to the classroom. You will learn a wide variety of skills and techniques designed to improve your effectiveness at work and increase your career potential. For registration and detailed course information call program assistant – Carole Hector, 323-5322 (10:00-15:00)

The Business Administration Certificate Program follows an open admissions policy – students may enroll in any individual course, subject to prerequisites as identified in the course descriptions.

Business Administration Information Night
Please join us for a Business Administration Information session. Presentation will begin at 17:30. Program advisors will be available to answer your questions. Brochures and other literature will also be available.
Time: Thursday, April 20, 1995, 17:30-18:30
Place: Langara College, Room TBA, 100 West 49th Avenue, Vancouver. Phone – 323-5322
See you there!

Certificate Requirements
Eight courses completed successfully in no more than five years, 15 terms, including one core course: Communications 1115 or 1118

Entry Requirements
The Language Proficiency Index (LPI) exam is required for all students registering in Communications 1115 or Communications 1118. Students may be exempted from the LPI exam if they have:
1. A degree from an English-language university, or
2. Completed a first year English course or business communications course from an English-language college or university.
For details, please contact Carole Hector, program assistant at 323-5214.

Scheduling
The courses in the Business Administration Certificate Program are offered in the September (Fall), January (Winter) and April (Spring) terms. Some courses are not offered in all terms.

Refund Policy
See Applicant Information, Withdrawals, Refunds and Course Cancellations in this flyer.

NOTE: To All Students
Textbooks for each BAC course cost between $40 and $50 and are not included in the price of the course. It is advisable for first time students to register in one course only.

LPI 1000 (102055)
The Language Proficiency Index Exam (LPI) is mandatory for all students registering in Communications 1115 and 1118. The fee for this exam is non-refundable. $35
For additional LPI dates please call EMRG 822-4145
1 eve - We. Apr 26, 18:30-21:00

Recognition of BAC Courses
Professional Associations
Some courses are recognized by the following associations:
- CGA (Certified General Accountants)
- CMA (Certified Management Accountants)
- CBSA (Canadian Building Servicing Association)

Educational Institutions
Some BAC courses may be accepted for transfer credit by the following institutions:
- Langara College
- BCIT
- Open Learning Agency

The VCC Continuing Education Division may accept some courses taken at other educational institutions for credit towards the Business Administration Certificate. For specific information on transfer credit, please contact the program assistant, Carole Hector at 323-5214.

The Vancouver Board of Trade
The Vancouver Board of Trade officially recognizes the Business Administration Certificate Program and recommends it to adults who want to acquire practical knowledge to further their business careers. To encourage students' professional development outside the classroom, the Board allows part-time BAC students to join the Board for the first year at the student rate ($133.75 including GST, enrollment fee and annual dues). As a Board of Trade member, students gain access to extensive, up-to-date business information services, to Board receptions where new contacts can be made and to hundreds of special events designed to keep business people informed and in touch with one another. For further information on Board membership, students may call Alvie Bjorklund at 681-2111.



INSTRUCTORS
Rob Badley, C.G.A., has over 30 years' experience in private industry and government.

Oren Breitman, L.L.B., is a practising lawyer in corporate and commercial law.

Ted Brown, M.B.A., has over eight years' experience as a community college instructor and 15 years of business experience.

Michael Fitt has over 12 years' experience in consumer and mercantile credit. He is a founding member of the Vancouver Hotel Credit Managers' Association and a graduate of the FCI Designate Program offered through the University of Toronto.

Robin French-Greenslade, M.B.A., has over 20 years' experience in management, marketing finance and business consulting. He has worked for Hanson Trust (UK), Indal Ltd., Selkirk College and City University.

Shauna Grinke is director of training for the Spectra Restaurant Group and an educational consultant to many businesses. Shauna is an enthusiastic instructor with ten years' experience in teaching and program development.

Barb Katz, B.A. (Mathematics), C.M.A., currently instructs in the CMA and CGA Program, teaching finance and cost accounting.

Kenneth King, A.Sc.T., MCIOS is a business consultant with his own firm and current president of the Real Estate Institute of Canada (Greater Vancouver Chapter). Mr. King has over 15 years' experience in construction, development and other business ventures.

Mishele Mathern is a program manager for the CE Oakridge and City Centre Computer Labs. She is also a full-time computer instructor with over ten years' experience in teaching and curriculum development. Mishele built her first computer from a kit and she loves to teach. Mishele teaches Windows, WordPerfect, Word for Windows, Excel, CorelDRAW! and PageMaker.

Bob Morris, B.A., M.A. (Psychology/English), has over 25 years' experience in the communications business, ranging from corporate strategic planning to direct broadcasting and education.

Eric Murray, B.A., M.B.A., Teacher's diploma, has over four years' experience as a communications instructor and considerable experience in both the public and private sectors.

John Neuls was facilities supervisor for the West Vancouver School District and currently operates HJN Building Services. Mr. Neuls is chairman of the Advisory Committee for the Building Service Worker Program at VCC and also serves on the board of the Canadian Building Servicing Association. He has several years' teaching experience.

Ken Tollstam, B.Commerce, C.A., has over seven years' teaching experience on microcomputers using Lotus, DOS, dBase and word processing software.

Bob Wadsworth, B.Commerce, C.A., has over 18 years' experience with the Department of Business Administration at Langara, teaching accounting.

Courses

Accounting 1115 – Introductory
Accounting 2215 – Introductory
Accounting 3321 – Intermediate
Accounting 3421 – Intermediate
Business Ethics 1000
Business Law 1115 – Introductory
Business Planning 1000
Building Service Management 1000
Career Management (non-credit)
Communications 1115 – Speaking and Listening Skills
Communications 1118 – Business Correspondence
Computer Applications in Business 2000 – DOS
Computer Applications in Business 2000 – Windows
Conflict Resolution, Negotiation and Mediation 1115
Consulting as a Business 1000
Credit and Collections 1321
Labour Relations 1330
Personnel Management 1115
Organizational Behavior 1321
Management Policy and Practices 1321

Accounting 1115 – Introductory (102001)
Learn the application of the debit and credit process, prepare the books of original entry and prepare the financial statements which include the balance sheet and income statement. Learn methods of evaluating balance sheet items such as cash, accounts receivable, notes receivable, inventory, plant and equipment and depreciation. Preparation for Accounting 2215. $220
13 eve - We. May 03, 18:30-21:30 - Lan (Badley)
13 mng - Sa. May 06, 10:00-13:00 - Lan (Katz)

NOTE: To Accounting Students
There will be common mid-term and final exams for Accounting 1115.
Mid-term exam for ALL classes of Accounting 1115 will be Saturday, June 17, 10:00-13:00.
Final exam for ALL classes of Accounting 1115 will be Saturday, July 29, 10:00-13:00.

Accounting 2215 – Introductory (102002)
Increase your knowledge of financial accounting techniques through theoretical and practical experience. Topics include payroll, partnership and corporation accounting, intercorporate investments, statements of changes in financial position and analysis of financial statements. Prerequisite: Passing grade or better in Accounting 1115. Standing of C+ or higher in Accounting 1115 is required by other institutions, e.g., CGA, CMA, LAN. $220
13 eve - Tu. May 02, 18:30-21:30 - Lan (Badley)

Accounting 3321 – Intermediate (102003)
Gain an in-depth knowledge of intermediate financial accounting with emphasis on the asset and liability components of a balance sheet. Topics include the foundations of financial accounting and reporting, the accounting model and information processing, review of financial statements, cash, temporary investments and receivables, inventories, property, plant and equipment, intangible assets and current liabilities. Prerequisite: Passing grade or better in Accounting 2215. Standing of C+ or higher in Accounting 2215 is required by other institutions, e.g., CGA, CMA, LAN. (TBA) $220
Available September 1995

Accounting 3421 – Intermediate (102004)
In this continuation of the intermediate level accounting, utilize all of your background in in-depth problem solving. Topics include formation of corporation, capital structure, long-term investments, changes in accounting methods, incomplete records, statements of changes in financial position, accounting for income taxes, pension costs, leases and financial statement analysis. Prerequisite: Passing grade or better in Accounting 3321. Standing of C+ or higher in Accounting 3321 is required by other institutions, e.g., CGA, CMA, LAN. (Badley) $220
Available January 1996

Business Ethics 1000 (102015)
Examine the basis of ethical business activity. Specifically, participants will review the fundamental criteria that make a business ethical. In addition, participants will learn how to develop and apply ethical standards in the context of the day-to-day reality of business. As well, participants will, upon completion, be able to create specific procedures and policies for their own business situation. (Fletcher) $220
Available September 1995

Business Law 1115 – Introductory (102006)
Every aspect of conducting business in Canada has been somehow considered, governed and dealt with pursuant to common law principles and precedents as well as statutes. This course is designed as an introduction to the subject of business or commercial law. The emphasis of Business Law 1115 is placed on the sources of law, principles of tort law and contract formation, performance, breach and remedies. (Breitman) $220
Available September 1995

Business Planning 1000 (102060)
Learn how to prepare a practical business plan. At the conclusion of this course you will have developed a specific plan for a business of your choice (real or hypothetical) including the following components: mission statement/objectives, industry description, legal and corporate structure, marketing plan, sales forecast, production/service plan, financial plan, risk assessment and action plan. This class will assist those considering the establishment of their own business, as well as those responsible for specific functional areas in any size organization. (Greenslade) $220
Available September 1995

Building Service Management 1000 (102023)
Intended for building supervisors, building service staff and others wish to advance in the building management field. This course will explore basic supervisory and management skills including: budget preparation and controls; estimating and costing of building service work; purchasing of equipment and chemicals; inventory control; scheduling and motivation of staff. The selection and care of powered equipment is also covered. This course is recognized by the CBSA (Canadian Building Servicing Association) for credit within the CBSA Professional Certification Program. (Neuls) $220
10 day - Sa. Apr 22, 09:00-13:00 - CC

Career Management (102020)
Personal success is rarely an accident, yet most of us spend very little time assessing, planning and managing our careers to achieve the success we desire. In this course you will enhance your awareness of your own individuality, including: the identification of your transferable skills, special knowledge, values, personal characteristics and unique life experiences. You will develop the research skills necessary to explore existing and new career paths as well as effective strategies essential for job hunting in the 1990s. Upon completion you will have developed skills to prepare an enhanced resume and learned improved interviewing and job search skills. Also, you will have gained the knowledge required for maintaining and enriching your existing or potential new job as part of your personalized career development plan. This two-day course is offered for professional skill development and does not carry credit towards the Business Administration Certificate. (Grinke) $125
2 day - Sa. Apr 29/May 06, 09:00-17:00 - CC

Communications 1115 – Speaking and Listening Skills (102007)
Improve your interpersonal skills. Develop the skills of clear speaking and active listening in a variety of work-related situations. Activities and assignments will require you to work in small groups to solve problems, work in pairs to interview for employment and work individually to speak to a group. Prerequisite: Successful completion of the LPI exam. (Morris) $220
Available September 1995

Communications 1118 – Business Correspondence (102016)
Learn to compose business correspondence. Writing projects include memos, letters, reports, resumes and employment correspondence. Effective written communication skills are an essential asset in all areas of professional life. Prerequisite: Successful completion of the LPI Exam. (Murray) $220
13 eve - We. May 03, 18:30-21:30 - Lan

Computer Applications in Business 2000 – DOS (102008)
This course is taught with DOS-based software. Participants will learn how to use computers effectively to solve business problems and improve business efficiency. Practical exercises will focus on three specific computer applications: database management, spreadsheets and word processing, with an introduction to DOS fundamentals and theory. A knowledge of typing is highly recommended. (K. Tollstam) $255
10 mng - Sa. May 13, 09:00-13:00 - Lan

Computer Applications in Business 2000 – Windows (102026)
This course is taught with Windows-based software. Participants will learn how to use computers to effectively solve business problems and improve business efficiency. Practical exercises will focus on three specific computer applications: database management, spreadsheets and word processing, with an introduction to Windows fundamentals and theory. A knowledge of typing is highly recommended. (TBA) $255
13 eve - Th. May 04, 18:30-21:30 - CC

Computer Applications in Business Challenge Exam 1000 (102058)
For those with industry experience using DOS, dBase, Lotus 1-2-3 and WordPerfect 5.1 who wish to challenge the Computer Applications in Business course. The exam will be a four-hour lab-based exam. At the time of registration ask to speak to the Program Assistant who will supply a list of topics to be covered on the exam. (K. Tollstam) $125
1 mng - Sa. May 06, 09:00-13:00 - Lan

Conflict Resolution, Negotiation and Mediation 1115 (102059)
Develop effective skills in conflict resolution, negotiation and mediation - so necessary in today's competitive and demanding workplace. At the completion of this course you will have the practical skills and confidence to handle both the small and large negotiations you are involved in daily. Most importantly, you will have learned how to find common ground in dealing with complex issues and assertive individuals that lead to win-win outcomes. (Brown) $220
Available September 1995

Consulting as a Business 1000 (102025)
Designed for persons who wish to explore the practical aspects of operating a private consulting business. Current economic trends, including the downsizing of corporations, indicate very clearly that consulting is becoming an increasing source of employment for many Canadians. Are you prepared for this possibility in your own career? Specific issues to be covered include: establishing a business plan; target marketing strategies, techniques for obtaining and closing contracts; financing and taxation strategies; registering your company; employing outside services; creating a suitable workspace; selecting computer hardware and software; time and stress management; insurance and risk management; legal considerations and ethics. Upon completion of the course, participants will be able to assess their potential for success as a private consultant and formulate a realistic business plan. (King) $220
Available September 1995

Credit and Collections 1321 (102057)
Learn the uses of credit at both the consumer and mercantile levels. The course will provide an in-depth look at different types of credit, how credit is granted, how credit accounts are collected and how to set up policies to protect your organization. (Fitt) $220
Available January 1996

Labour Relations 1330 (102022)
An introduction to the basic elements of the Canadian industrial relations system. The first part of the course surveys the historical development of trade unionism; the structure and function of contemporary unionism; and public policies affecting labour and employment relations. The balance of the course will examine the main components of the labour relations system, including: the establishment of the labour-management relationship; the collective bargaining process; strikes and dispute resolution; and contract administration. The course will conclude with an actual labour dispute negotiation. (Brown) $220
13 eve - We. May 03, 18:30-21:30 - Lan

Personnel Management 1115 (102018)
Explore human and industrial relations with an emphasis on the various processes and techniques of establishing and maintaining efficient employee relations with high morale. Specifically, participants will study Human Rights Legislation, procedures and approaches to employee selection, development, evaluation performance and compensation as well as the issue of labour-management relations. (Brown) $220
Available September 1995

Organizational Behavior 1321 (102019)
Develop an improved understanding and the expertise to operate effectively in today's complex organization. In this course you will examine how human behavior affects the functioning and effectiveness of an organization. At the completion of this course you will have the practical skills essential for the analysis and improvement of both the structure and management of your organization. (Brown) $220
Available January 1996

Management Policy and Practices 1321 (102024)
This course provides a survey of methods used to manage a private enterprise or public institution. Emphasis will be placed on the personal and strategic skills necessary to organize and manage an enterprise or part of a large institution in accordance with productive goals. The course will take the theory of organizational behavior and demonstrate how it transfers to practical application. Organizational Behavior 1321 (102019) is strongly recommended, but not required as a prerequisite. (Brown) $220
Available September 1995

Business English Skills

INSTRUCTOR
Anita Henderson, certified instructor, has 20 years' business experience and has taught a variety of business courses.

Polish Your Business English! The following four classes are offered on four Saturdays. Enroll individually at the regular price of $65 or register for all four courses for a total of $235 – a saving of $25.

This is not an ESL course. It is recommended that students register in Grammar Review for Productive Business Writing (104407) prior to enrolling in Writing Dynamic Business Letters (104406).

All four courses 1115 (104419) $235
Grammar Review for Productive Business Writing
Building a Powerful Vocabulary
Writing Dynamic Business Letters
Effective Memo and Report Writing

NOTE
Business English Skills Test (104539) Sa. Jun 10, 09:30 - Lan

Grammar Review for Productive Business Writing 1215 (104407)
Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. – 6 hours (Rogers) $65
1 day - Sa. Apr 22, 09:30-15:30 - Lan

Building a Powerful Vocabulary 1315 (104411)
No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and give a large number of new words and meanings. Please bring a dictionary. – 6 hours (Rogers) $65
1 day - Sa. May 06, 09:30-15:30 - Lan

Writing Dynamic Business Letters 1415 (104406)
Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc.). Some feedback will be given, but this seminar is mainly aimed at giving data on the most up-to-date ways of expressing business communications aimed at getting maximum results. – 6 hours (Rogers) $65. See Communication/Interpersonal Skills in the Office Administration (OAC) Section for the second level of this course – Effective Letters That Get Results 1215 (104537)
1 day - Sa. May 13, 09:30-15:30 - Lan

Effective Memo and Report Writing 1515 (104414)
Learn the standard formats for memoranda and reports and review the modern and powerful language of business writing to get results. – 6 hours (Rogers) $65
1 day - Sa. May 27, 09:30-15:30 - Lan

Business Letters that Get Results 1215 (104537)
See Office Administration Certificate Program, Communication/Interpersonal Skills section.

Office Administration (OAC)

Certificate Program

The Office Administration Certificate Program (OAC) is designed for those choosing to upgrade their office skills or those entering the workplace for the first time. The program has five specializations, each with two levels; Level I containing introductory/intermediate courses and Level II containing intermediate/advanced courses. The specializations are:
1. Secretarial/Administrative Assistant Skills
2. Legal office Skills
3. Medical Office Skills
4. Office Supervisory Skills
5. Records Management Skills

In addition to the required courses, participants may select from a large number of optional courses to fulfil program requirements. Each participant may, therefore, select course options best suited to meet their needs. Courses are taught by business professionals who bring real life experience and knowledge to the classroom. In all five specialization you will be introduced to the latest in office technology and procedures, designed to improve your effectiveness and increase your employment potential.

A certificate is available to students in each of the five specializations after the successful completion of Level I and Level II (219 hours). After the completion of both Level I and Level II, students will have the office skills required for their chosen area of study and will be able to function effectively in the automated office of the 1990s.

For Whom?
The five specialties are designed as follows:
Secretarial/Administrative Assistant Skills further develops specific functional office skills and provides increased knowledge of office automation.

Legal Office Skills is an introduction to procedures, practices, forms and office routines. Participants will develop an understanding of the value of discretion and confidentiality.

Medical Office Skills is an introduction to terminology, procedures, practices, records, forms, billings and routines.

Office Supervisory Skills is an introduction to supervisory/managerial skills, office procedures and practice.

Records Management Skills is an introduction to the systematic control of all records, from their creation or receipt through processing, distribution, organization and retrieval to their ultimate distribution.

The following are required courses for students in the Office Administration Certificate Program:

Secretarial/Administrative Assistant Skills

Level I
* Typing/Keyboarding for Beginners (104404) - 18 hours
First three courses from Business English Skills section - 18 hours
Typing – Speed Building (104402) - 18 hours
Any course from Accounting, Bookkeeping, Budgeting section - min. 24 hours
Option – Any course/s from OAC section - 24 hours
Total minimum course hours - 102 hours

Level II
** Office Automation (104502) - 18 hours
** Computer Applications in Business (102008 or 102026) - 39 hours
Additional courses from OAC section totalling - min. 60 hours
Total minimum course hours - 117 hours

Total Level I and II course hours for certificate - 219 hours

* Exemptions permitted
** Challenge exam

Legal Office Skills

The following are courses required for students in the Legal Office Skills Certificate Program.

Level I
* Typing/Keyboarding for Beginners (104404) - 18 hours
First three courses from Business English Skills section - 18 hours
** Office Automation (104502) - 18 hours
Any course/s from Accounting, Bookkeeping, Budgeting section - Min. 18 hours
Any courses from Introductory Legal Office Program - 30 hours
Total minimum course hours - 102 hours

Level II
Remaining course from Introductory Legal Office Program - 9 hours
Legal Ethics and Confidentiality (104532) - 9 hours
Legal Office Procedures (104531) - 12 hours
Legal Terminology (104530) - 6 hours
** Computer Applications in Business (102008 or 102026) - 39 hours
Additional course/s from OAC section totalling - 42 hours
Total minimum course hours - 117 hours

Total Level I and II course hours for certificate - 219 hours

* Exemptions permitted
** Challenge exam

Medical Office Skills

The following are courses required for students in the Medical Office Skills Certificate Program

Level I
* Typing/Keyboarding for Beginners (104404) - 18 hours
First three courses from Business English Skills section - 18 hours
** Office Automation (104502) - 18 hours
Any course from Accounting, Bookkeeping, Budgeting section - min. 18 hours
Medical Terminology I (104417) - 30 hours
Total minimum course hours - 102

Level II
Medical Office Procedures/Administrative Assistant (104424) - 24 hours
Medical Terminology II (104420) - 30 hours
Medical Office Billing (104520) - 12 hours
Computer Applications in Business (102008 or 102026) - 39 hours
Additional course/s from OAC section totalling - min. 12 hours
Total minimum course hours - 117 hours

Total Level I and II course hours for certificate - 219 hours

* Exemptions permitted
** Challenge exam

Office Supervisory Skills

The following are courses required for students in the Office Supervisor Skills Certificate Program.

Level I
* Typing/Keyboarding for Beginners (104404) - 18 hours
Any three courses from Business English Skills Section - 18 hours
* Office Automation (104502) - 18 hours
Twelve Challenges to Supervision (104571) - 18 hours

Any course from Accounting, Bookkeeping, Budgeting section - min. 18 hours
Additional courses from OAC Communication/Supervisory section totalling - 12 hours
Total minimum course hours - 102 hours

Level II
Supervisory/Management and Decision Making (104507) - 24 hours
** Computer Applications in Business (102008 or 102026) - 39 hours
Records Management I (104509) - 30 hours
Maximizing Supervisory/Leadership Performance (104572) - 18 hours
Additional courses from OAC Communication/Supervisory section totalling - 6 hours
Total minimum course hours - 117 hours

Total Level I and II course hours for certificate - 219 hours

* Exemptions permitted
** Challenge exam

One only of the above courses (104507) or (104571) or (104572) may be substituted for four Essential Skills for Leaders workshops. See Essential Skills for Leaders section.

Records Management Skills

The following are courses required for students in the Records Management Skills Certificate Program:

Level I
* Typing/Keyboarding for Beginners (104404) - 18 hours
First three courses from Business English Skills section - 18 hours
** Office Automation (104502) - 18 hours
Any course from Accounting, Bookkeeping, Budgeting section - min. 18 hours
Records Management I (104509) - 30 hours
Total minimum course hours - 102 hours

Level II
Supervisory/Management and Decision Making (104507) - 24 hours
** Computer Application in Business (102008 or 102026) - 39 hours
Records Management II/Advanced topics - 30 hours
Records Management III Specialized Functions - 24 hours
Total minimum course hours - 117 hours

Total Level I and II course hours for certificate - 219 hours

* Exemptions permitted
** Challenge exam

For information call Program Coordinator, Anne Tollstam at 443-8380.
For registration call 443-8380.

Non-certificate students may enroll in any course.

Certificate Requirements
Students must complete the required courses within four years.

Scheduling
The courses in the Office Administration Certificate Program are offered in September (Fall); January (Winter) and April (Spring) terms.

Refund Policy
See Applicant Information, Withdrawals, Refunds and Course Cancellations in this flyer.

NOTE
Textbooks for Office Administration courses not included in the price of the course.

Advisory Committee
The program is subject to an ongoing review through the counsel of a select committee of office administration support professionals and those in related fields.

Office Administration Certificate Program Information Night
Please join us for a "Drop In" evening to learn about this program. Instructors will be available to answer questions.
1 eve - We. Apr 12, 17:30-18:30 - CC Room 237

Typing/Keyboarding

INSTRUCTORS
Claire Domby, M.Ed., is an experienced instructor and office administrator. She has taught office-related courses for several years in the college setting.

Natalie Makortoff trained employees on computerized equipment and has several years' office-related experience.

Typing – Keyboarding For Beginners 1020 (104404)
Learn to touch type the alpha numeric keyboard on an electronic typewriter. Recommended for those who want to use a computer terminal or typewriter for business or personal use. Theory such as tabulating, centering and letters will not be taught. Therefore more emphasis is placed on typing and keyboard skills. Access to a typewriter/keyboard between class time would be helpful. Please bring your own paper. (Textbook to be purchased at CC Bookstore prior to first session.) - 18 hours (Domby/Makortoff) $80
6 eve - Mo. Apr 24, 18:30-21:30 - CC
6 mng - Sa. Apr 29, 09:00-12:00 - CC
6 eve - Tu/Th. Jun 12/14/19/21/26/28, 18:30-21:30 - CC

Typing – Speed Building 1030 (104402)
Designed to help all levels of typists, including word processing operators, develop speed. Course devoted to typing drills and timings. Time will be allotted to cover questions about any typing format. Please bring your own typing paper. Textbook provided for classroom use. - 18 hours (Makortoff/Domby) $85
6 eve - We. Apr 26, 18:30-21:30 - CC
6 aft - Sa. Apr 29, 13:00-16:00 - CC

Computers

Computer Applications in Business 2000 – DOS (102008)
This course is taught with DOS-based software. Participants will learn how to use computers effectively to solve business problems and improve business efficiency. Practical exercises will focus on three specific computer applications: database management, spreadsheets and word processing, with an introduction to DOS fundamentals and theory. A knowledge of typing is highly recommended. $255
10 mng - Sa. May 13, 09:00-13:00 - Lan

Computer Applications in Business 2000 – Windows (102026)
This course is taught with Windows-based software. Participants will learn how to use computers to effectively solve business problems and improve business efficiency. Practical exercises will focus on three specific computer applications: database management, spreadsheets and word processing, with an introduction to Windows fundamentals and theory. A knowledge of typing is highly recommended. $255
13 eve - Th. May 04, 18:30-21:30 - CC

Medical Office Billing II - 1415 (104520)
(See Medical section for details)

Administrative/Management

INSTRUCTORS
Alexandra Bradley, C.R.M., has her own consulting business and has done consulting work since 1983. She was both a librarian and instructor at Mount Royal College and, in addition to consulting, is a sessional instructor at UBC.

Lavana Fox, several years' office-related experience in both the non-profit and public sectors, as well as experience teaching business courses.

Anita Henderson, certified instructor, has 20 years' business experience and has taught a variety of business courses.

Office Automation Challenge Exam 1000 (104558)
For those with current office-related experience in both the traditional and automated office environment. Ask to speak to the program assistant (443-8385) who will supply a list of topics to be covered on the exam. $75
1 eve - We. Apr 19, 18:30-20:30 - CC

Office Automation 1115 (104502)
Office Automation not only emphasizes machines, but the new attitude required to handle organization of work around the flow of information. This course introduces the student to "automation" as a "whole;" the challenges, opportunities and attitudes presented by the changing office world. Topics include: overview of the electronic office; changing office technology; awareness of skills, knowledge and insights needed in office careers. We will discuss changes to the business office; review human factor; information processing; look at time management; how orderly work stations are essential to effective administrative support; and be aware of different functions in the electronic office. Textbook: "Electronic Office Procedures," purchased at City Centre bookstore prior to the class. - 18 hours (Fox) $125
6 eve - Mo. Apr 24, 18:30-21:30 - CC

Records Management I – 1615 (104509)
Records management includes the development and execution of procedures and methods for the creation, maintenance and disposition of business records of all physical forms and content types. As the volume of information being processed by business has increased, so has the need for a systematic approach to creating, classifying, storing, retrieving and disposing of that information. Records management affects all levels of systems and personnel within all types of business. Textbook to be purchased from City Centre Bookstore prior to class, "Information and Image Management," Ricks, Swafford & Gow. - 30 hours. This course is supported by the Association of Records Managers and Administrators. (Henderson) $150
10 eve - We. Apr 26, 18:30-21:30 - CC

Records Management II – Advanced Topics 1617 (104556)
This course continues the development of concepts introduced in Records Management I. Students will be expected to do case studies based on outside research in the field which will require analysis and applications of skills and knowledge in records/information management. This course is supported by the Association of Records Managers and Administrators. - 30 hours (Bradley) $150
10 eve - We. – To be available in Fall term

Records Management III – Specialized Functions 1618 (104557)
This course is designed to introduce the student to specialized functions within records/information management. The students will explore several functions such as : forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. - 24 hours (Bradley) $140
8 eve - We. Apr 26, 18:30-21:30 - CC

Accounting/Bookkeeping/Budgeting

INSTRUCTORS
Celine Johnston, B.A. (Econ), is a payroll representative for Canada's leading payroll specialist. Her payroll knowledge and background is extensive as she works daily with a large range of clients.

Jo-Ann Sliziak has been involved in the implementation, design and training of office systems. She has several years' business experience in the areas of bookkeeping, payroll and computers.

Introduction to Payroll (Manual Computerized) 1315 (104409)
For small business owners and personnel who wish to learn how the current source deduction rules affect payroll preparation. Learn to prepare hourly, salaried and commission payroll, payroll law, record maintenance, pay cheque and statement preparation and T4 preparation. Understand employer reporting such as WCB, Revenue Canada Taxation, Records of Employment and Stats Canada. - 24 hours (Johnston) $140
8 eve - Tu. Apr 25, 18:30-21:30 - CC

Introduction to Bookkeeping 1115 (104511)
This introductory course in bookkeeping will deal with the procedures that make up the accounting cycle of a service business. Students will be introduced to transactions, journals, general ledgers, trial balance, as well as preparing simple financial statements. The text/kit is "Accounting Fundamentals Fourth Edition," Hoffman Pacsy Flashner. This text should be purchased from the City Centre Bookstore before the first class. - 24 hours (Sliziak) $135
8 eve - Tu. Apr 25, 18:30-21:30 - CC

Bookkeeping – Part II – 1215 (104512)
Prerequisite for this course is Introduction to Bookkeeping. This course continues the development of bookkeeping procedures introduced in the first course and introduces the student to advanced journals, ledgers, adjustments and procedures, using a merchandising business. Students will be introduced to: procedures for merchandising sales and purchases; sales, purchases, cash receipts and cash payments journals; account receivable and payable ledgers; and adjustment, inventory and banking procedures. The text/kit is "Accounting Fundamental Fourth Edition," Hoffman Pacsy Flashner. The text should have been purchased for the Introduction to Bookkeeping course. The students should read Chapters 11 and 12 before the first class. - 24 hours (Sliziak) $135
8 eve - To be offered in Fall 1995

Accounting for the Non-Accountant 1415 (104510)
This course will appeal to those wanting an overview of accounting. Previous knowledge is not required. Students will learn about the role of an accountant, the double-entry accounting systems, how to prepare and interpret financial statements, working capital concepts and general accounting terms. It will be accounting made easy and fun! Textbook: "Introduction to Accounting" to be purchased at City Centre Bookstore prior to class. - 18 hours (Sliziak) $125
6 eve - We. Apr 26, 18:30-21:30 - CC

Communication/Supervisory

INSTRUCTORS
Alice Close is a certified job search instructor/resume consultant with experience in successfully helping people focus on their skills and pursue employment goals in all fields. She is also a graduate from VCC with a certificate in Office Administration/Supervisory Level.

Janet Dean, certified trainer, several years' experience doing seminars for business on the topics of communication and professional development.

Lorna Guenard, B.A. Public Administration, has several years' office experience and has taught courses and seminars on selection interviews, employee appraisals and orientation.

Anita Henderson, certified instructor, has over 20 years' business experience and has taught a variety of business courses.

Tom Swankey has been active in communication education and training since 1980, both as a consultant and a teacher in business management and communication. He currently manages his own business and provides a communication consulting service to numerous school boards, corporations and individuals in the Greater Vancouver area.

Supervisory/Management and Decision Making 1315 (104507)
This course will focus on the techniques and skills required to manage effectively within today's organization. Topics covered will be communication, decision making and leadership skills, all vital components of an effective supervisor/manager. Textbook, "Management Concepts and Applications" to be purchased from City Centre Bookstore prior to class. - 24 hours (Guenard) $135
8 eve - Mo. Apr 24, 18:30-21:30 - CC

Professional Telephone Communication Skills 1215 (104433)
This course is designed for all people who communicate via telephone. Emphasis will be placed on the development of professional call handling skills. You will be provided with strategies for recognizing and dealing with difficult telephone clients. Learn to identify and encourage use of new skills to help display telephone courtesy and professionalism while under pressure. Increase personal effectiveness of telephone communication skills and improve tone of service. - 6 hours (Dean) $65
1 day - Sa. May 13, 09:30-15:30 - CC

Time Management Skills 1816 (104566)
Beating the clock! This interactive, participant-centred skill development program is designed to help participants become aware of how they use time and look at specific techniques they can use to establish and accomplish priorities. The focus will be on providing immediately-useful skills. You will also examine concepts of balance and control and develop useful time-managing skills. This program does not promote one method of time

management, but rather examines some alternatives to help participants find the method that works best for them. Participants will be provided with specific techniques that they can apply on the job. - 6 hours (Dean) $65
1 day - Sa. – Will be available in Fall 1995

Leadership and Team Skills 1815 (104564)
Today's team work trend challenges each of us towards personal growth within a changing organizational culture. This class will help you develop skills to become a better team member, enable you to make a valuable contribution to your team's success, persuade others to follow your lead and gain respect up and down the corporate ladder. - 6 hours (Henderson) $65
1 day - Sa. Jun 03, 09:30-15:30 - CC

Twelve Challenges to Supervision 1822 (104571)
Participants will be presented with 12 major challenges made relevant through case studies and group discussion. These challenges will include: negotiation, problem-solving and delegating. Upon completion of this course each participant will have developed their own supervision profile which will identify their personal strengths and weaknesses. - 18 hours (Henderson) $125
6 eve - Tu. Apr 25, 18:30-21:30 - CC

Working with Difficult People 1115 (104570)
This course is designed to foster teamwork and cooperation in your organization. Learn who are the difficult people in your life and why. Discuss cast of characters and problems involved. Find solutions and learn how to overcome attitude problems. - 6 hours (Dean) $65
1 day - Sa. Jun 17, 09:30-15:30 - CC

Maximizing Supervisory/Leadership Performance 1821 (104572)
Individuals in this course will learn the importance of:
- setting goals
- identifying strategies and tactics to attain goals
- developing positive self-image
- defeating attitudinal barriers and eliminating counter-productive behaviours
- developing strategies for dealing with change and uncertainty
- recognizing impact of stress
- networking and effective communication skills - 18 hours (Henderson) $125
6 eve - Tu. – To be offered in Fall 1995

Business Etiquette and Professionalism 1820 (104408)
Everyone, from junior clerical staff to senior executives, who has questions on appropriate behaviour and a desire to increase their professionalism on the job, will benefit from this program. This course is designed to enhance existing skills and build additional skills in dealing with potentially difficult situations with staff, co-workers and clients. Topics include: projecting professionalism, improving tone of authority and credibility in your business relationships and confidentiality, discretion and ethics in the workplace. - 6 hours (Dean) $65
1 day - Sa. May 27, 09:30-15:30 - CC

Job Search Techniques 1315 (104416)
Do you need help in writing a focused resume? If most jobs are not advertised, where do I look? Who do I speak to about the position I want? How do I respond to interview questions? In this course we will answer these questions and discuss:
- writing effective resumes and cover letters
- tapping into the hidden job market, researching companies
- meeting the people who have the power to hire
- the job interview! – first impressions and responding to questions. -12 hours (Close) $110
4 eve - Mo. – To be offered in Fall 1995

Business Letters that Get Results 1215 (104537)
This course is recommended for those who have already completed Writing Dynamic Business Letters (104406) and/or those who have attained basic letter writing skills. In this course you will learn to write clear business letters that speak to your reader, discard obsolete formats, reduce clutter and use words that strike a positive note. This course offers in-class practice and feedback and is a reinforcement to Writing Dynamic Business Letters (104406). This is not an ESL course. - 6 hours (Rogers) $75
1 day - Sa. Jun 17, 09:30-15:30 - CC

Presenting Your Ideas with Confidence 1518 (104563)
In business, confident and effective presentation skills can assist you in many ways, explaining your work at a departmental meeting, making a presentation to management, selling a product, chairing a meeting, or acting as master of ceremonies at a large gathering. At this course you will learn proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience and get the desired results. Participants will learn how to organize and practise for their next presentation, how to prepare and use visual aids, and how to use non-verbal communication effectively. Learn more about how your audience sees YOU and how to make your presentation more memorable. Find out how dynamic and well-known speakers captivate and motivate their audience. Attend this course and be ready for your next presentation! - 15 hours (Swankey) $140
3 day - Sa. – To be offered in Fall 1995

Effective Oral Communications 1315 (104546)
Become a more effective communicator! At this course you will learn to express yourself with greater clarity, confidence and impact. Learning techniques utilized will include: information sessions, impromptu speaking, delivering prepared speeches, speech evaluation and audience analysis, creative visualization, role playing, acting, evaluation of thinking and learning styles, plus media relations exercises. The program is designed to extend the communication capabilities of every individual and all sessions will be dynamic, highly participatory and creative. The goal of the learning process is for YOU to become more knowledgeable of interpersonal communication barriers and skills, plus be more confident and comfortable in the public forum, and thereby, become a more successful communicator with family, friends, colleagues, clients and supervisors. - 18 hours (Swankey) $165
6 eve - Mo. Apr 24, 18:30-21:30 - CC

Medical

INSTRUCTORS
Tom Cheung has been involved in the design and implementation of medical and dental programs for over ten years.

Lynne Moe, 20 years' experience as a medical office assistant and is currently employed in the medical field.

Natalie Rogers, BPHE, has taught business English and medical terminology for various colleges. She is the author of three books and has written many articles and reports on health technologies.

Medical Terminology I – 1115 (104417)
This program approaches the medical language through the study of word parts, prefixes, stems and suffixes. You will learn the basics of selected body systems, including symptomatic and diagnostic terms. This course is the first half of a two part course designed for people currently working, or who would like to work or study in related medical technology. (Textbook may be purchased from Langara bookstore.) - 30 hours (TBA) $135
10 eve - We. May 03, 19:00-22:00 - Lan

Medical Terminology II – 1215 (104420)
This course is the second half of a two-part program. You will continue with basics of selected body systems. You will learn surgical terms, abbreviations and review case histories. Prerequisite is Medical Terminology I or a comparable certificate which must be approved by the instructor. The textbook used in Medical Terminology I will be used again in this course. Those who do not have the textbook, may purchase it at the Langara Bookstore. - 30 hours (Rogers) $135
10 eve - Tu. May 02, 18:30-21:30 - Lan

Medical Office Procedures/Administrative Assistant 1315 (104424)
Learn administrative and clinical duties to effectively manage a medical office. Topics covered: scheduling appointments and receptionist duties, patient records management, classification of drugs and routes of medication, financial records and laboratory procedures. An on-site visit to a doctor's office is planned. Medical office assistant handbook to be purchased from Langara Bookstore. - 24 hours (Moe) $135
8 eve - Mo. May 01, 19:00-22:00 - Lan

Medical Office Billing I – Non Computerized 1415 (104536)
This course will help participants understand what is involved in medical office billing and how to process information needed prior to billing by computer. Learn Billing by Service Bureau, Medical Services Plan of BC, WCB and Out of Province. This course is a prerequisite for Computerized Billing II (104520). Students currently working with a non-computerized medical billing system may apply in writing for an exemption. - 12 hours (Moe) $95
2 day - Sa. May 06/13, 09:30-15:30 - Lan

Medical Office Billing II – Computerized 1515 (104520)
Prerequisite for this course is Medical Office Billing I – Non Computerized (104536) or for participants currently working with a non-computerized medical billing system. Participants will become familiar with data processing tasks required to bill for procedures performed in a variety of medical billing environments including general medical practice, medical specialty, physiotherapy, chiropractic, naturopathy, etc. - 12 hours (Cheung) $115
2 day - Sa. May 27, Jun 03, 09:30-15:30 - CC

Introductory Legal Office Program

This five-course program will introduce you to basic concepts and legal office routines. Gain an understanding of the value of discretion and confidentiality in the legal field and familiarity with basic legal forms and procedures in respect to the five major areas of law.

Introduction to the Legal Office Program is the first of five courses and will be offered for three hours at $40. All other courses are nine hours in duration at $70 each. Enroll individually or register for the package of five courses for $280 – a saving of $35.

All five courses 1115 (104425) $280
Introduction to the Legal Office Program
Civil Litigation
Corporate
Matrimonial
Conveyancing

NOTE
Legal Office Skills Test (104540) – Th. Jun 15, 18:30-21:30 - Lan

INSTRUCTORS
Janet Dean, certified trainer, has six years' experience in legal services. She has taught and lectured on various legal topics for the last three years.

Gabrielle Komorowska has 20 years' experience as a legal assistant. She has lectured and given several courses on legal topics.

Introduction to the Legal Office Program 1215 (104426)
This class will cover the various types of law firms in existence and the roles of legal support staff in the profession as well as introduce reference sources and discuss the various areas of law. An overview of the "package" content and presentation will also be covered. - 3 hours (Dean) $40
1 eve - Tu. May 02, 18:30-21:30 - Lan

Civil Litigation 1315 (104427)
Discusses the levels of Court in British Columbia and takes you step-by-step through the procedures of a civil case from Writ of Summons to trial, judgement and execution. - 9 hours (Dean) $70
3 eve - Th. May 04/11/18, 18:30-21:30 - Lan

Corporate 1415 (104428)
Outlines the steps to incorporate a British Columbia company plus annual reports and filings, keeping of minute books and extra-provincial registrations. - 9 hours (Komorowska) $70
3 eve - Th. May 25, Jun 01/08, 18:30-21:30 - Lan

Matrimonial 1515 (104429)
Discuss the "Family" court system in British Columbia and the various procedures and forms used in matrimonial law. Focus will be on Divorce Act Application and Family Relations Act proceedings. - 9 hours (Dean) $70
3 eve - Tu. May 30, Jun 06/13, 18:30-21:30 - Lan

Conveyancing 1715 (104431)
This introductory course will provide an overview of the responsibilities and duties of conveyancing including the steps required to complete a typical residential conveyance. - 9 hours (TBA) $70
3 eve - Tu. May 09/16/23, 18:30-21:30 - Lan

Legal

Legal Ethics and Confidentiality 1815 (104532)
This program will cover legal ethics as it applies to support staff in the various areas of law. Using case studies reviewed by the Bar Association we will discuss how the ethics of the profession bind you. Emphasis will be placed on the value of confidentiality. - 9 hours (Dean) $70
3 eve - Mo. May 01/08/15, 18:30-21:30 - Lan

Legal Office Procedures 1915 (104531)
This program is designed to provide you with an overview of what goes on in a law office. You will analyze the structure of a law office and the various types of lawyers and areas of law. In addition, you will look at the importance of effective systems and procedures and the ramifications of system failure in the practice of law. A video discussing the law office of the future rounds out a discussion on adapting your general office skills to effective legal office skills. We will also discuss the various types of legal support staff and their specific responsibilities. - 12 hours (Dean) $90
4 eve - Mo. May 29, Jun 05/12/19

Legal Terminology 2015 (104530)
This course will cover the rules of legal language, terminology unique to each area of law. Please bring a dictionary. - 6 hours (Komorowska) $60
2 eve - We. May 10/17, 18:30-21:30 - Lan

Conveyancing II - 2115 (104541)
An in-depth study into the legal procedures involved in the purchase and sale of single family residential dwellings. You will be shown the standard documents used in a residential purchase and sale and participants will prepare documents and reports required to close the transaction. Prerequisite is Conveyancing 1715 (104431). - 15 hours (TBA) $110
5 eve - Th. – To be offered in Fall 1995

Litigation II - 2120 (104565)
This 15-hour program is designed for junior litigation secretaries currently working in the field or as an adjunct to the Introductory Litigation program also offered. Course content will focus primarily on a step-by-step document review of the court forms used in a standard civil proceeding. (Dean) $110
5 eve - Th. – To be offered in Fall 1995

For registration call 443-8380 or 323-5322.
For detailed program outline contact Anne Tollstam at 443-8380.

Essential Skills for Leaders

Roll up your sleeves, sharpen your pencils and get down to work! If you are a new or prospective supervisor, or just need some helpful techniques and skill reinforcement, this series is designed especially for you. Each of our one-day courses is chock full of practical information and skill building exercises that will be indispensable to you in your daily work life. The format is practical, interactive and hands-on, with time allowed for discussion and to practise newly acquired skills and techniques.

These courses can either be taken individually or applied towards the following two certificate programs: Office Administration/Supervisory Skills and the Leadership Certificate Program.

For registration call 871-7070 and for specific program information call Anne Tollstam, program coordinator at 871-7070..

Course Location
Robson Square Conference Centre, 800 Robson Street, Vancouver, BC

Course Fees
$140 per day. All materials are provided. Course fees are subject to change.

Withdrawal and Refund Policy
Withdrawals received by telephone, fax, or in writing up to ten working days before the course start date are subject to an administrative penalty of 20 percent of the course fee. Alternatively, a "deferred fee credit" will be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for withdrawals received less than ten working days before the start date. The college will accept participant substitutions if a previously registered individual is unable to attend.

TRAINERS
Margaret Cuzzetto is a marketing and management consultant, program developer and instructor in marketing, retail trade and personal work development with over 24 years' experience. She has extensive management and supervisory experience in the fashion retailing industry.

Jenny Lewis is the president of Lewis Consulting which specializes in the training and development of management skills, selling in a service environment and customer service skills. Prior to founding Lewis Consulting, Jenni was responsible for management training and development at Royal Trust.

Maureen Hannah holds an M.B.A. in Managerial Leadership from City University. She designs and conducts training workshops and gives conference presentations throughout Western Canada, the Yukon Territories and England. Her industry experience includes positions in employee relations and personnel planning and development for a major forest industry company in London and Vancouver.

Val Hunter, a consultant in organizational development, lectures throughout Western Canada using leading edge theory and creative learning techniques to assist participants to improve their communication and human relations skills.

Stepping up to Leadership 1316 (104553)
Becoming a leader is not an easy transition. It requires a whole new set of skills, as well as an understanding and acceptance of new roles, from "doer" to "delegator." Former colleagues may have difficulty in accepting the new leader's role. Recognition must be given to the human relations and productivity aspects of leadership. Most new supervisors enter into this role without proper preparation and support. The purpose of this course is to help the new or potential leader to develop the knowledge, skills and confidence required to supervise staff. At the end of this course the participant will understand the skills required to effectively supervise:
- using leadership skills
- coaching staff
- giving performance feedback
- creating a motivational workplace
- delegating work, and
- employing problem solving techniques.

Interactive lectures, individual work, group discussion and skill practice sessions will be used. Participants will write a "back-home" personal plan for applying their newly acquired skills. – 6 hours (Hannah)
1 day - Fr. Apr 21, 09:00-16:30 - CC

Using Leadership Language (104552)
"Lack of Communication" is one of the most frequently cited causes of a multitude of workplace ailments. Whether it is with your staff, peers, or superiors, clear direct communication results in more productive interactions and effective actions of others. However, it can often be difficult to achieve. Communication is more than the process of speaking clearly. It is the transmission and reception of ideas, attitudes and feelings, verbally and non-verbally. At the completion of this one-day course, participants should be able to analyze their co-workers' communication patterns, respond more effectively and speak with clarity to enhance the accuracy and speed of workplace communications.
At the completion of this course, participants will:
- understand the communication process in organizations
- have improved awareness of key problems in organizational communication
- understand the impact of perception on the communication process, and
- have analyzed communication styles in organizations, to assist in more effectively getting the job done. – 6 hours (Hunter)
1 day - Fr. May 05, 09:00-16:30 - ROB

Finding Time for Results 1319 (104555)
There never seems to be enough time in a day! Learn how to get daily results through practical techniques. Manage your day, your projects and yourself. In this course you will learn the following time "diet" techniques:
- analyzing your day
- setting goals and priorities
- delegating
- creating productive meetings
- handling interruptions
- understanding your self-motivation to complete your day and projects.

You will gain a new confidence by taking control of your work day and improving the productivity and the success rate of your team and yourself. – 6 hours (Cuzzetto)
1 day - Fr. May 26, 09:00-16:30 - CC

Building and Coaching a Productive Team 1318 (104554)
Building your team from a diverse group of people is never easy, but it is essential in producing the results you and your employer require. To get maximum results, you need the cooperation of all your employees. As a new leader, an integral part of the team building process consists of developing an environment where open communication and a shared vision exists. Your effectiveness as a leader will be enhanced by your understanding and practise of some key coaching and motivation measures used in the team building process. At the completion of this course, participants will:
- understand the importance of team-building
- be able to identify the characteristics of an effective team
- apply measures and techniques to build synergy in the workplace
- have the skills to identify and resolve key team concerns.

The net result? Increased work productivity, improved work quality and enhanced team morale. This one day practical workshop begins by reviewing the importance of team building and the characteristics of an effective team. – 6 hours (Lewis)
1 day - Fr. Jun 23, 09:00-16:30 – ROB

Leadership Certificate Program

(Certificate Pending)

This certificate program is a great partnership opportunity for joint commitment by both the employer and employee. The employer shows commitment through financial support and the employee shows commitment by attending the majority of these courses on his/her own time.



Leadership positions are complex. A leader requires many new skills as well as an understanding and acceptance of new roles. Preparation and support are vital for new leaders. This certificate program will help develop knowledge, skills and confidence to lead, supervise and manage others. Topics in this program will be current and up to date. The program will consist of 72 hours. To complete this certificate program, participants may register individually for courses without taking the entire program. In addition to the core courses, participants may choose from a selection of elective courses to fulfil program requirements. If desired, one core course may be substituted for an elective.

Core
Stepping Up to Leadership 1316 (104553) – 6 hours
Using Leadership Language 1317 (104552) – 6 hours
Finding Time for Results 1319 (104555) – 6 hours
Building and Coaching a Productive Team 1318 (104554) – 6 hours
Critical Thinking 1010 (100303) – 6 hours
Managing Change 1020 (100304) – 6 hours
Problem Solving and Action Planning 1030 (100306) – 6 hours

Electives
* Business Writing Skills I 2030 (100301) – 6 hours
* Business Writing Skills II 2040 (100302) – 6 hours
Hiring the Right People 2050 (100309) – 6 hours
Managing Effective Meetings 2051 (100305) – 6 hours
Effective Business Presentation 2060 (100310) – 6 hours
Conflict to Collaboration 2070 (100307) – 6 hours
Performance Management: Goals and Reviews 2080 (100308) – 6 hours

* These courses will be available in Fall 1995. Descriptions, times, date and location will be available in our Fall brochure.

Additional elective courses will be offered in Spring 1995 and elective courses may be varied each term.

Scheduling
Courses will be offered on Fridays and Saturdays. Most courses will run in the Fall, Winter and Spring terms. Each course will be six hours in duration. Elective courses may vary each term.

Certification
Students who complete 72 hours of course time in total will receive a Certificate in Leadership.

Location
Course location will be announced each term. Ask about on-site training.

For registration call 871-7070 and for specific program information call Anne Tollstam, program coordinator – 871-7021.

TRAINERS
Margaret Cuzzetto is a marketing and management consultant, program developer and instructor in marketing, retail trade and personal development with over 24 years' experience. She has extensive management and supervisory experience in the fashion retailing industry.

Janet Dean is a certified trainer with several years' experience facilitating seminars for business, focusing primarily on communication, management and professional development.

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Val Hunter, a consultant in organization development, lectures through Western Canada using leading-edge theory and creative-learning techniques to assist participants to improve their communication and human relations skills.

Betsy Oster, B.Ed., is a federal government administrator who has led goal-oriented work teams in local, regional and national settings.

Tom Swankey has been active in communication education and training since 1980, both as a consultant and a teacher in business management and communication. He currently manages his own business and provides a communication consulting service to numerous school boards, corporations and individuals in the Greater Vancouver area.

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- using leadership skills
- coaching staff
- giving performance feedback
- creating a motivational workplace
- delegating work, and
- *employing problem-solving techniques.*

Interactive lectures, individual work, group discussion and skill-practice sessions will be used. Participants will write a "back-home" personal plan for applying their newly-acquired skills. – 6 hours (Hannah) $140
1 day - Fr. Apr 21, 09:00-16:30 - CC

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- understand the communication process in organizations
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- have analyzed communication styles in organizations, to assist in more effectively getting the job done. – 6 hours (Hunter) $140
1 day - Fr. May 05, 09:00-16:30 - CC

Finding Time for Results 1319 (104555)
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- analyzing your day
- setting goals and priorities
- delegating
- creating productive meetings
- handling interruptions
- understanding your self-motivation to complete your day and projects.

You will gain a new confidence by taking control of your work day and improving the productivity and the success rate of your team and yourself. – 7 hours (Cuzzetto) $140
1 day - Fr. May 26, 09:00-16:30 - CC

Building and Coaching a Productive Team 1318 (104554)
Building your team from a diverse group of people is never easy, but it is essential in producing the results you and your employer require. To get maximum results, you need the cooperation of all your employees. As a new leader, an integral part of the team-building process consists of developing an environment where open communication and a shared vision exist. Your effectiveness as a leader will be enhanced by your understanding and practise of some key coaching and motivation measures used in the team-building process. At the completion of this course, participants will:
• understand the importance of team-building
• be able to identify the characteristics of an effective team
• apply measures and techniques to build synergy in the workplace
• have the skills to identify and resolve key team concerns.
The net result? Increased work productivity, improved work quality and enhanced team morale. This one-day practical workshop begins by reviewing the importance of team building and the characteristics of an effective team. – 7 hours (Lewis) $140
1 day - Fr. Jun 23, 09:00-16:30 - ROB

Critical Thinking Skills 1010 (100303)
This program uses real-life reasoning processes to emphasize and define your abilities in critical thinking. Critical thinking was identified by the Conference Board of Canada as one the most-desired skills in leaders of today. This course will help you apply the concepts of critical thinking in what you do at work and show you what immediate benefits to expect. Using case studies and current events, you will put critical thinking to work. – 6 hours (Dean) $125
1 day - Sa. May 06, 09:00-16:30 - CC

Managing Change 1020 (100304)
Change is the only thing that is constant nowadays. It seems that as soon as one is announced another one closely follows. Employees are tired of hearing that another change is on the way, especially since they are still adjusting to the last one. Organizations need to consider both the business side of change as well as the human side. Too many organizations focus solely on business matters and neglect the emotional impact change has on its employees. When this happens management often gets frustrated by the low productivity and resistance of employees. This program will help managers learn how to address employees' emotions as they manage the change process. During the program, participants will recognize how they personally react to change; understand their role in the change process; apply five steps to communicating change to employees; deal with employee resistance; and increase team commitment to change – 6 hours (Lewis) $125
1 day - Sa. Apr 22, 09:00-16:30 - CC

Problem Solving and Action Planning 1030 (100306)
A leader in today's workplace is constantly confronted with conflict and issues requiring creative solutions. This course will provide the leader with the facilitation skills required to lead a work team through the problem solving process. You will learn the skills required to lead a team to clearly define the problem and to effectively use brainstorming and consensus-building techniques. The successful leader is then able to lead the team through the action-planning process by developing a plan that is concise, time-framed, attainable and most importantly has the commitment of the work team. – 6 hours (Oster) $125
1 day - Sa. Jun 17, 09:00-16:30 - CC

Business Writing Skills – Part I 1030 (100301)
Preparing concise, high-impact documents that achieve results is essential to your success in business. This course, designed for the business writer, examines a variety of typical documents (including memos, letters, reports and proposals) and analyzes the writing process for each. Topics covered include: targeting your reader, writing with greater voice and impact, overcoming mental blocks, enhancing your creative and critical thinking skills, and writing with increased efficiency and ease. Bring samples of your current business writing for in-class review and analysis. – 6 hours (Swankey) $125
1 day - To be offered in Fall 1995

Business Writing Skills – Part II 1040 (100302)
This is the second of a two-part series on improving your writing skills. Topics covered include: writing with increased organization and impact, developing persuasive argument, following the conventions of standard English, and revising in an efficient and effective manner. Bring samples of your current business writing for in-class review and analysis. – 6 hours (Swankey) $125
1 day - To be offered Fall 1995

Hiring the Right Person – 1050 (100309)
Interviewing and selecting the best candidates for hire can be a difficult and time-consuming task. Employee turnover, costly hiring expenses and the constantly-changing job market make the role of an interviewer an important one. This program is designed to enhance the interviewing skills of individuals in any organization. During the program participants will increase their awareness of the role of an interviewer; apply a simple five-step process to prepare for an interview; follow a seven-point system when conducting the interview; and practise and obtain written and verbal feedback on their interviewing skills. Each participant is asked to bring to the program a job description of an open position within his or her organization (if possible) and actual resumes received from applicants for this position. These materials allow for immediate application for participants. – 6 hours (Lewis) $125
1 day - Sa. Jun 10, 09:00-16:30 - CC

Effective Business Presentations – 2060 (100310)
In business, confident and effective presentation skills can assist you in many ways: explaining your work at a departmental meeting, making a presentation to management, selling a product, chairing a meeting, or acting as master of ceremonies at a large gathering. At this highly-participatory course you will learn proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience, and get the desired results. Participants will learn how to organize and practice for their next presentation, how to prepare and use visual aids and how to use non-verbal communication effectively. Learn more about how your audience sees you, and how to make your presentation more memorable. Participants will have the opportunity to make presentations and receive constructive feedback in a supportive environment. Attend this course and be ready for your next presentation. – 6 hours (Swankey) $125
1 day - Sa. Jun 03, 09:00-16:30 - CC

Performance Management: Goals and Reviews 2080 (100308)
Performance management involves working with employees in setting and reaching agreement on goals, action plans and follow-up reviews. Through discussion and practice you will gain the knowledge, skills and confidence to be able to:
• understand the key aspects of an effective performance
• write performance goals, measures and action plans
• provide positive and constructive performance feedback, leadership, training, information and support required for successful achievement of goals
• conduct an annual review meeting that summarizes employees' overall performance results
1 day - Sa. Jun 24, 09:00-16:30 - CC

From Conflict to Collaboration 2070 (100307)
This course will provide you with practical information, skills and confidence to resolve conflict caused by differences in goals, employee performance and work habits. In this course you will:
• define the causes of conflict
• understand conflict management concepts and styles
• assess your current strengths and areas for improvement in resolving conflicts
• use specific communication skills to clarify and understand issues, interests and concerns
• apply the conflict resolution process to your everyday work situations
• set goals for building competency in the use of conflict resolution skills and methods. – 6 hours (Hannah) $125
1 day - Sa. May 13, 09:00-16:30 - CC

Management Skills for Supervisors Provincial Certificate Program

This highly successful program which has been taken by over 400 people is offered in cooperation with The Ministry of Skills, Labour and Training and The Business Council of British Columbia.

Program Goal
To provide broad, practical up-to-date supervisory management training. To deliver this training in three modules that can be taken separately in any sequence. The modules are:
Interpersonal Skills
Group Skills
Administrative Skills

Who Should Attend?
Management Skills for Supervisors has been designed for current and future supervisors and managers in all occupations in the private, public and non-profit sectors. One of the strengths of the program is the diversity of experience that is shared by the participants in the classes.

Format
The program is offered in three 4-day modules totalling 12 days. Training techniques include individual, small and large group experiences and lecturettes using participants' actual work experiences. Enrollment is limited to optimize the effectiveness of this process.

Certification
Participants who complete all three parts, Interpersonal Skills, Group Skills and Administrative Skills qualify to receive the provincial certificate from the Ministry of Advanced Education, Training and Technology and endorsed by the Business Council of British Columbia.

NOTE
Ask about our group rates and in-house offerings.

TRAINER
Sherrilee Schaffer is a dynamic, energetic individual who is highly qualified in human resource development. She has designed her presentations to help you bridge the gap between training and reality to be able to apply the skills you learn in your work. Sherrilee is a graduate of the University of Ottawa and has studied at the Universities of British Columbia and Victoria and at McMaster University. She works as a management consultant and trainer.

Interpersonal Skills – Part I (100101)
Objectives: On completion participants will be able to:
1. Effectively use both verbal and non-verbal communication skills
2. Conduct organized interviews
3. Use decision-making methods in individual and group situations
4. Utilize appropriate assertiveness techniques
5. Make win/win decisions one on one and in groups.
(Schaffer) $575
4 day - Tu/We/Th/Fr. Apr 04-07, 09:00-17:00 - ROB

Group Skills – Part II (100102)
Objectives: On completion you'll be able to:
1. Identify personal leadership styles
2. Demonstrate appropriate and flexible leadership skills to meet various situations
3. Identify things that motivate and demotivate work groups
4. Develop and implement strategies to improve employee motivation
5. Display leadership and group participatory skills in meetings
6. Determine personal and organization stress factors
7. Implement stress reduction techniques. (Schaffer) $575
4 day - Tu/We/Th/Fr. Apr 25-28, 09:00-17:00 - Landis

Administrative Skills – Part III (100103)
Objectives: On completion you'll be able to:
1. Develop and implement performance management strategies
2. Use effective business writing skills
3. Develop and institute a goal setting/achievement plan
4. Manage time and priorities efficiently and effectively.
(Schaffer) $575
4 day - Tu/We/Th/Fr. May 16-19, 09:00-17:00 - ROB

Course Location
All courses in this series will be held at Robson Square Conference Centre, 800 Robson Street (at Howe), Vancouver and The Landis, 1234 Hornby Street, Vancouver

For information call Anne Tollstam, program coordinator - 871-7021.
For registration and invoicing call Lynda Boothby - 871-7070. Registrations will be accepted up to one week prior to the course start date.

Course Fees
$575 for each part. Course fees are subject to change.

Withdrawal and Refund Policy
Withdrawals received by telephone, fax, or in writing up to ten days before the course start date are subject to an administrative penalty of $50. Alternatively, a "deferred fee credit" will be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for course withdrawals received less than ten days before the start date. The college will accept participant substitutions if a previously registered individual is unable to attend.

Library Skills

INSTRUCTORS
Alexandra Bradley, M.L.S., is both a librarian and C.R.M. She has her own consulting business and is a sessional instructor at UBC.

Jacqueline Bradshaw, M.L.S., is librarian/analyst for the Electronic Library Network at the Open Learning Agency. She specializes in the automation of information and library operations and has provided consulting and training services to business, government and libraries.

Douglas Grant, B.A., is a recent graduate of the Applied Information Technology Program at Capilano College. Douglas has a broad background in design, development and delivery of instruction and educational materials for the Open Learning Agency and Knowledge Network and other clients. Douglas teaches interactive multimedia and TV/video production in VCC's TESL Program. Other projects include StraightLine, the electronic online prototype of the Georgia Strait.

Leva Lee, M.L.S., is a librarian and the school services coordinator at the Open Learning Agency. She has worked in government, industry and business and has taught and trained for one of the largest Canadian online database vendors.

Brad MacBeth is a recent graduate of the Applied Information Technology Program at Capilano College. One of his principal interests is the architecture of information design and delivery. He is currently working with the Open Learning Agency to develop "OPENCAMPUS," OLA's computer-based distance education initiative.

Byron Quam is a recent graduate of the Applied Information Technology Program at Capilano College. Internet expertise has been one of Byron's professional trademarks since the early days of "surfing the Web." Information design for the World Wide Web on behalf of clients such as the Open Learning Agency is one of his specialties. His background as a professional musician accounts for his special interest in digital sound.

Sylvia Roberts, M.L.S., is a librarian in the Science and Technology Division of Vancouver Public Library. She has several years' experience in library automation while working for Columbia Library Systems.

Rana Shaskin, M.L.S., is a librarian with extensive and varied experience working in non-profit organizations, especially with the set-up and development of resource centres.

For information on Library Skills courses call Cindy John, program coordinator at 871-7461.

Internet Workshops (106075, 106076, 106077) Withdrawal and Refund Policy
Withdrawals received by telephone, fax or in writing up to two working days before the workshop date are subject to an administrative charge of 20 percent of the workshop fee. Alternatively, a Deferred Fee Credit for 100 percent of the fee may be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for withdrawals received less than two working days before the workshop. The college will accept a substitute participant if a previously registered individual is unable to attend.

Internet Courses
Internet courses are designed to quickly give you the skills needed to communicate on the Internet and find the material and resources that are relevant to you. All courses are taught in a computer lab and provide ample hands-on time. Internet: Introduction to Network of Networks (106077), is designed for a general audience and is not limited to library staff.

Internet – Introduction to the Network of Networks (106077)
This course is designed for anyone interested in learning about the rapidly-expanding worldwide network of networks – Internet. Through a combination of lecture, demonstrations and hands-on session, you will learn:
• what the Internet is
• how you can use Internet to communicate with colleagues and friends across the country and around the world
• how to find and retrieve information resources on the Internet
• potential uses of Netscape/Mosaic – powerful multimedia interfaces to Internet
• options for accessing Internet through local service providers
The workshop is held in a computer lab and provides ample hands-on time to explore the Internet. Students must have some previous experience using MACs, or PCs in Windows environment. Class size is limited to 16. (Grant/Quam/MacBeth) $160
1 day - May 13, 09:00-16:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street
2 eve - Mo/We. TBA, 18:30-21:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street
2 eve - Mo/We. Jun 05/07, 18:30-21:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street

Internet – Basic Tools for Library Staff (106075)
This one-day workshop is designed especially for library staff who have little or no Internet experience. You will find out what the Internet is and how it provides access to a wealth of resources, including: electronic documents, electronic discussion groups and remote library catalogues. You will learn the basics of using the standard tools to mine the Internet's vast resources:
• electronic mail
• electronic file transfer (ftp)
• remote log-in (telnet)
• Gopher menu systems
You will also learn about methods and procedures available locally for obtaining access to Internet. Although UNIX programs are featured, the course is appropriate for individuals using any type of Internet software in a command line environment. The workshop takes place in a computer lab, one student per computer. Hands-on exercises are featured throughout the day. Students must have some previous experience in using computers. This workshop was developed by the Electronic Library Network (ELN). Class size is limited to 16. (Lee) $160
1 day - Sa. TBA, 09:00-16:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street

Internet Research Tools for Library Staff (106076)
There are hundreds of thousands of resources freely available throughout the Internet world. The difficulty is knowing where to find them. In this one-day workshop especially designed for library personnel, you will learn how to use the Internet research tools to locate and retrieve these invaluable resources. You will work with:
• Archie to search databases of freely available program and document files
• advanced FTP skills to retrieve and use all types of files
• Gopher search techniques using the powerful Veronica and Jughead programs
• advanced electronic mail and Listserv software techniques to explore the wealth of information available through thousands of electronic discussion groups
The level of this workshop is appropriate for those who understand and use the following Internet tools at a basic level: Telnet, simple FTP, Gopher, and Electronic Mail. The workshop takes place in a computer lab, one student per computer. Hands-on exercises using standard Internet software are featured throughout the day. Although UNIX programs are featured, the course is appropriate for individuals using any type of Internet software in a command line environment. This workshop was developed by the Electronic Library Network (ELN).
(Bradshaw/Lee) $160
1 day - Sa. TBA, 09:00-16:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street

Basic Library Skills Courses
Do you want to work in libraries, but are not sure what they are all about? Or are you currently working as a library assistant, but wanting to increase your skills and knowledge in technical services to broaden your employment horizons? If you answered yes to either question, our Basic Library Skills courses are for you. These basic skills courses are designed to teach you essential concepts of technical services work in libraries. You may take either or both courses, depending on your interests and current skills.

Basic Library Skills – Circulation, Processing and Catalogue Records (106069)
This course consists of 21 hours of instruction and skill development with plenty of time to practise your skills. Topics include the following:
• elements of the catalogue record
• machine readable catalogue records
• filing rules
• physical processing and mending
• circulation procedures
• interlibrary Loans procedures. (TBA) $195
7 eve - Available Fall 1995 - CC

Basic Library Skills – Collections and Acquisitions (106068)
This course consists of 21 hours of instruction and skill development with assignments in an active library setting to see how it's really done! You will learn the following:
• the role of technical services in the library
• book selection and collection development
• dealing with weeding, gifts and inventory
• acquisitions procedures including working with budgets, dealing with publishers and vendors, and verification and ordering
• receiving monographs and serials
• dealing with non-book materials and government publications. (TBA) $195
7 eve - Available Fall 1995

Legal Resources and Reference Services (106080)
This course will introduce you to legal resources in British Columbia and to providing reference service from these resources. The course will provide:
• introduction to the legal system
• introduction to legal materials
• format and content of both primary, (e.g. statutes) and secondary materials (e.g. textbooks, legal dictionaries)
• using and updating primary material (e.g. statutes and regulations)
• providing legal reference service
You will learn how legal resources are developed and their relationship to the legal system. This course is appropriate for library staff in public and college libraries who maintain legal collections. The course will help improve your knowledge of legal materials and your ability to better access these resources for you and your library's users. $140
4 eve - Available Fall 1995

Workshops on Creating Successful Libraries in Community Organizations
These workshops are responsive to the special circumstances associated with libraries in community organizations. The principles and guidelines covered are also applicable to development of small libraries/resource centres in a business environment.

Libraries in Community Organizations – Assessing Your Situation (106072)
Is your organization making plans to start a library? Do you already have a library but wish it was working better? In either case, it's a good time to clarify who your library's users are and which of their needs you want to serve. This workshop will help you:
• clarify the purpose and potential of your library
• evaluate your present situation in light of your goals
• use your library's purpose to guide decisions about organizing, developing and promoting the library.
(Shaskin) $37.45 (Includes GST)
1 aft - Tu. May 02, 13:00-16:00 - KEC

Libraries in Community Organizations – Choosing How to Organize Your Materials (106073)
The best way to organize your library is the way that best meets the needs of your users. This workshop provides a checklist of basic considerations for organizing your library. The checklist will help you choose suitable ways to arrange your books, videos, audiotapes, magazines and newsletters. You will learn to recognize the pros and cons of different options for arranging your materials and have a brief introduction to the concepts of cataloguing and classification. You will see examples from various specialized libraries. Attendance at workshop 106072 above is highly recommended. (Shaskin) $37.45 (Includes GST)
1 aft - Tu. Jun 06, 13:00-16:30 - KEC

Database Design for Library Applications (106074)
Would you like to learn how to effectively use and search the database software available in your library? Would you like to automate a manual system or information resource but don't know where to start?
In this introductory level course you will learn how to plan, design and create a textual database that can be used in many types of library applications such as: annual report collections, A-V equipment inventory, directory of local organizations. The concepts you learn will help you more effectively search and retrieve information from many types of textual databases (e.g. CD-ROM and OPAC databases).
You will learn how to:
• conduct a needs assessment
• evaluate various types of database software and select appropriate programs for your library environment
• create a database structure, define the necessary records and fields
• produce a working database model, using INMAGIC PLUS software (including report preparation, database documentation and user manuals production, backup procedures)
The practice exercise will be completed using INMAGIC PLUS software; the concepts can be applied to any database management software that you have in your library.
The course takes place in a computer lab and includes hands-on practice. Students must have some previous experience using microcomputers. (Roberts) $175
5 eve - Tu. Apr 18, 18:30-21:30 - CC

For information on Records Management courses call Anne Tollstam at 871-7021.

Records Management I – 1615 (104509)
See Records Management (Office Administration Certificate) listings for course description. (Henderson) $150
10 eve - We. Apr 26, 18:30-21:30 - CC

Records Management II/Advanced Topics – 1617 (104556)
See Records Management (Office Administration Certificate) listings for course description. (Bradley) $150
10 eve - Available Fall 1995

Records Management III/Specialized Functions – 1618 (104557)
See Records Management (Office Administration Certificate) listings for course description. (Bradley) $140
8 eve - We. Apr 26, 18:30-21:30 - CC

Professional Skills Development

This program offers you the opportunity to learn new skills that go beyond the important basic business courses. Rapid change in technology, the workplace and society is creating new skill areas. Please watch this section in future issues for additional courses.

Employers may wish to inquire about custom, on-site, in-house training for their employees. Group rates are available for all courses.

For program information call Brian Cole, senior program coordinator, 871-7062.
For registration and invoicing call Lynda Boothby, 871-7070. Registrations will be accepted up to one week prior to the course date.

Course Location
Please see individual course descriptions

Withdrawal and Refund Policy
Withdrawals received by telephone, fax, or in writing up to ten working days before the course start date are subject to an administrative penalty of 20 percent of the course fee. Alternatively, a "deferred fee credit" will be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for withdrawals received less than ten working days before the start date. The college will accept participant substitutions if a previously registered individual is unable to attend.

INSTRUCTORS
Terry Blaker, president of Corporate Arts Inc. has over 20 years of experience in both Canada and the USA in leading seminars in the communication arts. His specialties include public speaking, effective meeting management, employer/employee relationships and office automation.

Margaret Cuzzetto is an experienced marketer with over 20 years' experience in retailing, from beginner to supervisory and managerial levels. She is also an experienced instructor and consultant in customer service, marketing and supervision.

Shauna Grinke is director of training for the Pan Pacific Hotel and an educational consultant to many businesses. Shauna is an enthusiastic instructor with ten years' experience in teaching and program development.

Stephen Hammond is a human resource consultant specializing in employee relations. He has worked in the human resource field for private and public sector employers in BC, Ontario and Manitoba. He is a lawyer and a current member of the Law Society of British Columbia. He has successfully delivered harassment awareness training to significant organizations in BC and is a member of the Human Resources Management Association of BC.

Kenneth King, A.Sc.T., MCIQS is a business consultant with his firm and current president of the Real Estate Institute of Canada (Greater Vancouver Chapter). Mr. King has over 15 years' experience in construction, development and other business ventures.

Karl Crosby has over 20 years' experience in strategic market planning and direct response marketing. He has planned and implemented marketing campaigns for some of Canada's largest corporations and created direct marketing campaigns that helped position Whistler as Canada's most successful destination resort. Karl is vice president of Contacts Target Marketing, the largest business information and research company in Western Canada.

Maureen Hannah holds an M.B.A. in Managerial Leadership from City University. She designs and conducts training workshops and gives conference presentations throughout Western Canada, the Yukon Territories and England. Her industry experience includes positions in employee relations and personnel planning and development for a major forest industry company in London and Vancouver.

Consulting as a Business (102025)
Will be offered in Fall 1995 term

Career Management (102020)
Personal success is rarely an accident, yet most of us spend very little time assessing, planning and managing our careers to achieve the success we desire. In this course you will enhance your awareness of your own individuality, including: the identification of your transferable skills, special knowledge, values, personal characteristics and unique life experiences. You will develop the research skills necessary to explore existing and new career paths as well as effective strategies essential for job hunting in the 1990s. Upon completion you will have developed skills to prepare an enhanced resume and learned improved interviewing and job search skills. Also, you will have gained the knowledge required for maintaining and enriching your existing or potential new job as part of your personalized career development plan. (Grinke) $125
2 day - Sa. Apr 29, 09:00-17:00 - CC

Harassment Awareness (100158)
Will be offered in Fall 1995 term

Negotiating Effectively (100162)
Will be offered in Fall 1995 term

Direct Response Marketing (102512)
This course is about highly professional and state-of-the-art marketing. It is NOT about junk mail and high pressure telephone selling. Direct Response Marketing (DRM) is designed to produce results you can measure. Learn how to:

- plan an admail or telemarketing campaign
- target markets
- mail effectively to customers
- obtain good outside prospect lists
- create copy, design, graphics
- use the telephone to increase the effectiveness of mail
- get the most for your dollar from mailing houses and Canada Post
- design and implement a cost-effective, professional direct response marketing program
- plan your sales messages
- use simple techniques and proven methods to ensure success of your compaigns
- track your results. (Crosby) $145

1 day - We. May 03, 09:00-16:00 - ROB

Effective Customer Service (100157)

Will be offered in Fall 1995 term

Getting the Job Done (102510)

NEW

This practical course gives you the tools to deal with business situations you need to optimize. Setting goals and making plans is a vital part of today's business. The key to success is making the plans happen and reaching the goals. This new course grew specifically out of a need to help employees get beyond goals and plans to effective implementation of the plans and achievement of the goals. In it you will:

- identify the forces that help and hinder the implementation of plans and achieving of goals
- assess where you are now in your work situation, where you want to be, and ideas for getting you there
- learn to develop action plans and tactics that are specific, measurable, attainable, relevant and timely
- develop a personal action plan.

The session will involve small group and all-participant discussions, data generation, analysis and action planning. Participants are encouraged to bring, for small group discussion, a short description of a situation where they have experienced difficulty getting a task or project done. (Hannah) $155

1 day - Fr. Jun 02, 09:00-16:00 - ROB

Getting the Job Done (course and follow-up session) (102511)

The half-day follow-up session will be offered in the early fall to allow participants to review their progress, ideas and problems, and further develop their skills in this area. (Hannah) $245 ($155 course and $90 follow-up)

1 1/2 day - Fr. Jun 02, 09:00-16:00 AND Fr. Sep 22, 09:00-12:00 - ROB

Training Skills

All successful organizations need well-trained up-to-date employees. Whatever the training needs of your organization, one fact remains the same – the best trainers are those who feel confident about their skills and the programs they develop. These interactive courses emphasize skill development that can be applied to any training situation back on the job. Practice time is provided during each course to help learners develop and apply newly acquired skills and knowledge.

Training Skills Program courses are current, well-proven and comprehensive. They also incorporate the most appropriate and current adult education practices and theories. Should your organization, on its own or in cooperation with other organizations, require an in-house course, we'll be pleased to work with you to tailor it to your needs.

NOTE

In-house and group rates are available. Why not get your own group together?

For program information please call Paula Yunker, program coordinator, 871-7457. For registration call 871-7070.

Who Should Attend

The program is designed for all those who are involved in planning, designing or delivering training for adult learners in business, education, government or non-profit organizations.

Course Location

All courses in this program will be held at the Robson Square Conference Centre, 800 Robson Street, Vancouver.

Withdrawal and Refund Policy

Withdrawals received by telephone, fax, or in writing up to ten days before the course start date are subject to an administrative penalty of $50. Alternatively, a Deferred Fee Credit will be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for course withdrawals received less than ten days before the start date and no Deferred Fee Credit will be issued. The college will accept participant substitutions if a previously registered individual is unable to attend.

INSTRUCTOR

Paula Yunker is an adult education consultant with extensive experience in corporate business and industry providing training development and instruction to a wide range of clientele. Paula's experience includes needs assessment, project management, course design, instruction and training materials design. She was also employed as an education development specialist with the BC Telephone Co. Education Centre and is qualified as a BC Tel Master Trainer at the Specialist level.

Delivering Effective Instruction (100159)

This two-day workshop offers a practical hands-on approach to adult instruction. If you are a new instructor or want to enhance your instructional skills, this workshop provides techniques and practical information that can be easily added to any course you teach. These skills will help you become more confident and focused and make instruction more enjoyable for both you and your students. By the end of this course you will be able to:

- present yourself effectively and professionally so people will listen
- describe how to enhance adult learning
- choose appropriate questioning techniques
- deal effectively and calmly with disruptive situations
- organize and enhance a lesson plan and instructor guide
- describe a variety of instructional techniques and learning enhancements
- describe how to use a variety of visual aids
- describe how to maximize your instructional setting

This workshop replaces the Becoming a Great Trainer course. (Yunker) $275

2 day - Th/Fr. May 18/19, 09:00-16:30 - ROB

Principles of Design (100152)

Do you need to develop a course or workshop but are unsure of where to start? Are you responsible for planning or designing a training program and want to maximize time, money and resources to ensure its success? This interactive two-day workshop will introduce you to the basic principles of planning and designing instruction for adults. You will learn how to analyze training needs, write instructional objectives, design instruction appropriate for your audience and evaluate results. You will also be introduced to the planning process and a variety of program planning models. Throughout the two days, you will apply each step of the planning process to a specific training situation, so please come to class with a project in mind. By the end of this course you will be able to:

- describe a six-step process for designing successful training programs
- understand adult learner characteristics and what motivates them to attend training
- analyze and evaluate a variety of training program planning models
- apply the principles of successful program planning to your own specific planning situation

This workshop replaces the Designing Effective Training Programs course. (Yunker) $275

2 day - Th/Fr. June 15/16, 09:00-16:30 - ROB

Small Business

For registration and general information phone 323-5322. For detailed information call Peggy Worobetz at 871-7427.

The Federal Business Development Bank and Vancouver Community College are pleased to offer the following step-by-step program.

How to Start a Business

This five-week program shows you how to start and manage a business. Each course is six hours of instruction offered on two evenings for three hours per night. At $90 per course or for a total of $345 for all five courses for a saving of $105.

How to Start a Business

All five courses $345 (106038)

Participants attending all five courses will receive a Statement of Completion.

Week 1

How to Start a Business (106039)

Running your own business doesn't have to be just wishful thinking—it's all in the planning. Learn the seven key steps to developing your successful new business. $90

2 eve - Tu/Th. Apr 25/27, 19:00-22:00 - Lan

Week 2

Identifying and Marketing Business Opportunities (106040)

Both parts $90

Part 1: Tuesday—Finding Business Opportunities

Starting a successful business frequently centres on finding an opportunity overlooked by others. This course concentrates on how and where to look, sources of information and accessing ideas for new ventures. Relate your customer's needs to products, prices, promotion and distribution to create your marketing plan.

Part 2: Thursday—Marketing and Advertising

Learn to answer the questions to create effective advertising; the when, where, what and how, by concentrating on the market, media and message.

2 eve - Tu/Th. May 02/04, 19:00-22:00 - Lan

Week 3

Bookkeeping from Start to Finish (106042)

These two evenings will explain in easy to understand terms the five basic steps of bookkeeping, from recording the transactions to producing financial statements. $90

2 eve - Tu/Th. May 09/11, 19:00-22:00 - Lan

Week 4

Financial Statements—Forecasting and a Cash Budget (106043)

Both parts $90

Part 1: Tuesday—Understanding Financial Statements

Making the right decisions depends on your knowledge of financial statements and how to read them and what to control.

Part 2: Thursday—Forecasting and Cash Budgeting

Preparing a realistic forecast and using it as a basis for your budget to measure how well the business is doing and keeping it in line.

2 eve - Tu/Th. May 16/18, 19:00-22:00 - Lan

Week 5

Financing and Business Strategy (106041)

Both parts $90

Part 1: Tuesday—How to Win Funds and Influence Your Banker

Communication is a two-way street; from your banker and to your banker. Learn how to present yourself and your request for operating credit and term loans. Understand the criteria lenders use in making decisions on loans.

Part 2: Thursday—Developing Your Business Plan and Strategy

Developing your business plan includes all of the factors to create a successful venture--- markets, your resources, financing and the competition. Know how to assess the competitor's strengths and weaknesses and build on your advantages. Learn to create a business character to stand out in the haze of competition.

2 eve - Tu/Th. May 23/25, 19:00-22:00 - Lan

Computers, Technology & Tele-communications

Computers

Course Locations

- Oakridge Centre, 320 North OfficeTower, 650 West 41st Avenue
- City Centre, Room 619, 250 West Pender Street
- Registration and information – 443-8380
- VCC Langara College, 100 West 49th Avenue
- Registration and information - 323-5322

Class Sizes and Information

For information on individual courses, please call the information number listed for the centre where the course is held.

VCC Langara classes and VCC City Centre classes have a maximum of 20 students. Classes at the Oakridge Microcomputer Lab permit a maximum of 6 or 12 students.

NOTE

All courses require some typing. If you have not done any typing before, or you are a bit "rusty," typing practice is useful before you attend. Introduction to Microcomputers (100605) or Introduction to DOS (100903) are recommended for all students without previous computer experience. Mouse skills are essential before taking any class using software in Windows. Introduction to Windows (100914) is strongly recommended as a prerequisite. Computer accounting students must have a basic knowledge of accounting principles. Students taking Access, PageMaker or CorelDRAW! courses must have mouse skills and experience in the Windows environment.

Computer Information Night for the following Langara programs

- Computer Skills for the Workplace Certificate Program
- Local Area Network Administrator Certificate Program
- MultiMedia Programmer Certificate Program (Certificate Pending)

Time: Tu. Apr 11, 18:00-19:30

Place: Continuing Education office, Langara College, 100 West 49th Avenue

Computer Counselling Guide

What do you wish to learn?

An Introduction to Microcomputers

The student has several choices:

- Introduction to Microcomputers – Oak and CC
- Introduction to DOS – Oak and CC
- CSW1 – Introduction to Computing Concepts (100501) – Lan
- How to Buy a Computer – Oak
- Computer Applications in Business – see Business Administration Certificate Program

How to Operate a Specific Software Program

Courses are listed according to the application area (e.g. accounting, word processing, etc.). Check to see at which location the course you want is held. Call for directions if necessary. Please pay particular attention to prerequisites required.

Local Area Networks

The student has two choices: non-certificate courses at Oakridge and City Centre or the Local Area Network Administrator Certificate Program at Langara College. Please refer to the appropriate section of this flyer for details.

Multimedia

Please see the Multimedia Programmer section of this flyer, page 26.

Desktop Publishing and Programming

Courses available are listed under these headings, page 22.

Certificate Program in Microcomputers

See Computer Skills for the Workplace (CSW) Certificate Program for details, page 23.

Internet

Please see Library Skills section of this flyer, page 18.

Counselling

Oak or CC – Pat Austin/Mishele Mathern (261-2806)

Lan – Cornelius Constantinescu (323-5442)

Does our schedule suit your needs?

Additional classes may be added after the publication of this flyer. If the Oakridge Microcomputer Lab class you want is full, or there are no more scheduled dates, call 261-2806 to inquire about alternate dates. Additional classes may be added if there is sufficient interest. Custom training can also be arranged for groups of five or more students.

Oakridge and City Centre Computer Courses

General Information

The Vancouver Community College Computer Series is a comprehensive program of multi-level courses, designed to teach practical operating skills for all levels of microcomputer users. Business professionals, office personnel and others can develop and refine their computer operating skills in any one of the areas listed below.

Oakridge and City Centre offer computer courses in three areas:

1. Introduction to Computer Courses,
2. Computer Applications: Word Processing, Spreadsheets/Charts, Database Management, Accounting, and Desktop Publishing, and
3. Computer Operations.

These courses are offered at two different locations: City Centre Campus and the VCC Microcomputer Lab in the Oakridge Centre.

At the VCC Oakridge Computer Lab you will learn to operate 486DX microcomputers with SVGA graphics cards displaying on colour monitors. Courses are offered for a wide variety of the most popular software programs.

Every student at the Oakridge Lab will have a personal work station. Classes are limited to 6 or 12 to allow more personal contact with the instructor. Course materials, including take-home reference notes, are provided for all classes.

Oakridge Lab courses are now being offered at our new City Centre microcomputer lab. The state-of-the-art City Centre Lab (Room 619) has new 486s with colour monitors, networked with the Novell operating system. Classes here are offered at night and on Saturdays.

Our courses are designed to get you "up and running" quickly. Oakridge courses run in a one-day or three-evening format on week days, nights and on weekends. City Centre lab courses offer the same great outlines and course materials over three sessions for night classes, and one-day classes on Saturdays. Choose the timing that best suits your learning style and schedule.

Oakridge and City Centre lab courses are listed together. Read the schedule carefully for the class location. Oak is Oakridge. CC is City Centre. City Centre offerings are also listed separately by course name after the Oakridge listings.

All courses at Oakridge and City Centre offer seven hours of instruction. Evening courses include additional practice time.

VCC OAKRIDGE INSTRUCTORS

Pat Austin (Program Manager for Oakridge and City Centre) holds a Bachelor's degree in Computer Science and has been a full-time computer instructor for 11 years. Pat is known as an energetic and enthusiastic instructor. She teaches DOS, Windows, dBASE, Access, Lotus, WordPerfect, LAN and Novell NetWare.

Mishele Mathern (Program Manager for Oakridge and City Centre) is a full-time computer instructor with ten years' experience in teaching and curriculum development. She teaches Windows, WordPerfect, Word for Windows, Excel, CorelDRAW! and PageMaker.

Frank Kathwaroon has four years' experience in teaching microcomputer courses. Frank's 22 years' experience in business training and management, alongside a terrific sense of humour, make his classes fun as well as educational. Frank teaches Introduction to Microcomputers, DOS, Lotus, WordPerfect, Windows, and Excel.

Christine Code is a microcomputer instructor with over three years' teaching experience. Known for her patience and gentle humour, Christine brings a personal touch to her class that lets each student know that their individual needs are important. She teaches Introduction to Microcomputers, DOS, Lotus, WordPerfect, Windows and Word for Windows.

Marilynne Nowell, M.B.A., is president of Nowell Computer Services. Marilynne has many years' experience teaching computer software and business courses. She teaches ACCPAC, Simply Accounting and BusinessVisions.

1. Introduction to Computers

How to Buy a Computer (100615)

Are computer ads confusing? Do you understand the language describing IBM compatible DOS microcomputer systems? Starting with basic concepts, a microcomputer system will be demystified. Understand CPUs, RAM, disk drives and disks, DOS, hard disk sizes and speeds, and Windows. Learn about printers, mice and modems. This course is valuable for anyone who is curious about microcomputers, but does not know where to begin. $60

1 eve - Mo. Apr 24, 18:30-22:00 - Oak
1 eve - Mo. Jun 19, 18:30-22:00 - Oak

Introduction to Microcomputers (100605)

This course is designed for individuals with little or no previous microcomputer experience. Fundamental hardware and software operations are explained. Understand CPUs, RAM, floppy disks and disk drives, hard disk drives, and files. Hands-on training involves overviews of a variety of topics including: word processing, spreadsheets, DOS, Windows and using a mouse. Some typing is required. $175

1 day - Sa. Apr 08, 09:00-17:00 - Oak
1 day - Tu. Apr 11, 09:00-17:00 - Oak
3 eve - Tu. Apr 18, 18:30-21:30 - CC
1 day - Sa. Apr 22, 09:00-17:00 - Oak
3 eve - Mo. May 01, 18:30-21:30 - Oak
1 day - Th. May 11, 09:00-17:00 - Oak
1 day - Tu. Jun 06, 09:00-17:00 - Oak
1 day - Sa. Jun 17, 09:00-17:00 - CC
1 day - Mo. Jul 10, 09:00-17:00 - Oak
1 day - Tu. Aug 08, 09:00-17:00 - Oak

Introduction to DOS (100903)

This course introduces the basic concepts and commands of DOS, the Disk Operating System, for file and disk management. Exercises show the purpose of DOS, how to manage files and format disks. Hard disk management includes: creating and using sub-directories efficiently, "mapping" hard disk structure and backing-up data. Taking Introduction to Microcomputers (100605) first would benefit those with little or no microcomputer experience. Some typing is required. This course is suitable for all versions of DOS. $175

1 day - Sa. Apr 08, 09:00-17:00 - CC
1 day - We. Apr 26, 09:00-17:00 - Oak
1 day - Tu. May 23, 09:00-17:00 - Oak
3 eve - We. May 24, 18:30-21:30 - CC
1 day -Th. Jun 22, 09:00-17:00 - Oak
1 day - We. Jul 12, 09:00-17:00 - Oak
1 day - Sa. Aug 12, 09:00-17:00 - Oak

Intermediate DOS (100912)

Now that you know basic file and disk management, learn the purpose of, and how to write and change Config.sys and Autoexec.bat files. Understand configuration settings, device drivers, internal and external DOS commands, and the command interpretation sequence. Learn about different types of RAM (Random Access Memory) and basic memory management. Create and use a bootable first aid disk for basic trouble-shooting on start-up procedures. Experience with DOS is essential. Introduction to DOS (100903) is strongly recommended. $175

1 day - Su. Apr 23, 09:00-17:00 - Oak
1 day - Mo. Jun 05, 09:00-17:00 - Oak
1 day - Th. Aug 17, 09:00-17:00 - Oak

Advanced DOS (100916)

The focus of this course is the control and customization of DOS operations. Build your own menu system using batch files and the DOS Text Editor. Learn how to sort directory listings, find files anywhere on the hard disk, free hard disk space and protect files from accidental deletion. Understand and use file attributes. Learn new and updated DOS 6 commands for defragmenting files, optimizing use of upper memory and using multiple Config.sys files. MSD (Microsoft diagnostics) will be explored. Experience with DOS is essential. Intermediate DOS (100912) is strongly recommended. $175

1 day - Tu. May 09, 09:00-17:00 - Oak
1 day - Su. Jun 11, 09:00-17:00 - Oak

Introduction to Windows (100914)

Windows is a graphic environment for file, disk and program management. Instead of typing DOS commands, use icons and the File Manager to perform tasks such as finding, copying and deleting files, and formatting disks. Learn window manipulation and screen navigation using a mouse. View the structure of your hard disk by expanding and collapsing the directory tree. Also included is a brief overview of several Windows "applets" such as the Clock, Calculator, Write, Cardfile and Paintbrush. Introduction to Microcomputers (100605) or Introduction to DOS (100903) are strongly recommended as a prerequisite. $175

1 day - We. Mar 29, 09:00-17:00 - Oak
1 day - Su. Apr 09, 09:00-17:00 - Oak
1 day - We. Apr 12, 09:00-17:00 - Oak
1 day - Mo. Apr 24, 09:00-17:00 - Oak
1 day - Sa. Apr 29, 09:00-17:00 - Oak
3 eve - Tu. May 09, 18:30-21:30 - CC
1 day - Tu. May 16, 09:00-17:00 - Oak
3 eve - Mo. May 29, 18:30-21:30 - Oak
1 day - Sa. Jun 03, 09:00-17:00 - CC
1 day - Mo. Jun 12, 09:00-17:00 - Oak
1 day - Tu. Jul 11, 09:00-17:00 - Oak
1 day - We. Aug 09, 09:00-17:00 - Oak
1 day - Sa. Aug 26, 09:00-17:00 - Oak



Intermediate Windows (100915)

Expand your knowledge of the Windows operating environment. This course covers concepts such as organizing the Program Manager, setting up and changing Program Groups and windows, adding document or file icons, using the Startup Group and customizing Windows settings. Students will investigate Windows startup options including operating modes and running Windows programs directly from the DOS prompt. Experience with Windows is essential. Introduction to Windows (100914) is recommended. $175

1 day - Fr. Apr 28, 09:00-17:00 - Oak
1 day - We. Jun 07, 09:00-17:00 - Oak
1 day - Fr. Aug 11, 09:00-17:00 - Oak

Introduction to Local Area Networks (100920)

Microcomputers connected through Local Area Networks (LANs) are rapidly becoming common in the workplace. This trend will continue as more individuals and businesses need to share resources. Basic LAN concepts and terminology are absolutely essential for anyone involved in planning, purchasing, using or managing a LAN. This course provides a practical foundation for our Novell NetWare LAN series. Explore the differences between peer-to-peer and server-based LANs. Understand hardware requirements for workstations and servers, Network Interface Cards, cabling systems, protocols, topologies and network operating systems. A basic understanding of microcomputers and Introduction to DOS (100903) are prerequisites. $175

1 day - Sa. Apr 22, 09:00-17:00 - CC
1 day - We. May 31, 09:00-17:00 - Oak

Introduction to Novell NetWare (100921)

This course introduces basic Novell NetWare operating system commands to users and supervisors. Login and Logout procedures, network security, passwords, rights, directory structures, drive mapping and commands for user, directory and file management are explored. A basic understanding of microcomputers and Introduction to DOS (100903) are prerequisites. Introduction to Local Area Networks (100920) is recommended. $175

1 day - Sa. Apr 29, 09:00-17:00 - CC
1 day - Th. Jun 08, 09:00-17:00 - Oak

Intermediate Novell NetWare (100922)

As a continuation of the Introduction to Novell NetWare, this course explores Novell NetWare operating system commands for LAN administrators and supervisors. Topics include: creating and deleting users, account restrictions, mapping search drives, printing, and basic login scripts. Introduction to Novell NetWare (100921) and Intermediate DOS (100912) are recommended prerequisites. $175

1 day - Sa. May 06, 09:00-17:00 - CC
1 day - Th. Jun 15, 09:00-17:00 - Oak

Advanced Novell NetWare (100923)

This course builds on concepts and commands from Intermediate Novell NetWare for LAN administrators and supervisors. Advanced login script commands, creating and using NetWare menus, additional security options, and creating, managing and deleting groups are explored. Additional topics include: rights, granting and revoking trustee assignments, and using inherited rights masks. Intermediate Novell NetWare (100922) and Advanced DOS (100916) are recommended prerequisites. $175

1 day - Sa. May 13, 09:00-17:00 - CC
1 day - Fr. Jun 16 09:00-17:00 - Oak

2. Computer Applications

Word Processing

Introduction to WordPerfect 5.1 for DOS (100710)

Learn fundamental WordPerfect commands for creating and editing documents. Topics include: moving around, saving, retrieving, viewing and printing documents. Blocks, formatting, moving/copying text and basic problem resolution are also covered. Emphasis is placed on WordPerfect's use of codes. $175

1 day - Mo. Apr 10, 09:00-17:00 - Oak
1 day - Su. Apr 30, 09:00-17:00 - Oak
1 day - We. May 31, 09:00-17:00 - Oak
1 day - Sa. Jun 24, 09:00-17:00 - Oak
1 day - Tu. Jul 18, 09:00-17:00 - Oak
1 day - Th. Aug 24, 09:00-17:00 - Oak

Intermediate WordPerfect 5.1 for DOS (100735)

Now that you have mastered the WordPerfect basics, learn how to create newspaper and parallel columns. Set up tables with text and math calculations. Learn merging into form letters, lists, envelopes and mailing labels, sorts and more. *Experience with WordPerfect is essential. Introduction to WordPerfect 5.1 (100710) for DOS is* recommended. $175

1 day - Su. May 07, 09:00-17:00 - Oak
1 day - Th. Jun 22, 09:00-17:00 - Oak

Advanced WordPerfect 5.1 for DOS (100747)

This course covers a variety of WordPerfect capabilities. Learn how to create tables of contents, indexes, and basic macros. Explore aspects of desktop publishing through features such as lines, boxes, incorporating graphic images within a document and style sheets. Experience with WordPerfect is essential. Suitable for students with versions 5.0 and 5.1. $175

1 day - Fr. May 12, 09:00-17:00 - Oak

WordPerfect 5.1 for DOS Macro Programming (100788)

Beyond advanced, this course focuses on the in-depth aspects of macro programming, including the creation of menu-driven applications using WordPerfect 5.0 and 5.1. This course is suitable for those who have extensive WordPerfect experience. $175

1 day - We. May 17, 09:00-17:00 - Oak

Introduction to WordPerfect for Windows (101106)

Designed for new or inexperienced WordPerfect users, this course covers fundamental WordPerfect for Windows commands and concepts. Topics include: creating and editing text; moving around; and saving, opening, closing, and printing documents. Students will explore various menus, button bars and rulers. Also covered is selecting, formatting, cutting, copying and pasting text. Emphasis is placed on WordPerfect's use of codes. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. If you are an experienced WordPerfect for DOS user, please see the description below for WordPerfect for Windows Upgrade. $175

1 day - Th. Apr 27, 09:00-17:00 - Oak
1 day - Su. May 14, 09:00-17:00 - Oak
1 day - Mo. May 29, 09:00-17:00 - Oak
3 eve - Tu. May 30, 18:30-21:30 - CC
1 day - We. Jun 21, 09:00-17:00 - Oak
1 day - Th. Jul 20, 09:00-17:00 - Oak

WordPerfect for Windows Upgrade (101107)
The purpose of this course is to make an easy, quick, and efficient transition to WordPerfect for Windows. Designed for experienced WordPerfect for DOS users, this course explores new features such as: using menus, button bars and rulers. Also covered are concept and vocabulary changes including: save as, open, close, selecting text, cut, copy and paste, and changes to the keyboard template. New and easier ways of performing tasks will also be explored: Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. $175
1 day - We. Apr 19, 09:00-17:00 - Oak
1 day - Fr. May 26, 09:00-17:00 - Oak
1 day - Sa. Jun 24, 09:00-17:00 - CC
1 day - Tu. Aug 22, 09:00-17:00 - Oak

Intermediate WordPerfect for Windows (101108)
Now that you have mastered the WordPerfect for Windows basics, learn how to create newspaper and parallel columns. Set up tables with text and math calculations. Learn merging into form letters, lists, envelopes and mailing labels, sorts and more. Experience with WordPerfect for Windows is essential. Introduction to WordPerfect for Windows (101106) is recommended. $175
1 day - We. May 03, 09:00-17:00 - Oak
1 day - Fr. Jun 02, 09:00-17:00 - Oak
1 day - Sa. Jul 15, 09:00-17:00 - Oak

Advanced WordPerfect for Windows (101116)
This course covers a variety of WordPerfect for Windows capabilities. Learn how to create tables of contents, indexes, and basic macros. Explore desktop publishing features such as lines, boxes, incorporating graphic images within a document and style sheets. Experience with WordPerfect for Windows is essential. $175
1 day - Fr. Apr 21, 09:00-17:00 - Oak
1 day - Tu. Jun 06, 09:00-17:00 - Oak

Introduction to Word for Windows (100796)
This course covers fundamental Word for Windows commands and concepts. Introductory topics include: creating and editing documents; moving around; and saving, opening and closing documents. Also covered are: deleting, inserting, cutting, copying and pasting text; formatting, setting tabs and margins, and previewing and printing documents. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. Those with experience in other word processing programs may want to consider Fastrack Word for Windows (101119). $175
1 day - Th. Apr 13, 09:00-17:00 - Oak
1 day - Su. Apr 30, 09:00-17:00 - Oak
3 eve - Th. May 04, 18:30-21:30 - CC
1 day - Th. May 18, 09:00-17:00 - Oak
1 day - Mo. Jun 19, 09:00-17:00 - Oak
1 day - Th. Jul 13, 09:00-17:00 - Oak
1 day - Sa. Aug 19, 09:00-17:00 - Oak

Fastrack Word for Windows (101119)
Do you have experience with another word processing program? Are you switching to Word for Windows? Ease the transition by learning key concepts, commands, and shortcuts. This intensive course is taught at a faster pace and covers more detail than the Introduction to Word for Windows (100796). Topics include: creating and editing documents; moving around; and saving, opening, and closing documents. Also covered is deleting, inserting, cutting, copying and pasting text; formatting; setting tabs and margins; previewing and printing documents; and more. Please note: this course is for experienced users only. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. If you have little or no word processing background, see Introduction to Word for Windows (100796). $175.
1 day - Th. Apr 20, 09:00-17:00 - Oak
1 day - We. May 24, 09:00-17:00 - Oak
1 day - Sa. Jun 10, 09:00-17:00 - CC
1 day - We. Aug 16, 09:00-17:00 - Oak

Intermediate Word for Windows (101114)
Now that you have mastered Word for Windows basics, explore some of the more powerful features of this program. Intermediate topics include: using the thesaurus, spell and grammar checkers, creating and using AutoText. Also covered are templates, styles, page numbers, headers and footers, creating and formatting tables and creating and editing newspaper columns. Experience with Word for Windows is essential. Introduction to Word for Windows (100796) is recommended. $175
1 day - Tu. May 02, 09:00-17:00 - Oak
3 eve - Th. May 25, 18:30-21:30 - CC
1 day - Th. Jun 08, 09:00-17:00 - Oak
1 day - Sa. Jul 22, 09:00-17:00 - Oak

Advanced Word for Windows (101115)
This course focuses on customizing and automating Word for Windows operations, with special emphasis on field codes. Learn tables of contents, indexes, creating and running basic macros, and inserting graphics into documents. Basic merge commands are also covered. Experience with Word for Windows is essential. $175
1 day - We. May 10, 09:00-17:00 - Oak
1 day - Th. Jun 15, 09:00-17:00 - Oak

Spreadsheets/Charts

Introduction to Lotus 1-2-3 (100711)
Learn the fundamentals of Lotus 1-2-3 including: spreadsheet creation and editing; entering labels, numbers and formulas; relative and absolute addressing; menu navigation; ranges, copying, saving, retrieving and printing worksheets; formatting, column widths, label alignments, and more. Suitable for all releases of Lotus 1-2-3 except Lotus for Windows. Please see Introduction to Lotus 1-2-3 for Windows (101109) for more information. $175
1 day - Fr. Apr 28 09:00-17:00 - Oak
1 day - Tu. May 30, 09:00-17:00 - Oak
1 day - Su. Jun 18, 09:00-17:00 - Oak
1 day - Fr. Aug 11, 09:00-17:00 - Oak

Intermediate Lotus 1-2-3 (100712)
Explore Lotus worksheet, graphing and database capabilities. Intermediate Lotus 1-2-3 topics include: creating and printing a variety of graphs and charts, filling, sorting, date math, and @IF functions to create decision-making formulas. Also included are database functions for finding and extracting records. A working knowledge of basic Lotus functions is required. Introduction to Lotus 1-2-3 (100711) is recommended. Suitable for all releases of Lotus 1-2-3 except Lotus for Windows. Please see either Intermediate Lotus 1-2-3 for Windows course (101130 or 101110) for more information. $175
1 day - We. Jun 07, 09:00-17:00 - Oak

Introduction to Lotus 1-2-3 for Windows (101109)
Designed for the new user, this course covers the fundamentals of Lotus 1-2-3 for Windows including: spreadsheet creation and editing; entering labels, numbers and formulas; relative and absolute addressing; menu navigation; ranges, copying, saving, opening, previewing and printing worksheets; formatting, column widths and label alignments. In addition, shortcuts with SmartIcons will be explored. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. $175
1 day - Fr. Apr 21, 09:00-17:00 - Oak
1 day - Sa. May 27, 09:00-17:00 - Oak
1 day - We. Jun 14, 09:00-17:00 - Oak
1 day - Tu. Aug 15, 09:00-17:00 - Oak

Intermediate Lotus for Windows – Worksheets/Charts (101130)
This course is designed to expand your working knowledge of Lotus worksheet capabilities. Intermediate topics include: creating and printing charts and graphs, dates and date math, filling ranges and sorting. Also covered is using a variety of valuable @ functions including @IF to create formulas that make decisions. Students will learn how to create a 3-dimensional worksheet. A working knowledge of basic Lotus functions is required. Introduction to Lotus 1-2-3 for Windows (101109) is recommended. $175
1 day - Fr. May 12, 09:00-17:00 - Oak
1 day - Th. Jun 01, 09:00-17:00 - Oak
1 day - Fr. Aug 18, 09:00-17:00 - Oak

Intermediate Lotus 1-2-3 for Windows – Databases (101110)
Explore Lotus database capabilities to find, extract, report and analyze selected information. Understand and use a variety of search conditions for selecting records, including basic numeric, relational and label searches. Create multiple search conditions for a variety of "AND" and "OR" situations. A working knowledge of basic Lotus functions is required. Introduction to Lotus 1-2-3 for Windows (101109) is recommended. $175
1 day - Sa. Jun 10, 09:00-17:00 - Oak

Introduction to Excel (100795)
Learn the fundamentals of Excel including: worksheet creation and editing; entering data and formulas; relative, mixed and absolute addressing; and menu navigation. Also covered are saving, opening and printing worksheets as well as improving worksheet presentation. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. $175
1 day - Tu. Apr 18, 09:00-17:00 - Oak
3 eve - We. May 03, 18:30-21:30 - CC
1 day - Sa. May 06, 09:00-17:00 - Oak
1 day - We. May 17, 09:00-17:00 - Oak
1 day - Sa. May 27, 09:00-17:00 - CC
1 day - Tu. Jun 13, 09:00-17:00 - Oak
1 day - We. Jul 19, 09:00-17:00 - Oak
1 day - Mo. Aug 14, 09:00-17:00 - Oak

Intermediate Excel – Worksheets and Charts (100798)
Expand your knowledge of Excel worksheets. Intermediate topics include: working with dates and date math, using data series and AutoFill, and creating named ranges. Students will learn how to consolidate and link worksheets. Building charts using the Chart Wizard and graphics capabilities will also be examined. Experience with Excel is essential. Introduction to Excel (100795) is recommended. $175
1 day - Tu. Apr 25, 09:00-17:00 - Oak
1 day - Sa. May 13, 09:00-17:00 - Oak
1 day - Fr. Jun 16, 09:00-17:00 - Oak
1 day - Th. Aug 17, 09:00-17:00 - Oak

Intermediate Excel – Databases (100797)
Excel is much more than just a spreadsheet program. Use Excel's database capabilities to analyze data in existing worksheets. Learn how to set up a data form for consistent data input, sort your worksheet into a specified order, and filter records meeting certain conditions. Experience with Excel is essential. Introduction to Excel (100795) is recommended. $175
1 day - Fr. May 26, 09:00-17:00 - Oak

Microcomputer Accounting

Accounting with ACCPAC Plus – G/L (100701)
Learn how to use ACCPAC - G/L to set up a general ledger system. Students will learn how to convert existing manual data, add transactions in batches, edit transaction batches, post batches to the ledger and print out various financial reports. The financial statement report writer will also be explored. A basic understanding of accounting principles is a prerequisite. $175
1 day - Su. Apr 23, 09:00-17:00 - Oak
1 day - Mo. Jun 12, 09:00-17:00 - Oak

Introduction to Simply Accounting for Windows (101111)
Learn how to set up the chart of accounts; entering vendors, customers and employees and the history of each. Students will make journal entries; enter purchase invoices; make payments, enter sales invoices and receipts. Also covered is printing the Balance Sheet, Income/Expense Statements, Trial Balances, Ledgers and Journals. A basic understanding of accounting principles is required. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. $175
1 day - Sa. Apr 22, 09:00-17:00 - Oak
1 day - Tu. May 23, 09:00-17:00 - Oak
1 day - Sa. Jun 17, 09:00-17:00 - Oak

Advanced Simply Accounting for Windows (101112)
In this more advanced approach to Simply Accounting for Windows, students will learn how to fully utilize each of the subsidiary ledgers and job costing. More detailed accounting functions will be covered for Purchase Discounts, Sales Discounts, NSF Cheques, exporting to a spreadsheet, and manipulation of information in the spreadsheet to create comparative financial statements. Experience with Simply Accounting for Windows is essential. Introduction to Simply Accounting for Windows (101111) is recommended. $175
1 day - Sa. May 27, 09:00-17:00 - Oak

Introduction to BusinessVision Delta (101126)
This powerful integrated accounting system handles basic accounting functions, as well as order entry and purchasing. This course covers setting up of the general ledger, accounts receivable, and accounts payable. Also included is payroll, inventory, purchasing, and the various financial reports that are available. A basic understanding of accounting principles is required. $175
1 day - Sa. Apr 29, 09:00-17:00 - Oak

Advanced BusinessVision Delta (101127)
This course goes into greater detail on the payroll, order entry and inventory functions of BusinessVision Delta. Additional topics include sales analysis: by customer, territory, product, or product line. Experience with BusinessVision Delta is required. Introduction to BusinessVision Delta (101126) is strongly recommended. $175
1 day - Sa. May 13, 09:00-17:00 - Oak

Desktop Publishing

IBM/IBM Compatible

Introduction to CorelDRAW! (101103)
Explore various CorelDRAW! concepts and commands such as tools, colour palette, the editing window and status line. Learn object manipulation: stretching, rotating, scaling, skewing and other on-screen alignment aids. Learn curve and node control, and how to set and customize typefaces. Familiarity with a mouse and experience with other programs is essential. Introduction to Windows (100914) is strongly recommended as a prerequisite. $175
1 day - Th. May 04, 09:00-17:00 - Oak
1 day - Sa. Jun 03, 09:00-17:00 - Oak
1 day - Fr. Jun 23, 09:00-17:00 - Oak
1 day - Fr. Aug 18, 09:00-17:00 - Oak

Advanced CorelDRAW! (101117)
Learn and use CorelDRAW!'s advanced options and editing techniques. Kern text, convert text to curves and different shapes. Use the special menu to set preferences for duplicate placement, nudging, angles and constraining objects. Contour for highlighting. Class exercises include perspective, blending, extruding, and building a three-colour logo. Experience with CorelDRAW! is essential. Introduction to CorelDRAW! (101103) is strongly recommended. $175
1 day - Sa. Jun 10, 09:00-17:00 - Oak

Introduction to PageMaker Desktop Publishing (100746)
Learn fundamental PageMaker skills for setting up a document, typesetting and editing. Develop skills in using PageMaker's tools, working with text blocks, saving and filing publications, setting up master pages for multi-page publications, creating a two-fold, two-colour brochure, and adjusting and editing text. Class exercises include the production of a two-sided brochure. Familiarity with a mouse and experience with other programs is essential. Introduction to Windows (100914) is strongly recommended as a prerequisite. $175
1 day - Mo. May 01, 09:00-17:00 - Oak
1 day - Su. May 28, 09:00-17:00 - Oak
1 day - Tu. Jun 20, 09:00-17:00 - Oak
1 day - Th. Aug 10, 09:00-17:00 - Oak

Intermediate PageMaker Desktop Publishing (100766)
Now that you understand PageMaker basics, explore the following topics: setting up a four-page, two-colour newsletter, using master pages, creating spot colour separations; setting up a style sheet; entering text via word processing programs; using additional text editing techniques; and producing templates. Experience with PageMaker is essential. Introduction to PageMaker (100746) is strongly recommended. $175
1 day - Su. Jun 04, 09:00-17:00 - Oak

Advanced WordPerfect 5.1 for DOS (100747)
This course covers the creation of tables of contents, indexes, macros and style sheets. The use of WordPerfect as a desktop publisher is introduced. Topics include lines, boxes, and incorporating graphic images within a document. Experience with WordPerfect is essential. Suitable for students with version 5.0 or 5.1. $175
1 day - Fr. May 12, 09:00-17:00 - Oak

Advanced WordPerfect for Windows (101116)
Explore the power of WordPerfect for Windows' WYSIWYG environment. Desktop publishing features are explored through the use of lines, boxes, incorporating graphic images within a document and style sheets. Also learn how to create tables of contents, indexes, and basic macros. Experience with WordPerfect for Windows is essential. $175
1 day - Fr. Apr 21, 09:00-17:00 - Oak
1 day - Tu. Jun 06, 09:00-17:00 - Oak

Advanced Word for Windows (101115)
This course focuses on customizing and automating Word for Windows operations, with special emphasis on field codes. Learn tables of contents, indexes, creating and running basic macros, and inserting graphics into documents. Basic merge commands are also covered. Experience with Word for Windows is essential. $175
1 day - We. May 10, 09:00-17:00 - Oak
1 day - Th. Jun 15, 09:00-17:00 - Oak

Also see GRAPHIC DESIGN for more courses.

Database Management

Introduction to Access (101131)
Microsoft Access is a popular database program that runs in Windows. Introduction to Access is designed to build a solid foundation for database management. Understand basic database concepts and terminology. Learn fundamental procedures to build, modify, manage and use an Access database. Design, define and modify database table definitions. Display, add, change and delete data in tables. Build powerful queries to select and view data based on a variety of criteria. Familiarity with a mouse and experience with other programs is essential. Introduction to Windows (100914) is strongly recommended. $175
1 day - We. Apr 26, 09:00-17:00 - Oak
1 day - Th. May 25, 09:00-17:00 - Oak
1 day - Sa. Jun 17, 09:00-17:00 - Oak
1 day - We. Aug 16, 09:00-17:00 - Oak

Intermediate Access (101132)
This course builds on the foundation laid in the Introduction to Access. Topics include: creating, modifying and using a variety of forms for data input and display, and building and managing reports for data printouts. Also included are methods for validation of data input and more advanced techniques for using queries. Experience with Access is essential. Introduction to Access (101131) is recommended. $175
1 day - We. May 10, 09:00-17:00 - Oak
1 day - Fr. Jun 09, 09:00-17:00 - Oak
1 day - Sa. Aug 19, 09:00-17:00 - Oak

Introduction to dBASE IV (100771)
Learn fundamental dBASE commands to create, use and maintain a database. This course covers catalogs; creating and changing a database structure; displaying, adding, changing and deleting records; basic indexing; and queries to select records. All commands are given through the Control Centre. Experience with other programs is essential. $175
1 day - Th. Apr 20, 09:00-17:00 - Oak
1 day - Fr. Jun 02, 09:00-17:00 - Oak

Intermediate dBASE IV (100781)
This course builds on the knowledge gained in Introduction to dBASE IV. Topics include multiple search conditions, dates and memos, use of various filters and query files, and complex index keys. Also explored are the creation and maintenance of a variety of reports and mailing labels, and the creation and use of input screens. Experience with dBASE IV is essential. Introduction to dBASE IV (100771) is recommended. $175
1 day - We. May 24, 09:00-17:00 - Oak

NOTE
Also see the Spreadsheets/Charts section for additional database courses: Intermediate Lotus 1-2-3 (100712), Intermediate Lotus for Windows-Databases (101110), and Intermediate Excel – Databases (100797).

3. Computer Operations

How to Buy a Computer (100615)
Are computer ads confusing? Do you understand the language describing IBM compatible DOS microcomputer systems? Starting with basic concepts, a microcomputer system will be demystified. Learn about CPUs, RAM, disk drives and disks, DOS, hard disk sizes and speeds, and Windows. Learn about printers, mice and modems. This course is valuable for anyone who is curious about microcomputers, but does not know where to begin. $60
1 eve - Mo. Apr 24, 18:30-22:00 - Oak
1 eve - Mo. Jun 19, 18:30-22:00 - Oak

Introduction to Microcomputers (100605)
This introductory course is designed for individuals with little or no previous microcomputer experience. Fundamental hardware and software operations are explained. Understanding CPUs, RAM, floppy disks and disk drives, hard disk drives, and files. Hands-on training involves overviews of a variety of topics including: word processing, spreadsheets, DOS, Windows and using a mouse. Some typing is required. $175
1 day - Sa. Apr 08, 09:00-17:00 - Oak
1 day - Tu. Apr 11, 09:00-17:00 - Oak
3 eve - Tu. Apr 18, 18:30-21:30 - CC
1 day - Sa. Apr 22, 09:00-17:00 - Oak
3 eve - Mo. May 01, 18:30-21:30 - Oak
1 day - Th. May 11, 09:00-17:00 - Oak
1 day - Tu. Jun 06, 09:00-17:00 - Oak
1 day - Sa. Jun 17, 09:00-17:00 - CC
1 day - Mo. Jul 10, 09:00-17:00 - Oak
1 day - Tu. Aug 08, 09:00-17:00 - Oak

Introduction to DOS (100903)
This course introduces the basic concepts and commands of DOS, the Disk Operating System, for file and disk management. Exercises show the purpose of DOS, how to manage files and format disks. Hard disk management includes: creating and using sub-directories efficiently, "mapping" hard disk structure and backing-up data. Taking Introduction to Microcomputers (100605) first would benefit those with little or no microcomputer experience. Some typing is required. This course is suitable for all versions of DOS. $175
1 day - Sa. Apr 08, 09:00-17:00 - CC
1 day - We. Apr 26, 09:00-17:00 - Oak
1 day - Tu. May 23, 09:00-17:00 - Oak
3 eve - We. May 24, 18:30-21:30 - CC
1 day -Th. Jun 22, 09:00-17:00 - Oak
1 day - We. Jul 12, 09:00-17:00 - Oak
1 day - Sa. Aug 12, 09:00-17:00 - Oak

Intermediate DOS (100912)
Now that you know basic file and disk management, learn the purpose of, and how to write and change Config.sys and Autoexec.bat files. Understand configuration settings, device drivers, internal and external DOS commands, and the command interpretation sequence. Learn about different types of RAM (Random Access Memory) and basic memory management. Create and use a bootable first aid disk for basic trouble-shooting on start-up procedures. Experience with DOS is essential. Introduction to DOS (100903) is strongly recommended. $175
1 day - Su. Apr 23, 09:00-17:00 - Oak
1 day - Mo. Jun 05, 09:00-17:00 - Oak
1 day - Th. Aug 17, 09:00-17:00 - Oak

Advanced DOS (100916)
The focus of this course is the control and customization of DOS operations. Build your own menu system using batch files and the DOS Text Editor. Learn how to sort directory listings, find files anywhere on the hard disk, free hard disk space and protect files from accidental deletion. Understand and use file attributes. Learn new and updated DOS 6 commands for defragmenting files, optimizing use of upper memory and using multiple Config.sys files. MSD (Microsoft diagnostics) will be explored. Experience with DOS is essential. Intermediate DOS (100912) is strongly recommended. $175
1 day - Tu. May 09, 09:00-17:00 - Oak
1 day - Su. Jun 11, 09:00-17:00 - Oak

Introduction to Windows (100914)
Windows is a graphic environment for file, disk and program management. Instead of typing DOS commands, use icons and the File Manager to perform tasks such as finding, copying and deleting files, and formatting disks. Learn window manipulation and screen navigation using a mouse. View the structure of your hard disk by expanding and collapsing the directory tree. Also included is a brief overview of several Windows "applets" such as the Clock, Calculator, Write, Cardfile and Paintbrush. Classes are restricted to those who have taken Introduction to Microcomputers (100605) or Introduction to DOS (100903) or have permission from the instructor. $175
1 day - We. Mar 29, 09:00-17:00 - Oak
1 day - Su. Apr 09, 09:00-17:00 - Oak
1 day - We. Apr 12, 09:00-17:00 - Oak
1 day - Mo. Apr 24, 09:00-17:00 - Oak
1 day - Sa. Apr 29, 09:00-17:00 - Oak
3 eve - Tu. May 09, 18:30-21:30 - CC
1 day - Tu. May 16, 09:00-17:00 - Oak
3 eve - Mo. May 29, 18:30-21:30 - Oak
1 day - Sa. Jun 03, 09:00-17:00 - CC
1 day - Mo. Jun 12, 09:00-17:00 - Oak
1 day - Tu. Jul 11, 09:00-17:00 - Oak
1 day - We. Aug 09, 09:00-17:00 - Oak
1 day - Sa. Aug 26, 09:00-17:00 - Oak

Intermediate Windows (100915)
Expand your knowledge of the Windows operating environment. This course covers concepts such as organizing the Program Manager, setting up and changing Program Groups and windows, adding document or file icons, using the Startup Group and customizing Windows settings. Students will investigate Windows startup options including operating modes and running Windows programs directly from the DOS prompt. Experience with Windows is essential. Introduction to Windows (100914) is recommended. $175
1 day - Fr. Apr 28, 09:00-17:00 - Oak
1 day - We. Jun 07, 09:00-17:00 - Oak
1 day - Fr. Aug 11, 09:00-17:00 - Oak

Introduction to Local Area Networks (100920)
Microcomputers connected through Local Area Networks (LANs) are rapidly becoming common in the workplace. This trend will continue as more individuals and businesses need to share resources. Basic LAN concepts and terminology are absolutely essential for anyone involved in planning, purchasing, using or managing a LAN. This course provides a practical foundation for our Novell NetWare LAN series. Explore the differences between peer-to-peer and server-based LANs. Understand hardware requirements for workstations and servers, Network Interface Cards, cabling systems, protocols, topologies and network operating systems. A basic understanding of microcomputers and Introduction to DOS (100903) are prerequisites. $175
1 day - Sa. Apr 22, 09:00-17:00 - CC
1 day - We. May 31, 09:00-17:00 - Oak

Introduction to Novell NetWare (100921)
This course introduces basic Novell NetWare operating system commands to users and supervisors. Login and Logout procedures, network security, passwords, rights, directory structures, drive mapping and commands for user, directory and file management are explored. A basic understanding of microcomputers and Introduction to DOS (100903) are prerequisites. Introduction to Local Area Networks (100920) is recommended. $175
1 day - Sa. Apr 29, 09:00-17:00 - CC
1 day - Th. Jun 08, 09:00-17:00 - Oak

Intermediate Novell NetWare (100922)
As a continuation of the Introduction to Novell NetWare, this course explores Novell NetWare operating system commands for LAN administrators and supervisors. Topics include: creating and deleting users, account restrictions, mapping search drives, printing, and basic login scripts. Introduction to Novell NetWare (100921) and Intermediate DOS (100912) are recommended prerequisites. $175
1 day - Sa. May 06, 09:00-17:00 - CC
1 day - Th. Jun 15, 09:00-17:00 - Oak

Advanced Novell NetWare (100923)
This course builds on concepts and commands from Intermediate Novell NetWare for LAN administrators and supervisors. Advanced login script commands, creating and using NetWare menus, additional security options, and creating, managing and deleting groups are explored. Additional topics include: rights, granting and revoking trustee assignments, and using inherited rights masks. Intermediate Novell NetWare (100922) and Advanced DOS (100916) are recommended prerequisites. $175
1 day - Sa. May 13, 09:00-17:00 - CC
1 day - Fr. Jun 16 09:00-17:00 - Oak

Does our schedule suit your needs?
Additional classes may be added after the publication of this flyer. If the Oakridge Microcomputer Lab class you want is full, or there are no more scheduled dates, call 261-2806 and ask about alternative dates. Additional classes may be added if there is sufficient interest. Custom training for groups can also be arranged for groups of five or more students.

City Centre Lab Computer Courses

See previous sections for course descriptions

1. Introduction to Computers/ Computer Operations

Introduction to Microcomputers (100605)
3 eve - Tu. Apr 18, 18:30-21:30 - CC
1 day - Sa. Jun 17, 09:00-17:00 - CC

Introduction to DOS (100903)
1 day - Sa. Apr 08, 09:00-17:00 - CC
3 eve - We. May 24, 18:30-21:30 - CC

Introduction to Windows (100914)
3 eve - Tu. May 09, 18:30-21:30 - CC
1 day - Sa. Jun 03, 09:00-17:00 - CC

Introduction to Local Area Networks (100920)
1 day - Sa. Apr 22, 09:00-17:00 - CC

Introduction to Novell NetWare (100921)
1 day - Sa. Apr 29, 09:00-17:00 - CC

Intermediate Novell NetWare (100922)
1 day - Sa. May 06, 09:00-17:00 - CC

Advanced Novell NetWare (100923)
1 day - Sa. May 13, 09:00-17:00 - CC

2. Computer Applications

Word Processing

Introduction to WordPerfect for Windows (101106)
3 eve - Tu. May 30, 18:30-21:30 - CC

WordPerfect for Windows Upgrade (101107)
1 day - Sa. Jun 24, 09:00-17:00 - CC

Introduction to Word for Windows (100796)
3 eve - Th. May 04, 18:30-21:30 - CC

Fastrack Word for Windows (101119)
1 day - Sa. Jun 10, 09:00-17:00 - CC

Intermediate Word for Windows (101114)
3 eve - Th. May 25, 18:30-21:30 - CC

Spreadsheets/Charts

Introduction to Excel (100795)
3 eve - We. May 03, 18:30-21:30 - CC
1 day - Sa. May 27, 09:00-17:00 - CC

Computer Skills for the Workplace

Certificate Program

Information Night
Tu. Apr 11, 18:00-19:00, Langara College, Continuing Education office, 100 West 49th Avenue, Vancouver

Computer Skills is a comprehensive training program for first-time computer users. It is particularly suited to the working person encountering computers in the workplace for the first time. The program builds computer confidence in the progression from novice user to advanced user with a high level of competence with computers and microcomputer software products. The program is based on the educational premise that people learn best by doing. Each course is taught in a microcomputer laboratory equipped with IBM PCs and the most popular business application software products.

For information and registration, call 323-5322.

Non-certificate students may enroll in any courses without meeting certificate requirements. Enroll early as classes fill up quickly.

Certificate Requirements
Eight courses completed successfully in not more than five years, 15 terms, consisting of:
CSW1 – Introduction to Personal Computers and DOS
CSW4 – Word Processing Using WordPerfect 5.1
OR
CSW4A – Introduction to MS-Word 6.x – Microsoft Office
CSW5 – Introduction to dBASE IV Plus
OR
CSW5E – Introduction to MS-Access – Microsoft Office
CSW6 – Introduction to Lotus 1-2-3
OR
CSW6E – Introduction to Excel 5.x – Microsoft Office
CSW17 – Accounting Using ACCPAC PLUS
OR

CSW7B – Accounting Using Simply Bedford
CSW9 – DOS and Hard Disk Management
CSW19 – Introduction to Windows 3.1
and any other CSW course (elective)

Course Credit

Credit for previously completed introductory course/s on personal computers and DOS will be considered for CSW1. No previous credit will be considered toward another CSW course. Students who are confident with DOS commands may register for other courses in the CSW program before receiving confirmation of credit for CSW1. Application for credit must be made in writing and include a transcript of the course/s previously taken. Include contact telephone number/s for follow up. Mail request to Vancouver Community College, Continuing Education, CSW Coordinator, Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6

Entry Requirements

No formal educational requirements are necessary.

Courses

Most courses are three hours long, one session per week, for five weeks. Sessions are held in the evenings (eve), mornings (mng), or afternoons (aft), at Langara College. There is an optional one hour, supervised, practice lab time to go with each session. Note: due to shortage of lab space, some courses will have only half hour for practice lab time.

CSW1 – Introduction to Personal Computing and DOS (100501)

Introduces the components and basic principles of computers. Demystifies what a computer can do. Explores the most frequently used DOS commands for the IBM-PC and compatibles. The most common business applications for the IBM-PC microcomputer are examined: word processing, spreadsheets, and BASIC programming. This course is hands-on oriented with numerous examples for illustration. CSW1 is the foundation course to all other courses. Course manual is included in fee. $245
5 eve - We. Apr 19, 19:00-22:00 - Lan
5 eve - Fr. Apr 21, 19:00-22:00 - Lan
5 mng - Sa. Apr 22, 09:00-12:00 - Lan, No class on May 20
5 eve - Mo. Apr 24, 19:00-22:00 - Lan, No class on May 22
5 eve - We. May 31, 19:00-22:00 - Lan
5 mng - Su. Jun 11, 09:00-12:00 - Lan, No class on Jul 2
5 eve - Mo. Jun 12, 19:00-22:00 - Lan, No class on Jul 3
5 eve - Tu. Jul 11, 19:00-22:00 - Lan

CSW4 – Introduction to Word Processing Using WordPerfect 5.1 (100504)

Teaches the participant how to use WordPerfect 5.1 to prepare attractive looking documents. Topics include editing documents, margin and tab setting, formatting documents with different layouts and styles, checking out spelling mistakes, mail and keyboard merging, sorting and using macro features. Prerequisite CSW1. Course manual included in fee. $265
5 eve - Tu. Apr 18, 19:00-22:00 - Lan
5 eve - Tu. May 30, 19:00-22:00 - Lan
5 eve - We. Jul 12, 19:00-22:00 - Lan

CSW4B – Advanced WordPerfect 5.1 (100520)

This course is designed for those who already have some basic knowledge of WordPerfect and wish to learn more. The advanced features will cover math columns, lines, boxes, style sheets, graphic images, indexing, statistical typing, macros, long document preparation and much more. Upon completion of this course, the participant will be able to perform any word processing task normally encountered in a business/office environment. Prerequisite: CSW4. Course manual included in fee. $265
5 mng - Sa. Apr 22, 09:00-12:00 - Lan, No class on May 20
5 mng - Sa. Jun 10, 09:00-12:00 - Lan, No class on Jul 1
5 eve - Th. Jul 13, 19:00-22:00 - Lan

CSW5 – Introduction to dBASE IV Plus (100505)

Teaches the participant how to create and change a database structure; display, add, change, or delete records; retrieve records from the database via queries involving multiple search conditions. Learn how to use date and memo fields, sorting records, creating and using an index. The creation and maintenance of reports via report generator will be explored as well as printing mailing labels. The most popular database package, dBASE IV will be used. Prerequisite CSW1. Course notes included in fee. $265
5 mng - Sa. Jun 10, 09:00-12:00 - Lan, No class on Jul 1

CSW5E – Introduction to MS-Access 2.0 – Microsoft Office (100527)

Microsoft Access database is fast becoming one of the favourite Windows-based database applications. Using Wizards and context-sensitive Cue Cards, it is now easier than ever to prepare professional-looking databases. The participant will learn how to create databases with multiple tables, design and run queries, design forms (interactive screens) as well as reports and mailing labels, in addition to using macros to work smarter and save time. A database project will be implemented. This is an introductory level for new users of Access 2.0. Participants must be familiar with microcomputers, Windows, mouse operations and basic word processing. Exposure to database design concepts would be helpful, but is not essential. Prerequisite CSW19. Course notes included in fee. $265
5 eve - Tu. Apr 18, 19:00-22:00 - Lan
5 eve - Tu. Jul 11, 19:00-22:00 - Lan

CSW6 – Introduction to Lotus 1-2-3 (100506)

The participant will learn how to set up a spreadsheet and perform "What if. . ." and "Is it worth it to. . ." type of analysis. Topics covered include: spreadsheet creation and editing; entering labels, numbers and formulas; relative and absolute addressing; menu navigation; ranges, copying, saving, retrieving and printing worksheets; formatting, column width, label alignments; database features including sorting, finding and extracting records; creating and printing graphs. In addition, windowing, locking titles, using date fields as well as introduction to macros will be covered. The most popular spreadsheet package, Lotus 1-2-3, will be used. Prerequisite CSW1. Course manual included in fee. $265
5 mng - Su. Apr 23, 09:00-12:00 - Lan, No class on May 21
5 eve - Fr. Jun 02, 19:00-22:00 - Lan

CSW6E – Introduction to Excel 5.x – Microsoft Office (100526)

Covers fundamentals of Excel including: worksheet creation and editing; entering date and formulas; relative, mixed and absolute addressing as well as menu navigation. Saving, opening, improving worksheet presentation and printing are also covered in addition to more advanced topics such as: working with dates and date math, using data series and Auto Fill, creating named ranges and protecting data. The course concludes with the coverage of: using multiple windows, how to consolidate and link worksheets, building charts, using Chart Wizard and desktop publishing functions such as AutoFormat. Prerequisite: Introduction to Windows (CSW19 – 100523) or comparable experience is strongly recommended. Course notes included in fee. $265
5 eve - Fr. Jun 02, 19:00-22:00 - Lan

CSW17 – Accounting Using ACCPAC PLUS G/L (100522)

This course is intended for those interested in the new ACCPAC PLUS accounting system. G/L modules will be covered with reference to A/R and A/P modules. Learn how to set up a chart of accounts, enter transactions and prepare financial statements. Prerequisite CSW1. Course manual included in the fee. $265
5 mng - Su. Jun 11, 09:00-12:00 - Lan, No class on Jul 02

CSW7B – Simply/Bedford Accounting (100507)

Learn how to use Simply (Bedford Integrated Software) to set up a complete set of books. G/L, Payroll, Jobcosting, A/R, A/P, and inventory will be covered. Prerequisite CSW1. Course notes included in fee. $265
5 eve - Th. Apr 20, 19:00-22:00 - Lan

CSW9 – DOS and Hard Disk Management (100509)

Teaches the participant how to control and make the most effective use of the IBM/PCs via the DOS Operating System Ver 6.2. Learn internal and external DOS commands, how to create and manage directories, create and change AUTOEXEC.BAT, CONFIG.SYS files. Design your own menu using batch files and full screen editor. Learn how to sort directory listings, find files anywhere on the hard disk, free hard disk space, and protect files from accidental deletion. Understand use of different types of memory: conventional, upper, extended and expanded. Learn the new DOS 6.2 commands for defragmenting files, optimizing use of upper memory and using multiple CONFIG.SYS files. Microsoft Diagnostics (MSD) will be introduced. Prerequisite CSW1. Course manual included in fee. $265
5 eve - Fr. Apr 21, 19:00-22:00 - Lan
5 mng - Su. Apr 23, 09:00-12:00 - Lan, No class on May 21
5 eve - Tu. May 30, 19:00-22:00 - Lan

CSW19 – Introduction to MS-Windows 3.1 (100523)

Exploring the practical applications of Windows 3.1 by Microsoft. By acting as an intermediary between the user and DOS, Windows simplifies the file, disk, and program management functions on an IBM/PC. Instead of typing DOS commands, use icons and File Manager to perform tasks such as finding, copying and deleting files as well as formatting disks. Learn screen navigation and window control using a mouse. Learn to expand and collapse a directory tree, to view directory structure on your hard disk. Participants will use the Control Panel to customize the Windows working environment. An overview of several Windows "applets" such as the Clock, Calculator, Write and Paintbrush is included. The Program Manager will be used for setting up and changing Program Groups and windows, adding document or file icons, using the Startup Group and customizing Windows setting. Multi-tasking, Clipboard functions, Dynamic Data Exchange and OLE (Object Linking and Embedding) will also be discussed. Prerequisite CSW1 or comparable experience. Course manual included in fee. $265
5 eve - We. Apr 19, 19:00-22:00 - Lan
5 eve - We. May 31, 19:00-22:00 - Lan
5 eve - Fr. Jun 02, 19:00-22:00 - Lan
5 eve - Th. Jul 13, 19:00-22:00 - Lan

CSW91 – Visual Basic for Windows – Level I (100591)

No prior Visual Basic experience required. Intended for anyone who wants to learn Windows programming. First few lessons focus on making the Visual Basic novice comfortable with Windows programming in general and with the event-driven nature of Visual Basic in particular. Visual Basic programming will be explored through extensive hands-on practice. Prerequisite: CSW19 or familiarity with Windows and Windows applications such as word processors and spreadsheets. Course notes included in fee. $265
5 eve - We. Apr 19, 19:00-22:00 - Lan
5 eve - We. May 31, 19:00-22:00 - Lan
5 eve - Fr. Jun 02, 19:00-22:00 - Lan
5 eve - Th. Jul 13, 19:00-22:00 - Lan

CSW92 – Visual Basic for Windows – Level II (100592)

This course continues where CSW91 left off. Emphasis will be placed on greater familiarity with the Windows environment and intermediate topics of Visual Basic for Windows. Projects include the development of several custom Windows applications. Prerequisite: CSW91. Course notes included in fee. $265
5 eve - Th. Apr 20, 19:00-22:00 - Lan
5 eve - Th. Jun 01, 19:00-22:00 - Lan
5 eve - We. Jul 12, 19:00-22:00 - Lan

CSW16A – Computer and Communications Hardware – Level I (100530)

A comprehensive introduction to IBM PC/Compatibles hardware. The course concentrates on identification of basic computer systems (CISC, RISC) and their components (video cards, drive controllers, etc.) Practical assembly disassembly, upgrade and troubleshooting by each participant on supplied PC. Topics will include; memory upgrade, hard drive installation and preparation and troubleshooting of all basic components. Instructors will be working field-service technicians. Prerequisite: strong familiarity with PC in general and DOS in particular. Knowledge of memory management would also be beneficial. Enrolment limited to six students. $395
2 day - Sa/Su. Apr 22/23, 0900-1600 - Lan
2 day - Sa/Su. May 27/28, 0900-1600 - Lan
2 day - Sa/Su. Jul 08/09, 0900-1600 - Lan

CSW16B – Computer and Communications Hardware – Level II (100531)

Course will build on skills gained in Level I and will cover advanced topics such as: network hardware, communications devices (modems, serial ports), multi-media hardware, tape devices, SCSI and laser printer operation and maintenance. Instructors will be working field-service technicians. Prerequisite: CSW16A. Enrolment limited to six students. $395
2 day - Sa/Su. May 06/07, 0900-1600 - Lan
2 day - Sa/Su. Jun 10/11, 0900-1600 - Lan

CSW16C – Computer and Communications Hardware – Level III (100532)

This course concentrates on cabling considerations for both phone and data systems. Students will design, build and test cabling systems to industry standards using a variety of tools and software. Troubleshooting techniques will be demonstrated with practical examples. Instructors will be working field-service technicians. Prerequisite: CSW16B. Enrolment limited to six students. $395
2 day - Sa/Su. Jun 24/25, 0900-1600 - Lan

NOTE

Following courses are for expert/power users, held in microlabs with state of the art software/hardware:

CSW81 – C++: A New and Evolving Language (100581)

For experienced programmers who want to learn a powerful new language which has become dominant in the software industry. Course format: lectures, workshops with exercises using Borland C, and programming assignments. Assignments will be completed outside class on your own computer or by using a designated microlab at Langara College. Prerequisite: programming experience in C language is required. Course notes included in fee. $265
5 eve - Th. Jun 01, 19:00-22:00 - Lan

CSW83 – Introduction to UNIX (100583)

The UNIX operating system is a complex and elegant environment which provides a multi-user capability suitable for the entire range of computer systems. This course covers the fundamental concepts, components, salient features, and applications of UNIX through lectures and hands-on exercises. Students will use IBM PS/2 systems under the AIX environment. It is assumed that the students possess a working knowledge of another operating system (e.g., DOS). Course notes included in fee. $265
5 eve - We. May 31, 19:00-22:00 - Lan

Local Area Network Administrator

Certificate Program

Information Night

Tu. Apr 11, 18:00-19:00, Langara College, Continuing Education office, 100 West 49th Avenue, Vancouver

Local Area Networks continue to be one of the high growth areas in computers. World wide approximately 50 percent of all computers are networked currently - this translates to 50 million network nodes. Downsizing from the mainframe/mini world is common practice in industry. What is fuelling this phenomena? What are its advantages? Drawbacks? This certificate program is designed to develop a framework in which to evaluate these questions in the context of the participant's business operations. It will develop and enhance the skills of those who are currently, or are expecting to be responsible for the purchase and/or administration of a local area network, and demonstrate that networks are as much an administrative as a technical challenge. Participants are offered the opportunity to put network theory into action through the availability of a local area network lab. Program features are:

- prepares graduates towards challenging the CNA, CNE certification
- instructors with industry experience
- in-depth coverage of Novell – the LAN operating system of choice for most organizations – from install to advanced theory
- comprehensive Novell Reference Manual ($70 value) included in fee
- coverage of LAN alternatives including Banyan VINES
- each course consists of 15 hours lecture/workshop plus supervised practice time with lab assistant in attendance
- true proficiency testing with industry recognition
- a variety of industry speakers - hear about the latest trends
- first LAN Certificate Program in Canada, by BC's largest community college
- reasonable fee

For information and registration, call 323-5322.
Enroll early as classes fill up very quickly.

Certificate Requirements

Six courses completed successfully in not more than two years, six terms, consisting of:
CSW1 – Introduction to Personal Computers and DOS
CSW9 – DOS and Hard Disk Management
CSW19 – Introduction to MS-Windows 3.1
CSW12 – Local Area Network Management – Level I
CSW12A – Local Area Network Management – Level II
CSW12B – Local Area Network Management – Level III

Entry Requirements

No formal educational requirements are necessary.

Professional Development Certificate Upgrade

At the advice of the Program Advisory Committee, a new program feature is now being offered to address the rapid advances in the Local Area Network field. The Local Area Network Certificate Program is offering the opportunity for program graduates or graduates of comparable programs, to upgrade their certificate status on a yearly basis by completing one of the courses listed below. These courses are updated regularly to address the latest trends in the industry. These courses are also open to industry professionals who would like to pursue professional development and stay on top of most recent developments.

Certificate upgrade courses: CSW14, CSW15, CSW16A, CSW16B, CSW16C
Open professional development courses: CSW12B, CSW14, CSW15, CSW16A, CSW16B, CSW16C

Courses

Most courses are five sessions long, one session per week, for five weeks. Each session is three hours long. Sessions are held in the evenings (eve), mornings (mng), or afternoons (aft), at Langara College. There is an optional one hour, supervised, practice lab time to go with each session. Note: due to shortage of lab space, some courses will have only half hour for practice lab time.

Course Credit

Credit for previously completed equivalent courses and/or acquired experience will be considered for CSW1, CSW9, and CSW19. Participants who are confident with Hard Disk Management should register in the other courses and not wait for credit confirmation. Application for credit must be made in writing and include a transcript of courses taken and/or documentation of PC related experience. Include contact telephone number/s for follow up. Mail request to Vancouver Community College, Continuing Education, CSW Coordinator, Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6

CSW1 – Introduction to Personal Computing and DOS (100501)

Introduces the components and basic principles of computers. Demystifies what a computer can do. Explores the most frequently used DOS commands for the IBM-PC and compatibles. The most common business applications for the IBM-PC microcomputer are examined: word processing, spreadsheets, and BASIC programming. This course is hands-on oriented with numerous examples for illustration. CSW1 is the foundation course to all other courses. Course manual included in fee. $245
5 eve - We. Apr 19, 19:00-22:00 - Lan
5 eve - Fr. Apr 21, 19:00-22:00 - Lan
5 mng - Sa. Apr 22, 09:00-12:00 - Lan, No class on May 20
5 eve - Mo. Apr 24, 19:00-22:00 - Lan, No class on May 22
5 eve - We. May 31, 19:00-22:00 - Lan
5 mng - Su. Jun 11, 09:00-12:00 - Lan, No class on Jul 2
5 eve - Mo. Jun 12, 19:00-22:00 - Lan, No class on Jul 3
5 eve - Tu. Jul 11, 19:00-22:00 - Lan

CSW9 – DOS and Hard Disk Management (100509)

Teaches the participant how to control and make the most effective use of the IBM/PC's via the DOS Operating System Ver 6.2. Learn internal and external DOS commands, how to create and manage directories, create and change AUTOEXEC.BAT, CONFIG.SYS files. Design your own menu using batch files and full screen editor. Learn how to sort directory listings, find files anywhere on the hard disk, free hard disk space, and protect files from accidental deletion. Understand use of different types of memory: conventional, upper, extended and expanded. Learn the new DOS 6.2 commands for defragmenting files, optimizing use of upper memory and using multiple CONFIG.SYS files. Microsoft Diagnostics (MSD) will be introduced. Prerequisite CSW1. Course manual included in fee. $265
5 eve - Fr. Apr 21, 19:00-22:00 - Lan
5 mng - Su. Apr 23, 09:00-12:00 - Lan, No class on May 21
5 eve - Tu. May 30, 19:00-22:00 - Lan

CSW19 – Introduction to MS-Windows 3.1 (100523)

Exploring the practical applications of Windows 3.1 by Microsoft. By acting as an intermediary between the user and DOS, Windows simplifies the file, disk, and program management functions on an IBM/PC. Instead of typing DOS commands, use icons and File Manager to perform tasks such as finding, copying and deleting files as well as formatting disks. Learn screen navigation and window control using a mouse. Learn to expand and collapse a directory tree, to view directory structure on your hard disk. Participants will use the Control Panel to customize the Windows working environment. An overview of several Windows "applets" such as the Clock, Calculator, Write and Paintbrush is included. The Program Manager will be used for setting up and changing Program Groups and windows, adding document or file icons, using the Startup Group and customizing Windows setting. Multi-tasking, Clipboard functions, Dynamic Data Exchange and OLE (Object Linking and Embedding) will also be discussed. Prerequisite CSW1 or comparable experience. Course manual included in fee. $265
5 eve - Fr. Apr 21, 19:00-22:00 - Lan
5 mng - Sa. Apr 22, 09:00-12:00 - Lan, No class on May 20
5 eve - Mo. Apr 24, 19:00-22:00 - Lan, No class on May 22
5 eve - Th. Jun 01, 19:00-22:00 - Lan
5 mng - Su. Jun 11, 09:00-12:00 - Lan, No class on Jul 02
5 eve - Wed Jul 12, 19:00-22:00 - Lan

CSW12 – Local Area Network Management – Level I (100518)

This course serves as an introduction to the basics of network systems.
It is well suited for end users and those interested in becoming network administrators/managers. Emphasis will be on developing an understanding of what services networks can provide, the theory of their operation and the implications for network management. Participants will be introduced to the Novell operating system commands, with extensive hands-on practice. Login and Logout procedures, network security, passwords, rights, directory structure, drive mapping, creating and editing Login script file through SYSCON utility are covered in detail. Additional practice lab time will be available as indicated by instructor. Prerequisite CSW1 and CSW9. Course manual included in fee. $285
5 eve - Tu. Apr 18, 19:00-22:00 - Lan
5 eve - We. Apr 19, 19:00-22:00 - Lan
5 mng - Su. Apr 23, 09:00-12:00 - Lan, No class on May 21
5 eve - Fr. Jun 02, 19:00-22:00 - Lan
5 eve - Mo. Jun 12, 19:00-22:00 - Lan, No class on Jul 03
5 eve - Tu. Jul 11, 19:00-22:00 - Lan



CSW12A – Local Area Network Management – Level II (100519)

Participants will cover the Novell operating system in depth and use the dedicated training server to transform their knowledge into working network systems. Through extensive hands-on practice, participants will create and manage users and user groups, grant and revoke rights, change passwords as well as learn how to create and manage printer queues. Prerequisite CSW12. Course Manual (Complete Reference - Novell 386 by McGraw Hill - $58 value) included in course fee. $295
5 eve - Fr. Apr 21, 19:00-22:00 - Lan
5 eve - Mo. Apr 24, 19:00-22:00 - Lan
5 mng - Su. Jun 11, 09:00-12:00 - Lan, No class on Jul 02
5 eve - Th. Jul 13, 19:00-22:00 - Lan

CSW12B – Local Area Network Management – Level III (100525)

This course will involve advanced aspects of network administration. Topics covered will include: cabling considerations of network systems, Novell 3.11 installation, Windows 3.1 installation on the network, and advanced Novell administration topics such as managing Windows on the network. In addition, Banyan VINES network operating system and NetWare 4.x will be presented. At the end of this course, participants will be well equipped to plan and manage the client/server networked information systems of the 90's. Prerequisite: CSW12A. Course notes included in fee. $295
5 eve - Th. Apr 20, 19:00-22:00 - Lan
5 eve - Tu. May 30, 19:00-22:00 - Lan

CSW14 – Wide Area Networking (100514)

Objectives: to acquaint participants with technologies for extending the reach of the local area networks. Contents: brief overview of telecommunications concepts and services, including: asynchronous/synchronous, X.25, T-1, ATM, ISDN, etc. in addition to LAN extending alternatives involving repeaters, backbones, FDDI, wireless networks, broadband, bridges, routers and gateways. Dial-out systems, dial-in systems, FAX servers, E-Mail will also be covered. Course structure: One day course 09:00 to 16:00, lecture with hardware/software demonstrations, class size limited to 20. Prerequisite: completion of VCC Local Area Network Certificate course or equivalent and/or comparable experience. Course notes included in fee. $145
1 day - Sa. Apr 29, 09:00-16:00 - Lan
1 day - Sa. Jun 10, 09:00-16:00 - Lan

CSW15 – Managing Large Networks (100585)

Objectives: to acquaint participants with the concepts, strategies and real world products for managing large computer networks. Contents: system performance and maintainability considerations in designing large networks, including topics such as: protocols and segmentation, structured cabling, premises wiring and hub management systems, as well as troubleshooting tools including: protocol analyzers and cable testers. Course structure: One day course 09:00 to 16:00, lecture with hardware/software demonstrations, class size limited to 20. Prerequisite: completion of VCC Local Area Network Administrator Certificate course or equivalent and/or comparable experience. Course notes included in fee. $145
1 day - Sa. May 13, 09:00-16:00 - Lan

Three new courses for certificate upgrade or professional development

The CSW16 series of courses are practical, workshop-based, computer and communications hardware courses. They are designed to enhance the practical skills of any person involved with PCs and communications. Small classes (six) plus real systems for each participant to work with ensure solid educational value for the dollar. Recommended for:

- people responsible for computer administration, e.g., network administrators, consultants
- people involved in the hardware side of the business seeking to gain additional skills/knowledge
- people involved in sales and marketing of computer hardware needing a more thorough understanding of the products they distribute in order to gain a competitive edge.
- people seeking to improve their opportunities for employment

CSW16A – Computer and Communications Hardware – Level I (100530)

A comprehensive introduction to IBM PC/Compatibles hardware. The course concentrates on identification of basic computer systems (CISC, RISC) and their components (video cards, drive controllers, etc.) Practical assembly, disassembly, upgrade and troubleshooting by each participant on supplied PC. Topics will include: memory upgrade, hard drive installation and preparation and troubleshooting of all basic components. Instructors will be working field-service technicians. Prerequisite: strong familiarity with PC in general and DOS in particular. Knowledge of memory management would also be beneficial. Enrolment limited to six students. $395
2 day - Sa/Su. Apr 22/23, 0900-1600 - Lan
2 day - Sa/Su. May 27/28, 0900-1600 - Lan
2 day - Sa/Su. Jul 08/09, 0900-1600 - Lan

CSW16B – Computer and Communications Hardware – Level II (100531)

Course will build on skills gained in Level I and will cover advanced topics such as: network hardware, communications devices (modems, serial ports), multi-media hardware, tape devices, SCSI and laser printer operation and maintenance. Instructors will be working field-service technicians. Prerequisite: CSW16A. Enrolment limited to six students. $395
2 day - Sa/Su. May 06,07, 0900-1600 - Lan
2 day - Sa/Su. Jun 10,11, 0900-1600 - Lan

CSW16C – Computer and Communications Hardware – Level III (100532)

This course concentreates on cabling considerations for both phone and data systems. Students will design, build and test cabling systems to industry standards using a variety of tools and software. Troubleshooting techniques will be demonstrated with practical examples. Instructors will be working field-service technicians. Prerequisite: CSW16B. Enrolment limited to six students. $395
2 day - Sa/Su. Jun 24/25, 0900-1600 - Lan

Multimedia Programmer Certificate Program

(Certificate Pending)

Information Night

Tu. Apr 11, 18:00-19:00, Langara College, Continuing Education office, 100 West 49th Avenue, Vancouver

The Windows environment has opened a new chapter on how people interact with computers. The ability of the Windows Graphic User Interface (GUI) medium to handle data, sound, and video, still or motion, has created new possibilities for the business environment. Marketing, promotion, training, databases, are but a few of the areas most likely to benefit from this new technology. The Multimedia Programmer Certificate Program is intended for those who are keen to get a head start in this new field. It is the first such program to be offered in Canada. In summary, the certificate will cover the following three areas:

1. CSW90 – Understanding Multimedia is an overview of multimedia with the objective of familiarizing the participant with the concepts, terminology, software and hardware requirements, and current trends in the multimedia field. Successful completion of this course will assist the participant to start or establish a multimedia production business e.g. to produce electronic brochures, or short video clips.

2. CSW91 and CSW92 – Visual Basic for Windows I and II prepares participants to write windows applications for the business environment. Visual Basic Level II will also allow the participant to write multimedia databases – required for the production of visual databases, using the built-in advanced Access database extensions.

3. CSW93 – Visual Basic for Windows Level III covers the use of the Professional Edition of Visual Basic to write advanced Windows applications. This will enable the participant to use the Multimedia control, MCI, and the Windows API to customize audio and video hardware. The project component of this course entails developing a full fledged multimedia application.

For information and registration call 323-5322.

Non-certificate students may enroll in any courses without meeting certificate requirements. Careful attention must be exercised with regard to prerequisite requirements, solicit instructor opinion during first class.

Certificate Requirements

Four courses completed successfully in not more than two years, six terms, consisting of:
CSW90 – Understanding Multimedia
CSW91 – Visual Basic for Windows Level I
CSW92 – Visual Basic for Windows Level II
CSW93 – Visual Basic for Windows Level III

Course Credit

Credit for previously completed equivalent courses and/or acquired experience will be considered for CSW91 and CSW92 only. Participants who are confident with intermediate Visual Basic programming should register in the other courses and not wait for confirmation. Application for credit must be made in writing and include a transcript of courses taken and/or documentation of Visual Basic for Windows related experience. Include contact telephone number/s for follow up. Mail request to Vancouver Community College, Continuing Education, CSW Program Coordinator, Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6

Entry Requirements

No formal educational requirements are necessary.

Courses

Most courses are five sessions long, one session per week, for five weeks. Each session is three hours long. Sessions are held in the evenings (eve), mornings (mng), or afternoons (aft), at Langara College. For courses using PC labs, there is an optional one hour supervised practice lab time to go with each session. Note: due to shortage of lab space, some courses will have only half hour for practice lab time.

CSW90 – Understanding Multimedia (100590)

This course is designed as the starting point towards the Certificate for Multimedia Programmers. It is also recommended to anyone with an interest in multimedia and related developments. The course introduces the participant to digital video and digital audio generation on the IBM-PC. It starts with a thorough explanation of the difference between analog and digital video. All relevant industry terms are explained. The participant is then shown how to select the required hardware and how it relates to Microsoft Video for Windows environment. Detailed explanation regarding creation, editing, and play back of digital video images and sequences is also covered. Finally the participants are introduced to MPEG emerging compression standard and video CD. Course taught in regular classroom. Software, hardware and procedures will be demonstrated via large screen projector. Course manual/notes is included in fee.

Prerequisites
No specific prerequisites are required for CSW90. For CSW91; however, the following minimum is required:
1. The participant should be familiar with editing or modifying an autoexec.bat or config.sys file.
2. Familiarity with basic computer hardware e.g. VGA display cards, hard-drives, RAM etc.
3. Familiarity with Windows and Windows applications such as word processors and spreadsheets. $210
5 eve - Tu. Apr 18, 19:00-22:00 - Lan
5 eve - Tu. May 30, 19:00-22:00 - Lan
5 eve - Tu. Jul 11, 19:00-22:00 - Lan

CSW91 – Visual Basic for Windows – Level I (100591)

No prior Visual Basic experience required. Intended for anyone who wants to learn windows programming. First few lessons focus on making the Visual Basic novice comfortable with Windows programming in general and with the event-driven nature of Visual Basic in particular. Visual Basic programming will be explored through extensive hands-on practice. Prerequisite: familiarity with Windows and Windows applications such as word processors and spreadsheets. Course notes included in fee. $265
5 eve - We. Apr 19, 19:00-22:00 - Lan
5 eve - We. May 31, 19:00-22:00 - Lan
5 eve - Fr. Jun 02, 19:00-22:00 - Lan
5 eve - Th. Jul 13, 19:00-22:00 - Lan

CSW92 – Visual Basic for Windows – Level II (100592)

This course continues where CSW91 left off. Emphasis will be placed on greater familiarity with the Windows environment and intermediate topics of Visual Basic for Windows. Projects include the development of several custom Windows applications. Prerequisite: CSW91. Course notes included in fee. $265
5 eve - Th. Apr 20, 19:00-22:00 - Lan
5 eve - Th. Jun 01, 19:00-22:00 - Lan
5 eve - We. Jul 12, 19:00-22:00 - Lan

CSW93 – Visual Basic for Windows – Level III (100593)

This course continues where CSW92 left off. The course will cover the controls in the professional edition of Visual Basic for Windows. Particular attention will be paid to the use off the Multimedia Control and the use of the Windows API to access all the available multimedia functions in Windows 3.1. Emphasis will also be placed on the extensions to the Access database engine and its use to produce multimedia databases. The participants will also be introduced to the Communications control. At the end of this course the participant will have been equipped to use Visual Basic to develop sophisticated multimedia application as powerful as those developed in C, and do so in considerably less time. Prerequisite: CSW90, CSW92 and optional, but strongly recommended, database applications knowledge, in particular, familiarity with Microsoft Access would be very useful. Course notes included in fee. $265
5 mng - Su. Apr 23, 09:00-12:00 - Lan, No class on May 21
5 mng - Sa. Jun 10, 09:00-12:00 - Lan, No class on Jul 01
5 eve - Fr. Jul 07, 19:00-22:00 - Lan

Introductory Electronics (050706)

This popular course requires no previous electronics knowledge. You will learn about electronic components such as resistors, capacitors, transformers, diodes, etc. as well as an introduction to transistors. Theoretical knowledge will be enhanced by lab projects, where you will build circuits from schematic diagrams, and operate test equipment such as multimeters and oscilloscopes. You will be required to purchase or provide some basic tools. (Hein) $290
20 eve - Tu/Th. Apr 25, 18:30-21:30 - CC

Introductory Electronics – Level II (050722)

This course picks up where Introductory Electronics leaves off. Transistor amplifiers (Class A and B) are studied and lab projects enhance the theory. Pre-amplifiers and power amplifiers will be built and tested. Prerequisite: Introductory Electronics or equivalent. (Sharp) $290
20 eve - Mo/We. Apr 19, 18:30-21:30 - CC

Build Your Own Robot (050701)

This "hands-on" course is an introduction to the world of robotics. You will be building a small, self-contained robot called "Albert." You will also learn how to program him to talk, flash his "eyes," roam about the house and go around obstacles in his path. Prerequisites: a basic understanding of electronics, soldering and some mechanical skills. (Brown) $240
10 eve - Tu. Apr 25, 18:30-21:30 - CC

Telecommunications Management

Certificate Program

This program offers you the opportunity to enhance your telecommunications knowledge and improve your management skills in this constantly changing field. All course instructors are practising telecommunications professionals providing you, the student, with up-to-date "real life" experience and knowledge. The Telecommunications Management Certificate Program will provide you with a unique combination of technical knowledge and management skills enhancing your potential for leadership in this evolving profession.

Non-certificate students may enroll in any course.
For registration and general course information call 871-7070
For detailed course information call Peggy Worobetz at 871-7427

Certificate requirements

Students must successfully complete all five courses in no more than two years and one term (seven terms).

Courses include

Course 1 – Understanding Telecommunications - 102208 *
Course 2 – Telecommunications Management I (Voice) - 102201 **
Course 3 – Telecommunications Management II (Voice) - 102202
Course 4 – Data Communications - 102204
Course 5 – Managing the Integrated Office - 102205

* Understanding Telecommunications is a prerequisite for courses 2, 3, 4 and 5.
** Telecommunications Management I (Voice) is a prerequisite for courses 3, 4 and 5.

Entry requirements

No formal educational requirements are necessary other than successful completion of Grade 12 English or equivalent.

Evaluation

Certificate students shall be evaluated on the basis of assignments, tests, and a final exam. Upon successful completion of all five courses, a student may apply for a college certificate.

Scheduling

The five VCC courses in this program are offered in each of the three semesters, September (Fall); January (Winter) and April (Spring).

Information Session

To learn more about this program and/or meet the instructors, a free "drop-in" Information Session is being held on Tuesday, April 11, 17:00-18:30 - CC (Room number to be posted at Continuing Education office)

INSTRUCTORS

Bill Clark is the president of TriCor Telemanagement Inc., a Vancouver-based telecommunications consulting firm.

Martin Giles, P.Eng., has spent over 30 years in the telecommunications industry. His experience spans the telco environment, consulting services and management of telecommunications facilities. Martin is currently telecommunications manager for Cominco Ltd.

Ursel Koebberling, Ph.D., entered the teaching and independent consulting career in 1981 while pursuing her doctoral degree in Communications at Simon Fraser University. Her academic research focused on satellite-supported communications applications in remote communities. Prior to emigrating to Canada from the former West Germany, she had been a radio journalist in Berlin. Her consulting assignments, both national and international, focus on telecommunications and information technology policy and regulations as well as the impact of information technologies and applications on organizations.

Sandra Laughland has over 20 years' experience in telecommunications with Bell Canada and BC Tel, primarily in voice and data sales. Currently a marketing manager with Stentor Resources.

Gerald Paul is a system development engineering specialist with BC Telephone. Gerald has over 30 years in the telecommunications field. As a consultant to industry, he has assisted many large and medium sized companies in designing and optimizing their networks. As a BC Telephone instructor, he specialized in developing and delivering courses, in data technology, to sales and marketing managers and staff.

* Understanding Telecommunications (102208)

This introductory course is designed as an overview for the newcomer to telecommunications who has little or no experience in the field. The various aspects of telecommunications will be explored at an introductory level giving the student the basic knowledge needed to prepare participant to progress to the next level. (Laughland) $240
8 eve - Mo. Apr 24, 18:00-21:00 - CC

* Telecommunications Management I (Voice) (102201)

Learn the basics of telecommunications (voice) in this course involving the study and review of regulations, exchange services, networks and network services, equipment types and features, tariff costs, interconnect, key systems, system acquisition and implementation, RFP's, and toll networks and facilities. Participants will learn to conduct a system needs assessment, system cost/benefit analysis, determine system selection criteria, select an appropriate system, and monitor and manage the system selected using a case study approach. (Giles) $295
12 eve - Th. Apr 20, 18:00-21:00 - CC

Telecommunications Management II (Voice) (102202)

This course is designed to expand upon the topics that were introduced in the Telecommunications Management I (Voice) program and to introduce and discuss enhanced telecommunication applications from the manager's perspective. Topics discussed during this session will include enhanced PBX hardware/software applications, enhanced network design
and network management, voice messaging/processing, ongoing telemanagement applications, voice/data integration, integrated building wire concepts and Integrated Services Digital Networks (ISDN). (Clark) $295
12 eve - Th. Apr 20, 18:00-21:00 - CC

* Data Communications (102204)

Participants in this course will learn the basics of data terminology. Designed for the telecommunication manager, this course is also a good introduction for the sales or technical representative. Learn about the hardware and software that is available today. Guest speakers from the telecommunications industry bring this content into immediate use. Topics include modems, multiplexes, fibre optics and LANs. (Paul) $295
12 eve - We. Apr 19, 18:00-21:00 - CC

Electronics

INSTRUCTORS

Karl Brown is an instructor in City Centre's Electronics Department.

Allen Hein is an instructor in CompuCollege's Computer Electronics Department.

Bus Sharp is an instructor in City Centre's Electronics Department.

Managing the Integrated Office (102205)

Managing the Integrated Office provides the background necessary to utilize the technical overviews developed throughout the program in the modern office. The course provides a solid basis for understanding office automation and the impact of technology on human resources. The course examines many management concerns and decisions related to the person/machine interface. An overview of key elements of management issues and tools is discussed, with particular emphasis on the impact of technological change. (Koebberling) $295
12 eve - Th. Apr 20, 18:00-21:00 - CC

* Challenge Examinations

Challenge examinations are available for the Understanding Telecommunications, Telecommunications Management I (Voice) and Data Communications courses. These examinations are for students who feel they are very knowledgeable with the material covered in the course. A program guide, which includes a detailed outline for each course, may be obtained at the Continuing Education office, King Edward Campus, 1155 East Broadway, Vancouver, or by telephoning 871-7070.

Students will have ONE opportunity to pass the examination.

Challenge Examination – Understanding Telecommunications (102207)

$160
2 hrs - Th. Apr 13, 18:30-20:30 - KEC

Challenge Examination – Telecommunications Management I (Voice) (102206)

$160
2 hrs - Th. Apr 13, 18:30-20:30 - KEC

Challenge Examination – Data Communications (102209)

$160
2 hrs - Th. Apr 13, 18:30-20:30 - KEC

Fee Allocation for Challenge Examinations

1. Participants must pay $160 BEFORE writing any examination.
2. Fifty dollars ($50) of the $160 is charged for writing an examination.
3. At the end of the examination, participant will advise invigilator if he/she wishes examination marked.
4. If the examination is marked, the balance ($110) will be charged as a marking fee.
5. If the participant chooses not to have the examination marked, he/she may: a) request a "deferred fee credit" for 100 percent of the balance of $110 (valid for one year); b) request a refund of the balance of $110 which will be subject to an administrative charge of 20 percent.

Telecommunications Seminar

For registration and general seminar information please call 871-7070.
For detailed seminar information please call Peggy Worobetz – 871-7427.

LAN/WAN Design and Optimization (102251)

SEMINAR LEADER

Gary Zielke is president of Infotel Systems Corporation, a teleocmmunciations consulting firm specializing in the design and management of voice and data networks. Mr. Zielke's 20 years' experience has included engineering and marketing positions with Xerox of Canada Ltd., Canadian General Electric and BC Telephone Co. As a consultant he has used his design skills to assist many organizations in both the public and private sectors to plan and implement data networks. He has been giving public and in-house seminars throughout Canada, the US and Europe since 1979 on various topics in data communications. His attendees number in the thousands and he was one of the first to provide a public seminar on data communications via satellite. He holds a Bachelor of Applied Science degree in Electrical Engineering from UBC and is a registered professional engineer in the provinces of BC and Ontario.

By focusing on three main factors associated with network design, namely cost, performance and reliability, the seminar shows how, with the use of a few basic modelling techniques and algorithms, it is possible to remove much of the guess work associated with providing an optimum solution. At the conclusion of this seminar you will have learned how to:
• set objectives and gather user information as part of the design process
• apply basic mathematical models to answer common design questions
• evaluate the cost, performance and reliability of existing as well as new networks
• analyze the performance versus load relationships of LANs and WANs
• calculate the availability of various network configurations based on component availability
• evaluate the usefulness and capability of automated design tools
• predict the performance and reliability impact of proposed network changes
(Wheelchair accessible) $850.65 (includes GST)
3 day - May 08/09/10, 08:30-16:30 - ODH

NOTE

1. Price subject to change without notice.
2. Special cancellation policy in effect.
3. All seminars are non-credit and non-transferable to the Telecommunications Management Certificate Program.

Teacher Training

Teaching English as a Second Language

Certificate Program

The TESL Certificate Program at VCC is the largest English as a Second Language teacher training program in Western Canada. It is a teacher-training program for instructing English as a Second Language to adults. Applicants may be planning to teach overseas or at post-secondary educational institutions, community agencies or international schools in Canada. The TESL Certificate Program is 325 hours in length and consists of a prerequisite course, seven Core Courses, 30 hours of Elective Courses and a teaching internship. Courses are offered in the part-time program on week days, weekends and evenings from September to June of each year. There is also a TESL Summer School scheduled in June, July and August of each year. The application deadline for next year's summer school is December 31, 1995. On successful completion of all of the program requirements, graduates receive the Vancouver Community College Teaching English as a Second Language Certificate.

Admission Requirements for the VCC TESL Certificate Program:
1. An undergraduate university degree verified by sealed original transcripts. Evaluation of a degree from outside Canada must be completed before the TESL program application is submitted.
2. Satisfactory completion of the introductory course, An Overview to Teaching ESL at VCC or an equivalent university course at UBC, SFU or a recognized university.
3. A standard of spoken English equivalent to that of an educated native speaker as well as a good command of grammar, usage, spelling and punctuation in written English is required for entry into the program. Applicants whose first language is not English may be asked to submit their score on the University of Cambridge Certificate of Proficiency in English. A grade of B is required for admission into the TESL Certificate Program.
4. A successful interview with program staff.

The VCC TESL Certificate Information Guide can be obtained by phoning (604) 871-7070.

TESL Program Coordinators

Jennifer House. B.A., B.Ed., M.Ed. Jennifer has taught at UBC and at VCC since 1973. She is interested in teacher training, community-based ESL classes, ESL tutor-training programs and has written many ESL publications. Jennifer teaches the TESL Prerequisite Course, An Overview of Teaching ESL, the TESL Internship and coordinates the TESL Certificate Program, and the TESL Inservice Qualification Program.

Jayeson Van Bryce, B.A., Teaching Certificate, TESL Certificate (Vancouver Community College). Jayeson taught at the secondary level in the public school system for ten years and teaches ESL at VCC. Jayeson is assistant program coordinator for the TESL Certificate Program and coordinates the CERTESL Program. Jayson teaches the TESL Certificate Core Course, Teaching Grammar Two: Theory and Practice, and has taught Teaching Pronunciation.

INSTRUCTORS

Joan Acosta, B.A., TESL Certificate (San Francisco State University). Joan has taught ESL at Capilano College since 1979. She is editor of the Westcoast Reader and is internationally recognized as an expert in developing and writing materials for adult ESL and literacy learners. Joan has been an executive member of BC TEAL and the TEAL Foundation. Joan teaches the TESL Elective Course, Using the Westcoast Reader in the ESL Classroom.

Eloise Carbone, B.A, Teaching Certificate. Eloise has taught ESL since 1982. She is currently teaching at VCC. Her special areas of interest include cross-culturalism in the ESL classroom and teaching writing using the process approach. She has presented numerous workshops on writing and cross-culturalism at provincial and international conferences. Eloise teaches the TESL Certificate Elective Course, Fostering Cross-Cultural Understanding in the ESL Classroom, and Tutoring Using the Content Area.

Emma Chang, B.A., M.A. (in progress), has taught at VCC since 1991, ELI at UBC, and overseas in Taiwan, China, Hong Kong and Portugal. Her M.A. research and special area of interest is teaching content-based ESL. Emma has published a study guide for Longman Practice Tests for the TOEFL and teaches the TESL Elective Course, Teaching TOEFL Using an Interactive Approach.

Chris Clark, B.A. (Speech Sciences) TESL Certificate (Vancouver Community College). Chris is currently Department Head of the ESL Vocational Department at VCC. She is interested in promoting communicative language teaching, and has been involved in teacher-training projects throughout the Lower Mainland and Czechoslovakia. Chris teaches the TESL Certificate Core Course, Teaching Listening and Speaking, the TESL Prerequisite Course: An Overview of Teaching ESL, the TESL Elective Course, Using Video in the ESL Classroom, and in the TESL Inservice Qualification Program.

Joanna Daley, B.Ed., RSA/Cambridge Diploma TEFLA. Joanna has been teaching ESL and EFL since 1982 in England, Egypt, Venezuela and Jordan. Joanna is an experienced teacher trainer and most recently was director of studies at the International Language Institute and assistant director of studies for the British Council Teaching Centre in Egypt. Joanna teaches the TESL Elective Courses, Planning a Series of Lessons for an ESL Class and Teaching Vocabulary.

Janet Essig, M.A. (TESL). Janet has taught at the University of Puerto Rico, Oregon State University, in Japan and at UBC. Janet has taught the Advanced Pronunciation course at VCC since 1974. Janet writes her own text materials and has recently published her speech diagrams for teaching pronunciation. She has presented workshops on teaching pronunciation at the TESOL Conference, at the TESL Canada Conference, at the TEAL Conference, as well as for many teachers' groups across BC. Janet teaches the workshop, Trouble-Shooting Pronunciation Problems in Classrooms.

Corry Flader, B.A., B.Ed., M.A. Corry has been teaching and developing ESL courses for business people, landed immigrants and refugees since 1989. She currently runs a successful ESL tutoring service in Vancouver. Corry teaches the TESL Elective Course, An Introduction to ESL Tutoring.

Jane Forward, B.A. (English Language). Jane has taught ESL since 1980. She currently teaches in the ESL Outreach Department at VCC. Her special areas of interest include community-based ESL and reading instruction for adult ESL learners. Jane teaches the TESL Certificate Core Course, Teaching Reading.

Barbara Gerber, B.Sc., M.Ed. Barbara has been teaching ESL at VCC since 1974. She has created materials and techniques for grammar instruction, and has developed and implemented the Oral Interview Assessment Test at VCC. Barbara teaches the TESL Elective Courses, Testing in ESL, Teaching ESL Using Poetry, and Teaching ESL Using Storytelling.

Christine Hoppenrath, B.A., M.Ed. Christine is an instructor at the English Language Institute of UBC. She has taught in Japan, Korea, and Hungary. Christine has presented workshops at the TEAL, Tri-TESOL and TESOL Conferences. Christine teaches the TESL Elective Course, Social Issues and the ESL Class.

Arlene Howard, B.Ed. Arlene is an experienced ESL instructor and is currently teaching at the VCC ESL Outreach Department. Arlene is interested in community-based ESL classes, the use of multi-media for ESL instruction, and innovative teaching resources for the ESL classroom. Arlene has presented workshops at the TEAL and TESOL conferences. Arlene teaches the TESL Prerequisite Course, An Overview of Teaching ESL.

Raymonde Jabaji, Provincial Instructor's Diploma. Raymonde is an instructional assistant/LAN system operator at VCC. She manages the IBM Computer Lab, recommends ESL educational software programs and conducts training workshops for the ESL Vocational Department at VCC. She has extensive computer knowledge and experience in MS-DOS, Windows, WordPerfect and MS Publisher. Raymonde teaches the TESL Elective Courses, An Introduction to the Computer Lab for ESL Instructors, and An Introduction to Word Processing for ESL instructors.

Pat Kennedy, B.A., M.Ed. Pat has taught ESL at VCC since 1973. She has also taught in Singapore, Toronto and Taiwan. Pat has been intermediate coordinator and department head of the English Language Skills Department at VCC. Pat has done curriculum development in the area of "English for Work" for the Ministry of Education and the English 001-004 Program for Open Learning Agency. Pat teaches the TESL Prerequisite Course, An Overview of Teaching ESL.

Alice Kilian, B.A., Teaching Credential. Alice has taught ESL in the public school system, Capilano College, the Guangzho Institute of Foreign Language in China and at VCC in the ESL Outreach Department since 1980. Her special areas of interest included community-based English language classes and multi-level ESL classes. Alice teaches the TESL Prerequisite Course, An Overview of Teaching ESL.

Felicia Klingenberg, B.A., M.A., Diploma in Applied Linguistics, TESL Certificate (Vancouver Community College). Felicia has been teaching ESL at VCC since 1987. Her special areas of interest include teaching writing using the process approach and teaching reading to advanced level ESL students. She has presented workshops at Mini-TEAL, TEAL and TESL Canada. Felicia teaches the TESL Certificate Core Course, Teaching Writing and the TESL Elective Course, Improving ESL Reading Comprehension Using Creative Diagramming.

John Kostoff, B.S. Teaching Certificate (University of Alberta). TESL Certificate (University of Alberta). John has taught ESL since 1980. He currently teaches in the ESL Vocational Department at VCC. He has presented workshops at VCC and at the TEAL Conference. John teaches the TESL Elective Course, Rewriting Course Materials into Accessible English for ESL Students.

Nina Kozakiewicz, B.A., M.A. (Language Education). Nina has taught at VCC since 1973. She has taught all language levels and her special area of interest is the use of media in the ESL classroom. Nina co-produced the video and booklet, "What Do People Really Say?" Nina teaches the TESL Prerequisite Course, An Overview of Teaching ESL.

Diane Liu, B.A. Teaching Certificate, B.A., M.A. (Cross-Cultural Education). Diane has taught ESL since 1984 at the Vancouver School Board, VCC and most recently at the English Language Institute at UBC. Diane has extensive experience as both a consultant and an instructor in the field of cross-cultural education and has presented workshops for TEAL. Diane teaches the TESL Elective Course, Teaching Strategies for Cross-Cultural Learning and Communication and the TESL Core Course, Internship Intercultural Workshops.

Marion Lovelace, B.A., B.Ed. M.Ed. TESL Certificate (Vancouver Community College). Marion is currently teaching in the ESL College Preparatory Department at VCC and has published poetry in several anthologies. Marion teaches the TESL Certificate Core Course, Teaching English for Academic Purposes, the TESL Elective Course, An Introduction to Curriculum Development, and in the TESL Inservice Qualification Program.

Ita Margalit, M.A., coordinates settlement services provincially for AMSSA, Affiliation of Multicultural Societies and Agencies. Ita teaches the TESL Elective Course, An Introduction to Settlement and Integration Issues for ESL Instructors.

Wendy McAlister, B.A. Wendy is a former journalist, teaches at the English Language Institute at UBC. She has also taught in Spain, Germany, and South Africa. She is currently completing her M.A. in Social and Educational Studies. Wendy has presented workshops at the TEAL, Tri-TESOL, and TESOL Conferences. Wendy teaches the TESL Elective Course, Social Issues and the ESL class.

Janet Massaro, B.A., TESL Certificate (Vancouver Community College). Janet has been teaching ESL/EFL since 1987. She has taught EFL at the Language Training Research Centre in Seoul, Korea. Janet is currently teaching a LINC class at the Immigrant Services Society. Janet teaches the TESL Elective Courses, Teaching ESL Literacy in a Multi-Level Class and Strategies for Teaching LINC Classes.

Michael Pidgeon, B.A., M.A. TESL Certificate (Vancouver Community College). Michael taught English and Linguistics at the university level from 1970 to 1984. He has taught in the ESL College Preparatory Department and the English Language Skills Department at VCC since 1989. Michael teaches the TESL Certificate Core Courses, Teaching Grammar Two: Theory and Practice, Teaching Pronunciation, and Teaching English for Academic Purposes.

Michael Plumb, M.A., RSA TEFLA Diploma. Michael has taught EFL classes in England, Libya, Japan, France and Kuwait since 1975. He has taught ESL at VCC and UBC. His special areas of interest include Teaching English for Special Purposes, Teaching English as a Foreign Language, and resource development in the areas of audio/video materials and the language laboratory. Michael teaches the TESL Certificate Core Course, Teaching Grammar One: Theory and Practice and Teaching Grammar Two: Theory and Practice.

Nan Poliakoff, B.A., M.A. Nan has taught ESL since 1982, including numerous writing courses, and is currently teaching writing in the ESL Division at VCC. She has been an executive member of the BC TEAL Association and has presented workshops at the TEAL, TESL Canada, Tri-TESOL and TESOL conferences. Nan teaches the TESL Certificate Core Course, Teaching Writing.

Sandra Price-Hosie, B.A., Journalism Diploma (Vancouver Community College), TESL Certificate (Vancouver Community College). Sandra is an experienced ESL literacy instructor and is currently the ESL director at the Immigrant Services Society. Sandra teaches the TESL Elective Courses, Teaching ESL Literacy in a Multi-Level Class and Strategies for Teaching LINC Classes.

Leanne Quirk, B.A. (Linguistics). Leanne has taught ESL since 1982, coordinates the VCC English Skills Improvement Program, and is academic director for CBEI. She has taught ESL at the Inland Refugee Society, VCC Langara and Dorset College. Her special areas of interest include teaching pronunciation, oral skills and using ESL games. Leanne teaches the TESL Elective Course, Using Games in the ESL Classroom.

Myrna Rabinowitz, B.A. Myrna is an experienced ESL instructor and tutor trainer at VCC and has written many publications for the ESL field. Myrna teaches the TESL Prerequisite Course, An Overview of Teaching ESL, and the TESL Elective Course, Using Jazz Chants and Music to Teach ESL.

Mandana Rastan-Schnepf, B.A. Mandana is currently teaching in the ESL Vocational Department at VCC and has taught a range of language levels. She has presented workshops at VCC and the Tri-TESOL Conference. Mandana teaches the TESL Elective Course, Developing a Thematic Unit Plan Using Authentic Materials.

Dennie Rothschild, B.A. (Honours), M.A. (Language Education). Dennie has taught ESL at VCC and currently teaches ESL and instructs in the Writing Centre at Capilano College. She is past president of the BC Association of Teachers of English as an Additional Language (TEAL) and has presented numerous workshops on teaching writing, both provincially and nationally. Dennie teaches the TESL Certificate Core Course, Teaching Writing.

Maureen Sawkins, B.A., M.Ed. (Language Education). Maureen has taught at VCC since 1973. She has been Advanced Level Coordinator in the English Language Skills Department and her special areas of interest include the teaching of reading, advanced-level ESL students, and the fostering of independence in language learning. Maureen teaches the TESL Prerequisite Course, An Overview of Teaching ESL.

Eugene Sayson, B.A., TESL Certificate (Vancouver Community College). Eugene taught EFL in China from 1987 to 1989 and has taught ESL at VCC since 1989. His special areas of interest include the use of computers and multi-media in the area of ESL instruction. Eugene teaches the TESL Elective Courses: An Introduction to the Computer Lab for ESL Instructors and An Introduction to Word Processing for ESL instructors.

Andrea Scott, B.A. TESL Certificate (Vancouver Community College). Andrea has worked at the Vancouver School Board and developed ESL workplace curricula. She presented at the TESOL and TEAL Conferences. She also designs and facilitates workshops on cross-cultural relations. Andrea teaches the TESL Elective Course, Planning a Successful VESL Program.

Ann Sears, B.Ed., M.Ed. Ann has taught at VCC since 1987. She has taught Arts in Society at the Canadian International College and has also been involved in teacher training in the areas of poetry, developmental drama and graphics. She is specifically interested in using an integrated arts approach in the teaching of ESL. Ann teaches the TESL Elective Courses: The Power of Poetry in Language Education and Language Education Through Drama, and the TESL Core Course, Teaching Writing.

Richard Sim, B.Ed. Richard has taught ESL since 1986 and has extensive experience teaching immigrant and international students. Richard has presented workshops at VCC, the TEAL conference and TESOL conference. Richard teaches the TESL Prerequisite Course, An Overview of Teaching ESL, the TESL Elective Courses: Integrative Techniques – Maximize Your Materials, and Interactive Activities – Get Your Students Talking.

Candice Slattery, B.G.S., TESL Certificate (Vancouver Community College). Candice has taught at VCC since 1989. One of her special areas of interest is the creative and innovative use of the audio lab for English language instruction. Candice teaches the TESL Elective Course, An Introduction to the Audio Lab for ESL Instructors.

Patricia Steiner, TESL (Carleton University), M.A. (English). Patricia has taught business communication programs including CJS-ESL/Accounting and Introduction to Computers. Pat has developed ESL workplace curricula and materials. She has presented at the TESOL and TEAL Conferences and facilitates cross-cultural workshops. Pat teaches the TESL Elective Course, Planning a Successful VESL Program.

Sherry Sutherland, B.A. TESL Certificate (Vancouver Community College). Sherry has taught in the ESL College Preparatory Department at VCC and worked as the faculty advisor at the VCC Assessment Centre. Her special interests are assessment, teaching writing, and humour in the classroom. Sherry teaches the TESL Certificate Core Course, Teaching English for Academic Purposes.

Judy Taylor, B.A. (Linguistics), TESL Certificate (Vancouver Community College). Judy has taught in the ESL Vocational Department at VCC since 1988. Her special areas of interest include phonology, stress and intonation. Judy teaches the TESL Certificate Core Course, Teaching Pronunciation, and in the TESL Inservice Qualification Program.

Carol Tulpar, B.A. Carol has taught in the ESL College Preparatory Department at VCC since 1986. She has also been involved in the development of the ESL Learning Centre at VCC and is interested in writing and publishing Canadian English for Academic Purposes textbooks. Carol teaches the TESL Certificate Core Course, Teaching English for Academic Purposes.

Rose Marie Watson, B.Ed., M.Ed. Rose Marie has been department head of the ESL Outreach Department at VCC and is a past president of BC TEAL and TESL Canada. Her special areas of expertise include teaching reading and learner-centred instruction. Rose Marie has presented workshops at the TEAL Conference, TESL Canada and the TESOL Conference and has done teacher training in Slovakia, the Yukon and at Malaspina College. Rose Marie teaches the TESL Certificate Core Course, Teaching Reading.

Martyn Williams, B.A. RSA/Cambridge Diploma TEFLA. Martyn has been teaching ESL and EFL since 1982 in Germany, Italy, UK, Japan, and Canada. Martyn teaches the RSA/Cambridge CTEFLA course and ESL at Kwantlen College. Martyn teaches the TESL Elective Course, Presenting and Practising New Language, and in the TESL Inservice Qualification Program.

Mima Wilson, B.A., (Linguistics) RSA TEFLA Certificate, RSA TEFLA Diploma (International House). Mima has taught English as a Foreign Language in Spain and London and has been teaching ESL at VCC since September 1986. Mima taught the TEFLA Certificate course at VCC from 1989 to 1991 and teaches the RSA/Cambridge TEFLA course. Mima teaches in the TESL Inservice Qualification Program and the TESL Certificate Core Course, Teaching Grammar One: Theory and Practice.

TESL Certificate Program Withdrawal, Refund and Course Cancellation Policy

A written request for a refund must be received by VCC, Continuing Education Division, before the second session of the class. A request for a refund must state the reasons and be accompanied by your receipt. If you intend to withdraw, we must be advised that day or the following morning after the class so another student can be contacted from the waitlist to take your place in the class. There will be no refund or fee deferment if this procedure is not followed. In courses of six sessions or less, requests for refunds require a minimum of 48 hours notice before the start date of the course. All refunds are subject to an administrative charge of 20 percent of the course fee or a minimum of $10. As an alternative, we would be pleased to issue a "deferred fee credit" for 100 percent of the course registration fee. A "deferred fee credit" is valid for one year. Please allow three weeks for processing all refunds. Fees paid by charge card will be refunded by crediting your charge card account. All other refunds will be made by cheque. VCC reserves the right to cancel courses due to unavailability of instructors, lack of facilities or insufficient enrolment. If a course is cancelled by the College, a full refund will be made to all registrants.

Prerequisite Course

An Overview of Teaching ESL (150802)

An Overview of Teaching ESL provides a practical introduction to the teaching techniques, procedures, and instructional resources used to teach English as a Second Language. This course is the prerequisite for the TESL Certificate Program. The course examines the instructional methodology used for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, role plays, pronunciation, advanced ESL learner, beginning ESL learners, as well as oral testing, and lesson planning. $205
5 day - Mo/Tu/We/Th/Fr. May 15/16/17/18/19, 09:00-16:00 - KEC (House/Rabinowitz)
5 day - Mo/Tu/We/Th/Fr. Jul 10/11/12/13/14, 09:00-16:00 - KEC (Howard)
7 eve - Mo/Tu/We/Th. Jul 17/18/19/20; Mo/Tu/We. Jul 24/25/26, 17:00-21:30 - KEC (Howard)
6 sessions - Fr. May 12/26, Jun 02, 18:30-21:30; Sa. May 13/24/25/26/27, Jun 03, 09:00-17:00 - KEC (Kozakiewicz/Kilian)
7 sessions - Fr. May 26, Jun 02/09, 18:30-21:30; Sa. May 27, Jun 03/10, 09:00-16:00; Sa. Jun 17, 09:00-12:00 - KEC (Kennedy/Sim)

TESL Certificate Core Courses

The TESL Certificate Core Courses should be taken in the order recommended in the TESL Information Guide. Students registering in Teaching Grammar Two: Theory and Practice, must have successfully completed Teaching Grammar One: Theory and Practice. Students must also complete two of the following Core Courses – Teaching Pronunciation, Teaching Listening and Speaking, Teaching Grammar One: Theory and Practice or Teaching Grammar Two: Theory and Practice, before taking Teaching Writing and Teaching Reading. Teaching English for Academic Purposes must be taken last as it builds on the other six Core Courses. Two Core Courses may be taken per term. Students wishing to take more than two Core Courses per term must have written authorization from the program coordinator. Please note, students are not permitted to register in the TESL Certificate Core Courses before completing An Overview of Teaching ESL (150802) and being accepted into the TESL Certificate Program.

Teaching Grammar One: Theory and Practice (150867)

This 30-hour course concentrates on the theory and methodology used for teaching English grammar to English as a Second Language speakers. Teaching Grammar One: Theory and Practice will focus on beginner through intermediate level grammar structures. (Plumb) $275
10 eve - Tu. Apr 04/11/18/25, May 02/09/16/23/30, Jun 06, 18:30-21:30 - CC
10 eve - Th. Apr 06/13/20/27, May 04/11/13/25, Jun 01/08, 18:30-21:30 - CC

Teaching Grammar Two: Theory and Practice (150868)

This 30-hour course concentrates on the theory and methodology used for teaching English grammar to English as a Second Language speakers. Teaching Grammar Two: Theory and Practice focuses on advanced through college preparatory grammar. $275
10 eve - Th. Apr 13/20/27, May 04/11/18/25, Jun 01/08/15, 18:30-21:30 - KEC (Van Bryce)
10 aft - Tu. Apr 04/11/18/25, May 02/09/16/23/30, Jun 06, 13:30-16:30 - KEC (Pidgeon)

Teaching Pronunciation (150812)

This 30-hour course focuses on methods and techniques used for teaching pronunciation. Topics covered in this course include vowel dimensions, consonants, contractions and reductions, stress and intonation. (Taylor) $275
10 eve - Mo. Apr 03/10/24, May 01/08/15/29, Jun 05/12/19, 18:30-21:30 - KEC
10 eve - We. Apr 05/12/19/26, May 03/10/17/24/31, Jun 07, 18:30-21:30 - KEC

Teaching Listening and Speaking (150817)

This 36-hour course concentrates on the techniques and resources used for teaching oral communication and listening skills. This course will also examine grammatical, situational, functional and thematic approaches to integrated language teaching. Participants are advised that access to a tape recorder is required to complete the first course assignment. (Clark) $320
10 sessions - Sa. Apr 08/22, 09:00-16:00; Apr 29, May 06/13/27, Jun 03/10/17/24, 10:00-13:00 - KEC

Teaching Reading (150818)

This 30-hour course provides students with an understanding of the methodology and instructional techniques used to teach reading in an ESL class, as well as an opportunity to gain a working knowledge of the instructional tools necessary to develop a reading program for an ESL class.) $275
10 mng - Fr. Apr 07/21/28, May 05/12/19/26, Jun 02/09/16, 09:30-12:30 - KEC (Forward)
10 eve - Th. Apr 06/13/20/27, May 04/11/18/25, Jun 01/08, 18:30-21:30 - KEC (Watson)

Teaching Writing (150813)

This 36-hour course provides an overview of writing, focusing primarily on the techniques used in the process approach to teaching writing in the adult ESL classroom. Course participants will experience techniques for integrating all language skills, generating ideas, revising, editing and assessing ESL student writing. $320
12 eve - Tu. Apr 25, May 02/09/16/23/30, Jun 06/13/20/27, Jul 04/11, 18:30-21:30 - KEC (Klingenberg)

Teaching English for Academic Purposes (150819)

This 30-hour course concentrates on the specific instructional techniques and course materials used to teach advanced-level ESL students who plan to continue academic studies at a post-secondary level. This course provides students with an understanding of the methodology and instructional approaches used to teach reading, composition, literature and study skills. (Pidgeon/Watson) $275
9 sessions - Sa. Apr 01, 09:30-16:30; Apr 08/22, May 06, 09:00-12:00; We. Apr 05/12/19/26, May 03, 18:30-21:30 - KEC

TESL Internship (150824)

The TESL Internship is a 45-hour course. It consists of 20 hours of compulsory workshops and 25 hours of practice teaching in an ESL classroom. (House/Liu) $390
Internship Workshops - Sa. Apr 08/22/29, May 06, Jun 10, 09:00-13:00 - KEC
Internship Placement - May and June 1995

TESL Elective Courses

The TESL Elective Courses have been developed for teachers currently working in the field of English as a Second Language instruction, as well as students registered in the TESL Certificate Program. Thirty hours of TESL Elective Courses are needed to fulfil the elective requirement for the TESL Certificate. Students registered in Elective Courses scheduled for Sundays are advised to bring a lunch as the college cafeteria is closed on Sundays.

Withdrawal, Refund and Course Cancellation Policy

Students registered in Elective Courses are requested to refer to the information provided in the flyer regarding withdrawal, refunds and course cancellation policy. Please note that requests for refunds require a minimum of 48 hours notice prior to course start date. Refunds are subject to an administrative charge of 20 percent of the course fee or a minimum of $10 to a maximum of $30.

Strategies for Cross-Cultural Learning and Communication (150875)

This six-hour workshop will examine cross-cultural learning and communication for ESL students at the advanced and college preparatory level. Teaching strategies and activities will be presented in this hands-on workshop. (Liu) $55
1 day - Sa. Jun 10, 09:00-16:00 - KEC

The Power of Poetry in Language Education (150869)

This ten-hour workshop will explore a rationale for teaching poetry in the ESL classroom. Workshop participants will examine poetry as a tool for developing power vocabulary. Participants will also explore teaching techniques for developing a variety of forms of poetry, including haiku and cinquain, while creating their own personal poetry. Poetry will also be examined as a means of cross-cultural education. (Sears) $95
2 day - Fr. May 26, 18:30-21:30, Sa. May 27, 08:30-16:30 - KEC

Language Education Through Drama (150877)

This experiential ten-hour workshop will use theatre sports, improvisation and role play as a vehicle for language learning in the ESL classroom. A variety of techniques and exercises will be explored to develop expressiveness using voice, body movement, gestures, character work, tall tales, masks and more. (Sears) $95
2 day - Fr. Jun 02, 18:30-21:30, Sa. Jun 03, 08:30-16:30 - KEC

Using the Westcoast Reader in an ESL Classroom (150885)

Learn new and creative ways to use the Westcoast Reader in an ESL classroom. Joan Acosta, a highly-skilled ESL instructor and editor of this popular newspaper, will present a wide range of learning activities and teaching strategies in this hands-on three-hour workshop. Participants will explore activities that can be used to teach speaking, listening, reading and writing skills at all language levels. (Acosta) $40
1 aft - Sa. May 13, 13:00-16:00 - KEC

Teaching Vocabulary (150855)

This hands-on six-hour workshop will explore current approaches to teaching vocabulary. Topics will include the discussion of what vocabulary is appropriate to teach, as well as ways of conveying meaning and categorizing vocabulary items. Teaching strategies and techniques will be explored for presenting, practising and reviewing vocabulary items in the ESL classroom. (Daley) $55
2 mng - Sa. May 06/13, 09:00-12:00 - KEC
2 aft - Sa. May 06/13, 13:00-16:00 - KEC

Teaching TOEFL Using an Interactive Approach (150842)

This three-hour workshop will explore teaching strategies and language learning activities for developing an interactive and student-centred approach for instructing a TOEFL Preparation class. Workshop participants will be involved in demonstration activities during this three-hour workshop. (E. Chang) $50
1 day - Sa. Apr 08, 09:00-15:00 - KEC

Planning a Series of Lessons for an ESL Class (150843)

This six-hour workshop will examine principles for timetabling a series of lessons for an ESL class. Participants will explore how to plan and balance ESL lesson components in a series of linked lessons using current print materials. This workshop is recommended for experienced ESL instructors and TESL Certificate students with classroom experience. (Daley) $55
1 day - Sa. Jun 03, 09:00-16:00 - KEC

Teaching ESL Using Storytelling (150838)

This six-hour workshop explores a variety of teaching techniques for teaching storytelling in the ESL classroom. Learn techniques for eliciting stories from your ESL students. (Gerber) $55
1 day - Sa. May 06, 09:30-16:30 - KEC

Planning a Successful VESL Program (150894)

In this six-hour workshop, participants will examine current issues regarding VESL (Vocational English as a Second Language) program. Participants will discover how language and vocational instructors can collaborate to create a consistent and cohesive curriculum for ESL students registered in modern technology programs such as computerized accounting, secretarial and computer skills. Participants will receive handouts on terminology and the interactive functional approach to teaching vocational programs. (Steiner/Scott) $100
1 session - Sa. May 13, 09:30-16:30 - KEC

An Introduction to the Audio Lab for ESL Instructors (150886)

This hands-on four-hour workshop will introduce participants to the audio lab. Participants will be briefed on how to operate an audio lab. There will also be an opportunity to preview commercially-produced audio



tapes and explore ways of integrating audio lab sessions into the regular ESL classroom. This workshop is recommended for those currently using an audio lab or those who expect to use an audio lab in the future. (Slattery) $45
1 aft - Sa. Jun 24, 12:30-16:30 - KEC Audio Lab

An Introduction to ESL Tutoring (150844)

This practical three-hour workshop will examine the world of ESL tutoring. The workshop will focus on a range of topics associated with becoming an ESL tutor. Discussion topics will include: how to get started, how to lesson plan for tutoring sessions and how to prepare and select tutoring materials. (Flader) $50
1 day - Sa. May 27, 09:30-15:30 - KEC

Fostering Cross-Cultural Understanding in the ESL Classroom (150879)

This five-hour workshop has been designed for experienced ESL instructors who teach in a multicultural setting. Participants will begin by exploring the basis of their values. Participants will also explore a range of student-centred activities and teaching techniques that will lead ESL learners to better understand their culture, to recognize cultural differences and similarities, and to foster greater cultural understanding and acceptance in the ESL classroom. (Carbone) $50
1 day - Sa. Jun 10, 09:00-15:00 - KEC

Trouble-Shooting Pronunciation Problems in the English as a Second Language Classroom (150891)

This three-hour course will provide the opportunity to learn or review some practical hand gestures for speech correction in the ESL classroom. Participants will examine in detail unreleased consonants and the many aspects of [r]. Please note that TESL Certificate students wishing to register in this course must have successfully completed the Teaching Pronunciation course (150812). (Essig) $50
1 aft - Sa. Jun 17, 13:00-16:00 - KEC

Using Games in the ESL Classroom (150896)

This three-hour hands-on workshop is for new ESL teachers who would like to learn a variety of games that can be used to promote the use of English in the ESL classroom. Games for all language levels will be presented as well as adaptations of commercial board games that can be used to teach ESL. (Quirk) $40
1 day - Sa. Jun 24, 10:00-13:00 - KEC

Social Issues and the ESL Class (150895)

Over the past few years the trend has been towards learning ESL through content-based curricula. This three-hour workshop incorporates the latest techniques in presenting content, stimulating discussion and encouraging critical thinking. The techniques have been successfully used in the classroom. They are based on a student-centred, communicative approach encouraging active participation. Through an exploration of topical issues such as racism, pollution and medical ethics, the participants will learn how to teach language skills using a variety of activities including role plays, guest speakers, community projects and contact assignments. Presenters will lead the participants through a unit, beginning with brainstorming, introducing new content, using the material, and finally reviewing and reinforcing information. (Hoppenrath/McAlister) $40
1 mng - Sa. May 06, 09:30-12:30 - KEC

An Introduction to the Computer Lab for ESL Instructors (150883)

This four-hour hands-on workshop will introduce ESL instructors to the use of the computer lab as a tool for teaching ESL. It will provide those unfamiliar with computer labs with a brief introduction to computer jargon and an overview of the ESL software programs for IBM computers. This workshop will be held in the Computer Lab at the KEC (North) Campus located at 219 Dundas Street, Vancouver. (Sayson/Jabaji) $50
1 aft - Sa. Jun 10, 13:00-17:00 - KEC North

Tutoring Using the Content Area (150845)

This three-hour hands-on workshop will examine how to effectively tutor ESL students who are enrolled in regular or transitional academic classes. The approach which will be presented utilizes authorized textbooks as the primary teaching and learning resource for meeting the needs of ESL learners. (Carbone) $40
1 mng - Sa. Apr 29, 09:30-12:30 - KEC

Using Jazz Chants and Songs to Teach ESL (150831)

Learn how to make your ESL classroom come alive with music and jazz chants. This six-hour elective will present methods and techniques for developing and using jazz chants and music to teach ESL. It is recommended that participants bring a tape recorder and blank tape cassettes to this workshop. (Rabinowitz) $55
1 day - Fr. Jun 09, 09:00-16:00 - KEC

Rewriting Course Materials into Accessible English for ESL Learners (150888)

Participants will examine the rules and techniques that can be used to rewrite materials ensuring that ESL students will find them more accessible and easier to understand. In this hands-on, three-hour workshop participants will have an opportunity to rewrite a range of articles using the "rules for rewriting" and discuss how to utilize both the rewritten and original materials in an upper-beginner and intermediate ESL classroom. (Kostoff) $40
1 aft - Sa. Apr 29, 13:00-16:00 - KEC

Teaching ESL Literacy and the Multi-Level Class (150825)

This 12-hour workshop will focus on teaching adult ESL literacy students within the framework of a beginner level multi-level class. Topics will include a discussion on what "literacy" is, the needs of the adult learner, and introductions to instructional approaches, teaching techniques, materials and resources, and lesson planning. Some samples of lesson plans will be provided for all workshop participants. It is recommended that the participants have volunteer or teaching experience in adult ESL literacy classes. (Massaro/Price-Hosie) $110
4 eve - Th. May 04/11/18/25, 18:30-21:30 - Immigrant Services Society, 5th floor, 333 Terminal Avenue, Vancouver

Introduction to Settlement and Integration Issues for ESL Instructors (150846)

This six-hour course is designed to give ESL instructors an understanding of the settlement and integration process of immigrants and refugees through an overview of the history of immigrant policy in Canada and BC, an introduction of Canadian multiculturalism policies, a conceptual framework for identifying basic adaptation and integration needs, and a description of services that settlement agencies provide. (Margalit) $55
1 day - Sa. Apr 22, 09:00-16:00 - KEC

Teaching English as a Second Language Inservice Qualification Program

The VCC TESL Inservice Qualification Program has been developed for experienced ESL instructors who do not have a recognized TESL teacher-training credential. The TESL Inservice Qualification Program is 140 hours long and consists of five instructional components. The six components are Foundations for ESL Instruction, Teaching Grammar, Teaching Communication Skills, Teaching Reading and Writing and a Practicum. The program is offered on weekends and is divided between direct instruction and distance education. On successful completion of the TESL Inservice Qualification Program, graduates will receive a document from VCC certifying their achievement and will also qualify for a Professional Standards Certificate: Level Two from the BC Association of Teachers of English as an Additional Language. The course fee for the TESL Inservice Qualification Program is $985.

NOTE
The deadline for applications is August 04, 1995. Phone 871-7070 for a program guide and application form.

Admission Requirements
1. Applicants must have successfully completed an undergraduate university degree as verified by sealed, official university transcripts.
2. Applicants must submit two teaching references from past employers. The reference form for the TESL Inservice Qualification Program provided in the information guide may be used, or two letters of reference dealing specifically with the ability to teach English language skills.
3. Applicants must have a minimum of two years of documented classroom teaching in a recognized English language educational institution. Classroom teaching must be documented with official institutional records or institutional contracts. Please note that 600 hours of classroom instruction is recognized by BC TEAL as equivalent to one year of teaching. Please complete the teaching experience form provided in the information guide.
4. Applicants must have attended/participated in professional development in the field of ESL instruction.
5. Applicants must have a standard of spoken English equivalent to that of an educated native speaker of English. A good command of grammar, usage, punctuation, and spelling is also required for entry into this program of studies. Applicants whose first language is not English may be asked to submit their score on the University of Cambridge Certificate of Proficiency in English. A grade of B is required for admission into the TESL Inservice Qualification Program.
6. Applicants must have a successful phone interview with the program staff.

INSTRUCTORS

Chris Clark, B.A. (Speech Sciences), TESL Certificate (Vancouver Community College). Chris is department head of the ESL Vocational Department at VCC. She is interested in promoting communicative language teaching, and has been involved in teacher-training projects throughout the Lower Mainland and Czechoslovakia. Chris teaches in the TESL Certificate Program and teaches the Teaching Communication Skills component in the TESL Inservice Qualification Program.

Jennifer House, B.A., B.Ed., M.Ed. Jennifer has taught at UBC and at VCC since 1973. She is interested in teacher training, community-based ESL classes, ESL tutor-training programs, and has written many ESL publications. Jennifer coordinates the TESL Certificate Program, teaches in the TESL Certificate Program and Foundations for ESL Instruction component in the TESL Inservice Qualification Program.

Marion Lovelace, B.A., B.Ed., M.Ed., TESL Certificate (Vancouver Community College). Marion is currently teaching in the ESL College Preparatory Department at VCC and has published poetry in several anthologies. Marion teaches in the TESL Certificate Program and teaches the Teaching Reading and Writing component in the TESL Inservice Qualification Program.

Judy Taylor, B.A. (Linguistics), TESL Certificate (Vancouver Community College). Judy has taught in the ESL Vocational Department at VCC since 1988. Her special areas of interest include phonology, stress and intonation. Judy teaches in the TESL Certificate Program and teaches the Teaching Communication Skills component in the TESL Inservice Qualification Program.

Martyn Williams, B.A. RSA/Cambridge Diploma TEFLA. Martyn has been teaching ESL and EFL since 1982 in Germany, Italy, UK, Japan and Canada. Martyn is currently teaching the RSA/Cambridge CTEFLA course at Columbia College and teaches ESL at Kwantlen College. Martyn teaches the TESL Elective Course, Presenting and Practising New Language, the Teaching Grammar component and the Practicum TESL Inservice Qualification Program.

Mima Wilson, B.A. (Linguistics), RSA TEFLA Certificate, RSA TEFLA Diploma (International House). Mima has taught English as a Foreign Language in Spain and London and has been teaching ESL at VCC since September 1986. Mima has taught the RSA/Cambridge CTEFLA course at Columbia College. Mima teaches the Teaching Grammar component and the Practicum in the TESL Inservice Qualification Program.

The TESL Inservice Qualification Program (150201)

The TESL Inservice Qualification Program consists of five components. Each component is divided into direct instruction and distance education.

Foundations for ESL Instruction (150202)

The program introduction will examine the principles of ESL instruction, curriculum development, and cultural awareness and cross-cultural communication.

Teaching Grammar (150203)

This component will examine the instructional methodology used to teach grammar to ESL speakers. Grammatical structures from the beginner through the advanced level will be addressed in this component.

Teaching Communication Skills (150204)

This component will examine the instructional methodology used to teach pronunciation, listening and speaking skills to ESL speakers.

Teaching Reading and Writing (150205)

This component will examine the instructional methodology used to teach reading and writing skills to ESL speakers.

Practicum (150206)

This component will focus on the practical application of the theory of ESL instruction in an ESL instructional setting.

The TESL Inservice Qualification Program will be scheduled in the fall term. Applications for the TESL Inservice Qualification Program are available throughout the year. The application deadline for the fall term is August 4, 1995. Applications will be reviewed by the staff and a short list will be interviewed and selected in August for the fall term. $985
13 Saturday sessions, 09:30-16:30; 9 Friday sessions, 13:00-16:30
Fall term (1995) September 16 to December 15, 1995

Health Care & Self-Improvement

Professional & Allied Health Care

These courses will be of interest to health care workers, social service workers and family care givers.

For phone registration call 874-9923.

INSTRUCTORS

A. Beesack, B.A., D.V.A.T.I., is a certified art therapist in private practice. She does individual counselling and offers workshops and groups in art therapy and creative processes. Anne has over 1000 hours of practical experience using art with clients in a variety of settings. She has worked with children, teens and both young and older adults.

Mary Blake, R.Psych., is a social worker currently employed by VGH Geriatric Psychiatry Outreach team. Her clinical experience has largely been in geriatrics and psychiatry in the community setting. She has worked closely with the Office of the Public Trustee in doing competency assessments. She has also been involved in the recent Guardianship Hearings. She has a position in the Division of Geriatric Psychiatry, Faculty of Medicine at UBC.

Janie Brown, R.N., M.S.N., M.A., has worked with individuals with cancer and their families for ten years. She specializes in a holistic approach to cancer care, or other life threatening illnesses and facilities relaxation groups for patients and staff. She teaches workshops on therapeutic touch and pain relief techniques on a regular basis. She has presented papers both nationally and internationally on current issues in cancer care.

Robyn Brown, R.N., B.Sc.N., is a self-employed nurse with several years' experience in a private family counselling practice. She is president of the Nurses in Private Practice group and has facilitated workshops throughout BC for nurses exploring self-employment.

Carol Carr, M.S.W., is the social work consultant for the Hospice Program, Continuing Care Division, Vancouver Health Department. Her clinical experiences have been developed in a variety of settings, including hospitals, child welfare and family therapy.

Shirley Clarke, R.N., M.S.N., has many years' experience in critical care settings. She is presently employed as the head nurse, Intensive Care and Post Anesthesia Recovery Room at Burnaby Hospital. Shirley brings to the sessions an awareness of the feelings that a float nurse has when encountering a new area. Her experiences, enthusiasm and humour will ensure an enjoyable learning experience for participants.

J. Cooper, R.N., has extensive experience in practice and teaching (both in Canada and the USA) in CCU, ICU, open-heart surgery and cardiac cath labs. Before joining Telectronics she was a research associate in clinical electrophysiology at University Hospital.

Marion Malcolmson, M.S.W., R.S.W., is a coordinator of counselling service at the Invergarry Adult Learning Centre. She has several years of experience as a counsellor in employee assistance programs and currently maintains a private consulting practice.

Rhonda Malyuk, B.Sc., Pharm.D., has over 15 years' experience as a pharmacist in community and institutional settings. She is currently a clinical pharmacist in the Affective and Psychotic Disorders Treatment Program, Geriatric Division of Riverview Hospital. Rhonda is also a clinical pharmacy consultant involved in education and research projects in a range of settings including long term care.

N. McCoy, R.N., B.S.N., M.Ed., is a nurse educator at Langara College and an active participant of the Holistic Nurses Group, a professional practice group of the RNABC. She has studied and taught therapeutic touch, yoga, relaxation, meditation and wellness in the workplace. Nadene is also presently studying Healing Touch (as sponsored by the American Holistic Nurses' Association).

M. Mogg, R.N., B.A. (Soc.) M.A. (Women's Studies), is a community mental health nurse with a wealth of knowledge about multicultural health issues. Along with several years' experience as a college instructor, she is a Vancouver Multicultural Society member and a member of the Vancouver Society of Immigrant and Visible Minority Women.

P. Moore, B.A., R.N., M.Ed., has several years' experience in the applied health field and has taught professional development courses in a variety of settings. Pru's course emphasizes experiential learning and practical application of adult education principles. Her confident, relaxed teaching style serves as an excellent role model for aspiring adult educators.

Mary Murray, B.A., M.S.W., has worked with groups in a variety of community-based settings doing program and organizational development. Her knowledge and experience base make her a valuable resource for those dealing with the practical realities of group facilitation.

C. Salton, B.A., M.S.N., is the clinical nurse specialist for the Hospice Program of the Vancouver Health Department. Her clinical areas of interest include patient and family education, survivorship issues, support groups for care of patients and their families and symptom management. She has presented extensively for professional and volunteer groups.

Lis Smith, B.S.W., C.C.H., Clinical Hypnotherapist, has worked as a medical social worker and clinical hypnotherapist for over 15 years at the BC Cancer Agency, Vancouver Clinic. As well as facilitating a variety of groups in both the agency and the community, she developed and coordinates the Relaxation Program at the BC Cancer Agency. She has produced a series of relaxation audiotapes and works with patients on an individual basis to create their own personalized tapes.

B. Spring, B.A., M.D., is a family physician, a community consultant for the Hospice Program of the Vancouver Health Department and a physician in the Palliative Care Unit of Vancouver General Hospital.

L. Thorson, R.N., is program director of the Thorson Pain Rehabilitation Clinic. She has experience in intensive care nursing and has been a biofeedback therapist since 1989. Lynda completed the Stens Corporation Professional Biofeedback Certificate Program in Seattle, WA in 1994.

Fourth Annual Traditional Chinese Medicine Tour to the People's Republic of China

April 17–May 01, 1995
(Extended periods of study and/or travel can be individually arranged.)
For health care personnel. Explore Traditional Chinese Medicine (TCM) as it is practised today in the People's Republic of China. This unique program focuses on the clinical practice of acupuncture taught by highly-skilled TCM physicians at the Hangzhou Hospital of Traditional Chinese Medicine. Also includes training in other traditional therapies such as Qi Gong, Tuina (massage) and herbal remedies. There will be pre-trip orientation and study group sessions to prepare participants. This program is designed to meet the needs of serious students and veteran practitioners as well as for individuals with a more casual interest in the healing arts and cultural enjoyment. VCC tour leader, Les Moncrieff, has studied acupuncture in China. This is his fourth trip as tour leader.
Price: $3470 double occupancy, includes return airfare from Vancouver, all land travel arrangements, tuition, organized sightseeing, accommodation and meals. A portion of the tour price qualifies for a tax receipt. Prices subject to change without notice. For further information call Sheila Stickney – 874-9923 or Les Moncrieff – 520-3505.

Group Facilitation (202813)

Do you want to know more about group process? About handling group dynamics more effectively? Are you interested in developing your group facilitation and team building skills? In this two-day course, instructors Mary Murray and Marion Malcolmson lay the theoretical foundations for group/team development and functioning, and offer you specific training to improve your skills. You will learn about: group development and process; leadership and power in groups; decision-making; patterns of group interaction. You will practise basic facilitation tools (e.g. how to get people involved) and you will increase your cross-cultural awareness and skills. (Malcolmson/Murray) $180
2 day - Fr/Sa. Jun 09/10, 09:00-16:00 - KEC

Learning to Teach: A Practical Course for Health and Social Service Professionals (202719)

If education is among your interests, improve your teaching skills at this interactive, practice-oriented workshop. Instructor Pru Moore creates a comfortable, non-threatening atmosphere and helps you learn and experience adult education principles and instructional methods from planning through to evaluation. Allow 25 hours prior to the course to complete learning modules. Course texts are required – available at KEC Bookstore. One week, Monday to Friday format. Eligible for three credits in BCIT's Advanced Diploma Program. (Moore) $350
5 day - Mo/Tu/We/Th/Fr. May 29/30/31, Jun 01/02, 09:00-16:00 - KEC West

How to Start a Private Health Care Practice – A Workshop for Nurses (202786)

Many BC nurses are self-employed, working independently and apart from traditional hospital and government agency settings. These nurse entrepreneurs provide a variety of creative services in direct care, wellness and health promotion and education. This course is for nurses who wish to explore the ins, outs and logistics of setting up a private practice. Topics: nursing practice goals; business skills to get you started; liability, standards and criteria to practice; specific marketing techniques for nurses in private practice; how to connect with a support group and networking avenues. (Brown) $90
1 day - Fr. May 12, 09:30-16:30 - KEC

Teaching Clients In Home Care Settings (202790)

This interactive workshop is designed to give health professionals working in home care and other community care settings the information and skills they need to increase their effectiveness and satisfaction in teaching clients and their families. Participants will have opportunities to work with a small group of colleagues who share similar work circumstances and concerns. (Moore) $90
1 day - Mo. May 15, 09:00-16:00 - KEC West

Innovative Approaches in Relieving Pain and Anxiety (202780)

The experience of pain affects not only the person in pain but ripples out, affecting family, friends and health care professionals, who often feel helpless and unable to offer comfort or relief. In this course you will learn about basic principles of human energy fields and their response to pain, anxiety and relaxation, and you will learn how to select and use a variety of non-pharmacological, non-invasive, complementary techniques to assist in the relief of pain and anxiety. (Brown/Smith) $90
1 day - Fr. Jun 02, 09:00-16:00 - KEC

Introduction to Art Therapy (202785)

What is art therapy? What does an art therapist do? This experiential workshop will familiarize you with the field of art therapy, the creative process and the role of art within the healing process. Through exercises, discussion and hands-on exploration of art materials, you will gain an understanding of how to respond to and encourage another person's expression of self through art. You will learn to identify clients who could benefit from the use of expressive arts and recognize therapeutic qualities of different art media. (Beesack) $90
1 day - Tu. Jun 13, 09:00-16:00 - KEC West

Issues and Needs in Multicultural Health Care (200725)

Keeping abreast of health care challenges in the 1990s involves learning more about culture. Through exercises, group discussion, media and case studies you will learn about the impact of socio-cultural factors such as language, values, beliefs and customs on health behaviour, communication, family relationships and reactions to illness. You will learn to incorporate cross-cultural knowledge, including specific needs of immigrant children, adolescents, women and seniors, in health assessment. (Mogg) $90
1 day - Mo. Jun 05, 09:30-16:30 - KEC West

Differing Health Care Needs of Ethnic Groups (200728)

Building on Issues and Needs in Multicultural Health Care, this course surveys the realities and health care needs of Chinese, Japanese, Vietnamese, Central American, East Indian and West Indian immigrants in British Columbia. This knowledge, plus an overview of what it takes to provide culturally-sensitive health care, will prepare you to work more effectively with multi-ethnic populations in community or institutional settings. Drawing on a wealth of knowledge and experience in cross-cultural health care, instructor Monica Mogg teaches you how to build effective relationships and use specific approaches with several ethnic groups. (Mogg) $90
1 day - Mo. Jun 19, 09:30-16:30 - KEC West

Non-Traditional Healing Modalities (202750)

Learn to understand holistic health as a complementary healing process. Experience practices and techniques of visualization, imagery, relaxation, therapeutic use of sound, breath work, centering, grounding and energy fields. Instructor Nadene McCoy has successfully integrated holistic health principles and concepts in her professional practice and is a skilful facilitator of experiential learning. (McCoy) $40
1 eve - Tu. May 02, 19:30-22:00 - KEC West

Therapeutic Touch – Level I (202752)

Learn methods to promote healing, comfort and relaxation through touch. Designed for those interested in holistic health concepts and involved in care giving roles. You will learn to identify appropriate uses of therapeutic touch, and to perform therapeutic touch techniques originally developed by Dr. Dolores Kreiger at New York University. (McCoy) $90
1 day - Sa. May 06, 09:30-16:30 - KEC West

Introduction to Massage Therapy (200737)

The role that massage can play in healing is well recognized by the general public and health care providers. This nine-hour course introduces you to the field of massage therapy and helps you learn to perform basic relaxation massage techniques that can be used by the public. The training method emphasizes practical application. The instructors recommend that you wear shorts and a tank top and come prepared to practise massage techniques in a small group format. Bring two sheets, two small towels and an exercise mat. Course instructors have a minimum of 2000 hours of clinical experience and are teaching assistants or instructors at the West Coast College of Massage Therapy and Registered Massage Therapists in BC. $120
3 eve - Tu. May 30, Jun 06/13, 18:30-21:30 - KEC West

Relaxation and Stress Reduction Through Biofeedback (202781)

Come and learn, hands-on, about biofeedback – a non-invasive treatment technique in which people are trained to improve their health by learning to use signals from their own bodies. Biofeedback monitors act as a kind of sixth sense which allows you to "see" or "hear" activity from your own body. Learn how biofeedback is useful in managing problems such as: stress, anxiety, chronic pain, headaches, TMJ, stress incontinence and high blood pressure. This course is open to anyone who is interested. Co-sponsored with the Thorson Pain Rehabilitation Clinic, the course provides an opportunity for you to see and experience biofeedback and its technology and monitoring processes first hand. (Thorson) $60
1 eve - We. Jun 07, 18:30-21:30 - Thorson Pain Rehabilitation Clinic

Cardiac Monitoring (202603)

For all health care personnel who require a basic understanding of cardiac arrhythmias. Covers cardiac electrophysiology, monitoring techniques, components of ECG complex, and identification and interpretation of sinus, atrial, junctional and ventricular arrhythmias. (Clarke) $245
3 day - Tu. May 09/16/23, 09:00-16:00 - KEC West

Rapid Interpretation of the Twelve Lead ECG (202607)

Unravel the mysteries of the 12 lead ECG and learn to recognize pathologic conditions from ECG interpretation. For CCU and ICU nurses, ECG technicians and paramedics. Fee includes lunch. (Cooper) $95*
1 day - Th. Jun 15, 09:00-16:00 - KEC West

The Twelve Lead ECG and its Clinical Applications (202616)

The course includes ECG findings related to thrombolytic therapy, right ventricular and posterior infarct, drugs and electrolyte effects, wide complex tachycardias and bifasicular blocks in the acute MI. Fee includes lunch. (Cooper) $95*
1 day - Fr. Jun 16, 09:00-16:00 - KEC West

* If registered in both courses fee is $180

Series - Medications and Gerontology: Principles of Medication Use with Older Adults (200718); Medications for Psychological and Neurological Disorders (202777); Medications for Treatment of Chronic Pain (202775)

Older adults, particularly older women, have been identified as a group at high risk for adverse drug reactions and over-medication. Update your knowledge about safe and effective drug therapy with older adults. Take the introductory course first; it covers essential information about how drugs are handled in the body, how aging affects this process and the significance of adverse drug reactions in the older adult. Then take subsequent courses for an in-depth look at prescription and non-prescription drug therapy for specific health problems and diseases affecting older adults. (Malyuk) Courses may be taken individually.

Principles of Medication Use with Older Adults (200718) $45

1 mng - Th. May 18, 09:30-12:30 - KEC West

Medications for Psychological and Neurological Disorders (202777) $85

2 mng - Th. May 25, Jun 01, 09:30-12:30 - KEC West

Medications for Treatment of Chronic Pain (202775) $45

1 mng - Th. Jun 08, 09:30-12:30 - KEC West

Competency Assessment with the Older Adult (202827)

This workshop will help health and social service professionals understand the main indicators of need for competency assessment and the process of assessment for competency. Topics: "language" used in competency assessment; relevant legislation; ethical issues involved in dealing with autonomy, self-determination, decision-making, guardianship and self-neglect; indicators for competency assessment; practical issues such as referrals, consent, documentation and competency protocols. (Blake) $90
1 day - Tu. Jun 06, 09:00-16:00 - KEC West

Foot Care for the Elderly (200711)

Healthy feet are literally the foundation of mobility and independence. Designed for home support workers, facility care aides and family care givers, this course covers theory relating to structure and function of the foot, common nail and skin conditions, preventive and palliative foot care, and foot care for clients with diabetes and peripheral vascular diseases. (Olson) $90
2 eve - Mo. Jun 05/12, 18:30-21:30 - KEC West

For additional courses see SELF-IMPROVEMENT Section.

Childbirth Educators – Non-Certificate

Teaching Skills for Childbirth Educators (202504)

Persons already teaching childbirth education who wish to upgrade their skills may enroll in this course. (Donaldson) $345
4 day - Th/Fr/Sa/Mo. Mar 30/31, Apr 01/03, 09:00-16:00 - KEC West

For course information and registration phone 874-9923.

Childbirth Educators
Certificate Program

This certificate program is designed to prepare registrants to teach childbirth preparation classes. The three courses provide the knowledge and skills necessary to select appropriate content, develop lesson plans, use effective teaching techniques and manage the learning situation.

Participants should be eligible for RNABC registration or have a health or education background. Previous maternal-child experience is an asset.

Course Description

The certificate program consists of three courses – two independent (guided) study and one classroom course. Participants have one year to complete Course I and two years to complete the entire program. Courses I and II may be taken independently by persons already teaching childbirth education classes.

Course I – Core Content for Childbirth Educators (202502)

Guided study – 14 modules, 110 hours (Donaldson) $275

Course II – Teaching Skills for Childbirth Educators (202504)

24 hours in classroom, 49 hours total (Donaldson) $345
4 day - Th/Fr/Sa/Mo. Mar 30/31, Apr 01/03, 09:00-16:00 - KEC West
4 day - Sa/Su. Nov 04/05/11/12, 1995 - KEC West

Course III – Practicum for Childbirth Educators (202501)

43 hours. Arranged on an individual basis. (Donaldson) $125

Program Coordinator: Diane Donaldson, R.N.
Senior Program Coordinator: Sheila Stickney

For course information call 874-9923

Gerontology Nursing
Certificate Program

Nursing practice in the complex and multidisciplinary field of gerontology requires a unique combination of knowledge and skills. This 18-month part-time certificate program assists nurses to acquire the competence needed to assume leadership roles in the gerontological nursing field. Based on current research and theory, courses involve a combination of independent reading, interactive classroom learning and application in practice settings. The program is available to RNs, RPNs, and BSNs working in community, acute care or long-term care settings.

Program Coordinator: Grace Hodgins
Senior Program Coordinator: Sheila Stickney

INSTRUCTORS

Barbara Berry, R.N., B.Sc.N., M.A., for the past two years has coordinated the BC Healthy Communities Network and has served as a consultant to seniors' groups and non-profit organizations in program development and evaluation. She has extensive experience in community health nursing and adult education. Her recent research work enabled her to develop expertise in fieldwork strategies, qualitative methods and participatory evaluation with seniors' groups working on health promotion projects.

Karen Jonson, R.N., M.H.Sc., is a member of the nursing faculty at Trinity Western University. From 1993 to 1994 she was assistant director of Extended Care for Clinical Practice and Education, Peace Arch Hospital. Her prior roles involved clinical practice, research and educational consulting. Her special research interests are: lifestyle and behaviour change in cardiac and other chronic illnesses, and care of older persons with dementia.

Jaye Kerzner, R.N., B.Sc.N., M.S.N., brings a wide range of clinical and classroom teaching and community health nursing experience to this program. She has been a clinical facilitator for returning RN's in the University of British Columbia BSN Program in community nursing, has served as a clinical and classroom instructor in various nursing programs and has worked as a community health nurse.

Karen Kline, R.N., M.Sc.N., has been a clinical nurse specialist in gerontology for 15 years. She is currently employed in that role at Lion's Gate Hospital. Her past experience includes both acute and long-term care settings and she has been a consultant to several long-term care facilities. Karen's research focuses on enabling the abilities of cognitively-impaired elders and on behavioral problems in older persons. In these topic areas she has published numerous articles and recently co-authored a book.

Rhonda Malyuk, B.Sc., Ph.D. has over 15 years' experience as a pharmacist in community and institutional settings. She is currently a clinical pharmacist in the Affective and Psychotic Disorders Treatment Program, Geriatric Division of Riverview Hospital. Rhonda is also a clinical pharmacy consultant involved in education and research projects in a range of settings including long term care.

Monica Mogg, R.N., B.A. (Soc.) M.A. (Women's Studies), is a community mental health nurse with a wealth of knowledge about multicultural health issues. Along with several years' experience as a college instructor, she is a Vancouver Multicultural Society board member and is currently an active committee member with the Vancouver Society of Immigrant Women.

Heather Pattullo, R.N., B.S.N., M.Ed., is a seniors wellness coordinator with the Vancouver Health Department, a role which involves liaison and/or facilitation with numerous Lower Mainland health promotion groups. Heather's background also includes experience as a case manager in long term care. She is currently an active member of the BC Public Health Association.

Janice Stanbury, R.N., B.S.N., M.S.N. is a clinical nurse specialist in the Geriatric Assessment and Treatment Program at St. Paul's Hospital. She brings to her teaching an extensive knowledge base and the unique perspectives she has acquired through clinical and management roles in acute, long-term and community care settings.

Prerequisites

- current Registered Nurse (R.N.) or Registered Psychiatric Nurse (R.P.N.) status
- current Basic Cardiac Life Support – C level
- one year of nursing practice within the past three years

Certificate Requirements

Participants must successfully complete:
- six 36-hour courses (Introduction to Gerontology; Health and Health Problems in Later Life; Communications; Introduction to Gerontological Nursing; Gerontological Nursing I; and Gerontological Nursing II)
- a 122.5-hour practicum
- a 12-hour elective

Evaluation

Students will be evaluated on the basis of assignments, exams and demonstrated skills.

Course Fees

36 hours – $245; practicum – $245

Information Session

For more information attend the following meeting:
1 eve - We. May 03, 19:00-20:30 - KEC West

Length of Program

One to two courses per term: Five terms – 18 months. The program must be completed in two years.

Application

Contact the program assistant at 874-9923 for brochure and application form. Qualified students are accepted in order of receipt of application.

Courses offered this term

Open only to certificate program students who have met entry requirement:

Introduction to Gerontology (203601)

An overview of individual and population aging in Canada. Participants distinguish facts from myths in relation to aging and older people and gain a holistic understanding of the aging process. Class exercises involve reflection on personal views about aging and professional practice with older people. Emphasis is on: considering the older adult's experience within the broader context of family, community and society; developing critical thinking skills; and, using gerontology knowledge to promote the older adult's autonomy and quality of life. (Berry) $245
6 day - Th. Apr 06, 09:00-16:00 - KEC West

Gerontological Nursing I (203605)

This course is the first of two in which participants integrate knowledge of aging, health, communication and nursing and apply it to comprehensive care management with frail older adults and their family members. Emphasis in both courses is on: theory/research based assessment and intervention; and, clinical application of knowledge and skills to improve care management and enhance the older adult's quality of life. For teaching/learning purposes, content in Gerontological Nursing I focuses on aspects of nursing care related to the older adult's biological functioning, safety and security. Participants learn facts and strategies for assessment and intervention with the frail older adult who experiences difficulties with: cardiorespiratory function; rest and activity patterns, nutrition, elimination, skin integrity, comfort, mobility and activities of daily living. The course includes a "clinical think tank" component in which participants share and reflect on problems or successes from their practice settings and, together, generate further directions or possible solutions. (Stanbury) $245
6 day - We. May 10, 09:00-16:00 - KEC West

Practicum (203607)
With a focus on application, the student integrates theory and skills learned in the previous six courses with experiences and jugement acquired only in a practice setting. The practicum involves 122.5 hours which must be complted within 12 weeks. While the primary emphasis of the practicum is care management with the older adult and his/her family, the student may choose to focus on a selected older adult population, or a particular type of care, e.g., rehabilitation, palliative care. At 122.5 hours in duration, the practicum represents 35 percent of the program learning experience. The student is expected to apply classroom learning and refine practical skills through field experience in an approved clinical practice setting. (Kerzner) $245
122.5 hours. Arranged on an individual basis.

Electives offered this term
Open to certificate program students and other health professionals

Series - Medications and Gerontology: Principles of Medication Use with Older Adults (200718); Medications for Psychological and Neurological Disorders (202777); Medications for Treatment of Chronic Pain (202775)
Older adults, particularly older women, have been identified as a group at high risk for adverse drug reactions and over-medication. Update your knowledge about safe and effective drug therapy with older adults. Take the introductory course first; it covers essential information about how drugs are handled in the body, how aging affects this process and the significance of adverse drug reactions in the older adult. Then take subsequent courses for an in-depth look at prescription and non-prescription drug therapy for specific health problems and diseases affecting older adults. (Malyuk) Courses may be taken individually.

Principles of Medication Use with Older Adults (200718) $45
1 mng - Th. May 18, 09:30-12:30 - KEC West

Medications for Psychological and Neurological Disorders (202777) $85
2 mng - Th. May 25, Jun 01, 09:30-12:30 - KEC West

Medications for Treatment of Chronic Pain (202775) $45
1 mng - Th. Jun 08, 09:30-12:30 - KEC West

Multicultural Health Care Series – Issues and Needs in Multicultural Health Care (200725)
Keeping abreast of health care challenges in the 1990s involves learning more about culture. Through exercises, group discussion, media and case studies you will learn about the impact of socio-cultural factors such as language, values, beliefs and customs on health behaviour, communication, family relationships and reactions to illness. You will learn to incorporate cross-cultural knowledge, including specific needs of immigrant children, adolescent, women and seniors, in health assessment. (Mogg) $90
1 day - Mo. Jun 05, 09:30-16:30 - KEC West

Differing Health Care Needs of Ethnic Groups (200728)
Survey the realities and health care needs of Chinese, Japanese, Vietnamese, Central American, East Indian and West Indian immigrants in British Columbia. This knowledge, plus an overview of what it takes to provide culturally sensitive health care, will prepare you to work more effectively with multi-ethnic populations in community or institutional settings. Drawing on a wealth of knowledge and experience in cross-cultural health care, instructor Monica Mogg will help you learn how to build effective relationships and use specific approaches with several ethnic groups. (Mogg) $90
1 day - Mo. Jun 19, 09:30-16:30 - KEC West

Continuing Care Management
Certificate Program

This one-year part-time certificate program has been developed in collaboration with the British Columbia Association of Community Care and piloted in Vancouver in 1994. The program provides an opportunity for managers and administrators in Continuing Care to develop their abilities in establishing efficient organizations, effective care teams and quality care outcomes. This is an interactive learning program with class size limited to allow maximum participation. Course assignments are required in which participants apply course content to the operation of their facilities. The program is being offered in Vancouver and Victoria this year.

Prerequisites
Current practice in the Continuing Care field in a managerial or administrative position; or employment in a managerial position with the availability of a Continuing Care environment in which to apply unit-based assignments.

Certificate Requirements
The program consists of six courses, totalling 144 hours of instruction. (Management Processes; Communications; Introduction to Continuing Care Management; Personnel Management; Financial Management; Organizational Development and Evaluation). Courses must be taken in chronological order. Each course is offered in four-day formats, 09:00-16:00 hours.

Course Fees
Each course costs $400

Evaluation
Students will be evaluated on practice-based assignments, attendance and class participation.

Length of Program
Three terms – 12 months

Program Coordinator
Sheila Stickney

Application
Call 874-9923 for brochure and application form. Qualified participants are selected in order of receipt of application.

INSTRUCTORS
All instructors are practising professionals in the continuing care or related fields and are able to provide up-to-date practical experience and knowledge.

W. Baird Blackstone, a senior consultant, Community Care, with the Health Employees Association of British Columbia, has extensive background in employee relations and teaching.

Gerrit Clements is the special health law consultant to the Ministry of Health and has practised health and hospital law since 1974.

Allan Curtis is a business consultant with extensive experience in administration and financial management in community care.

Aida Davis is the director of services to adults at the Office of the Public Trustees and has been associated with the continuing care field for a number of years.

Rob Goodall has extensive experience as a health care educator and is a management consultant with a special interest in CQI.

Courses offered this term

Communications (201602)
This course provides an overview of communication concepts and skills necessary in developing team work, with emphasis on assertiveness and conflict resolution skills, managing group processes, team building, and verbal and written communication skills. (Goodall) $400

Vancouver offering
4 day - Mo/Tu/We/Th. Apr 10/11/12/13, 09:00-16:00 - KEC

Victoria offering
4 day - We/Th/Fr/Sa. Apr 26/27/28/29, 09:00-16:00 - Camosun College

Introduction to Continuing Care Management (201603)
This course provides an overview of continuing care within the health care system. Within a holistic and interdisciplinary health care framework, participants examine current trends and issues impacting the field, implications of government acts and agencies, and relevant legal issues. Participants will be actively involved in developing and/or revising philosophy and mission statements, and developing policy statements and applications useful for their own organizations within a strategic planning framework. $400

Vancouver offering (instructor TBA)
4 day - Tu/We/Th/Fr. May 09/10/11/12, 09:00-16:00 - KEC

Victoria offering (Davis)
4 day - We/Th/Fr/Sa. May 24/25/26/27, 09:00-16:00 - Camosun College

Personnel Management (201604)
This course provides participants with a working knowledge of human resource development principles and strategies. Focus is on the manager's role in personnel and staff development, management/employee rights within the context of relevant legislation, scheduling, labour relations, employment processes, and interpretation of collective agreements. (TBA) $400

Vancouver offering
4 day - Tu/We/Th/Fr. Jun 06/07/08/09, 09:00-16:00 - KEC

Victoria offering
4 day- We/Th/Fr/Sa. Jun 21/22/23/24, 09:00-16:00 - Camosun College

Sterile Supply Aide

Independent study (correspondence course) offered for individuals working as sterile supply processing aides or technicians who wish to update their knowledge of related subjects. Especially useful for those who learned on-the-job with only minimal theory. Learn principles of microbiology and infection control, decontamination, assembly, sterilization, storage and distribution of equipment, instruments and supplies. (Stickney) $270
Ongoing registration. For further information call 874-9923.

Dental Continuing Education

Courses offered will be of interest to Allied Dental Personnel

Program Coordinator: Mary Boyce
Senior Program Coordinator: Sheila Stickney

Requirement
- For Continuing Education Credit Application please bring your College of Dental Surgeons of BC or College of Dental Hygienist of BC registration number to the first class
- Hygienists to use their current College of Dental Surgeons of BC registration number

INSTRUCTORS
Bev Davis, B.A., C.D.A., has extensive experience as a dental assiting instructor. Currently she is employed with Douglas College and Open Learning Agency.

Nancy Keselyak, R.D.H., M.A., is an educational consultant for NAN-KES: partners in Continuing Education, and coordinator for the Canadian Dental Hygienists Association.

Maureen Mattson, C.D.A., is author of "Portrait of An Anorexic," has toured and spoken extensively on radio, TV and in classroom on the subject of eating disorders.

Carole McLeod, C.D.A., is president of Mercedes Integrated Dental Systems and teaches dental practice management.

Wayne McNiven, B.Ed., has been teaching students with disabilities at VCC for eight years. Prior to VCC he worked at a rehabilitation and counselling service in accommodating the transition of residents from institutions to group homes.

Catherine Morris teaches negotiation and marketing in Canada and the US. She has also served as a consultant to health, business, government and education groups, and has lectured widely for 14 years. Educated in Canada and the US, Catherine is a Harvard Negotiation Project graduate.

Coroner Chico Newell, B.A., CBET, Forensic Identification Specialist, is the coroner-in-charge of the Forensic Identification Unit for the British Columbia Coroners Service. He has a degree in Criminology (Simon Fraser University) and has completed numerous forensic science programs/courses in Mississippi, Washington, Alberta and British Columbia pertaining to the identification of human remains. Since his beginnings in 1986, Mr. Newell has seen extensive Autopsy room work combined with attending more than 500 death scenes. In 1989 he was assigned to forensic identification. Since that time he has been involved in excess of 600 cases of human identification.

Denise Rogers, C.D.A., is a training consultant with a diploma in Marketing Management from BCIT and teaches communication skills in the Dental Reception Program at VCC. In addition to having experience working with groups in business and volunteer organizations, Denise has a strong theoretical background.

Liz Wilkes, B.Sc., C.D.A., has extensive experience as a dental assisting instructor. She has a degree in Nutrition and has produced a nutrition-learning resource manual for allied dental personnel.

The 4 R's of Assertiveness: Rights, Responsibilities, Risks and Rewards (203542)
You will identify the meaning of assertive, aggressive and non-assertive behaviour. Assess the role of self-esteem and the fears that block assertive behaviour. The importance of your social styles and interpersonal communication skills is highlighted to illustrate the risks and rewards of being more assertive. (Bring your lunch.) – 6 hours (Rogers) $75
1 day - Sa. Apr 01, 09:00-16:00 - Camgara Dental Group
1 day - Sa. May 13, 09:00-16:00 - Camgara Dental Group

Fluoride Update (203517)
An update on current research and application of fluoride therapy. Systemic and topical applications will be discussed. New products and techniques will be reviewed. – 2 hours (Davis) $50
1 eve - We. Apr 05, 19:00-21:00 - KEC
1 eve - Mo. Apr 10, 19:00-21:00 - KEC

Nutrition in the 90s (203538)
This four-hour course is designed for allied dental personnel who wish to provide patients with current nutritional information for healthy oral tissues and teeth as part of their preventive dentistry practice. The first session will cover an update on the new Canada Food Guide. Ideas and information for presenting nutritional information to patients will be explored. During the intervening week, course participants will be invited to try some of these ideas in their dental practice. The second session will address how these ideas worked and use problem-solving techniques to look at how to overcome resistance to change in food patterns. The topics of fat consumption and vitamin/mineral supplements will be addressed. – 4 hours (Wilkes) $50
2 eve - Th. Apr 06/20, 18:30-20:30 - KEC

Effective Public Speaking (203544)
You will learn how to organize your thoughts, time presentations, use audio visuals, handle questions and deliver impromptu speeches . . . all in a supportive and encouraging environment. Video-taped playback and discussion of practice sessions adds to the impact and "take home" value of this experience. (Bring your lunch.) – 6 hours (Rogers) $75
1 day - Su. Apr 09, 09:00-16:00 - KEC
1 day - Su. Jun 24, 09:00-16:00 - KEC

Dental Radiography Update (203502)
Prerequisite: CDA or RDH. This six-hour course is designed for CDA's or RDH's in dental practice who wish to improve their techniques for taking radiographs. Using skulls or radiographic mannequins, you will troubleshoot a variety of film placement problems. Those participants who have not had recent radiographs, if they wish, can be screened by a dentist for any required radiographs. Any films taken during the course on a participant will be read by the dentist. Between the two sessions, participants will take double film package radiographs (provided) to their dental practice, and bring them to the second class for assessment. You will use skulls/mannequins/screened participants to improve the diagnostic value of particular shots. Safety glasses, face masks and gloves to be supplied by the participant. Limited enrollment. – 6 hours (Wilkes) $150
2 mng - Su. Apr 23/30, 09:00-12:00 - Camgara Dental Group
2 mng - Su. May 28/Jun 04, 09:00-12:00 - Camgara Dental Group

Mandatory CE for CDA's – Who Pays For It?: Negotiating Salaries, Raises and Benefits (203534)
Prerequisite: CDA's. This course offers a comprehensive, step-by-step proven strategy for coming to mutually acceptable agreements without anyone getting taken – or frustrated! This class teaches you how to negotiate for what you really want with your boss, recruiters, and employment agencies. Whether your style is dynamic, quiet, nervous, or calm, you can negotiate more effectively by using the techniques taught in this series. A personalized how-to- manual is your to take home and use long after the course has ended. If you're serious about your career advancement, this course is a MUST! This series is specifically for the CDA audience.– 24 hours (Morris) $125
12 eve - Tu/Th. Apr 25, 18:30-20:30 - KEC

Special Treatment or Fair Treatment: Understanding People with Disabilities (203535)
Understanding people with disabilities. Persons with disabilities are often misunderstood. Information regarding characteristics and strategies for effective communication may greatly improve your relationships with a disabled person, socially and in the business world. This one-day workshop will examine facts and fallacies surrounding disabilities, specifically intellectual disabilities. (Bring your lunch.) – 6 hours (McNiven) $75
1 day - Sa. May 06, 09:00-16:00- CC

Ethical Dilemmas in the Dental Practice (203540)
Workshop/discussion on problems faced by dental personnel when trying to adhere to their code of ethics and practice according to their licensure. The workshop will provide ideas and problem-solving strategies for approaching conflict in a positive manner and create win-win. – 3 hours (Davis/Wilkes) $50
1 eve - We. May 17, 18:30-21:30 - KEC

The Intra-Oral Camera: Get the Picture! (203541)
Prerequisite: dentists only. Here is a new focus in dentistry. This four-hour workshop presents techniques in the use and handling of this amazing camera, and demonstrates how it could be an important component of your treatment planning and presentations. Limited enrollment. – 4 hours (McLeod) $100
1 eve - We. May 25, 17:30-21:30 - Mercedes Dental Software

Study Club: Make It Happen and Make It Work! (203536)
This workshop will explore the "study club" concept as a form of continuing education and professional development. Study groups are a great way to meet colleagues, share ideas, grow within the profession and have a little fun all at the same time. Study clubs address the issues important to the members because members help plan the activities. Come join the fun as we consider various organizational options and details to assist participants in designing a club to meet specific needs and interests. Emphasis will be placed on a practical approach to utilizing resources within the community. Each participant will have the opportunity to complete a set of working plans for his/her own study club. Send a group representative to develop the plans or bring the whole crew to work as a group. This could be the start of something good! (Bring your lunch.) – 5 hours (Keselyak) $75
1 day - Sa. May 27, 09:00-15:00 - CC

Eating Disorders and Their Relevance to Dentistry (203537)
With Anorexia Nervosa and Bulimia so prevalent, it is important for health care professionals to be alert to indications of these problems. This course examines signs and symptoms of eating disorders, with emphasis on their oral manifestationsm, and addresses what can be done to support patients or co-workers who suffer from this condition. – 3 hours (Mattson) $50
1 mng - Sa. Jun 03, 09:00-12:00 - Camgara Dental Group

Forensic Odontology (203543)
The key role that dentistry plays in death investigation will be presented. Those in attendance will be directly involved in forensic identifications via dental records comparison. The importance of maintaining complete patient/dental records will be stressed. Actual case histories will be discussed. – 3 hours (Newell) $50
1 eve - We. May 31, 18:30-21:30 - CC

Computereze I (203410)
This hands-on workshop introduces the dental professional to all components of dental management software, including: hardware – what is it?; how does it work?; how much power do you need?; what makes one computer more powerful than another? – 3.5 hours (McLeod) $75
1 mng - Sa. Jun 10, 09:00-12:30 - KEC

Computereze II (203412)
Prerequisite: Computereze I. After a short review of lessons learned in Computereze I, the participant will spend another hands-on session with the computer. Knowledge and exposure will be expanded to include: how to find your way around the system; help screens, menus, maintaining files – patient, insurance, procedures; entering claims; scheduling appointments; recall appointments – how does the computer prevent patients from "slipping through the cracks?"; recall letters and PR; what is to come? – 3.5 hours (McLeod) $75
1 mng - Sa. Jun 17, 09:00-12:30 - KEC

Self-Improvement

INSTRUCTORS
Rae Barclay, B.A. Dipl. (Counselling), through one-to-one counselling, small group work and educational seminars, has assisted numerous individuals to deal with life challenges and accomplish significant personal development and change. She combines a warm interpersonal style with a wealth of experience to create an empowering learning experience.

Wendy Hilliard, B.A., L.L.B., specializes in conflict resolution and mediation. She began her career as a secondary school teacher and went on to complete a degree in law. She is currently a coach/trainer in the conflict resolution program at the Justice Institute and a mediator at the Surrey/White Rock Conflict Resolution Centre.



T. Swankey has been active in communication education and training since 1980, both as a consultant and a teacher in business management and communication. He currently manages his own business and provides a communication consulting service to numerous school boards, corporations and individuals in the Greater Vancouver area.

Dealing with Changes in Your Workplace (201062)
Would you like to increase your levels of comfort and control as rapid and numerous changes occur in your workplace? Are you facing a role shift that requires new skills? This course is designed to help you experience a greater sense of personal control and competence in the midst of change. Topics:
- facts and concepts about change which will assist you to understand your situation and your reaction to it
- you will develop a personalized plan of action which includes stress "safety valves" and a set of highly-effective, practical, self-management skills
- how to create a motivational framework that will keep you on track as you put your plan into action. (Barclay) $90

1 day - Sa. May 13, 09:00-16:00 - KEC

Mastering Meditation (503409)
Learn meditation for peaceful and dynamic living. Each week you will learn new techniques to cover related topics. (Runkel) $26.75 (Includes GST)
4 eve - Tu. May 02, 20:15-21:15 - Lan

The Art of Conversation (503452)
Enroll now and meet new friends, be comfortable in large groups even when alone! Recognize possible irritating voice tones, opinions and mannerisms. Learn helpful hints in memorizing, showing animation and overcoming boredom. Learn to save grace in difficult situations and overcome self consciousness. (Smith) $85.60 (Includes GST)
8 eve - We. May 03, 19:30-21:30 - Lan

Effective Oral Communications (104546)
Become a more effective communicator! At this course you will learn to express yourself with greater clarity, confidence and impact. Learning techniques utilized will include: information sessions, impromptu speaking, delivering prepared speeches, speech evaluation and audience analysis, creative visualization, role playing, acting, evaluation of thinking and learning styles, plus media relations exercises. The program is designed to extend the communication capabilities of every individual and all sessions will be dynamic, highly participatory and creative. The goal of the learning process is for YOU to become more knowledgeable of interpersonal communication barriers and skills, plus be more confident and comfortable in the public forum and thereby, become a more successful communicator with family, friends, colleagues, clients and supervisors. (Swankey) $170
6 eve - Mo. Apr 24, 18:30-21:30 - CC

Presenting Your Ideas with Confidence 1518 (104563)
In business, confident and effective presentation skills can assist you in many ways, explaining your work at a departmental meeting, making a presentation to management, selling a product, chairing a meeting, or acting as master of ceremonies at a large gathering. At this course you will learn proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience and get the desired results. Participants will learn how to organize and practice for their next presentation, how to prepare and use visual aids, and how to use non-verbal communication effectively. Learn more about how your audience sees YOU, and how to make your presentation more memorable. Find out how dynamic and well-known speakers captivate and motivate their audience. Attend this course and be ready for your next presentation! 15 hours (Swankey) $140
3 day - To be offered in Fall 1995

Assertiveness Training (202715)
Assertion is an essential component of effective communication and interpersonal relationships. You will learn methods for effectively expressing your thoughts, feelings, opinions and beliefs to others. Learn to be assertive in situations of strong emotion. Practice assertive strategies which can lead to positive changes in your life and work. (Hilliard) $95
1 day - Tu. Jun 20, 09:00-15:00 - KEC West

Conflict Resolution (202802)
This course combines theory with practice to help you manage conflict in the workplace and deal effectively with tension and anger. Learn to recognize the positive functions of conflict and view it as a normal part of everyday life and work. Become aware of your own reactions and approaches to conflict and broaden your conflict resolution options. Course emphasizes using a variety of communication techniques to resolve conflicts more successfully. (Hilliard) $95
1 day - Fr. Jun 02, 09:00-15:00 - KEC West

Self-Management Training (102878)
How much more could you enjoy your life and relationship if . . . how far could you advance in your career if . . . you eliminated one or two counter-productive behaviours that block you, "procrastination, disorganization, avoiding conflict, over-reacting emotionally, negative self talk" and so on. This course is the nuts and bolts of the why's and how to's of personal and professional change. You will have higher self-esteem; you'll get more done with less effort. (Loher) $128.40 (includes GST)
6 eve - Mo. May 01, 19:00-21:30 - Lan

For additional courses see PROFESSIONAL AND ALLIED HEALTH CARE section.

Foodsafe

Foodsafe is a program in sanitary food handling. Foodsafe will train restaurant and kitchen employees on the procedures and conditions necessary for the prevention of food borne illnesses. The two courses, Basic and Advanced, each consist of eight hours of instruction, covering such topics as the storage of potentially hazardous foods, personal hygiene, the causes of food borne diseases, and maintaining a sanitary food service operation. All student materials will be provided.

The program is endorsed by the Restaurant and Foodservices Association of BC and the Provincial Ministry of Health.

Certification
Students who successfully complete Level I and/or Level II qualify to receive the Foodsafe Certificate from the Provincial Ministry of Health. The Foodsafe Certificate is also endorsed by the Restaurant and Foodservices Association of BC.

For further information or to register please call 874-9923.

Foodsafe – Level I (Basic) (250201)
Designed for kitchen staff and dining room attendants. Explore micro-biology – food borne illnesses – personal hygiene and health – serving and dispensing – food protection and preparation – receiving and storing food safely – warewashing and storage methods. $70
1 day - Sa. Apr 08, 09:00-18:00 - CC
1 day - Sa. Apr 22, 09:00-18:00 - CC
1 day - Sa. Apr 29, 09:00-18:00 - CC
1 day - Sa. May 06, 09:00-18:00 - CC
1 day - Sa. May 13, 09:00-18:00 - CC
1 day - Sa. May 20, 09:00-18:00 - CC
1 day - Sa. May 27, 09:00-18:00 - CC
1 day - Sa. Jun 03, 09:00-18:00 - CC
1 day - Sa. Jun 10, 09:00-18:00 - CC
1 day - Sa. Jun 17, 09:00-18:00 - CC
1 day - Sa. Jun 24, 09:00-18:00 - CC

Foodsafe – Level I (Basic) – For ESL Students (250203)
This Level I class is specifically designed for students who speak English as their second language. Instruction will be in English, but paced to accommodate the ESL student. For content details, see description above. NOTE: Students must speak English. Class limited to 15. $70
2 day - Sa. Apr 29, May 06, 09:00-16:00 - CC
2 day - Sa. Jun 10/17, 09:00-16:00 - CC

Foodsafe – Level I (Basic) – In Cantonese (250205)
This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. $70
1 day - Sa. May 06, 09:00-18:00 - CC
1 day - Sa. Jun 24, 09:00-18:00 - CC

Foodsafe – Level II (Advanced) (250202)
Designed for owners, managers, chefs and supervisory staff in restaurants or health care food services. Open to those have successfully completed Foodsafe Level I. Topics: major types of food borne illnesses; how to design and maintain a food service; and Hazard Analysis Critical Control Point System. $70
1 day - Sa. Apr 22, 09:00-18:00 - CC
1 day - Sa. May 13, 09:00-18:00 - CC
1 day - Sa. May 27, 09:00-18:00 - CC
1 day - Sa. Jun 10, 09:00-18:00 - CC
1 day - Sa. Jun 24, 09:00-18:00 - CC

For additional courses see SELF-IMPROVEMENT section.

Human & Social Services

Counselling Skills

INSTRUCTORS
Tamara Adilman (M.A., Women's Studies, M.Ed. Counselling Psychology) is a counsellor with North Shore Family Services.

Ross Laird (M.A., Counselling Psychology) is a professional counsellor, psychotherapist and educator. His practice uses body-centred and creative modalities to explore a range of therapeutic themes, including trauma, relationships and spirituality.

Lee McLeod (M.A. Therapy and Counselling, Ph.D. English) is a practising counsellor/therapist. He has trained in Gestalt therapy and has a special interest working with writing anxieties and blocks.

Sara Menzel (M.Ed., Counselling Psychology) is a counsellor with an employee assistance program. She has taught counselling skills courses at VCC for several years. She is currently completing her final year with the Gestalt Training Institute of Vancouver.

Kathy Pierce, M.S.W., is a counsellor specializing in family therapy, group work and sexual abuse counselling.

Susan Rungta (M.A., Counselling Psychology) is a counsellor in private practice and is experienced in training and development. She has recently completed the three-year program at the Gestalt Training Institute of Vancouver.

Workshops

Advanced Counselling Skills: A Gestalt Approach (101810)
In Basic Counselling Skills, the course goal is on learning primary empathy. Gestalt is a philosophy and a therapy that allows the counsellor to develop a more integrated understanding of clients and their relationship to the world. This three-day workshop will teach counsellors and others in the helping professions to focus more immediately and comprehensively on the demeanour and behaviour of clients and to feed back this knowledge in a sensitive and timely way. Participants will be introduced to Gestalt concepts such as sensory awareness, figure-ground, contact, here-and-now, as a way of increasing their awareness of their own view of the world and that of their clients. Course content will be experiential in nature and participants will have opportunities to practise counselling skills. This workshop is aimed at staff and volunteers in the helping professions. Casual clothing is recommended. Prerequisite: Basic Counselling – Level I (101805) OR permission of the program coordinator. (Menzel, Rungta) $150
3 day - Fr. May 05, 09:30-16:30, Sa. May 06, 09:30-16:30, Su. May 07, 10:00-16:00 - KEC

Counselling as a Creative Process (101808)
For counsellors and clients alike, creative expression offers a means of enhancing spontaneity, fluidity and inner wisdom. Creative modalities such as art, movement, film and storytelling address important emotional issues directly and with gentleness, allowing clients to arrive at their own answers in a uniquely personal way. This workshop is intended for those interested in applying creative expression in their counselling practice or simply learning more about the power of creativity. We will explore several techniques, using group activities, discussions and skill-building exercises. Participants will be encouraged to utilize the workshop as an exercise in their own creative process and from this personal experience discover how to deepen their work with clients. Casual clothing is recommended. (Laird) $150
3 day - Th. May 18/25, Jun 01, 09:30-16:30 - KEC

Basic Counselling Skills – Level I (101805)
This course is designed to introduce individuals to the listening skills that form the foundation of counselling. It will be of particular interest to volunteers and staff in the helping professions. You will practise beginning helping skills, especially empathy. You will participate in counselling interviews as both a helper and a client. This process will require self-disclosure and self-exploration. You can expect to spend three hours per week completing reading and written assignments. Please note that this course work requires fluency in English. This course is a prerequisite for those applying to the Counselling Skills Certificate Program and to the Substance Abuse Program. Text: Counselling Skills for Social Service Workers, Bob Shebib. $260
10 sessions - 8 mng - Fr. Apr 07/28, May 05/12, Jun 02/09/16/23, 09:30-12:30 AND 2 day - Apr 21, May 26, 09:30-16:30 - KEC (Rungta) (No class Apr 14, May 19)
12 sessions - 10 eve - Mo. Apr 10-Jun 26 AND 2 eve - Tu. Apr 18, May 23 - CC (Laird) (No class Apr 17, May 22)
12 eve - Tu. Apr 11, 18:30-21:30 - CC (McLeod)
12 eve - We. Apr 12, 18:30-21:30 - CC (Adilman)
12 eve - Th. Apr 13, 18:30-21:30 - CC (TBA)
12 eve - Tu. Jul 04, Aug 01, Mo. Jul 10/17/24, Aug 07, We. Jul 05/12/19/26, Aug 02/09, 18:30-21:30 - CC (Laird)

Courses

Basic Counselling II (101806)
This course is a continuation of Basic Counselling I and is designed for individuals who want to improve their basic counselling skills. A two-step helping model will be discussed and the appropriate skills practised. Class time will be divided into lectures, instructor demonstration and practical experience in the roles of helper and client. Workbook exercises will encourage self-exploration to enhance your effectiveness as a helper. A Statement of Completion is given to those who meet attendance requirements and complete assignments. Prerequisite: Satisfactory completion of Basic Counselling I (101805).Text: Counselling Skills for Social Service Workers, Bob Shebib. (McLeod) $220
10 eve - Th. Apr 20, 18:30-21:30 - CC

Family Counselling II (101840)
This course (24 hours) builds on the Family Systems theory concepts covered in Family Counselling (101833). You will review Family Systems theory and practise family assessment techniques and intervention methods. The focus in this course is on skill development, using experiential learning and role play. Prerequisite: Family Counselling (101833), Family Counselling for Substance Abuse (200117), or an introductory course in Family Systems theory (with permission of program coordinator). (Pierce) $175
8 eve - We. Apr 19, 19:00-22:00 - KEC

Counselling Skills
Certificate Program

The Counselling Skills Certificate Program teaches knowledge and practical skills in counselling to enable participants with relevant social services experience to work with clients in a helping, rehabilitative or therapeutic role.

Entry Requirements
- Grade 12 completion
- maturity and emotional stability
- good knowledge of English, both oral and written
- relevant experience in social services. (Volunteer experience is credited if it is in a structured, supervised setting. Work or volunteer experience must include use of counselling skills.)
- completion of Basic Counselling Skills Level I (101805) or equivalent
- satisfactory interview with program coordinator

Certificate Requirements
Satisfactory completion of: A six-hour Program Orientation; five 36-hour courses – Counselling Theories; Individual Counselling Skills; Group Counselling Skills; Family Counselling Skills; Assessment, Referral, and Community Resources; A 60-hour practicum.

Course Fees: 6 hours – $40, 36 hours – $260, Practicum – $200

Evaluation
Students will be evaluated on the basis of assignments, tests and demonstrated skills.

Length of Program
One course per term: Five terms – 18 months. Practicum and Program Orientation in addition.

Program Coordinator: Joanne Rykers

Application
Call 443-8380 for brochure and application form. Qualified students are accepted in order of receipt of application. Preference is given to those already working in a counselling capacity.

Next intake dates: April, September 1995; January 1996

Information Meetings
For more information attend the following meeting:
1 eve - We. Apr 19, 18:00-19:00 - CC

NOTE
Courses offered this term (open only to certificate program students who have met entry requirements):

INSTRUCTORS
Nathan Krakow (M.A., Counselling Psychology) is a counsellor working with individuals, families and couples in a variety of settings.

Joe Rosen (M.S.W.) is a social worker in private practice, specializing in family violence. He does extensive professional development with the social services community.

Joanne Rykers (M.A., Counselling Psychology) has a background in substance abuse, employee assistance counselling, in professional development and adult education.

Lynne Zettl (M.A., Psychology) is a counsellor and therapist with a private practice in Vancouver.

Program Orientation (101837)
This one-day workshop is held on a weekend near the beginning of the Certificate Program. The content includes experiential exercises to develop self-awareness as it pertains to counselling and to develop cohesiveness, and mutual support among the training group. (TBA) $40
1 day - Sa. Apr 08, 09:30-16:30 - CC

Individual Counselling Skills (101831)
This course examines the knowledge and skills which are required when counselling on a one-to-one basis. The intent of this course is to provide participants with experiential learning regarding the counsellor/client relationship and to analyze the issues which emerge from this work. Lecture and discussion will enlarge on these issues. You will learn how to evaluate your work on an ongoing basis to ensure that the results are positive and the skills are used appropriately. (Rykers/TBA) $260
12 eve - We. Apr 12, 18:30-21:30 - CC (Rykers)
12 eve - Th. Apr 13, 18:30-21:30 - CC (TBA)

Counselling Theories (101830)
This course is an overview of the counselling field in terms of theory and practice. Content areas will include discussion of: the major theories of counselling and their contributions to the field as well as their limitations; the different implications these theories have for the practice of counselling, including differences in assessment, in counselling goals and techniques; and in application to particular populations; ethical issues in counselling. The intent of this course is to allow the participants to begin to formulate their own beliefs and approaches to counselling. (Zettl) $260
12 eve - Tu. Apr 11, 18:30-21:30 - CC

Group Counselling Skills (101832)
This course examines the knowledge and skills which are required when counselling in a group setting. content will include: identifying types of groups; understanding group effectiveness; understanding group structure and organization; selection of group members; explaining roles and responsibilities of group leader, understanding stages of group development; understanding and dealing with group and individual needs during all stages of development; evaluating change. An exploration of legal and ethical issues, particularly competence, will also be included. This course will emphasize an experiential learning approach. (Rosen) $260
12 eve - We. Apr 12, 18:30-21:30 - CC

Assessment, Referral and Community Resources (101838)
This course examines the procedures and skills which are used in assessment and referral. Content will include: understanding the purpose of assessment in the referral process; acquiring skill in assessing various issues which require specialized referral, e.g. sexual/physical abuse, substance abuse, suicide risk, crisis intervention, psychiatric problems, depression, stress/burn-out; understanding the referral process, and how to make a good referral; knowledge of community counselling resources; understanding of the legal/ethical issues involved in assessment and referral. (Rosen) $260
12 session - 10 eve - Mo. Apr 10-Jun 26 AND 2 eve - Tu. Apr 18, May 23, 18:30-21:30 - CC (No class Monday, Apr 17, May 22)

Practicum (101836)
This practicum provides an opportunity to master and display the knowledge and skills which have been covered during the classroom component of the Counselling Certificate Program. Emphasis is placed on gaining counselling experience in an appropriate setting. Continuous liaison with the program will be maintained throughout the practicum. Objectives will be written on an individual contract basis. This contract will be negotiated by the student, the practicum site and the program administrator. (Rosen) $200

Substance Abuse
Certificate Program

This part-time certificate program is designed for individuals who wish to develop knowledge and skills in substance abuse counselling. Applicants may be employed in the substance abuse field, or have work or volunteer experience in a helping, rehabilitative or therapeutic role.

Entry Requirements
1. Successful completion of Grade 12 or equivalent
2. Good knowledge of English, both oral and written
3. Relevant experience in social services. (Volunteer experience is credited, providing it is in a structured, supervised setting. Work or volunteer experience must include use of counselling skills.)
4. Satisfactory documented completion of Vancouver Community College Basic Counselling Skills – Level I (101805) – See Counselling Skills
5. Three years of successful recovery for those candidates affected by chemical dependency
6. Maturity and emotional stability
7. Completion of satisfactory entrance interview

Certificate Requirements
The certificate program consists of six courses, a one-day workshop and a practicum, totalling 272 hours of instruction. Courses are offered in the evening, once a week and vary in length.

Course Preparation Workshop (200128) - 6 hours
Introduction to Substance Abuse (200112) - 24 hours
Drugs and Human Behaviour (200127) - 18 hours
Individual Counselling Skills for Substance Abuse (200115) - 36 hours
Group Counselling Skills for Substance Abuse (200116) - 36 hours
Family Counselling Skills for Substance Abuse (200117) - 36 hours
Assessment, Referral and Community Resources for Substance Abuse (200126) - 36 hours
Substance Abuse Practicum (200119) - 80 hours

Course Fees
6 hours – $40; 18 hours – $130; 24 hours – $170; 36 hours – $260; Practicum – $200

Information Session
For more information, attend the following meeting:
1 eve - We. Apr 19, 18:00-19:00 - CC

Evaluation
Students will be evaluated on the basis of assignments, tests and demonstrated skills.

Length of Program
Five terms - 18 months. Practicum in addition.

Program Coordinator: Joanne Rykers

Application
Call 443-8380 for brochure and application form. Qualified students are accepted in order of receipt of application.

Next intake dates: April, September 1995

NOTE
Courses offered this term (open only to certificate students who have met entry requirements):

INSTRUCTORS
Ross Laird (M.A., Counselling Psychology) is a professional counsellor, psychotherapist and educator. His background includes working with the Substance Abuse Recovery Program at the Columbia Centre. His practice uses body-centred and creative modalities to explore a range of therapeutic themes, including trauma, relationships, spirituality.

Selina Robinson (M.Ed., Counselling Psychology) does individual, group and family therapy in a variety of settings, including SHARE and Jewish Family Services.

Colin Sanders (M.A., Anthropology) works with young persons and families at Peak House, a residential program for substance abuse. He also consults and trains in the areas of narrative and solution-focused therapy.

Course Preparation Workshop (200120)
This one-day workshop is held at the beginning of the certificate program. The content includes group activities aimed at developing individual self-awareness and building group cohesion in the training group. The intent of this workshop is to allow the participants to develop mutual trust and inter-dependence. (TBA) $40
1 day - Sa. Mar 25, 09:30-16:30 - CC

Introduction to Substance Abuse (200112)
This course provides an overview of the concepts involved in understanding substance abuse, the factors involved in controlling substance abuse, and counselling strategies for assisting abusers. The content will include an exploration of: terms such as addiction/dependency; history of substance use; patterns of use/abuse; individual, family, societal, cultural and legal factors impinging on substance use; counselling/therapeutic strategies; prevention; factors specific to sub-cultures and minority groups. (Sanders) $170
8 sessions - 7 eve - We. Apr 5-May 17 AND 1 eve - Th. May 18, 18:30-21:30 - CC

Drugs and Human Behaviour (200127)
This course provides participants with the basic pharmacological concept needed to understand the action of psychoactive drugs in the human body. The course also provides an overview of the medical and non-medical use of commonly used drugs, including long and short-term effects on the human body. (Sanders) $130
6 eve - We. May 24, 18:30-21:30 - CC

Group Counselling for Substance Abuse (200116)
This course examines the knowledge and skills required when counselling individuals affected by substance abuse in a group setting. Content will include: types of groups; an exploration of group dynamics; stages of group development; leadership styles; member roles; reflecting teams. The experiential component of the course will include an extended group experience where students will observe themselves in the group process, as well as an opportunity to lead structured groups. (Laird) $260
12 eve - We. Apr 12, 18:30-21:30 - CC

Family Counselling for Substance Abuse (200117)
This course examines the knowledge and introductory skills required when counselling the family presenting substance abuse concerns. This course will explore substance abuse in families using a family systems theoretical perspective. Three specific approaches to counselling families will be explored: family of origin, narrative, and solution-focused counselling. Content areas will include: theoretical assumptions, family assessments, counter transference issues, and ethical issues. The intent of this course is to provide students with an introduction to several frameworks for working with families presenting substance abuse concerns. (Robinson) $260
12 eve - Th. Apr 13, 18:30-21:30 - CC

Substance Abuse Practicum (200119)
The practicum provides an opportunity to master and display the knowledge and skills which have been covered during the classroom component of the Substance Abuse Certificate Program. Emphasis is placed on gaining counselling experience in a setting for substance abuse clients. Continuous liaison with the certificate program will be maintained throughout the practicum. Objectives for the practicum will be written on an individualized contract basis. This contract will be negotiated by the participant, the practicum site and the certificate program administrator. (Sanders) $200

Multicultural/Settlement Sector

Workshops

INSTRUCTORS
Jennie Campbell has an M.Ed. in Counselling Psychology from UBC and is presently working as a student advisor and program coordinator at International House. She has spoken at many workshops on cross-cultural counselling and intercultural marriages.

Ita Margalit, M.A. is the immigrant services coordinator for AMSSA, the Affiliation of Multicultural Societies and Service Agencies. She is the instructor for the Introduction to Settlement and Integration course in the Multicultural/ Settlement Certificate Program.

Lorna McRae is a consultant in the area of career counselling and employment equity for both the private and public sector.

Joe Rosen has a Masters degree in Social Work from UBC. He teaches in the Counselling Skills Certificate Program at VCC and has a private counselling and consulting practice.

Susan Silver has an M.Sc. in Clinical Psychology and has been working for Family Services of Greater Vancouver in family life education for the past 15 years. She also coordinates their Cross-Cultural Training Program.

Lawrie Timberg is the instructional coordinator for MOSAIC Language Centre. She has extensive experience working with adult immigrants and is a qualified teacher trainer.

NOTE
The following workshops are offered by the Multicultural/ Settlement Program and co-sponsored with BC Settlement and Integration Workers Association (BCSIWA). Workshops are open to anyone working in the multicultural/settlement field. For more information, please phone 871-7110 and ask to speak to the program coordinator, Annie McKitrick).

A Statement of Completion will be given by VCC to all workshop participants.

Parenting Across Cultures (150508)
This six-hour workshop will explore cross-cultural parenting issues and the impact of immigration on parenting. Participants will work through case studies and explore the issues as they relate to parenting children of different ages. (Silver) $55
2 eve - Th. Apr 27/May 04, 18:00-21:00 - KEC

Career Planning for Multicultural/ Settlement/Integration Workers (150509)
This six-hour workshop will provide participants with the tools towards making their own career plans. The skills learned in this participatory workshop will equip participants to better help others make career-planning decisions. (McRae) $55
2 eve - Mo. May 01/08, 18:00-21:00 - KEC

Group Orientation and Facilitation Skills for Multicultural/Settlement Workers (150510)
This three-hour interactive workshop will help multicultural/settlement workers develop their group skills. Material covered will include: how to set objectives for each session, how to select, organize and present materials, how to organize the physical setting, techniques for speaking to large groups and how to use audio-visuals. (Timberg) $25
1 eve - Th. May 11, 18:00-21:00 - KEC

Case Management for Multicultural/ Settlement Workers (150511)
This three-hour workshop will look at case management issues for multicultural/settlement workers with particular emphasis on the process of referring to appropriate community resources. (Rosen) $25
1 eve - Th. May 18, 18:00-21:00 - KEC



Multicultural/Settlement Workers as Agents of Change (150512)
This three-hour workshop will explore the role of multicultural/settlement workers as agents of change within their own communities, the organizations they work in, and Canadian society. (Margalit) $25
1 eve - Mo. May 15, 18:00-21:00 - KEC

Intercultural Marriages: Issues (150513)
This six-hour workshop will explore the issues faced by partners in intercultural marriages; update participants as to the latest research and provide tools towards resolving difficulties. (Basic Counselling Skills I is a prerequisite for this workshop.) (Campbell) $55
2 eve - We. Apr 12/19, 18:00-21:00 - KEC

Multicultural/Settlement Certificate Program
(Certificate Pending)

Continuing Education is pleased to offer a new certificate program for multicultural/settlement workers. The program is designed to enhance the knowledge and skills of staff who work with culturally diverse clients including immigrants and refugees.
The courses are offered on a part-time basis to suit the working adult. Next intake September 1995.

For more information call Annie McKitrick, program coordinator, 871-7070.

NOTE
The Introduction to Settlement and Integration course may be offered for non-certificate program students currently working as ESL teachers, social service agency staff, recreation programmers and other related sectors. If you are interested in this opportunity, please call 871-7070 and leave your name and address so we can keep you informed.

NOTE
Applicants interested in working as language interpreters for culturally diverse clients please note Court Interpreting Certificate Program.

Admission Requirements
- grade 12 or equivalent
- satisfactory completion of VCC Basic Counselling Skills (101805) or equivalent
- maturity and emotional stability
- good knowledge of English, both oral and written
- appropriate experience in social services/health/ education (volunteer experience is credited if it is in a structured, supervised setting)
- satisfactory interview with program coordinator

Certificate Requirements
Satisfactory completion of five 36-hour courses:
Introduction to Settlement and Integration
Cross-Cultural Counselling
Organizational Systems
Community Development and Education
Business Communication
A project-based practicum

Evaluation
Students will be evaluated on the basis of tests and assignments

Length of Program
The program will take two years part-time to complete

Application
Call 871-7070 for a brochure and application form. Qualified students are accepted in order of receipt of application.

INSTRUCTORS
Adrienne Chan has an M.S.W. and is a trainer, consultant and instructor in the field of diversity and organizational change. She has worked with a number of organizations in the non-profit, education and corporate sectors to develop diversity, multicultural policy and workforce initiatives.

Loraine Klassen has an M.Ed. in Counselling Psychology from UBC with a focus in intercultural counselling. She works as a cross-cultural counsellor and trainer.

Cross-Cultural Counselling (150502)
This course examines issues in cross-cultural counselling, including personal counselling, crisis intervention, family violence and employment issues. (Klassen) $250
12 eve - Tu. Apr 11, 18:30-21:30 - KEC

Working Within Organizational Systems (150503)
This course examinees organizational systems and models for inter-organizational collaboration. The content includes an introduction to systems theory and models of collaboration. The theoretical perspective framework for exploring staff, management and volunteer relationships, appropriate uses of interpreters and translators and liaison and referral procedures to public and government institutions most used by immigrants. (Chan) $250
10 eve - We. Apr 12, 18:30-21:30 plus 1 day, Sa. Apr 29, 09:00-16:00 - KEC

Court Interpreting

Certificate Program

PROGRAM COORDINATOR
Silvana E. Carr, Ph.D., has been the coordinator of the Court Interpreting Program at VCC since 1982. She also lectured in Italian at UBC for many years.

Individual bilingual instructors with extensive language skills will instruct in each of the various language combinations selected. The language combinations are determined by the suitability of applicants and the needs of the courts and community.

Make use of a skill you already possess to create an interesting career. Become an accredited interpreter. Make possible effective communication between parties unable to communicate directly because of language barriers. If you have a very good knowledge of English and another language turn this asset into qualifications enabling you to be an effective interpreter, in and out of courts. Through court observation, lectures, simulated courtroom situations and interpretation practice in small language-specific classes, close individual instruction is offered. The certificate from this program is recognized as proof of accreditation by the Ministry of the Attorney General, Court Services. Established in 1979, this part-time program enables bilingual men and women to obtain practical training in interpreting techniques, terminologies and procedures, as well as an excellent preparation for other interpreting jobs. $1000
63 eve - Tu/Th. Sep 19-May 14, 19:00-22:00 - Lan

Entrance Eligibility
- Excellent knowledge of English and another language, both oral and written, university education and an aptitude for interpreting

Certificate Requirements
Satisfactory completion of:
- Language Proficiency Exams
- Core components of the program *

* Core Components of the Program

Professional Orientation to Interpreting Skills (150118)
This component is designed to develop oral/aural skills, memory, interpreter skills, and terminology research. Seminars on professional ethics, communication techniques, resume preparation – 36 hours. $250

Bilingual Interpretation (150119)
Sight translation and consecutive interpretation practice using legal and other texts; development of bilingual terminologies, introduction to simultaneous interpretation (in sessions for each language of specialty). – 123 hours. $500

Law for Court Interpreters (150120)
Discussion of legal aspects of court interpreting, and the role of the interpreter in the legal system. Introduction to the Canadian and BC court system and principles of law, court procedures and terminologies – 36 hours. $250

In some cases it may be possible for students to take components separately. A number of bursaries may be available to assist students.

Application Deadline
May 20, 1995. Late applications may be accepted subject to space availability. Call 323-5322 for brochure and application form.

Two Information Nights will be held. The first will be in conjunction with the VCC Open House, on Thursday, April 06, 1995 and will take place at the King Edward Campus. Come to the Continuing Education office at 18:30. A second Information Night will be held on Wednesday, April 12 at 19:30. Come to the Langara Continuing Education office.

Applicants who are interested in working as multicultural settlement workers please note the Multicultural Settlement Worker Program.

Early Childhood Education

Certificate Program

The following part-time, evening certificate programs are designed to prepare you to work with young children in a variety of settings.

A. Early Childhood Education Level I
This two-year provincially certified program prepares graduates to work as supervisors in nursery school and day care centres for three-to-five year old children. Please note: This program is FULL for the coming term. Applications are now being accepted for September 1995.

B. Infant-Toddler Educator Training
This one-year program prepares already qualified ECE graduates with the specialized skills and knowledge to supervise infant and toddler group day care settings. Applications for September 1995 are now being accepted.

C. Administration of Early Childhood Services
This new, one-year program provides qualified ECE graduates with the specialized skills and knowledge to effectively manage and administer programs for young children. Applications for September 1995 are now being accepted.

D. Continuing Studies in Early Childhood Education
This program offers enrichment, upgrading and continuing professional development for preschool and day care staff. Individual courses/workshops are also open to parents and other interested persons. Please note that this program does NOT qualify individuals to supervise in preschool or day care settings. A brochure which outlines next term's offerings is available upon request.

E. School Age Child Care
This certificate program is designed for those who currently work or wish to work with 5-12 year old children in out-of-school care facilities, recreation programs, community centres, or leadership, service and church groups. The program consists of 150 hours of instruction divided between a prerequisite, five core course and a number of electives. Core courses are:
Working with 5 Year Olds
Working with 6-9 Year Olds
Working with 9-12 Year Olds
Working with Children With Special Needs
Leadership and Organizational Skills

INSTRUCTORS
Susan Huffman Coe holds an Early Childhood Education diploma from Capilano College and a B.A. in General Studies from SFU. With 18 years' experience in the child care field, Susan has much to offer as both an administrator and practitioner.

Steve Musson has a wealth of experience working with school age children in various settings and is widely known and well respected within Canada's school age child care community. Recently, Steve has completed a Master's degree program at UBC and published a textbook titled, School Age Child Care Theory and Practice.

This term the following core courses will be offered:

Working With Children With Special Needs (150651)
This course focuses on the attitudes, knowledge and skills necessary for successful integration. Various kinds of special needs are introduced and specific tools for program planning are discussed. (Huffman-Coe) $100
6 eve - We. Mar 29, May 03, 19:00-22:00 - Lan
1 day - Sa. May 06, 09:30-15:30 - Lan

Leadership and Organizational Skills (150650)
This course highlights the use of communication skills and leadership styles necessary for effective management. Administrative aspects of school age child care including policies, procedures, budgeting, fundraising, promotions and community liaisons are explored. (Musson) $100
6 eve - Mo/We. May 08-31, 19:00-22:00 - Lan
1 day - Sa. May 27, 09:30-15:30 - Lan

Please note
Students entering the core courses must have successfully completed the prerequisite Introduction to School Age Child Care.

Family Day Care
Caring for a small group of children in your own home can provide a rewarding experience for you and meet the important need of young families for quality child care. Recommended by Community Care Licensing, this course will offer you the information and skills you will need to ensure a good beginning!

INSTRUCTORS
Isolde Hager is well respected in the community for her expertise in family day care. She is currently an outreach coordinator for the Vancouver Child Care Support Program located at Collingwood Neighbourhood House. Isolde is a director of education for Western Canada Family Day Care Association.

Judy Labrin is a very experienced family day care provider and instructor. In addition to her work with Continuing Education at VCC, Judy also offers workshops throughout the Lower Mainland to provide ongoing professional development in family day care.

Introduction to Family Day Care: Good Beginnings (103801)
This course offers an introduction to a variety of issues related to quality family day care. It provides an overview of child development, health and nutrition, activity planning, guiding behaviour and administration. Please note: This course meets evenings AND two Saturdays. Course fee includes a class workbook. (Hager/Labrin) $135
8 eve - We. Apr 26-Jun 14, 19:00-21:30 - Lan AND 2 day - Sa. May 13/Jun 10, 09:30-14:30 - Off campus

Languages

English Skills Improvement

Three information sessions will be held for all students interested in any English Skills Improvement courses: Tuesday, April 18; Wednesday, April 26; Thursday, May 04 at Langara College from 17:30-20:00. Students must attend one of the sessions in order to be interviewed by an instructor and placed in the appropriate level. Please come to the Continuing Education office at Langara College.

NOTE
The English Skills Improvement courses are non-transferable, non-credit courses. All courses require texts. The average text price is $40. Students must be over 19 in order to register for classes. Please note that in order to process a registration, full payment is required at that time. Registration is first come, first serve.

Course Cancellation and Adjustment
The College reserves the right to cancel any course due to insufficient enrollment. Also, the College reserves the right to reduce hours of instruction due to lower enrollment.

INSTRUCTORS
Marlene Durrieu, B.A., M.A., has taught ESL since 1986.

David Bouvier, B.A., M.A., has taught in Britain, the United States and Canada since 1969.

Kirsten Bunton, B.Ed., has taught ESL since 1987.

Terence Demers, B.Ed., has taught ESL in Saudi Arabia, Korea and Canada since 1972.

Nora Ferera, B.A., received her degree in English and French and has taught in Africa, Israel and Canada since 1972.

Liz Strayski, B.A. (English), TESL (VCC), worked in business for 16 years. She has been teaching ESL and business courses since 1988.

Mid-Intermediate ESL (103044)
A course for students who have taken a lower intermediate course and wish to continue learning and practising their English. The focus of the course will be on speaking and listening, but reading and writing skills will also be taught. Text required. (Demers) $250
16 eve - Tu/Th. May 09, 18:00-20:00 - Lan

Upper-Intermediate ESL (103010)
A course for students whose English is at a high intermediate level. Students will participate in diverse speaking and listening activities. There will also be a grammar and writing component. Text required. (Ferera) $250
16 eve - Mo/We. May 08, 18:30-21:30 - Lan

Advanced ESL (103018)
A course for advanced students who want to improve their writing, reading, speaking and listening skills. There will be weekly homework assignments and students will have the opportunity to ask individual questions. Text required. (Strayski) $250
16 eve - Mo/We. May 08, 19:00-22:00 - Lan

English Writing Skills Improvement I (103007)
Learn to write fluently, skilfully and correctly. This introductory course stresses punctuation, sentence and paragraph structure and grammar. There will be some in-class writing and weekly homework assignments. This course is designed for English as a second language speakers who speak English fluently, but want to improve their writing skills. Text required. $165
8 eve - Tu. May 09, 18:30-21:30 - Lan (Durrieu)

TOEFL Preparation (103020)
The greatest problem areas in English understanding and communication will be the focus of this course. Improve syntax, vocabulary, listening and reading comprehension skills as tested in the standard TOEFL exam. Study strategies will also be discussed. Students must be at an upper-intermediate level. All students will be required to write a practice TOEFL test the first day of class and obtain an appropriate score in order to continue the course. Any student whose score is too low for this course will have his/her money refunded and be advised of other options. Required texts: Building Skills for the TOEFL and Beat the TOEFL. The class will have a half-hour lunch break. (Demers) $250
12 day - Sa. May 06, 09:30-14:00 - Lan
8 eve - Mo/We. May 08, 18:30-21:30 - Lan

English Upgrading & Composition Writing (103201)
Designed for students at the post-secondary level who require additional training in the fundamental skill of composition writing in order to write a Language Proficiency Index (LPI). Students wishing to register for the course must write a diagnostic composition the first night of class and obtain an appropriate score in order to continue the course. Students whose score is too low for this course will have their money refunded and be advised of other options for ESL and native speakers. Text required. (Bouvier) $350
17 eve - Tu/Th. May 09, 18:30-21:30 - Lan

Intermediate Conversational Skills (103009)
Improve your speaking and listening skills with a variety of activities. In this course there will be opportunities for listening practice, pronunciation, group discussion, pair work and individual presentations. As you study different themes and topics, you will learn new words and phrases to help you communicate more effectively in English. Text required. (TBA) $160
8 eve - We. May 10, 19:00-22:00 - Lan

Conversational Skills Improvement I for Advanced ESL Speakers (103004)
Accuracy in speech is an important asset for advancement in Canadian society. This course is designed for advanced non-native speakers of English. It will strengthen your command of spoken English. You will correct your errors and learn a variety of words and phrases that are commonly used to make oral communication go smoothly. You will also build up your knowledge and comprehension of idioms and colloquialisms, review grammatical problems, and correct pronunciation errors. This course emphasizes student presentation practice and you are given opportunities to speak in front of the class. Text required. (Strayski) $160
8 eve - Tu. May 09, 19:00-22:00 - Lan

Conversational Skills Improvement II (103005)
For students who have already taken Conversational Skills I or already speak English fluently but lack confidence in their oral skills. Included in the course will be idioms, pronunciation, role play, discussion and presentations. Although this course concentrates on oral skills, a listening component will be included. Text required. (Bunton) $160
8 eve - Th. May 11, 19:00-22:00 - Lan

Conversational Skills Improvement III for Advanced ESL Speakers (103022)
Learn to express your ideas more clearly in the work place, at school or in social situations. This course is designed for ESL speakers with a high degree of fluency in English who want to expand their skills. Topics to be covered include oral presentation skills, pronunciation, stress, intonation and vocabulary building. Participants are videotaped and given feedback by the instructor. Text required. $225
12 eve - Th. May 11, 18:30-21:30 - Lan (Strayski)

Pronunciation Improvement (103011)
This course is designed to identify in some detail, the kinds of pronunciation errors you are making and to offer you the opportunity to learn how to correct yourself. Areas included are vowels and consonants of Canadian English, stress, intonation and linking. This course is designed for advanced ESL speakers who already have a high degree of fluency. Students who wish to register must be interviewed at one of the information nights by an instructor before enrolling. Enrollment is limited to 12. Text required. (Bunton) $325
18 eve - Mo/We. May 08, 18:00-20:00 - Lan

Mandarin Education for Children & Adults

The Vancouver First Mandarin School was established in 1988 by a group of enthusiastic, dedicated graduates from various universities in Taiwan under the auspices of the Vancouver Community College (VCC).

The Vancouver First Mandarin School places emphasis on the practicality of its courses, modern and interesting presentation methods and use of simple, easy-to-learn materials. Emphasis is on Chinese reading, writing and conversational skills. Qualified and experienced instructors are employed.

Children's Mandarin Education
Each course has 16 sessions. They are held on Saturdays from 09:30-12:00 and 12:30-15:00. Courses begin September 09, 1995. The fee is $75 per course. (GST is applicable for students age 15 and older – fees will be $80.25.)

All students from four years old and up will be accepted. All students will be assigned to the appropriate class at registration time. Some courses may be available at Langara College as well as King Edward Campus.

Hanyu Pinyin phonetics are adopted to compliment the practice of teaching Mandarin as a Second Language in BC. The written characters incorporate both the culturally-rich full version as well as the simplified version for easy learning. The main course materials used throughout the 12 grades are "Hua Yu Ke Ben," an esteemed publication recommended by the Taiwanese Education Sub-Committee. These are supplemented by other materials.

Course numbers and descriptions follow:
505820 – Preschool
505801 – Grade 1
505802 – Grade 2
505803 – Grade 3
505804 – Grade 4
505805 – Grade 5
505806 – Grade 6
505807 – Grade 7
505808 – Grade 8
505809 – Grade 9
505810 – Grade 10
505811 – Grade 11
505812 – Grade 12
505813 – Beyond Grade 12 students age 15 and older (GST applies)

Fine Arts for Children

Children's fine art courses have 16 sessions. They are held on Saturdays from 12:30-13:30 or 13:30-14:30. Courses begin September 09, 1995. The fee is $75 per course. (GST is applicable for students age 15 and older – fees will be $80.25.)
Course numbers and descriptions follow:
505814 – Kung-Fu
505815 – Chinese Brush Painting
505816 – Mathematics
505817 – Cartoon Drawing (under age 12)
505818 – Choir
505825 – Cultural Dance
505826 – Pencil and Charcoal Drawing (over age 8)

Pre-registration for children's classes will be held at King Edward Campus and Langara College on Saturday, June 03/10/17/24, 10:00-12:00.

Adult Mandarin Education

Adult Mandarin language education covers 10 weekly sessions. Classes are held on Saturdays and begin three times a year: January, April and September. Classes are from 10:00-12:00. Courses begin April 08, 1995.. The fee is $139.10 per course (GST included). Some courses may be available at Langara College as well as King Edward Campus.

The course guide for adult classes covers four levels:

Adult Elementary (505821)
A strong foundation is built through practices in phonetic and intonation employed in the Mandarin language. The usage of Hanyu Pinyin reinforces the simplicity of learning. Students are introduced to simple words used in daily living, as well as the basic sentence structure.

Adult Intermediate (505822)
This level is for students who have taken the Adult Elementary course or who have a basic understanding of the Chinese language. Emphasis is placed on proper sentence structure, vocabulary building and conversational ability in the language.

Adult Advanced (505823)
This level is appropriate for students who completed the Adult Intermediate course or who can understand and converse in simple Mandarin. The course aims to expand the student's communication skills in the language. It exposes the student to more written or spoken Mandarin language materials and prepares the students to express themselves in the language.

Adult Advanced Conversational Mandarin (505824)
This course will be ideal for individuals who can read and write in the Mandarin language but seek to improve their spoken Mandarin. The emphasis is on the phonetics of Mandarin language and the proper intonation of words. Through conversation, discussion, debates and other activities, it prepares the student to speak better Mandarin. Students are allowed to bring tape recorders to the course.
Pre-registration for adult classes will be held at KEC on Saturday, March 04/11/18, 10:00-12:00.

Information: Saturday, March 04/11/18, 10:00-12:00, KEC 4th floor

Modern Languages

Learn the language of your choice in a relaxed and informal atmosphere. VCC's Continuing Education Division offers you a variety of modern language courses with emphasis on conversation that will prepare you for your next trip or business transaction. Although functional conversation is the focus of our courses, attention to reading, writing and listening are important components.

These immersion-like courses are taught in the target language by expert instructors trained in second language acquisition. A variety of techniques and personal attention will be used to ensure that you reach your goals in an enjoyable and lively atmosphere.

After completing level one as a beginner you will be able to expand your knowledge and fluency by continuing on to the next two levels at your own speed. Repeating a course will sometimes give you more confidence and more practice in the language. If you start as an intermediate or advanced student you will be able to learn new structures and at the same time take pleasure interacting more freely with your fellow students.

Our courses are held at Langara College on a variety of days and hours to accommodate your personal needs.

A short interview at the beginning of the first class will make sure that you are registered in the right level. At the same time it will give you the opportunity to express your objectives personally to the instructor.

Enhance your travel tour by communicating with the people of the country you will visit. VCC Continuing Education offers you special workshops or courses, including tutorials customized to your needs, to prepare you for your travels. These classes can be arranged at a suitable time and location. Contact Patricia Martin at 323-5322.

The College is closed for one statutory holiday on May 22.

Course Cancellation and Adjustment
The college reserves the right to cancel any course due to insufficient enrollment. Also, the college reserves the right to reduce hours of instruction due to lower enrollment.
Inquiries: 323-5322 or 443-8380

INSTRUCTORS
Cantonese
Eric Au holds a B.A. from the University of Hong Kong. He is fluent in Cantonese and Mandarin. Eric has been teaching adults using different methodologies for a number of years.

Chun Yang Lu comes from Nan Kai University, Tietsin, China. He has a degree in Chinese Language and Literature as well as a teaching certificate from BC. He has been teaching for several years in schools and institutions in Canada and China. His native tongue is Cantonese.

French
Lucy Hassaine has been teaching elementary school and adults for a number of years. She comes from France. Lucy also makes a point to introduce Canadian content in the class.

Italian
Elizabetta Visscher has extensive experience in teaching French and Italian to adults. She holds degrees in both languages from France. Elizabetta utilizes standard accents and expressions which will allow the student to function in any part of Italy. As she grew up in a border town she is bilingual, French and Italian.

Japanese
Machiko Egawa comes from Japan. She has a background in teaching ESL and Japanese to adults and children. She has been developing teaching materials for second language acquisition. Machiko was a member of the Curriculum Committee of the Ministry of Education.

Megumi Oba is originally from Tokyo. She has a diploma in English Language from Cambridge University, England. She has, through the many years of teaching, developed her own materials and methods.

Mandarin
Xianzhao Huang comes from Beijing, China. He has a degree in English as a Second Language from the States and also in Literature and Language from Beijing Teacher's College.

Spanish
María Ballón de Trevín comes from Argentina. She has a Masters of Arts from Simon Fraser University. She has taught Spanish, Latin and Literature at several levels.

Irma Colome holds teaching certificates from Mexico, France and Canada. She taught at Simon Fraser University for a number of years before coming to VCC.

Ana María Espinel comes from Ecuador with good experience in second language acquisiton. She uses a variety of techniques to enhance second language learning.

Martha Miszkurka received her teaching education in her homeland, Mexico. She has experience in teaching English and Spanish as a Second Language in Mexico and Canada.

Vietnamese
Ba Dung Phung comes with a post-Doctorate from England. He has taught language to adults for a number of years as well as being a radio producer for the BBC of London. Ba has also initiated social programs to help with the resettlement process of new immigrants.

Cantonese Conversation – Level I (501903)
$139.10 (Includes GST)
8 eve - Tu. May 02, 19:00-21:30 - Lan (Lu)

Cantonese Conversation – Level II (501904)
$139.10 (Includes GST)
8 eve - Mo. May 01, 19:00-21:30 - Lan (Au)

French Conversation – Level I (501913)
$130
8 eve - Tu. May 02, 19:00-21:30 - Lan (Hassaine)

French Conversation – Level II (501914)
$130
8 eve - Th. May 04, 19:00-21:30 - Lan (Hassaine)

Italian Conversation – Level I (501923)
$139.10 (Includes GST)
8 eve - Tu. May 02, 19:00-21:30 - Lan (Visscher)

Italian Conversation – Level II (501924)
$139.10 (Includes GST)
8 eve - We. May 03, 19:00-21:30 - Lan (Visscher)

Japanese Conversation – Level I (501926)
20-hour course. $139.10 (Includes GST)
8 eve - Mo. May 01, 19:00-21:30 - Lan (Egawa)

Japanese Conversation – Level II (501927)
20-hour course. $139.10 (Includes GST)
8 eve - Tu. May 02, 19:00-21:30 - Lan (Oba)

Mandarin Conversation – Level I (501937)
$139.10 (Includes GST)
8 eve - Mo. May 01, 19:00-21:30 - Lan (Huang)

Mandarin for Cantonese Speakers – Level I (502016)
$139.10 (Includes GST)
8 mng - Sa. Apr 29, 09:00-11:30 - Lan (Lu)

Mandarin for Cantonese Speakers – Level II (502023)
$139.10 (includes GST)
8 mng - Sa. Apr 29, 11:30-14:00 - Lan (Lu)

Spanish Conversation – Level I (501949)
$139.10 (Includes GST)
8 eve - Mo. May 01, 19:00-21:30 - Lan (Espinel)
8 eve - We. May 03, 19:00-21:30 - Lan (Miszkurka)

Spanish Conversation – Level II (501950)
$139.10 (Includes GST)
8 eve - We. May 03, 19:00-21:30 - Lan (Colomé)

Spanish Conversation – Level III (501951)
$139.10 (Includes GST)
8 eve - Th. May 04, 19:00-21:30 - Lan (Ballón de Trevín)

Vietnamese Conversation – Level I (502019)
$139.10 (Includes GST)
8 eve - We. May 03, 19:00-21:30 - Lan (Phung)

Vietnamese Conversation – Level II (502022)
$139.10 (includes GST)
8 eve - Mo. May 01, 19:00-21:30 - Lan (Phung)

Non-Profit, Voluntary & Fundraising Sector

Non-Profit Sector Certificate Program NEW

(Certificate Pending)

A new Non-Profit Sector Certificate Program will be offered in Fall 1995. This new program will consist of core courses concentrating on the acquisition of knowledge and skills consistent with the needs of everyone in the non-profit sector and electives which are specific to Non-Profit Management, Volunteer Management, Fundraising Management or Community Development. For details on this new program please call 871-7070 to be placed on the mailing list. For more information call Marilyn McClaren, 871-7064.

Workshops

Spring

INSTRUCTOR
Judy Lightwater is a fundraising consultant for non-profits throughout BC. She teaches fundraising in community colleges and conducts seminars in fundraising and organizational development for non-profits.

Fundraising that Works (101308)
This course is designed for board members, volunteers and staff who want to learn new fundraising techniques. Fundraisers whose present methods and sources are not meeting today's needs will be happy to know successful fundraising is not magic. It's just good management! Participants will leave with clear definitions of service, program goals, and the need in the community stated in language the public can understand. Budgeting and presentation methods, as well as current funding trends, will be discussed. Please bring budget and program information, your service statistics and fundraising methods you have used in the past. You will leave with a new set of tools for solving your funding crisis before it begins! (Lightwater) $128.40 (includes GST)
2 day - Th/Fr. Apr 28/29, 09:00-16:00 - KEC

Introduction to Volunteer Coordination (101601)
Volunteer Vancouver, in cooperation with VCC, Continuing Education is offering this introductory course designed for volunteer leaders and paid staff of non-profit organizations. You will learn the basic skills needed by a coordinator of volunteers. The sessions will enable you to examine and practise the organizational and human relations skills necessary to develop and operate a successful volunteer program. Facilitators are experienced managers and/or trainers in volunteerism. Limited to 24 participants. $165
4 day - Mo/Tu/We/Th. Jun 19-22, 09:30-15:30 - KEC

Libraries in Community Organizations – Assessing Your Situation (106072)
(Shaskin) $37.45 (includes GST)
1 aft - Tu. May 02, 13:00-16:00 - KEC

Libraries in Community Organizations – Choosing How to Organize Your Materials (106073)
(Shaskin) $37.45 (includes GST)
1 aft - Tu. Jun 06, 13:00-16:30 - KEC

Fundraising Management

Certificate Program

According to Stats Canada, last year fundraising efforts in Canada generated over $3.2 billion. Nearly $433.5 million of these donations were generated in British Columbia by more than 8,500 non-profit organizations.

The Fundraising Program offers essential, systematic and comprehensive training of the highest calibre required for those seeking to launch or advance their fundraising careers or those with fundraising responsibilities. Courses will be of interest to non-profit staff/volunteers currently working with fundraising projects or experienced staff seeking certification in the field.

Certificate Requirements
The current VCC certificate is awarded following successful completion of eight courses. Fundraising from Theory to Practice and Overview of Non-Profit Organization Management are the recommended introductory courses. The program takes a minimum of one year to complete. While courses may be taken individually providing space is available, earning the certificate provides evidence to employers and potential employers that participants have acquired the skills considered essential by fundraising professionals.

Entrance Requirements
- fundraising experience in the non-profit sector in a staff or volunteer management capacity
- grade 12 completion or equivalent
- satisfactory interview with program coordinator

Evaluation
Students will be evaluated on the basis of assignments and class participation. Eighty percent attendance is required to successfully complete each course.

Information Meeting
A new Non-Profit Sector Certificate Program will be offered in Fall 1995. See under Non-Profit, Voluntary and Fundraising Sector heading for details.

A time to answer your questions about the "New" Non-Profit Sector Certificate Program
Th. Apr 06, 12:00-13:00 OR 17:30-18:30 - KEC Room 4043

INSTRUCTORS
Camille Cuthill is the executive director of St. Vincent's Hospital Foundation and part-time student at UBC's Adult Education Program.

Barney Ellis-Perry is a partner in the Malabar Group and a graduate of the VCC Fundraising Management Certificate Program.

Lee Titterington, Ed.D., is president of Matrix Developments Inc.

Fundraising from Theory to Practice (101301)
(formerly Overview of Fundraising Management)
This course examines the various aspects of and changes occurring in non-profit fundraising in Canada. The rationale for and giving history of the private and public sector is explored. An overview of fund resources and solicitation methods used is introduced. The steps required in preparing an organization for fundraising and the responsibilities of the personnel involved is examined. Fundraising as a profession, with emphasis on the role of the development office, the responsibilities of the staff fundraiser and the role of outside consultants is covered. Written assignment and team presentation. Register early as pre-reading required. (Cuthill) $140
2 day - Fr. May 12; Sa. May 27, 09:00-16:00 - KEC

Fundraising Approaches – Part II (101307)
This course surveys a broad spectrum of fundraising approaches. Topics include direct mail planning, design and follow-up; telemarketing organization and preconceptions; the risks and rewards of special events fundraising; corporate sponsorship in detail; planned giving campaigns and other common techniques. (Titterington) $175
6 eve - Tu. Apr 18, 18:30-21:30 - CC

Information and Financial Management for Fundraisers (101305)
This course provides a framework for understanding a variety of information management tools, including the use of computers in fundraising. Basic financial management of restricted funds, grants, gifts, pledges and other fundraising techniques is explored. Reporting and evaluating systems are described and a practice audit included in class activities. Course manual included in course fee. (Ellis-Perry) $140
2 eve - We. Jun 07/14, 18:30-21:30 AND 1 day - Fr. Jun 09, 09:00-16:00 - CC

Non-Profit Management

Certificate Program

This part-time certificate program is designed for adults pursuing a management career in the local non-profit sector. Practical communications, management skills, community trends and resource development issues are examined in nine specialized courses. The instructors are practising professionals from the non-profit sector. The program provides individuals in entry to middle-level non-profit management positions an opportunity to enhance their knowledge and leadership potential.

Entrance Requirements
- current experience in the non-profit sector as a staff member and/or volunteer
- successful completion of Grade 12 or equivalent
- current non-profit board or committee experience
- successful interview with the program coordinator

Certificate Requirements
The current program course work totals 192 hours. All courses are offered once each year. Overview of Non-Profit Organization Management is the recommended introductory course. Priority registration is given to certificate students.

Call 871-7070 for information.

Evaluation
Students will be evaluated on the basis of participation and assignments. A minimum of 80 percent attendance is required to successfully complete each course.

Information Meetings
A new Non-Profit Sector Certificate Program will be offered in September 1995. See under Non-Profit, Voluntary and Fundraising Sector heading for details.

The College invites you to find out about the new Non-Profit Sector Certificate Program.
Th. Apr 06, 12:00-13:00 OR 17:30-18:30 - KEC Room 4043

INSTRUCTORS
Rob Goodall was the manager of Education Services at BC Health Services. He has been delivering management supervisory training for the health care and non-profit sector for several years.

Chloe Lapp is the executive director of the Kidney Foundation of Canada and is a registered lobbyist with several years' experience working with advocacy issues.

Lee Titterington, Ed.D., is president of Matrix Developments Inc., a company providing education and consultation services to non-profits. Over the past 15 years he has worked with many groups and organizations throughout BC.

Maire Watson is the coordinator of BC Healthy Communities Network and past administrator of Grace Hospital Foundation and Community Relations.

Program Planning and Evaluation (101202)
In this course a variety of systematic program planning models are explored, including an introduction to strategic planning. Organizational planning, program planning, needs assessment and evaluation are examined along with common planning problems encountered in the non-profit sector. This course provides a framework for analyzing planning needs and selecting effective planning strategies. (Titterington) $220
6 eve - Th. Apr 20, 18:30-21:30 AND 1 day - Sa. May 13, 09:00-16:00 - KEC

Government Relations and Lobbying for Community Groups (101214)
This course focuses on the skills required by community groups to approach government to change legislation, policy, programs, systems and/or funding. Techniques for building membership or allies, garnering support from related groups, working with the media, government staff and politicians and other methods for effecting change will be covered. Participants will learn to develop clear, concise issues and dynamic leadership. Also ethics, language and approach will be discussed. (Lapp) $140
1 day - Sa. Apr 29, 09:00-16:00 - KEC AND 2 eve - Mo. May 01/08, 18:30-21:30 - KEC

Marketing for Non-Profit Organizations (101210)
Planning, managing and evaluating the marketing and communications needs of a non-profit organization are studied in this course. Topics covered include developing a basic marketing plan, components of the public relations process, effective media relations and common marketing problems encountered by non-profits. (Watson) $175
4 eve - Mo. May 29, 18:30-21:30 AND 1 day - Sa. Jun 03, 09:00-16:00 - KEC

Time/Stress Management (101234)
This course provides helpful methods in managing time effectively and how to cope with daily work-related stress. Topics include: goal setting; paperwork; interruptions; assertive communications; decision-making and negotiation skills. Participants will be required to complete a short assignment prior to taking the course. Please register in advance. (Goodall) $75
1 day - Fr. Jun 16, 09:00-16:00 - KEC

Volunteer Management

Certificate Program

This part-time certificate program is designed to provide management training for individuals who are working or want to work in a paid or volunteer capacity as managers/coordinators/leaders of volunteers in non-profit organizations. Instructors are recognized practitioners in the field and an advisory committee of employers/leaders ensures that the curriculum is current. Graduates find work in human and social services; cultural, leisure and sports organizations; educational and religious institutions; and health services.

Entry Requirements
- Successful completion of Grade 12 or equivalent
- Current experience in the voluntary sector as a volunteer or staff member, preferably in Volunteer Management

Certificate Requirements
Students must successfully complete the following:
- 12 full-day workshops 09:00-16:00
- workshop assignments
- 75 hour practicum in a non-profit organization

Application Procedure
1. Submit application form.
2. Participate in an interview.
3. Register when accepted into program.

Evaluation
Program students will be evaluated on the basis of workshop assignments and internship.
A certificate will be awarded on satisfactory completion of all requirements.

Length of Program
150 hours over 10 months. (Student may take two years to complete.)

Program Coordinator: Brenda Reynolds – 871-7059, Wednesdays

A new Non-Profit Sector Certificate Program will be offered in September 1995. See under Non-Profit, Voluntary and Fundraising Sector heading for details.

Information Meeting
A time to answer questions about the "New" Voluntary Sector Certificate Program
Th. Apr 06, 12:00-13:00 OR 17:30-18:30 - KEC Room 4043

Current Workshop Titles
An Overview of Volunteer Management (101408)
Planning and Evaluating Volunteer Programs (101409)
Administrative Management Systems (101402)
Motivating and Recruiting Volunteers (101413)
Interviewing and Supporting Volunteers (101414)
Working with Volunteers—Communication Skills (101404)
Training Volunteers – Part I (101411)
Training Volunteers – Part II (101412)
Working Effectively with Individuals and Groups (101406)
Financial Management/Resource Development (101405)
Marketing/Public Relations (101403)
Time/Stress Management (101415)

Practicum (101416)

Certificate Program Fee: $760 in full or three term payments.

INSTRUCTORS FOR SPRING WORKSHOPS
Josie Chuback is director of recreation for Ridge Meadows.

Camille Cuthill is executive director of St. Vincent's Hospital Foundation

Richard O'Brien is director of support services for Canadian Red Cross, BC and Yukon Division.

Judy Stevens is a financial and management consultant.

Spring Workshops

Financial Management/Resource Development (101405)
This workshop provides a brief introduction to the knowledge and skills necessary to manage the financial and resource development component of the volunteer program. (Stevens/Cuthill)
1 day - We. Apr 05, 09:00-16:00 - KEC

Marketing/Public Relations (101403)
This workshop provides an introduction to the knowledge and skills necessary to manage the marketing and public relations component of the volunteer program. These skills are essential in order to contact potential clients, to promote the work of the organization in the community and for resource development purposes. (O'Brien)
1 day - We. May 03, 09:00-16:00 - KEC

Time/Stress Management (101415)
This workshop provides an introduction to the time and stress management issues which face coordinators of volunteers. By becoming aware of how your time is spent, you will learn to establish priorities, plan more effectively and accomplish more with less stress. (Chuback)
1 day - We. Jun 07, 09:00-16:00 - KEC

Real Estate, Law & Financial Planning

Financial Planning & Investment

INSTRUCTOR
Doug Hodgins, B.A., B.Comm., CFP, is a registered financial planner and principal of the financial planning firm, HLP Financial Planning Corp. He has taught personal financial planning at VCC since 1983.

Introduction to Financial Planning (503701)
This seminar, which is intended to be taken in conjunction with Advanced Financial Planning, will help you build a financial program from the ground up. Learn to review and analyze your net worth, develop an effective budget and analyze various tax planning and investment strategies. (Hodgins) $32.10 (includes GST)
1 eve - Tu. May 09, 19:00-21:30 - Arbutus Club

Advanced Financial Planning (503702)
Looking for financial independence at an earlier age? Designed to be a logical follow-up to Introduction to Financial Planning, includes an in-depth review and analysis of your financial affairs with specific emphasis on advanced financial planning techniques in money management, risk management, investment planning and analysis, proven tax planning strategies and retirement planning. (Hodgins) $37.45 (includes GST)
1 eve - Tu. May 16, 19:00-21:30 - Arbutus Club

Legal Assistant

Certificate Program

The legal assistant of today plays an invaluable role in a law office that strives to deliver high-quality service to its clients. Skilled legal assistants are able to manage client files, perform legal research, prepare legal documents and enhance client relations.

We can provide you with the necessary skills including: file management, interviewing, legal research, and writing; and substantive knowledge in the areas of conveyancing, corporate/commercial law, or litigation, areas where there is an ever-increasing demand for qualified legal assistants. Each program is taught by legal professionals with years of practical experience.

Participants may register for any course without seeking a Legal Assistant Certificate or choose one of these three specialization programs:
1. Conveyancing Certificate
2. Corporate and Commercial Certificate
3. Litigation Certificate

In addition to the required courses, participants may select from a number of optional courses to fulfil program requirements. Participants may, therefore, select course options best suited to meet their needs.

A certificate is available to students in each of the three specializations after the successful completion of Level III (200 hours) and a practicum. After completion of both Level I and Level II, students will have the legal skills required for their chosen area of study and will be able to function effectively in the law office.

Who should attend?
These certificate programs are designed for those individuals currently employed as legal secretaries or legal assistants wishing to improve their skills and career positions. To obtain the certificate students must meet the following requirements: 1) possess a Grade 12 diploma, 2) demonstrate English proficiency, and 3) (a) have one year of legal office experience, including exposure to word processing; or (b) have successfully completed legal secretarial program and acquired a minimum of six months' office experience; including exposure to word processing. Certificate students will also be required to attend a personal interview with a program coordinator.



Legal Assistant Certificate Programs Information Night
Please join us for a "Drop-In" evening to learn about these programs. Instructors will be available to answer questions. RSVP 443-8380.
1 eve - Mo. Apr 10, 17:00-18:15, City Centre Campus, Room 237

Legal Assistant Certificate Requirements

Level I – Core Courses
Canadian Legal Process – 12 hours
Legal Research – 18 hours
Legal Communications – 12 hours
Torts – 18 hours
Contracts – 18 hours
Agency, Partnership and Incorporation – 18 hours
Level I – Total minimum hours – 96 hours

Level II – Practice Area Courses
Litigation
Personal Injury Practice – 24 hours
Commercial Litigation – 24 hours
Creditors Remedies – 12 hours
Chambers Practice – 12 hours
Total hours – 72 hours

Conveyancing
Property Law – 24 hours
Personal Property Security – 12 hours
Mortgages – 12 hours
Commercial Conveyances – 24 hours
Total hours – 72 hours

Corporate and Commercial
Company Law – 24 hours
Advanced Corporate Administration – 24 hours
Personal Property Security – 12 hours
Commercial Transactions – 12 hours
Total hours – 72 hours

Level III – Specialization Courses
* Two or more additional courses appropriate to your practice area for a total of at least – 32 hours
AND Practicum – 500 hours

Total Certificate Requirements
Courses – 200 hours
Practicum – 500 hours

* These courses are electives and may change from term to term

Practicum
Each student will be required to complete a four-month, full-time practicum under the supervision of a qualified lawyer. The practicum may be completed during Level III or after completion of course work.

Location
Courses are offered at City Centre Campus. Legal Research classes also meet at City Centre and UBC Law Library.

Information
Please call 443-8380 for general information and for obtaining a program guide and application form. For further information on the Legal Assistant Certificate Programs, please contact the program assistant by calling 443-8385, or in writing at:
Legal Assistant Certificate Program
Continuing Education Division
Vancouver Community College
City Centre Campus
250 West Pender Street
Vancouver, BC V6B 1S9

Spring Courses

Introductory legal courses are listed under "Legal Office Skills" in the Office Administration Certificate Program section.

INSTRUCTORS
Cathy Barzo, B.A., Legal Asst. Dip., is a legal assistant with ten years' experience in litigation.

Alison Briggs, B.S., LL.B., practised in corporate and commercial litigation and is now a consultant to law firms in communications and marketing.

Mindi Cofman is an experienced corporate supervisor and legal assistant.

Valli Chettiar, LL.B., practices corporate and commercial law.

Patricia Donald is a lawyer with Crown Counsel office. In 18 years of practice she has been to every level of court.

Donna Ferguson is a legal assistant specializing in commercial litigation for a major law firm.

Shirley Kay practises civil law with a focus on wills and estates.

Phil Knight, LL.B., a lawyer consulting in legal writing, document testing and design, was executive director of the Plain Language Institute of BC.

Jason Koshman is a lawyer with a practice in labour and employment law.

Elaine Langston, M.B.A. and C.M.A., is a consultant to law firms in administration and accounting.

Tomina Lazar, a legal assistant in personal injury litigation since 1978, is a consultant to law firms in the management of litigation files.

Don Mainland, B.A., LL.B., supervises corporate services and PPSA registration for a major law firm.

Joan Marshall, B.A., M.Sc., LL.B., a lawyer with 30 years' experience, is in general practice.

Allen H. Soroka, B.Sc., LL.B., M.L.S., is Assistant Law Librarian at the UBC Law Library.

Cheryl M. Stephens, B.A., LL.B., a legal educator for seven years, is a legal writing specialist.

Johan Van Dorsten, B.A., LL.M., M.B.A., an international legal educator and advisor for over ten years, has written extensively on business law topics.

Katherine Wellman, Q.C. has practised law for 30 years in BC, Alberta and Saskatchewan.

Core Courses

Canadian Legal Process 1000 (104816)
An introduction to Canada's legal system, legal institutions, and basic legal principals. Examine the sources of law and the structure of the court system. (Kay) $95
4 eve - We. Apr 19, 18:00-21:00 - CC (Kay)

Legal Research 1015 (104817)
An introduction to legal research techniques. Students can do hands-on research. (Soroka) $145
6 eve - Tu. Apr 11, 18:30-21:30 - CC

Legal Communications 1030 (104818)
Useful to legal assistants of all levels of experience. Topics covered include; listening skills and legal writing for correspondence, opinion letters and memorandums. (Stephens) $110
4 eve - Mo. May 01, 18:00-21:00 - CC

Torts 1050 (104819)
An introduction and overview of tort law in Canada: civil wrongs where an individual's conduct interferes with another's person or property. (Kay) $145
4 day - Sa. May 06, 09:00-14:00 - CC
6 eve - We. May 17, 18:00-21:00 - CC

Contracts 1060 (104820)
An introduction to contract law, including formation, capacity, breach and remedies. (Van Dorsten) $145
4 day - Sa. Apr 08, 10:00-15:00 - CC
6 eve - Tu. May 16, 18:00-21:00 - CC

Agency, Partnership and Incorporation 1075 (104821)
Learn about agency relationships and liabilities, partnerships and general concepts underlying incorporation, limited liability, corporate structure and duties of directors and officers. (Van Dorsten) $145
6 eve - Th. May 18, 18:00-21:00 - CC
4 day - Sa. Jun 03, 10:00-15:00 - CC

Personal Injury Practice 2010 (104815
Covers relevant statutes, Supreme Court rules, relevant substantive law governing procedure, procedures and skills to manage a personal injury file. $195
Available Winter 1996

Commercial Litigation 2020 (104814)
Learn to manage a commercial litigation file, the usual complications and additional steps required. (Ferguson/Briggs) $195
8 eve - We. Apr 12, 18:00-21:00- CC

Creditors Remedies 2030 (104813)
Covers law and procedure, including Federal Court, applicable statutes, creditors remedies, debtors remedies and defences; pre-judgement and execution proceedings. (Briggs) $145
4 eve - We. Jun 07, 18:00-21:00 - CC

Chambers Practice 2040 (104812)
Learn procedures and forms for chambers applications, jurisdiction of master, exparte applications, desk orders vs. registrar's order. $125
Available Winter 1996

Property Law 3010 (104811)
Cover nature and scope of interests in land, retainer in conveyancing, undertakings, conflict of interest, contract of purchase and sale, land title system and tax issues. Condominium laws and issues. $195
Available Winter 1996

Personal Property Security 3040 (104810)
Theory, concepts, procedures and forms for personal property security regime. Review validity of security agreements and rights of parties. (Mainland) $125
4 eve - Th. Jun 08, 18:00-21:00 0 - CC

Mortgages 3020 (104809)
Covers nature of mortgage, legal and equitable interests, features, principles of interest, priorities, assignment and extinguishment, insurance issues and payout statements. (McPhee) $125
Available Winter 1996

Commercial Conveyances 3050 (104808)
Covers commercial conveyancing matters: special issues in commercial conveyances, commercial sales, subdivisions, commercial leases. (Marshall) $195
8 eve - Th. Apr 13, 18:00-21:00 - CC

Company Law 4010 (104807)
Legal principals and statutory regime under BC Company Act, choice of business organization and jurisdiction, shareholders' agreements, trust agreements, corporate governance and alterations. $195
Available Winter 1996

Advanced Corporate Administration 4020 (104822)
Learn to do corporate alterations: roll-overs, amendments, change in share structure, amalgamation, continuation, extraprovincial registrations, federal incorporations. (Cofman) $195
8 eve - Tu. Apr 11, 18:00-21:00 - CC

Commercial Transactions 4040 (104806)
Examine methods of securing financial transactions and acquiring assets. Review types of financial arrangements, nature of security, credit devices, priorities and assignments. $125
Available Winter 1996

Specialization Courses
Small Claims Court Practice 2050 (104865)
Learn Small Claims Court rules, procedures, documents and strategies. (Ferguson) $125
Available Fall 1995

Criminal Law and Procedure 2070 (104866)
Covers substantive law and procedures and the criminal justice system. $165
Available Winter 1996

Legal Drafting 1032 (104864)
Learn the special techniques and modern style in drafting contracts and other commercial documents. $75
Available Fall 1995

Labour Law for Legal Assistants 2080 (104868) NEW
Covers the legal practice, information requirements and rules and procedures for arbitrations and labour board proceedings. (Koshman) $165
3 eve - Tu. May 02, 18:00-21:00 - CC

Law Firm Trust Accounts 6010 (104869)
Basic trust accounting procedures, Law Society rules, and problem prevention covered in readings, class discussion and case studies. Requires working knowledge of client billing. (Langston) $125
2 day - Sa. May 06, 10:00-16:00 - CC

Interviewing for Legal Assistants 6000 (104870) NEW
Learn skills and techniques for client and witness interviews, class discussion and role playing interviews. (Lazar) $145
4 eve - Th. Jun 08, 18:00-21:00 - CC

Buying and Selling a Business 4050 (104871) NEW
Covers legal and procedural issues in buying assets or shares including: due diligence searches and drafting necessary documentation. (Chettiar) $165
4 eve - We. May 03, 18:00-21:00 - CC

Persuasive Legal Writing for Litigation 1035 (104872) NEW
Learn and practise some strategies, techniques and ethics involved in persuasive writing in litigation documents. Prerequisite: Legal Communications or equivalent. (Team) $128
2 eve - Mo/We. Jul 17/19, 18:00-21:00 - CC

Criminal Appeals Process 2080 (104873) NEW
Covers procedures and documentation in appeals and registry practice. Criminal Law and Procedure 2070 recommended. (Donald) $145
4 eve - Mo. Jun 05, 18:00-21:00 - CC

Securities 4075 (104874)
Covers securities law and practice in corporate administration; filing requirements, VSE listing, due diligence, BCSC policies, public financing, and related matters. (King) $145
4 eve - Mo. Jun 05, 18:00-21:00 - CC

Real Estate

Vancouver Community College, Continuing Education Division, offers two certificate programs in real estate management, as well as several non-credit seminars on selected real estate topics. A certificate program in Real Estate Development is also offered.

The Property Management Certificate Program is designed to meet the educational needs of commercial/residential property managers. The Building Manager Certificate Program is uniquely tailored to meet the educational requirements of resident managers in apartment buildings and other multi-family properties. Both of these professional programs enjoy the support and guidance of PAMA (Professional Association of Managing Agents).

In addition, the International Council of Shopping Centers (New York) recognizes the VCC Shopping Centre Management Course (PM 3415) as qualifying for credit towards the Certified Shopping Center Manager (CSM) designation.

Vancouver Community College, Continuing Education Division also has a program in Real Estate Development. This program is designed specifically to offer professional development education to persons employed in development and development-related occupations. This may include novice developers, realtors, architects, lawyers or any professional interested in the real estate development process and the development industry.

Our non-credit seminars cover a wide range of special topics. These seminars have been developed by VCC in response to your continuing interest in the field of real estate.

Program Coordinators
Building Manager Certificate Program – Sharon Kelly (443-8380)
Property Management Certificate Program – Chuck Dunn (323-5511)
Real Estate Seminars – Sharon Kelly (443-8380)
Real Estate Development Certificate Program – Brian Pink (443-8388)

Vancouver Community College Realty Scholarships
Through generous contributions from the real estate industry, Vancouver Community College has created an endowment fund to provide scholarships in perpetuity to reward those students with the highest academic achievement in our real estate programs.

Annual Scholarship Awards
For Building Manager Certificate Program graduates:
• Greater Vancouver Apartment Owners' Association Award
• Coinamatic Award

For Property Management Certificate Program graduates:
• Amon Investments Award
• Dorset Realty Award
• Real Estate Institute (Gr. Vanc. Chapter) Award

For Property Management 3415 – Shopping Centre Management graduates:
• BC Shopping Centre Managers Association Award

Students with the highest grades in the core Building Manager and Property Management courses are awarded annual scholarships through endowments provided by the Real Estate Foundation of BC, the Real Estate Council of BC, the Real Estate Board of Greater Vancouver, the Government of BC and private individuals.

Industry Recognition of VCC Continuing Education Courses
PAMA (Professional Association of Managing Agents)
Participants who successfully complete the Property Management Certificate Program may be eligible to receive the Certified Professional Residential Property Manager (CPRPM) designation from PAMA. For further information about the PAMA designation, contact PAMA at 684-6717.

IREM (Institute of Real Estate Management)
Some courses offered through the Property Management Certificate Program are eligible for credit towards the CPM (Certified Property Manager) designation. The college also offers IREM 101 (Successful Site Management) which fulfills the educational requirement for IREM'S ARM (Accredited Residential Manager) award. See "Building Manager" or "Real Estate Seminars" section of this flyer for course description. For further details, contact IREM, BC Chapter #50 at 683-9106.

ICSC (International Council of Shopping Centers – New York)
Property Management 3415 (Shopping Centre Management) has been accepted by the International Council of Shopping Centers, New York, as a substitute for their Management I course, for those in the shopping centre industry working towards qualifying for the Certified Shopping Centre Manager (CSM) designation. For further information, contact Peter Read, CSM at 683-6369.

Real Estate Council of BC
Participants who successfully complete the Property Management Certificate Program are eligible to write the Real Estate Salesman's Licensing exam and/or the Property Management Licensing exam. For details, contact Chuck Dunn at 323-5409.

Real Estate Seminars

INSTRUCTORS
Maury Dubuque, B.A., Dipl. (Urban Land), A.L.O., is currently senior lease negotiator for Knowlton Realty Ltd. Maury's diverse background includes teaching high school and four years as a senior lease negotiator for Public Works Canada.

Ruth Harding, B.A., M.A. (candidate) is a Certified Disaster Recovery Planner and currently works in the field. She has co-authored numerous publications including Earthquake Planning for Businesses and Prepare Now for an Earthquake in British Columbia. Ruth is presently completing her masters degree in communications at SFU. She has taught numerous professional seminars.

Sharon Kelly, B.A., CPRPM, is a property management consultant with over 14 years' experience in the industry. She is the president of her own real estate company, which provides property management consulting and arbitration services to handle disputes between owners and strata corporations. Sharon has extensive teaching experience.

Ed Witzke, B.A., B.Arch, MCHBA, heads his own building inspection firm and has a wide background as a building consultant. He is the author of "The Complete Canadian Home Inspection Guide." Ed has extensive teaching experience including the course House Inspection I at BCIT. His familiar voice can also be heard on various local radio stations.

IREM 101: Successful Site Management (109024)
This course is a joint offering by VCC and the Institute of Real Estate Management (IREM). It is intended for individuals interested in improving the operating success of residential properties. The course covers management, marketing, leasing and resident retention as well as maintenance and operations. Successful completion of this course fulfils the educational requirement for achieving IREM's ARM (Accredited Residential Manager) award. Residential managers must also provide evidence of meeting the experience requirements established by IREM, and subscribe to a strict code of ethics in order to qualify for the ARM award (for details, contact IREM, BC Chapter 50 at 683-9106). Students who successfully complete the IREM 101 course will earn elective points towards becoming a CPM (Certified Property Manager) member of IREM and may apply for course credit towards the VCC Building Manager Certificate. Schedule note: The course will run on three Saturdays (09:00-17:00, Apr 22, May 06 and May 27) and on six Tuesday evenings (18:00-21:00, Apr 25 to May 30). $425
3 days/6 eves - Sa. Apr 22, 09:00-17:00 - CC

Commercial Lease Negotiation Skills (109016)
Are you a commercial tenant trying to negotiate a renewal of your lease with your landlord? Or, are you a landlord or property manager leasing out space and you are unsure of the leasing procedures? If so, this seminar is for you. Conducted by Maury Dubuque, a leasing specialist with Knowlton Realty, this professional seminar will take the mystery out of leasing procedures. $60
1 day - Sa. May 06, 10:00-14:00 - CC

Managing a Strata Corporation (109015)
This seminar will deal with many of the duties/responsibilities involved in managing a strata corporation. Topics include: handling general meetings; dealing with developers; handling complaints from strata lot owners; council meetings; insurance and tendering for contracts. The instructor will assume that all participants are involved in the management of condominiums and possess a basic knowledge of the Condominium Act. Bring your copy of the Condominium Act. (Kelly) $60
Not available this term

Buying a Condominium (109029)
Introduces new buyers to the financial and legal structures of a condominium (strata) corporation – how are by-laws enacted, who controls the corporation, what are an owner's rights, duties and obligations, and how to distinguish the good condominiums from the poor ones. (Kelly) $60
1 day - Sa. Apr 22, 09:00-13:00 - CC

How to Inspect a Condominium (109025)
For condominium buyers, the term 'buyer beware' is familiar. How can you reduce the chances of purchasing a problem unit? What should you check inside the suite and also in the common areas? Potential hidden defects can cause an owner unexpected additional expenses. Learn the basics on how to inspect your new condominium and what tools you should bring along to complete that inspection. (Witzke) $60
1 day - Sa. May 13, 09:00-13:00 - CC

How to Select and Renovate a House for Profit (109026)
Deciding whether or not to invest in a house and renovate is a difficult decision. What are the risks? How can a profitable return be obtained? This seminar will cover topics such as: selecting the right house, renovation techniques, design considerations, cost-cutting ideas and pitfalls to avoid. You will leave the class with many ideas for success. (Witzke) $60
1 day - Sa. May 27, 09:00-13:00 - CC

Emergency Planning for Property Managers (109023)
An introductory seminar on emergency preparation for both residential and commercial real estate. Actual disasters will be reviewed, including revenue losses incurred due to the lack of a proper emergency plan. Emphasis will be placed on how to save lives and reduce damage through staff training and effective communication methods. Participants will go through the steps necessary to set up an emergency plan including development of a resource list, procedures manual, and determining the feasibility of establishing an emergency operation centre. Registration is limited to 20. Early registration is advised. A catered lunch and coffee/tea is included in the tuition. (Harding) $150
Not available this term

Managing Buildings with Older Residents (109013)
This workshop is for managers of rental and strata apartment buildings. It is a joint offering by VCC and the Vancouver Health Department Seniors' Wellness Program. The focus will be on how building managers can positively affect the quality of life of older residents as part of providing good management for the building's elderly tenants or strata owners. Discussions, presentations and videos will be used to explore areas of concern to you – the building manager – and provide useful information to assist in managing your building. Space is limited. Early registration is advised. $5
Not available this term

Applied Manager Skills (109028)
This one-day course is designed for students completing the Building Manager Certificate Program. This course will become mandatory for students graduating after June 1995. Students currently enrolled in the program, previous graduates and/or experienced residential building managers are welcome to register. Through lectures, case studies, problem-solving exercises and guided discussion, students will explore key issues and challenges currently facing the residential building manager. Specific topics include: the Residential Tenancy Act including new legislation; human rights laws and example cases; successful strategies for dispute resolution; creative problem-solving; interpersonal skills; preparing letters to tenants; responding to tenant requests; maintenance planning and liability issues. Prerequisites: Law and Tenant Relations (109001) and Building Maintenance and Cost Control (109002), or permission from the instructor. Participants must have a good knowledge of the Residential Tenancy Act and building maintenance practice. (Kelly) $110
1 day - Sa. Apr 29, 09:00-16:00- CC

Real Estate Development
Certificate Program

The Real Estate Development Program is intended to provide students with a practical understanding of the principles and practices which characterize the real estate development business. The student will gain a foundation of applicable real estate development knowledge, upon which he or she can build through professional experience.

INSTRUCTORS
Jeffrey Simpson, B.A. (Econ.), R.I.(B.C.), C.L.P., F.R.I., is a development consultant with his own firm and past president of the Real Estate Institute of Canada (Greater Vancouver Chapter). He has lectured in the Urban Land Economics Diploma Programme at UBC in addition to teaching at VCC. Mr. Simpson has held executive posts with several development companies and he has been responsible for numerous real estate projects which have received awards.

Thomas Knight, B.A. (Urban Geography), is a development consultant with a major Vancouver firm. A former manager (Development Services) for Marathon Realty and development officer for the municipality of Surrey, Mr. Knight has extensive experience in the development approval process. He has six years' teaching experience in land development.

Kenneth King, A.Sc.T., MCIQS, is chief project estimator for the Housing and Properties Department of the City of Vancouver. Mr. King has 15 years' experience in construction and development through employment with numerous companies. He is an enthusiastic instructor who has taught appraisal and development for four years.

Thomas Miller, B.Sc. (Economics), M.Sc. (Planning) is a development manager with Adera Developments Ltd., responsible for feasibility studies, land use evaluations, site acquisitions and real estate portfolio reviews. He has several years' experience as a development manager, in addition to working in the Planning Departments of the City of Richmond and City of Victoria. Mr. Miller has a range of experience in teaching adults, including development, real estate finance and three summers as a sailing instructor.

For Whom?
The program will be of interest to a broad range of persons employed in development and development-related careers. This may include novice developers, builders, realtors, lenders, architects, lawyers, civil servants or any professional interested in the real estate development process and the development business.

Entry Requirements
The Real Estate Development Program is designed to be flexible in meeting a variety of educational backgrounds and career needs and therefore has no entrance application procedure.

Students may enroll in any individual course, subject to specific prerequisites which may exist for individual courses. Completion of the Language Proficiency Index (LPI) exam is required for Communications 1118 and Economics 220/221. There is no prerequisite for Introduction to Real Estate Development (109201).

Certificate Requirements
Students who wish to earn the Real Estate Development Certificate must successfully complete 13 courses in no more than six years. A minimum grade of 60 percent must be achieved in all program courses in order to qualify for the Real Estate Development Certificate. Advance credit may be given for courses taken at other academic institutions. Students may apply for the program certificate upon successful completion of all required courses.

Required Courses
Students are required to complete the following courses in order to earn the program certificate. Non-certificate students may enroll in any individual course.

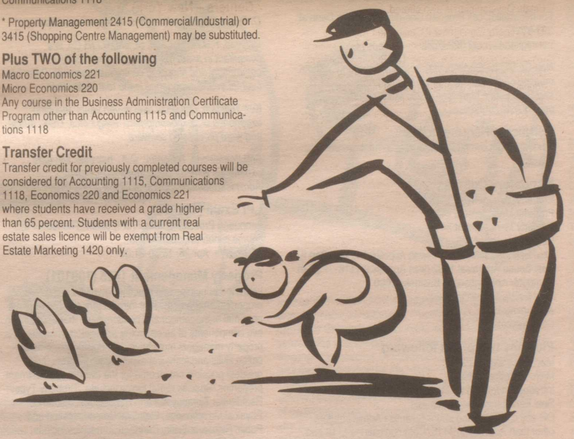
Core Development Courses
1. Introduction to Real Estate Development
2. Real Estate Development Finance or Real Estate Investment Analysis 1535
3. Public Approval Process for Real Estate Development
4. Applied Real Estate Development

Additional Required Courses
Real Estate Law 1325
Real Estate Marketing 1420
Real Estate Appraisal 1101
Real Estate Appraisal 1102
Property Management 1415*
Accounting 1115
Communications 1118

* Property Management 2415 (Commercial/Industrial) or 3415 (Shopping Centre Management) may be substituted.

Plus TWO of the following
Macro Economics 221
Micro Economics 220
Any course in the Business Administration Certificate Program other than Accounting 1115 and Communications 1118

Transfer Credit
Transfer credit for previously completed courses will be considered for Accounting 1115, Communications 1118, Economics 220 and Economics 221 where students have received a grade higher than 65 percent. Students with a current real estate sales licence will be exempt from Real Estate Marketing 1420 only.



Economics 220 and 221 must be taken through one of the community colleges, as they are university credit courses. They are available at Langara College.

Advisory Committee
The program is subject to ongoing review through the counsel of a select committee of property development professionals and those in related fields.

Core Courses

NOTE
Students without experience in the real estate development business are strongly advised to enroll in Introduction to Real Estate Development before enrolling in either Real Estate Development Finance or Public Approval Process for Real Estate Development. In the latter two courses, the instructor will assume that students have a basic knowledge of the real estate development process. The introductory course is designed to help students understand how the overall development process works.

Introduction to Real Estate Development (109201)
A broad introduction to the real estate development industry, the development process and related issues. Major topics include: the economics of property development, steps in the development process, feasibility studies, government approvals, types of developments, design in development, development companies, public planning and environmental issues in development. This overview course will give each participant a foundation of applicable real estate knowledge, upon which he or she can build through professional experience and/or subsequent development courses offered through VCC. $290
13 eve - We. Apr 26, 18:30-21:30 - CC (King)

Real Estate Development Finance (109202)
An introductory course in real estate development finance. Instruction will focus on the methods of calculation commonly used to determine the financial feasibility of a development project, with emphasis on the practical aspects of arranging financing. Topics include: basic finance mathematics, commercial mortgage underwriting, return on investment analysis, construction financing, equity financing and sources of capital. A financial calculator is required for the first class. (Note: Your calculator must be able to calculate a monthly mortgage payment, an outstanding balance, and periodic and accumulated interest/principal.) (Miller) $200
8 eve - Tu. Apr 25, 19:00-22:00 - CC

Real Estate Investment Analysis 1535 (109110)
An introduction to the fundamentals of real estate investment analysis. Students will acquire the analytical tools necessary to make objective financial decisions regarding real estate investments. Major topics include: the nature of investments, business mathematics, the mortgage equity concept, discounted cash flow concepts, taxation and feasibility studies. This course is recognized by the Real Estate Institute of Canada for credit towards the CPM, CRF and ALO designations. 13 sessions. This course is also available through the Real Estate Institute of Canada. For information on REIC course scheduling, contact Maria Bergman, Chapter Administrator at 683-9106. (TBA) $290
Not available this term

Public Approval Process for Real Estate Development (109203)
A practical course which examines the development approval process for selected municipalities and the City of Vancouver. Topics include: the nature of planning, Acts and Bylaws which govern the development process, development applications, the role of planning departments and related boards and committees, and common pitfalls within the process. Emphasis will be placed on ways to maximize development opportunities, minimize costs and provide for a quality development. (Knight) $200
Available September 1995

Applied Real Estate Development (109204)
This seminar style course is designed for the advanced level student in the Real Estate Development Program. Through the use of case studies, guided discussion and guest presentations by veteran developers, participants will analyze each step in the development process. The purpose is to explore the critical planning and analysis which underlies decision-making as applied to development projects. At the conclusion of the course, each participant will be required to submit a complete development proposal for a selected site. Enrollment is limited to 18 to allow for extensive discussion and analysis of development problems in class. Prerequisites: Introduction to Real Estate Development (109201), Real Estate Development Finance (109202) and Public Approval Process for Real Estate Development (109203). Persons with practical development experience may be permitted in the class with permission of the instructor. (King) $290
10 eve - Th. Apr 27, 18:30-21:30 - CC

Additional Courses

For descriptions and scheduling of additional required courses and electives, please refer to course listings under the Property Management Certificate Program and Business Administration Certificate Program in this flyer.

Information and Registration
For registration and general information phone Continuing Education at 443-8380.

For course counselling phone Brian Pink at 443-8388.

Building Manager
Certificate Program

This program is designed for persons who are currently resident managers/caretakers and wish to improve their skills as a manager/caretaker in an apartment building or other multi-family complex. Graduates will be trained in basic landlord-tenant law as it applies in British Columbia; in basic building maintenance, fire safety and security matters; and about relevant office forms and record keeping. Supervisory skills are also covered, including goal setting, problem-solving techniques and people management.

The program is recognized by PAMA (Professional Association of Managing Agents). PAMA holds a strong commitment to the overall improvement of educational standards within the property management industry. PAMA's support of the Building Manager Program is part of that commitment.

The Greater Vancouver Apartment Owners' Association also supports the Building Manager Certificate Program. Each year, an academic scholarship is awarded to the top Building Manager graduate through the GVAOA Endowment Fund.

Rental property owners and buyers who wish to learn more about the day to day management of their property investment will find these courses to be of enormous practical value.

For registration call 443-8380. For course advisory information call Brian Pink at 443-8388, or the program coordinator (Sharon Kelly) at 443-8380.

Entry Requirements
Completion of grade 12 is not necessary, but students must possess reasonably good oral, reading and writing skills. Good manual dexterity is highly preferred.

Certificate Requirements
The certificate program consists of five courses: (1) Law and Tenant Relations, (2) Building Maintenance and Cost Control, (3) Building Service Management or IREM 101: Successful Site Management, (4) Building Service Worker – Level I, and (5) Applied Manager Skills (NOTE: Required after June 1995). These courses may be completed in any order, except Applied Manager Skills which has two prerequisites. Program students must pass the exam for each course in order to qualify for the program certificate.

Evaluation
Program students shall be evaluated on the basis of assignments, tests and a final exam. Upon successful completion of all required courses, the student may apply for a college certificate.

Advisory Committee
The program is subject to ongoing review through the counsel of a select committee of property management professionals, building owners and those in related fields.

Law and Tenant Relations (109001)
Learn to manage residential tenancies through a study of landlord-tenant law, proper record keeping and practical guidelines for dealing with tenants. Examine: rental advertising, tenant screening steps, tenancy contracts, handling evictions, dispute resolution, landlord/tenant rights, condominium law and the Residential Tenancy Act. $160
Available September 1995

Building Maintenance and Cost Control (109002)
An introductory course in the maintenance of apartment buildings and other multi-family properties. The course will review the primary maintenance responsibilities of the residential building manager. Topics include: maintenance planning and cost control; preventative maintenance; building inspections; supervising on-site work; basic appliance repair; fire safety; security; and an introduction to heating and plumbing systems. Classes include field trips and hands-on demonstrations using a variety of appliances and other equipment. $180
Available September 1995

Building Service Management 1000 (102023)
Intended for building supervisors, building service staff and others who wish to advance in the building management field. This course will explore basic supervisory and management skills including: budget preparation and controls; estimating and costing of building service work; purchasing of equipment and chemicals; inventory control; scheduling and motivation of staff. The selection and care of powered equipment is also covered. This course is recognized by the CBSA (Canadian Building Servicing Association) for credit within the CBSA Professional Certification Program. $220
10 day - Sa. Apr 22, 09:00-13:00 - CC

NOTE:
IREM 101: (Successful Site Management) may be taken as a substitute for Building Service Management.

IREM 101: Successful Site Management (109024)
This course is a joint offering by VCC and the Institute of Real Estate Management (IREM). It is intended for individuals interested in improving the operating success of residential properties. The course covers management, marketing, leasing and resident retention as well as maintenance and operations. Successful completion of this course fulfills the educational requirement for achieving IREM's ARM (Accredited Residential Manager) award. Residential managers must also provide evidence of meeting the experience requirements established by IREM, and subscribe to a strict code of ethics in order to qualify for the ARM award (for details, contact IREM, BC Chapter 50 at 683-9106). Students who successfully complete the IREM 101 course will earn elective points towards becoming a CPM (Certified Property Manager) member of IREM and may apply for course credit towards the VCC Building Manager Certificate. Schedule note: The course will run on three Saturdays (09:00-17:00, Apr 22, May 06 and May 27) and on six Tuesday evenings (18:00-21:00, Apr 25, May 02/09/16/23 and 30).$425
3 day/6 eve - Sa. Apr 22, 09:00-17:00 - CC

Building Service Worker – I (109008)
Learn general cleaning and floor maintenance. Students will explore types of soils, types of cleaners, cleaning chemicals, germicides and disinfectants, washroom and window cleaning, sweeping methods and equipment, floor machines and servicing specialty areas. Safety issues will also be covered. Students will gain a foundation of building service knowledge, to help improve professional practice. Prerequisite: Students must possess reasonably good oral, reading and writing skills. Students who have difficulty with English should contact Continuing Education at Langara for advice on language skills courses. Phone 323-5322. $185
5 day - Sa. Apr 22, 09:00-16:00 - CC

Applied Manager Skills (109028)
This one-day course is designed for students completing the Building Manager Certificate Program. This course will become mandatory for students graduating after June 1995. Students currently enrolled in the program, previous graduates and/or experienced residential building managers are welcome to register. Through lectures, case studies, problem-solving exercises and guided discussion, students will explore key issues and challenges currently facing the residential building manager. Specific topics include: the Residential Tenancy Act including new legislation; human rights laws and example cases; successful strategies for dispute resolution; creative problem-solving; interpersonal skills; preparing letters to tenants; responding to tenant requests; maintenance planning and liability issues. Prerequisites: Law and Tenant Relations (109001) and Building Maintenance and Cost Control (109002), or permission from the instructor. Participants must have a good knowledge of the Residential Tenancy Act and building maintenance practice. (Kelly) $110
1 day - Sa. Apr 29, 09:00-16:00 - CC

Property Management
Certificate Program

Property Management is a comprehensive training program designed to provide participants with the concepts, techniques, knowledge and skills necessary to perform as a Professional Property Manager.

For information call Program Coordinator, Chuck Dunn at 323-5511.
For registration call 323-5322.

Non-Certificate students may enroll in any course without meeting certificate requirements except Appraisal 1102; and Real Estate Marketing 1420, which require prerequisite courses.

Certificate Requirements
Students must complete 12 courses in no more than six years:

Mandatory Courses
Property Management 1415
Property Management 2415
Property Management 3415
Real Estate Law 1325
Real Estate Appraisal 1101 (was Appraisal 1118 – Part I)
Real Estate Appraisal 1102 (was Appraisal 1118 – Part II)
Computer Applications in Business 2000
Real Estate Marketing 1420
Accounting 1115
Communications 1118

Plus any two of the following
Macro Economics 221
Micro Economics 222
Introduction to Real Estate Development (109201)
Real Estate Investment Analysis
OR any courses listed under Business Administration, other than Accounting 1115, Communications 1118 and Computer Applications in Business 2000.

Entry Requirements
The Language Proficiency Index (LPI) exam is required for all students registering in Communications 1115 or Communications 1118. Students may be exempted from the LPI exam if they have:
1. A degree from an English-language university, or
2. Completed a first year English course or business communications course from an English-language college or university.
For details, please contact Carole Hector, program assistant at 323-5214.

Transfer Credit
Transfer credit for previously completed courses will be considered for Accounting 1115, Communications 1115, Micro Economics 222 and Macro Economics 221 where students have received a grade higher than 65 percent. Students with a current Real Estate Sales License will be exempt from Real Estate Marketing 1420 only.

Economics 221 and 222 (Macro and Micro) must be taken through one of the community colleges as they are university credit courses. They are offered at Langara College in the evening. Phone 323-5511 for further details on times and days.

Advisory Committee
The program is subject to ongoing review through the counsel of a select committee of property management professionals and those in related fields.

This program is officially recognized by PAMA; (Professional Association of Managing Agents). Participants who successfully complete this program may be eligible to receive the Certified Professional Residential Property Manager (CPRPM) Designation from PAMA. For further information about the PAMA designation call the PAMA office at 684-6717.

Appraisal 1101, 1102 and Real Estate Law 1325 meet the 'core course' requirements towards obtaining the CPM designation as of the time of printing. For further information on the CPM designation, contact the Institute of Real Estate Management, BC Chapter #50 at 683-9106.

INSTRUCTORS
Rob Badley, C.G.A., has over 30 years' experience in private industry and government.

Oren Breitman, L.L.B., is a practising lawyer in corporate and commercial law.

Sharon Kelly, B.A., C.P.R.P.M., is a property management consultant specializing in residential and commercial properties. Sharon has extensive instructional experience.

John Lockhart is a private fee appraiser.

Eric Murray, B.A., M.B.A., Teacher's diploma, over four years as communications instructor with considerable experience in both the public and private sectors.

D. Owen is a real estate consultant and instructor.

P. Read, F.R.I.C.S, CPM, SCSM, R.I.(B.C.), is a consultant in asset management, specifically in commercial and shopping centre management. Peter has over 36 years' experience in the real estate field.

Ken Tollstam, C.A., has over seven years' teaching experience on microcomputers using Lotus, DOS, dBase and word processing software.

Bob Wadsworth, B.Comm., C.A., has over 16 years' experience with the Department of Business Administration at Langara, teaching accounting.

LPI Exam (102055)
Language Proficiency Index (LPI) exam. The fee for this course is non-refundable. $35
1 eve - We. Apr 26, 18:30-21:00

Property Management 1415 (109101)
Learn the principles and practices involved in the field of property management. This introductory course will focus on rental management and condominium management as two components of an emerging profession where today's property managers must have the knowledge, communication skills and technical expertise to generate the greatest possible net income for the owners of investment properties. Specific rental topics include: Property Types; Residential Tenancy Act and Regulations; Insurance: Physical Maintenance; Financial Communication and Public Relations Skills. Condominium topics include: Types of Condominiums, Management Techniques; Fiscal Procedures: Property Maintenance; Insurance and Managing People. $290
13 eve - Tu. May 02, 18:00-21:00 - Lan (Kelly)

Property Management 2415 (109102)
An intensive course pertaining to the management of commercial and industrial properties. The course will cover leases, merchandising, management agreements, insurance, security, operating budgets and other important aspects of managing commercial and industrial type properties.
Available September 1995

Property Management 3415 (109103)
An in-depth course that discusses the management of shopping centres. Topics will include: shopping centre location, tenant mix, leases, insurance, promotion and advertising, security, budgets, problems with retailers, future trends. (Read) $290
Available September 1995

Real Estate Law - 1325 (109104)
A concentrated course in the fundamentals of law relating to real estate in British Columbia. The course will include an examination of contract law, interests in land, the Land Title system, landlord and tenant relations, mortgages, expropriations, condominiums and tort law as it relates to real estate. (Breitman) $290
Available September 1995

Real Estate Appraisal 1101 (109105)
Introduction to the basic principles of real estate appraising. Focus on the nature of value, the reasons for appraisals and the appraisal process itself. This course meets the requirements for the Appraisal Institute of Canada Courses Appraisal 1101. (Lockhart) $290
Available September 1995

Real Estate Appraisal 1102 (109106)
In-depth discussion on the three approaches to value. Preparation of appraisal reports will be discussed. This course meets the requirements of the Appraisal Institute of Canada's course for Appraisal 1102. Note: Prerequisite - Successful completion of Appraisal 1101. $290
Available September 1995

Real Estate Investment Analysis 1535 (109110)
An introduction to the fundamentals of real estate investment analysis. Students will acquire the analytical tools necessary to make objective financial decisions regarding real estate investments. Major topics include: the nature of investments, business mathematics, the mortgage equity concept, discounted cash flow concepts, taxation and feasibility studies. This course is recognized by the Real Estate Institute of Canada for credit towards the CPM, CRF and ALO designations. This course is also available through the Real Estate Institute of Canada. For information on REIC course scheduling, contact Maria Bergman, Chapter Administrator at 683-9106.
Not available this term

Real Estate Marketing 1420 (109109)
This course will focus on the Real Estate Act and code of ethics, mortgage law and financing, and other topics related to the sale and management of real estate. NOTE: 1) Successful completion of this course and the other eleven (11) courses in the certificate program will allow the student to challenge the salesman's prelicensing examination to obtain real estate license. 2) PREREQUISITE for this course is a pass grade in Appraisal 1101 and 1102, Property Management 1415 and Real Estate Law 1325.
Available September 1995

Introduction to Real Estate Development (109201)
A broad introduction to the real estate development industry, the development process and related issues. Major topics include: the economics of property development, steps in the development process, feasibility studies, government approvals, types of developments, design in development, development companies, public planning and environmental issues in development. This overview course will give each participant a foundation of applicable real estate knowledge, upon which he or she can build through professional experience and/or subsequent development courses offered through VCC. (King) $290
13 eve - We. Apr 26, 18:30-21:30 - CC

Accounting 1115 – Introductory (102001)
Learn the application of the debit and credit process, prepare the books of original entry and prepare the financial statements which include the balance sheet and income statement. Learn methods of evaluating balance sheet items such as cash, accounts receivable, notes receivable, inventory, plant and equipment, and depreciation. Preparation for Accounting 2215. $220
13 eve - We. May 03, 18:30-21:30 - Lan (Badley)
13 mng - Sa. May 06, 10:00-13:00 - Lan (Katz)

NOTE: To Accounting Students
There will be common midterm and final exams for Accounting 1115.
Mid-term exam for all classes of Accounting 1115 will be Sa. Jun 17, 10:00-13:00.
Final exam for all classes of Accounting 1115 will be Sa. Jul 29, 10:00-13:00.

Computer Applications in Business 2000 – DOS (102008)
This course is taught with DOS-based software. Participants will learn how to use computers effectively to solve business problems and improve business efficiency. Practical exercises will focus on three specific computer applications: database management, spreadsheets and word processing, with an introduction to DOS fundamentals and theory. A knowledge of typing is highly recommended. (K. Tollstam) $255
10 mng - Sa. May 13, 09:00-13:00 - Lan

Computer Applications in Business 2000 – Windows (102026)
This course is taught with Windows-based software. Participants will learn how to use computers to effectively solve business problems and improve business efficiency. Practical exercises will focus on three specific computer applications: database management, spreadsheets and word processing, with an introduction to Windows fundamentals and theory. A knowledge of typing is highly recommended. (TBA) $255
13 eve - Th. May 04, 18:30-21:30 - CC

Communications 1118 – Business Correspondence (102016)
This course is designed to prepare students to compose business correspondence. Writing projects include memos, letters, reports, resumes and employment correspondence. Effective written communication skills are an essential asset in all areas of professional life. Prerequisite: Successful completion of the LPI Exam. (Murray) $220
13 eve - We. May 03, 18:30-21:30 - Lan

Travel/Sports & Recreation

Educational Study Programs

Courses

The Best B&Bs: A Beginner's Guide to Starting a Bed and Breakfast (504650)
Stimulated by the demands of sophisticated travellers and rising hotel rates, big city and country B&B establishments are fast growing in popularity. Whether it's a comfortable country inn perched high above the pounding surf, a rambling tudor mansion in a ghost town or the quiet oasis of a heritage home minutes from downtown, this is a must course if you dream of starting a successful bed and breakfast. The Best B&B is an excellent introduction to this demanding and distinctive hospitality industry. The course includes valuable B&B tips, tricks, techniques, touches and trade secrets gathered through personal, careful surveys, personal interviews and firsthand inspections and stays at more than 50 successful establishments throughout North America. From architecture to ambience, cleanliness to comfort, privacy to price, scenery to service – participants will learn what does and does not work in the B&B business. Targeted for dreamers and doers with either little or no hospitality experience, the course provides an insider's look at the art, science and hard work involved in a successful B&B. (Walton) $64.20 (includes GST)
1 day - Sa. May 06, 09:00-16:00 - Lan

Tours

Fraser River Expedition
Jul 29-Aug 05, 1995
Beginning high on the Chilcotin Plateau above Williams Lake, you will spend eight days and nights journeying on the water along the Fraser River as it carves through the heart of British Columbia. On route you will visit historical sites from the gold rush era and archaeological sites representative of the past 10,000 years of pre-history. You will see and photograph big horn sheep in the desert at Riske Creek. Black bears, bald eagles and deer can be seen throughout the 350 kilometre trip down the river. As the trip descends down through the Chilcotin Plateau, you will have the opportunity to explore some of the world's most spectacular scenery. Making your way through the canyons, the float trip continues through French Bar, Moran and Empire Canyons, finishing with a full-length run of the Fraser Canyon ending in Yale. Trip includes transportation from Yale (2 hours from Vancouver) lifejackets, safety equipment, waterproof bags for equipment, all meals, one-day paddle rafting on the Thompson River. Price $1300
For more information please call Rick Blacklaws, Archaeology Department, Langara College, 323-5318 or Wayne Decle, Continuing Education at 871-7065.
Trip Leader: Darwin Baerg
As owner of Fraser River Raft Expeditions, Darwin has led numerous expeditions down the Fraser. With over 14 years of experience whitewater rafting in BC, Darwin in the most experienced guide on the Fraser.
Archaeologist/Photographer:
Rick Blacklaws, instructor at Langara College, has completed the trip several times and is involved in many heritage studies on the Fraser River.

Provence: Sunlit Land of Wine and History
May 1995
"Provence" – Just to speak the name conjures up vivid images of sunlight on vineyards, romantic medieval townscapes, imposing Roman monuments and the flavour of fine, rich wines. Join this popular VCC journey to a destination that remains a perennial favourite. A very special feature of the trip is the fact that you settle into the attractive old city of Aix-En-Provence for the entire stay. From this historic base you venture out each day in the comfort of your private coach to sample the justifiably famous wines of the region and to visit old Roman towns still endowed with fine stone-built theatres and temples. There will be time to taste the local cuisine – a blend of



aromatic herbs, olive oil, garlic and the freshest of ingredients. Provencal crafts have been prized for centuries – fabrics, ceramics and glassware will tempt you to purchase. The trip is fully escorted from Vancouver. For more information or to register, please call Great Expeditions, Caroline Williams at 257-2040 or VCC Continuing Education, Wayne Decle at 871-7065.
Approximate Price $3400

Tuscany: From the Etruscans to the Renaissance
September 1995
Tuscany, a land rich in culture and history, has seen the flowering of many civilizations. In antiquity it was home to the fascinating Etruscans whose complex funerary customs resulted in monumental tomb architecture and fine wall paintings. Medieval towns still nestle into the Tuscan landscape and it was here that the Italian Renaissance began. The art and architecture of all these periods are well represented in the many lovely hill towns dotted along the winding roads of the region. For wine lovers, Tuscany is synonymous with Chianti and other fine classic Italian wines such as Vino Santo Toscano. From your base in Sienna you have an opportunity each day to venture out to taste the wines and enjoy the atmosphere of towns such as Colle di Val D'Elsa, San Gimignano, Pescia, Pistoia, Rufina, Gaiole, Brolio and many others. And, of course, no visit to Tuscany would be complete without savouring the beauty and artistic splendours of Florence. This tour is fully escorted from Vancouver. Price : TBA
For more information or to register, please call Great Expeditions, Caroline Williams at 257-2040 or VCC Continuing Education, Wayne Decle at 871-7065.

Costa Rica – The Land of Eternal Lite
Nov 12 – 25, 1995
Dec 03 – 16, 1995
Dec 24 – Jan 06, 1996
This tour provides a thorough experience of Costa Rica and not simply a visit to a small section of the country. We visit both the Pacific and Caribbean coastlines. Monteverde Cloud Forest, covered in a mantle of moss, ferns and orchids is home to over 400 species of birds. Manuel Antonio is a haven of natural beauty on the shores of the Pacific. Tortuguero on the Caribbean coast is a place of interconnecting rivers and canals and is accessible by plane or boat. The Costa Rica tour can be taken for either one or two weeks and can also be combined with other countries in the region. Cost without air – $1860; cost with air from Vancouver – $2595
For more information please call Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

The Greek Isles – The Poetic Greek Islands
Apr 09 – 29; Apr 16 – May 06; Apr 23 – May 13; May 07 – 27; May 14 – Jun 03; May 21 – Jun 10; May 28 – Jun 17; Jun 18 – Jul 08; Jul 30 – Aug 19; Sep 03 – 23; Sep 10 – 30; Sep 17 – Oct 07; Sep 24 – Oct 14; Oct 01 – 21
This tour can be taken for two or three weeks. It includes the islands of Crete, Santorini, Mykonos, Delos, Amorgos and Naxos. It also includes Athens. The Parthenon stands regally over Athens, the very heart and soul of Greece. On Crete we travel to Knossos where we see the remnants of this golden Minoan period with its wonderful theatrical staircase, the throne room as well as the frescoe of the lillies. Vast geological upheavals have given Santorini the nickname "Prehistoric Pompeii." It is scenically Greece's most stunning island. For nearly 1000 years Delos was the political and religious centre of the Aegean. The beaches of Mykonos are superb. Mykonos was the idyllic setting for the movie "Shirley Valentine." Travelling by local ferry we arrive in Amorgos, a totally different island – away from other tourists, it offers a taste of traditional Greece. The last island on our extraordinary tour to Greece is the island of Naxos, the biggest and most fertile of the Cyclades, a place of Byzantine churches and medieval Venetian fortresses. Cost of tour – $2195 land without air; $3595 with flights from Vancouver.
For more information please call Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

Turkey – Romance of a Rugged Land
Apr 16 – May 06, 1995
May 07 – 27, 1995
July 09 – 29, 1995
Sep 03 – 23, 1995
Sep 24 – Oct 14, 1995
Oct 01 – 21, 1995
We begin our tour in Istanbul, a city of a thousand and one delights. Our sightseeing includes the Blue Mosque, St. Sophia, Topkapi Palace and the Grand Bazaar. Troy was the place where the Trojan War was fought for the honour of Helen. Ephesus is one of the highlights of any visit to Turkey. On our tour of the main site we see a 24000 seat amphitheatre, the library of Celsus, the marble-paved Arcadian Way and the private houses of the rich. Pamukkale is the cotton castle; here mineral-rich water heated underground breaks through the earth's surface and cascades down hillsides creating terraces of white chalk-like stone. The seaside towns of Bodrum, Kash and Antalya show a side of Turkey often called the Turkish Riviera. We also spend several days in Cappadochia with its fairly tale chimneys and conical towers. The monastic complex of rock chapels covered with frescoes is one of the best sites in Central Anatolia. Cost without flights – $2375; cost with flights – $3775. For more information please call Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

Morocco
(2 weeks)
Apr 15 – 29, 1995
May 13 – 27, 1995
July 22 – Aug 05, 1995
Oct 14 – 28, 1995
Dec 23 – Jan 06, 1996
With its blend of Africa and Arabia, medieval crafts and culture, there are few more exciting countries to visit than Morocco. We will see fabled Casablanca, romantic Marrakesh, the Sahara Desert and the imperial city of Fes. We travel through the snow-capped Atlas mountains to visit friendly Berber villages.
Price: $1895 without international flights; $3145 with flights from Vancouver. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

India
Jul 07 – 24, 1995
Oct 20 – Nov 06, 1995
Nov 10 – 27, 1995
Jan 05 – 21, 1996
Feb 02 – 18, 1996
India, vast and diverse, is the birthplace of two of the world's great religions---Hinduism and Buddhism. A romantic land where simple villages and luxurious palaces co-exist, it is the setting for one of the world's most perfect buildings – the Taj Mahal. The land of India is as diverse as its many peoples – from the deserts of Rajasthan to the endless beaches of the south to the snow-capped Himalayas of the north. India's history – from Asoka in the 3rd century BC through the Mughal empire to the British Raj – has endowed it with numberless temples, palaces, forts and monuments.
Price: $3480 with flights from Vancouver; $1980 without international flights. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at at 871-7065.

Indonesia
July 03 – 24, 1995
Oct 06 – 27, 1995
Oct 13 – Nov 03, 1995
Apr 02 – 23, 1996
Two-week tours are also available.
The world's largest archipelago contains over 13,000 islands and cultures so diverse that travelling in Indonesia is like being in China, Thailand, India and Europe, all at the same time. We will explore Java – centre of Indonesian culture, Lombok – with its beautiful beaches, Sumatra – with its Orangutans, and Bali – famed for its gentle people and colourful handicrafts.
Price: $2350 without international flights; $3810 with flights from Vancouver. Indonesia can also be taken as a two-week trip. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

New Zealand
Oct 17 –Nov 02, 1995
Dec 23 – Jan 08, 1996
Jan 30 – Feb 15, 1996
Dec 23 – Jan 08, 1996
Jan 30 – Feb 15, 1996
New Zealand is a land of majestic snow-capped peaks and unexplored rain forests, of pristine lakes swarming with fish and turquoise ocean bays speckled with wooded isles. In the South Island there are glaciers and fjords, in the North Island, geysers and volcanoes.
Price: $2490 without international flights; $3990 with flights from Vancouver. Christmas trip is $150 more. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065. This trip can also be combined with our two-week Australia trip to provide a four-week tour.

Australia
Oct 31 – Nov 16, 1995
Dec 23 – Jan 08, 1996
Jan 16 – Feb 01, 1996
Australia, with its beautiful Barrier Reef, majestic outback,

mountains and unique features such as Ayers Rock, is a fantastic destination. The island continent has so many things that make it special. The unique flora and fauna are only part of a staggering variety of attractions. This trip can also be combined with our two-week New Zealand trip to allow a four-week tour. Price: $2745 without international flights; $4345 with flights from Vancouver. Christmas trip is $150 more. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

Thailand, Malaysia and Singapore

Jun 19 – Jul 03, 1995
Oct 27 – Nov 10, 1995
Nov 03 – 17, 1995
Mar 19 – Apr 02, 1996

We journey from the sophistication of Singapore through the wildlife parks and beaches of Malaysia to the south of Thailand.
Price: $1595 without international flights; $2895 with flights from Vancouver. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

Egypt

Jul 08 – 22, 1995
Oct 14 – 28, 1995
Nov 12 – 20, 1995
Dec 24 – Jan 07, 1996
Mar 17 – 31, 1996

The Nile, Africa's great artery and Egypt's very lifeblood, leads us back to the dawn of one of the greatest civilizations the world has ever known. This is the story of the Pharaohs' Golden Age. Highlights include the Pyramids, Tutankhamen's treasures, and Abu Simbel. This tour can include a three-day Nile cruise.
Price: $1850 without international flights; $3330 with flights from Vancouver. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

Jordan/Syria

May 02 – 23, 1995
Jul 18 – Aug 08, 1995
Sep 12 – Oct 03, 1995
Oct 03 – 24, 1995
Oct 24 – Nov 14, 1995
Oct 31 – Nov 21, 1995
Nov 07 – 28, 1995

Through this fertile crescent roamed Greeks, Egyptians, Phoenicians, Romans, Nabateans, Arabs and Crusaders. In their wake they have left rose red Petra, wonderful Roman sites such as Palmyra and Jerash, hilltop castles such as Crak des Chevaliers and the great cities of Aleppo and Damascus. Price: $2650 without international flights. $4145 with flights from Vancouver. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

Scotland – Discovering the Highlands and Islands

Jun 03 – 18, 1995
July 22 – Aug 06, 1995
Aug 26 – Sep 10, 1995

Scotland is a country steeped in myth and legend. The pages of her history are filled with colourful heroes, warring clans and dramatic castles. Historic figures such as Robert the Bruce, Mary Queen of Scots, Robert Louis Stevenson and Sir Walter Scott light up Scotland's rich past. This is also a land of wild scenic beauty. Starting from sophisticated Edinburgh – "The Athens of the North," we explore the mountainous highlands and travel to the outer reaches of the British Isles – the Viking islands of Orkney and Shetland and the Celtic islands of the Hebrides. This is a comprehensive tour of a rich and diverse country, including remote areas usually overlooked by most visitors to Britain. Price: $3045 with flights from Vancouver. $2095 without international flights. Phone Adventures Abroad at 732-9922; or Wayne Decle, VCC-CE at 871-7065.

Galapagos and Ecuador

Aug 13 – 27, 1995
Nov 05 – 19, 1995
Mar 18 – Apr 01, 1996

Few countries offer the diversity and natural wonder that abound in the Galapagos and Ecuador. From the high Andean splendour to the astonishing Amazon basin, one will experience jungle, rare dry forest, cloud and rain forest, high plateaus and glorious coastline. The highlight of any trip to Ecuador is a visit to the Galapagos Islands, where each island is home to unique species of animals. Price: $3040 without international flights; $4340 with flights from Vancouver. Phone Adventures Abroad – 732-9922; or Wayne Decle, VCC–CE – 871-7065.

Sailing

INSTRUCTOR

Marcus Kerry is involved full-time in promoting the Canadian Yachting Association Learn to Cruise Program. For the last 13 years Marcus has personally instructed thousands of Canadians in sailing skills in the Caribbean, Hawaii and in Canada.

Sailing Local Howe Sound/Canadian Yachting Association (CYA) Certificate Course (502818)

This three-day long-weekend, live-aboard sailing adventure offers a unique escape to acquire sailing instruction amidst our wondrous coast. Aside from sailing there is usually time for hiking, fishing, BBQs and evening entertainment. You do not need previous sailing nor must you participate in certification exams to come aboard. This course covers manoeuvring under sail, power, basic navigation and other skills to complete certification standard for bareboat chartering privileges locally and internationally. Theory home study for certification is required.
Trip Dates:
Sa. May 22, Victoria Day
Sa. Jul 01, Canada Day
Price: $379 (includes food provisions and study materials). Space limited, register early.
For departure information and registration call Marcus at Sail Train International at 731-1023.

British Virgin Islands Caribbean Sail-Training Tour/Canadian Yachting Association Certification

Departure: Nov 1995; air out price $1650 Canadian funds
Paradise, where the sun always shines, the warm trade winds are gently blowing. The water and air temperatures are in the 80s. Safe, comfortable anchorages almost in sight of each other with breathtaking beaches. Called the Friendly Virgins, each island is unique, with a great variety of places to visit ashore both day and night. We will explore some six different islands, with time aside from sailing for lots of other activities. The crystal blue water, visibility of some 50 feet, offers an unforgettable opportunity to explore the abundant sea life on tropic reefs. Sailing/cruising instruction is by an advanced Canadian Yachting Association cruising instructor with many years' experience bringing friends together with sailing tours. Our yachts are the best offered anywhere, luxurious high performance and with private accommodation. You don't have to be a "sailor" to come along at just be ready to have an unforgettably great time. If you wish to participate in the optional Skipper's Program for CYA certification, theory classroom or home study is necessary. This certification is offered upon successful completion of both theory and practical component of this voluntary course. Recognized locally and internationally for bareboat yacht chartering privileges. Pre-registration is a must. Avoid disappointment and register now. Space is very limited. A $400 non-refundable deposit is required to confirm registration. Purchase of trip cancellation insurance is required at time of air ticketing. Complete tour cost includes accommodation, luxurious yacht, skipper/instructor and inboard food provisioning. (Tax deductible portion available)
Departure dates: Nov 1995
Air at $650 approximate on early booking.
Information Video Night: May 15, 19:00-21:00 - KEC, Room 4043
For details call Sail Train International, Marcus Kerry at 731-1023.

South Turkey Sail Training Tour/Canadian Yachting Association

Departure: May 1995 (2 weeks); Price $2150
One of the last truly great cruising areas to be discovered in the Mediterranean. Undoubtedly a guaranteed thrill to every explorer, sun-seeker and sailing romantic. This tour offers a remarkably inexpensive kaleidoscope of unspoiled anchorages. Timeless villages, superb sailing conditions in exquisitely warm turquoise waters surrounded by centuries of historic art treasures, exciting shopping and dining bazaars. Nearby is the night life of the Turkish Riviera. All is complimented with the striking friendliness and honesty of the people. Internationally-recognized Bareboat Skipper Certification is offered upon successful completion of voluntary certification course. Next time you may skipper or crew your own yacht. No previous sailing experience is required nor is certification course mandatory. Avoid disappointment, register now. Space is very limited. Non-refundable deposit of $400 confirms your space. Cancellation insurance with restrictions is included. A longer length of stay, CYA certification course or air fare are available but not included in this price. Prices are subject to change. Tour includes luxurious 40 to 50 foot yacht accommodation and provisions, CYA instructor and skipper, $600 tax receipt for instructional portion. (Air $1500 approximate)
Call Sail Train International at 731-1023 to register.

NOTE

Students planning to travel with VCC at CE educational tours are encouraged to refer to the LANGUAGES section.

Please see ARTS & SCIENCE section for NATURAL HISTORY.

Sports & Recreation

INSTRUCTORS

Claudio Bartolomeo – Playing experience: Second Division Central Cordoba and Mitre F.C. of Argentina; Premier Division, Club Ireland (Metro League); Coach of Argentinean Athletic Club (Metro League)

Tommy Phillips originated from Scotland, played in England and France; actively coaching adult men, women and children teams; coordinated Micro soccer at Britannia Community Centre; Scottish C License. He is currently playing with Argentinean Athletic Club (Metro League).

Summer Soccer School

VCC Summer Soccer School teaches players of all ages, technical and creative skills needed by the player of the future. We also emphasize team play and tactical understanding of the game. Daily training sessions will include small sided games. Ball contact is not only made during skill enhancement, but also during daily warm up. We also offer a goalkeeper clinic which emphasizes all aspects of goalkeeping. Players: boys and girls, ages from 5 to 16 years. Players are divided into small groups based on age and ability. Players must be dressed for soccer and bring a soccer ball. Shin guards and soccer boots are recommended.
Jul and Aug 1995; 15 hours of instruction per week, Mo-Fr., 09:00-12:00

For more information and registration, please call Pat Bryant at 871-7063.



4 Ways to Register

1. By Mail

Fill in the registration form on page 51 and send it with your cheque or charge card information.

Sorry, NO POSTDATED CHEQUES

Mail to:
Vancouver Community College
Continuing Education Division
1155 East Broadway
Box 24785, Station "F"
Vancouver, B.C.
V5N 5V2

2. By Phone

Charge to your MasterCard or Visa card

City Centre Campus, 443-8380
King Edward Campus, 871-7070
King Edward Campus West, 874-9923
Langara College, 323-5322

3. In Person

Register at any of our three campuses. Pay by cheque, cash or charge card.

4. By Fax

Use the form on page 51 and FAX to 871-7300. Pay by charge card.

Registration hours:

City Centre, King Edward Campuses and Langara College: Monday-Thursday, 09:00-20:00; Friday, 09:00-15:00 and Saturday, 09:00-12:00

King Edward Campus West (Nursing and Health): Monday to Friday, 09:00-16:30

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Certification is Important in Today's Workplace

Vancouver Community College offers certificates in more than 35 programs -- Business, Computers, Court Interpreting, Early Childhood Education, Fashion, Non-Profit, Nursing and Health and Social Services.

Earn a VCC certificate. It marks your achievement in a program. Having certification is essential not only to you and your employer but particularly to the people you serve. Each of our programs has been designed by experts in their field. We listen to the requests of business, industry, the community and our students in designing our certificate programs.

A VCC certificate will help you:
- Gain training to advance in your job
- Acquire new skills to enhance your life
- Broaden your career options

Certification can make a real difference in your career. Why not call one of our program staff today for further information? We think you will find the time spent on a VCC certificate is time well spent.

To register or for more information please call 871-7070.

Join VCC's "Open House" Celebration

This year (1995) marks VCC's 30th year of service to the community by providing "Education for the Real World."

To celebrate, we'll be holding an Open House on Thursday, April 6, 1995 from 11:00 to 19:00 at both VCC campuses – CITY CENTRE, 250 West Pender Street and KING EDWARD CAMPUS, 1155 East Broadway.

Come join the celebration!

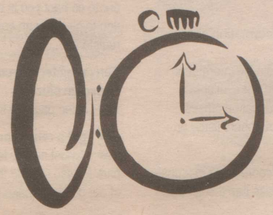
- Meet faculty, staff and students
- Learn about the scope and range of VCC programs
- Take part in interactive displays
- Sample food from our Tourism and Hospitality Program
- See some classrooms "in action"
- Take the convenient shuttle bus between the two campuses

Mark your calendar for Thursday, April 6, 1995.

Co-sponsored by:

WEEK MAGAZINE

Z95 3FM



The 24-hour Clock

This brochure uses the 24-hour clock system to avoid confusion between a.m. and p.m. Please refer to the following conversion chart:

1 a.m	=	01:00	1 p.m.	=	13:00
2 a.m	=	02:00	2 p.m.	=	14:00
3 a.m	=	03:00	3 p.m.	=	15:00
4 a.m	=	04:00	4 p.m.	=	16:00
5 a.m	=	05:00	5 p.m.	=	17:00
6 a.m	=	06:00	6 p.m.	=	18:00
7 a.m	=	07:00	7 p.m.	=	19:00
8 a.m	=	08:00	8 p.m.	=	20:00
9 a.m	=	09:00	9 p.m.	=	21:00
10 a.m	=	10:00	10 p.m.	=	22:00
11 a.m	=	11:00	11 p.m.	=	23:00
12 noon	=	12:00	12 midnight	=	24:00

Be a Gracious Host

International Education Homestay Programs

Vancouver Community College invites you to participate in our Homestay Programs. Through these programs, visiting international students come to live in Canadian homes.

Homestay Programs are designed to help students improve their English and become familiar with our culture. These students are keen to participate in family activities and host families find the opportunity to live and learn with a foreign student an enriching experience.

Families must be willing to provide: three meals a day: an English-speaking environment; suitable accommodation; and a welcoming atmosphere. Hosts are reimbursed.

Host families are required for the following programs:

SELP Summer English Language Program is for students from Japan who require Homestay as part of their English language and cultural experience. The program runs July through August with students staying for three week periods. Families are required to accept two students per session.

International Students - Long-term students in VCC English as a Second Language, High School completion and University programs are in this program which runs year round. Students normally stay with families for two to eight months. One student per family.

Bursary Program—French-speaking students from Quebec studying English at VCC for five to six weeks in July and August. One student per family.

Special Interest—Other short-term groups in a variety of programs require Homestay on a short term basis.

The Homestay Program is a growing one with many opportunities for involvement. For more information please call 874-5056.

TEACH ADULTS

PROVINCIAL INSTRUCTOR DIPLOMA

Now in its twenty-fifth year, the Provincial Instructor Diploma program offers practical skills for teaching adults in public or private colleges in British Columbia. This **Ministry of Skills, Training and Labour** program provides you with valuable teaching techniques and strategies you can use in your classroom.

DIPLOMA IN ADULT EDUCATION

This program which provides training in development and delivery allows you to build on skills developed in the Provincial Instructor Diploma program. You will learn useful and practical skills to increase your effectiveness as an instructor.

BACHELOR OF EDUCATION (ADULT EDUCATION ROUTE)

Earn a Bachelor of Education degree while teaching. This program allows you to receive up to 1 year of university credit for your training and experience. It also accepts credits for the BC Provincial Instructor Diploma program and the VCC Diploma in Adult Education.

TRAIN THE TRAINER CERTIFICATE

This 90-hour certificate course provides you with skills for classroom instruction, individualized teaching or corporate training.

VANCOUVER COMMUNITY COLLEGE

Please send me information on the following:
- ❑ **Provincial Instructor Diploma**
- ❑ **Diploma in Adult Education**
- ❑ **Bachelor of Education (Adult Education Route)**
- ❑ **Train the Trainer Certificate**

Name _____
Address _____
Postal Code _____/_____ Telephone _____

Mail to: **Program Development & Staff Training Dept.**
Vancouver Community College
King Edward Campus
1155 East Broadway
Vancouver, BC V5N 5T9 or FAX: 871-7522

Phone 871-7488 or 871-7499

Earn a Certificate

If you need training to get ahead in your job, to broaden your career path or embark on a new career, a Vancouver Community College Continuing Education Certificate Program is designed to specifically meet your needs.

Representatives of industry and the professions help plan these programs for adults who want to get a thorough background in a particular field but who do not want to undertake a degree program. Each Certificate Program must meet the following criteria:

1. An established, sanctioned curriculum with a logical grouping of courses.
2. A Program Advisory Committee composed of members with expertise in that field.
3. A program based on an employer, outside agency or industry standard.
4. A formal procedure for evaluation.

Administration of Early Childhood Services
Building Manager
Business Administration
Childbirth Educators
Computer Skills for the Workplace
Continuing Care Management
Counselling Skills
Court Interpreting
Customer Care
Early Childhood Education:
Level 1
Family Day Care
Fashion Arts
Fashion Design
Floral Design
Fundraising Management
Garment Construction
Gerontology - Nursing
Infant-Toddler Educator
Legal Assistant:
Conveyancing
Corporate
Litigation
Local Area Network Administrator
Non-Profit Management
Nursing Management
Office Administration
Pattern Making
Post Anaesthesia Nursing
Property Management
Real Estate Development
School Age Child Care
Sterile Supply Processing Aide
Substance Abuse
Teaching English as a Second Language
Telecommunications Management
Visual Arts—Photography Major
Volunteer Management

Vancouver Community College Alumni Association

Have you attended a VCC program at Langara, VVI/City Centre or King Edward Campus over the last 25 years?

If the answer is YES, the VCC Alumni Association is your organization for keeping in touch with the college, former classmates and instructors!

In addition to keeping you up to date on college activities, the Alumni Association offers its members a 20 percent discount on Continuing Education courses, library privileges and bookstore discounts. (Some exceptions apply. Contact the office for details.) Members also receive a twice yearly newsletter highlighting Alumni and college events, profiling past graduates and much more.

If you would like more information, just fill in the coupon and mail it to:

VCC Alumni Association
1155 East Broadway
Box 24700, Station 'F'
Vancouver, BC V5N 5V1
Phone: 871-7147

Name _____

Address _____

Postal Code _____

Telephone (Res.) _____ (Bus.) _____

Program _____ Campus _____

Year Completed _____

Tell us about yourself: _____

_____

_____

Questions Most Asked

How do I obtain more information about a Program?
Program Guides giving detailed information about a particular program are available through our Continuing Education offices. Please phone one of the numbers listed on this page.

To speak to the program coordinator responsible for each program, please see the list on page 4.

Some programs host information sessions where details about the program are discussed.

Are there any prerequisites I must have to take a course?
In most cases, prerequisites are not required. However, please read the course information in this flyer carefully as some courses require a certain skill or knowledge level. Some certificate programs do have entry requirements.

Why do you require my Social Insurance Number?
Your S.I. number is the only way to positively identify you in our computer system. Some names are similar or even identical making the S.I. number necessary. It is never used for any other purpose or divulged to anyone else.

What happens if my class is relocated or rescheduled?
We make every effort to avoid doing this but sometimes it is necessary. Our classes are held on three campuses and various off-campus locations (see map back cover). We cannot guarantee the class location as advertised. When a class location or time is changed, we will phone to advise you. If the change is unaccceptable to you, a full refund will be issued.

Why are some courses cancelled?
All Continuing Education courses are cost recoverable. A minimum enrollment is required in order to meet costs. When a course fails to reach a minimum we are forced to cancel it. You will be advised without delay if a course is cancelled and, whenever possible, offered another course option.

What happens if a course is full and my name is placed on a wait list?
Our policy is to accept registrations on a first-come first-served basis which is based on the receipt of tuition fees by registration. If, however, a course is full your name is placed on a wait list. If the wait list is sufficiently large, another section of the course may be added. Those on the wait list will be contacted. Again, acceptance is on a first-come, first-served basis.

Should space become available in a course (due to a student cancelling or other factors), the person whose name is first on the wait list will be contacted. If that person cannot be reached, the next name will be contacted.

If you are on a wait list for a course that is scheduled the following term, we will endeavour to contact you in advance of flyer distribution to give you an early opportunity to register.

Can I register in a course if I am not a Canadian citizen?
Please see page 50 for details.

Can I get a refund on my tuition fee?
Yes. In most cases, fees are refundable in part. Please refer to the detailed explanation of our policy on page 50.

Is financial aid available?
There is limited financial aid available for courses and programs listed in this flyer. Because of the part-time nature of CE courses, they do not meet the criteria for most student assistance programs (e.g. Canada Student Loans, BC Student Assistance, etc.). However, certain certificate programs do have limited assistance in the form of bursaries and scholarships. Financial Assistance issues should be discussed with the program coordinator.

CE has begun a fundraising campaign to raise money for a CE Instructors' Student Bursary Fund. Interest raised from this endowment will benefit CE students with a financial need. We anticipate that bursaries will be awarded beginning in 1995.

Your tax deductible donations to the CE Instructors' Student Bursary Fund is welcome. Please call the VCC Educational Foundation for details at 871-7173.

Why can't I simply register in any certificate program course?
In many certificate programs students are required to go through a rigorous application procedure. This ensures that the potential student is appropriate to take the training and would have a realistic chance to find employment in that field after completing the training. Once an application is received, students are evaluated and/or interviewed. Evaluation/interview periods vary from program to program. Once a student has successfully completed the application process and has been accepted into a program, they are allowed to register in courses.

Continuing Education Phone Numbers

City Centre Campus, 443-8380

King Edward Campus, 871-7070

King Edward Campus West, 874-9923

Langara College, 323-5322

Where to Find Our Brochure

Further copies of this brochure are available in Vancouver, West Vancouver, North Vancouver, Richmond, Burnaby and New Westminster at:

- **7 Eleven Stores**
- **Save-On Foods**
- **Community Centres**
- **Public Libraries**

Please call 871-7070 for further information.

4 Ways to Register

1. By Mail

Fill in the registration form on page 51 and send it with your cheque or charge card information.

Sorry, NO POSTDATED CHEQUES

Mail to:
Vancouver Community College
Continuing Education Division
1155 East Broadway
Box 24785, Station "F"
Vancouver, B.C.
V5N 5V2

2. By Phone

Charge to your MasterCard or Visa card

City Centre Campus, 443-8380
King Edward Campus, 871-7070
King Edward Campus West, 874-9923
Langara College, 323-5322

3. In Person

Register at any of our three campuses. Pay by cheque, cash or charge card.

4. By Fax

Use the form on page 51 and FAX to 871-7300. Pay by charge card.

Registration hours:

City Centre, King Edward Campuses and Langara College: Monday-Thursday, 09:00-20:00; Friday, 09:00-15:00 and Saturday, 09:00-12:00

King Edward Campus West (Nursing and Health): Monday to Friday, 09:00-16:30

Vancouver Community College

CERTESL

A Distance Education Certificate in Teaching English as a Second Language or Dialect

The Certificate in Teaching English as a Second Language (CERTESL) Program is a new part-time home study program. It is intended to meet the needs of current and prospective teachers of English to immigrants and aboriginal people, or people headed overseas to teach English as a foreign language. This course is designed for those who do not have a university degree.

Applicants must complete six courses (five compulsory courses—including a three-week summer practicum—and one elective course) to successfully complete the CERTESL Program. The registration deadline for the prerequisite course TESL 21 scheduled to begin in September, 1995 is August 4, 1995.

The CERTESL Program is offered by Vancouver Community College, in collaboration with the University of Saskatchewan Extension (Centre for Second Language Instruction and Extension Credit Studies).

Application forms and program information can be obtained by contacting CERTESL Program Coordinator, Jayeson Van Bryce, telephone 871-7070, Fax 871-7300.

University of Saskatchewan

Your place or ours?

We Train Business

Our Business Programs keep you and your company ahead of the competition.

Our courses are designed for the adult, part-time learner. We offer flexible class schedules and convenient locations. Classes are held on campus or at downtown locations. Or join the growing number of companies choosing customized on-site business training.

We work with employers to provide contract education services. A complete array of services is available including skills assessment which determines employee education/training needs; development and delivery of training programs; and follow-up evaluation to determine effectiveness of the training provided.

Stay ahead of the competition! Call 871-7070 for more information.

Attention: Internet Users

Continuing Education is now on the Internet

For more information about the following programs, you can now subscribe to the appropriate LISTSERVERS by sending an E-Mail message to LISTPROC@langara.bc.ca and follow the example below.

Example:
If you want to subscribe to Graphic Design, your message should say:
SUBSCRIBE CE-GRAPHICS-L your name

Media Writing and Communication, Writing Programs and Humanities:
CE-WRITING-L
Graphic Design:
CE-GRAPHICS-L
Telecommunications:
CE-TELECOM-L
Leadership, Supervisory, Management and Training Skills Training:
CE-BUSINESS-L
Health Certificates:
CE-HEALTH-L
New Non-Profit Sector Certificate:
CE-NONPROFIT-L
TESL:
CE-TLI-L
Summer English Program for International Students:
CE-INTER-L

Dates Closed

The Continuing Education Division will be closed on the following dates:

April 6, 1995
April 14 – 17, 1995 inclusive
May 20 – 22, 1995 inclusive
July 1 – 3, 1995 inclusive
August 5 – 7, 1995 inclusive

Don't Wait

If a course tempts you, don't wait to register. Some courses fill up quickly. Others are cancelled if insufficient advance interest is shown.

Continuing Education Phone Numbers

City Centre Campus, 443-8380
King Edward Campus, 871-7070
King Edward Campus West, 874-9923
Langara College, 323-5322

Walk with Safety

Our Security Office offers students an escort to campus parking lots in the evening. Please check at the Continuing Education office for details.

Applicant Information

Withdrawals, Refunds & Course Cancellations

Unless otherwise stated in course advertising, requests for refunds must be received in writing by Vancouver Community College, Continuing Education Division before the second session of the class. Requests for refunds must state reasons and be accompanied by your original receipt.

A different refund policy may apply for some courses and events: e.g. courses of five sessions or less require refund requests 24 hours before the start date; Nursing and Health courses and some Business seminars require refund requests either five or ten business days before the course start date.

REFUNDS ARE SUBJECT TO AN ADMINISTRATIVE CHARGE OF 20 PERCENT OF COURSE FEES OR A MINIMUM OF $10 AND TO A MAXIMUM OF $30. As an alternative, we would be pleased to issue a "deferred fee credit" for 100 percent of the course registration fee valid for one year. Please allow three weeks for processing any refunds. Fee payments made by charge card are refunded by means of a credit to your account. All other refunds are made by cheque.

The college reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrollment. Should a course be cancelled, a FULL refund will be made.

Students with Special Needs

Services for students with disabilities who are registered in CE certificate programs may be arranged through Donald Oakes, senior program coordinator, 443-8386. Services include interpreting, note taking and brailling.

City Centre, King Edward and Langara campuses and many other CE locations are wheelchair accessible and provide parking for the disabled. For further information, please call Donald Oakes at 443-8386.

Seniors

The course fees of all permanent residents of British Columbia, 65 years of age or older, shall be waived subject to the following:

1. A fee paying student cannot be displaced. Seniors requesting a fee waiver will be registered conditionally and, should the class fill, the senior will be superseded by a fee paying student. A senior so displaced will be given the option of paying.

If the minimum number of fee paying students is not met, a senior will be given the option of paying.

2. The waiver of course fees shall not include the waiver of materials or equipment rentals.

3. A fee waiver may not apply to computer courses, to travel or natural history tours,wine courses and other specified courses. Please inquire at the time of registration.

Walk with Safety

Our Security Office offers students an escort to campus parking lots in the evening. Please check at the Continuing Education office for details.

Citizenship Requirements for Admission

Canadian citizens, including permanent residents in Canada (landed immigrants), are eligible for enrollment at Vancouver Community College.

By exception, those whose status in Canada falls within one or more of the following categories may be considered for enrollment as though they were Canadian citizens or permanent residents in Canada, including:

A. A foreign domestic worker with valid employment authorization permit.

B. An individual who is in Canada to carry out official duties as a diplomatic or consular officer, or as a representative or official of a country other than Canada, or of the United Nations or any of its agencies, or of any intergovernmental organizations in which Canada participates; or as a dependent or a member of the staff of any such diplomat, consular officer, representative or official and is able to substantiate with an identity card issued by External Affairs which gives his/her position, date of issuance and date of validity.

C. An individual who is in Canada, who has applied for Permanent Resident/Landed Immigrant status and who can provide evidence of the "letter of approval in principle" to the institution for admissions purposes.

D. Any person who has been determined under the Immigration Act to be a Convention Refugee and can present a letter from Employment and Immigration Canada confirming this.

E. A person under an international exchange, scholarship or fellowship agreement where there has been joint approval by the receiving institution and by the Ministry of Skills, Training and Labour.

F. An individual with a valid full-time employment authorization permit and his/her dependents, excluding a person on a working holiday authorization, or a refugee claimant who has yet to be determined a Convention Refugee.

G. A legal dependent of a Canadian citizen or permanent resident of Canada providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for exemption.

H. A resident of Washington State, USA.

College's Harassment Policy

Vancouver Community College is committed to the principle that all members of the college community have the right to work and study in an environment which is free from harassment. The College does not condone and will not tolerate harassing behaviour which may undermine the dignity, self-esteem, and productivity of any student(s) or employee(s).

The college considers any form of harassment of an individual involved in college activities to be a serious violation of that individual's fundamental rights. Such a violation is a serious offense which may be subject to a range of resolutions including mediated settlement or, in certain circumstances, disciplinary measures up to and including dismissal or expulsion.

Don't Wait

If a course tempts you, don't wait to register. Some courses fill up quickly. Others are cancelled if insufficient advance interest is shown.

Course Cancellation

The college reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrollment. Should a course be cancelled, a FULL refund or fee credit will be made.



Five Ways to Get Your Employer to Send You to a Continuing Education Course

1. Ask
A simple verbal request is usually all it takes.
A written memo is better.

2. Show this Flyer
Ask your employer to read it.
Attach it to your memo.

3. Stress the Benefits
Additional skill training will make you a more productive employee who is ready to meet new job challenges.

4. Emphasize the Convenience
No need to take time away from the job and go out of the city when you can get quality training right here at convenient times.

5. Satisfaction Guaranteed
If your employer is not satisfied with the return on his/her investment or if you are not satisfied with your investment of time, write to the Director, Continuing Education, stating the dissatisfaction and the tuition fee will be refunded in full.

Fax & Mail-In Registration

FAX & MAIL-IN REGISTRATION

VANCOUVER COMMUNITY COLLEGE

Continuing Education Division

FAX 871-7300
(FOR VISA or MASTERCARD USE ONLY)

Mail Registration to:
1155 East Broadway
Box 24785, Station 'F'
Vancouver, B.C. V5N 5V2
Phone: 871-7070

VANCOUVER COMMUNITY COLLEGE
Continuing Education

PLEASE **TYPE** or **PRINT** in **BLACK** ink.
Note: one student may register on this form. Place additional registrants on a separate sheet.
Photocopy this form for additional students.

❑ Mr. ❑ Mrs. ❑ Miss ❑ Ms

S.I.N. Number

SURNAME | GIVEN NAMES

ADDRESS: and/or NUMBER - STREET | CITY/MUNICIPALITY

PROVINCE | POSTAL CODE | HOME PHONE | BUSINESS PHONE | LOCAL

COURSE INFORMATION

	COURSE NUMBER	COURSE NAME	LOCATION	START DATE	TIME
1					
2					
3					
4					

	TOTAL FEES
1	
2	
3	
4	

METHOD OF PAYMENT
$_____
❑ MONEY ORDER
❑ CHEQUE
❑ CREDIT

CREDIT CARD INFORMATION ❑ VISA ❑ MASTERCARD
NAME ON CARD
CREDIT CARD ACCOUNT #
START DATE | END DATE

SIGNATURE | DATE

VCC Continuing Education Locations



1. **CC**
   City Centre, 250 W. Pender Street
2. **CLW**
   Clothworks, 2031 W. 41st Avenue
3. **CS**
   Cook Shop-City Square, #3 - 555 W. 12th Avenue
4. **EMS**
   e. marie hat studio, 375 Water Street, The Landing
5. **FP**
   Focal Point, 4474 W. 10th Avenue
6. **KEC**
   King Edward Campus, 1155 E. Broadway
7. **KEC/WEST**
   King Edward West, 691 E. Broadway
8. **LAN**
   Langara College, 100 W. 49th Avenue
9. **OAK-VCC**
   Oakridge Shopping Centre (North Tower) Cambie and 41st Avenue
10. **RSC**
    Raven's Craft Studio, 1751 W. 2nd Ave.
11. **ROB**
    Robson Square Conference Centre, 800 Robson Street
12. **S2W**
    Sculpt 2000 Workshop, 2486 W. 8th Ave.
13. **VVC**
    Vancouver Volunteer Centre, #301 - 3102 Main Street
14. **WB**
    Westin Bayshore Hotel, 1601 W. Georgia Street
15. **MOA**
    Museum of Anthropology, 6393 N.W. Marine Drive
    (not shown on map)

VANCOUVER COMMUNITY COLLEGE

LANGARA COLLEGE

Langara College
323-5322
100 West 49th

King Edward
871-7070
1155 East Broadway

King Edward West
874-9923
691 East Broadway

City Centre
443-8380
250 West Pender

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