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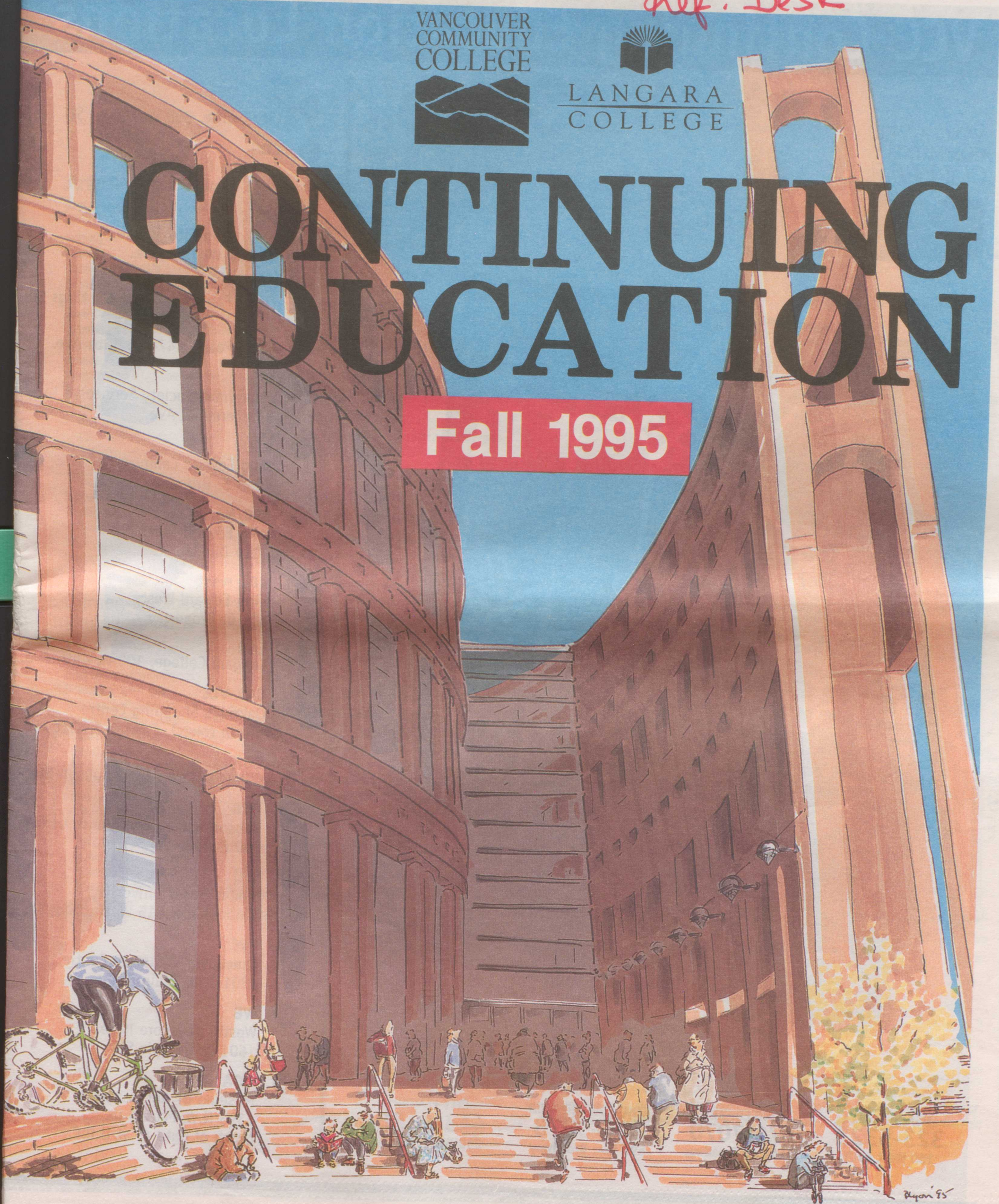
VANCOUVER
COMMUNITY
COLLEGE



LANGARA
COLLEGE

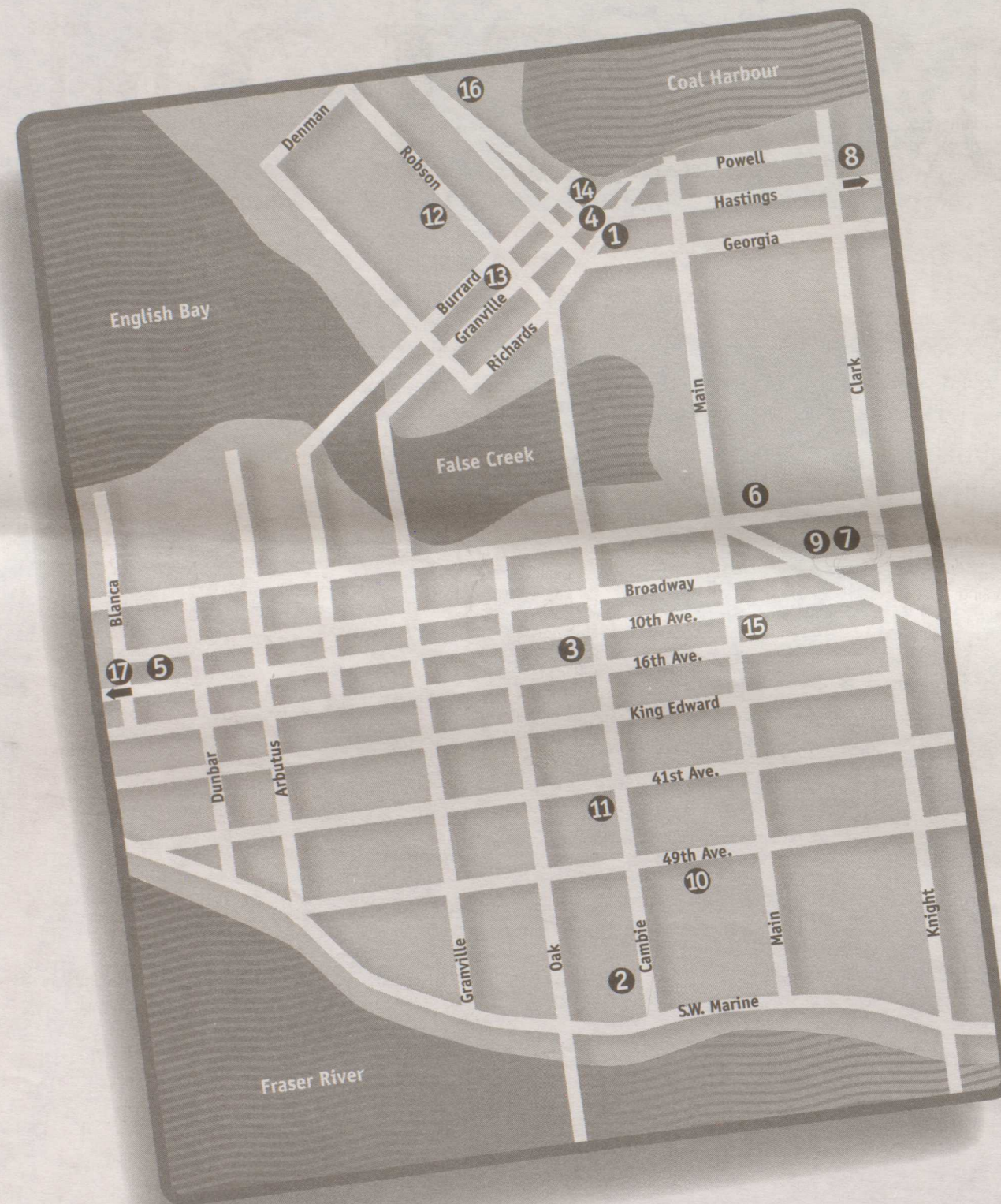
CONTINUING EDUCATION

Fall 1995



Byron '95

VCC Continuing Education Locations



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

- 1 **CC**
City Centre, 250 W. Pender St.
- 2 **CDG**
Camgara Dental Group,
7575 Cambie St. (at 60th)
- 3 **CS**
Cook Shop-City Square,
#3-555 W. 12th Ave.
- 4 **FF**
Floral Fantasy, 450 W. Hastings St
- 5 **FP**
Focal Point, 4474 W. 10th Ave.
- 6 **ISS**
Immigrant Society Services,
333 Terminal Ave.
- 7 **KEC**
King Edward Campus,
1155 E. Broadway
- 8 **KEC/North**
King Edward North,
2019 Dundas St.
- 9 **KEC/West**
King Edward West,
691 E. Broadway
- 10 **LAN**
Langara College, 100 W. 49th Ave.
- 11 **OAK-VCC**
Oakridge Shopping Centre
(north tower), Cambie & 41st Ave.
- 12 **ODH**
O'Doul's Hotel, 1300 Robson St.
- 13 **ROB**
Robson Square Conference Centre,
800 Robson St.
- 14 **SFU**
Simon Fraser University,
Harbourside, 515 W. Hastings St.
- 15 **VVC**
Vancouver Volunteer Centre,
#301-3102 Main St.
- 16 **WB**
Westin Bayshore Hotel,
1601 W. Georgia St.
- 17 **MOA**
Museum Of Anthropology,
6393 N.W. Marine Dr.
North of Gate 4, at U.B.C.

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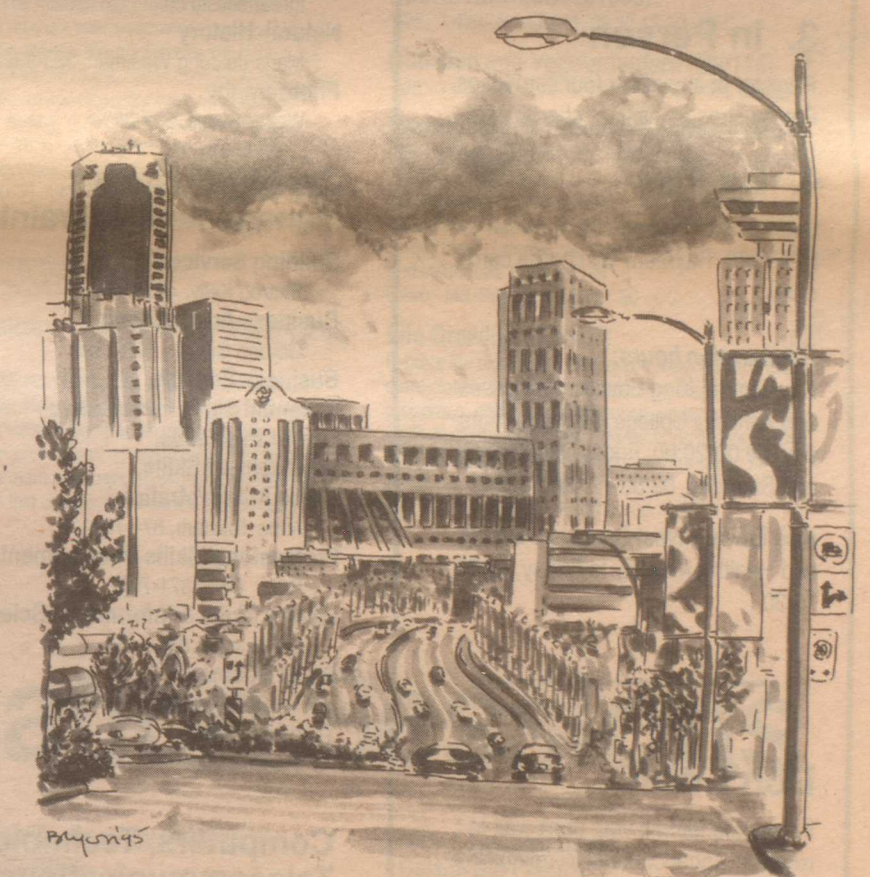
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Brochure Coordinator: Gayle Thody
Interim Brochure Coordinator: Nancy Ryder
Word Processing and Desktop Publishing: Iola Pagnossin
Cover Design and Illustrations: Bernie Lyon
Ad Design: Francine Lucas, Dale Rasmussen
Map Design: Chatham Publishing and Design

About the Artist:
Bernie Lyon's illustrations and cartoons appear widely in Western Canadian and U.S. publications. In 1994 she was honoured by the University and College Designers Association of America with the Bronze Award for Excellence in Illustration. This cover celebrates the new and exciting Vancouver Public Library located at 350 West Georgia Street, Vancouver.

4 Ways to Register

1. By Mail

Fill in the registration form on page 55 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 West Campus, 874-9923
Langara College, 323-5322

3. In Person

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

4. By Fax

Use the form on page 55 and FAX to 871-7300. Payment by charge card only.

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 West Campus (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.

Continuing Education Phone Numbers

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

Program Coordinators

For more information about courses or certificate programs, please call the program coordinator

Arts & Science

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

Art

Bernie Lyon, 323-5322

Electronic Publishing & Design

Janet Russell, 443-8380

Floral Design

Joyce Jackson, 871-7462

Fashion Arts

Evelyn May, 443-8387

Gemmology

Linda Devine, 443-8380

Jewellery

Maciek Walentowicz, 443-8571

Music

Ted Greene, 871-7316

tgrene@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 & Information Science

Cindy John, 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, Mischele 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

Dental

Mary Boyce, 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 Supervisory Training, School Age Child Care, Administration of Early Childhood Services, Continuing Studies in Early Childhood Education

Gyda Chud, 323-5521

Multicultural/Settlement

Annie McKittrick, 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

Non-Profit Management (Revised)

Bonnie Denford-Nelson, 871-7061

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

Travel Studies

Wayne Decle, 871-7065

Recreation

Wayne Decle, 871-7065

Your Satisfaction is Guaranteed

Your Satisfaction is Guaranteed
—My Personal Guarantee

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 address below, 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

Gail Rochester

Director

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

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.

VANCOUVER
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For more information call 871-7070

New Courses This Fall!

This autumn is the perfect time to take the first step toward a new career. The Continuing Education divisions of Vancouver Community College and Langara College can help you take this step. They offer more than 40 certificate programs ranging from Floral Design and Media Writing and Communications to Office Administration and Business Administration. New certificate programs are continually being developed to meet the employment demands of today's ever-changing economy. One new program offered this fall is Electronic Publishing and Design. For details, see page 6. Continuing Education also offers hundreds of general interest courses from cooking and computers to jewellery making and music.

To whet your appetite, here are just some of the new courses offered this fall.

Typography on QuarkXPress (050434)

This comprehensive course comprises three evenings of type theory, followed by seven evenings of practice using Macintosh computers. It will teach you to make sound typographic decisions and how to avoid the obvious excesses of the desktop revolution. 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. This course will be evaluated by a theory exam, project work and typesetting exercises. (Clifford) \$355
10 eve - Mo. Sep 18, 18:30-21:30 - CC

Managing Your Media Message (102915)

This intensive two-day course will teach participants strategic communications skills for conducting print and electronic news media interviews. The course will focus on proven strategies, techniques and tools to effective communication with the media. On-camera interview practice will give participants hands-on, practical experience on how to communicate their key message, how to keep control of the interview agenda, how to manage difficult interviews and avoid interview traps. Each participant will be interviewed on video and then assessed. Other topics will include what is news, newsroom organization, an insider's look at the news-gathering process, generating news coverage and guidelines for a successful media-relations campaign. (Walton) \$95
2 day - Sa. Oct 28, 10:00-15:00 - Lan

Leading Your Team to Empowerment - 2222 (100312)

The test of an empowering leader is not only his or her own performance but the capability of the leader to develop a work team that is able to respond and grow in an ever-changing and challenging environment.
— 6 hours (Oster) \$140
1 day - Sa. Nov 18, 09:00-16:30 - CC

Training with Leading Edge Technologies (100167)

Are you overwhelmed by the volume of information about new technologies? Do you wonder what these technologies really are and what benefits they could provide you with? Technology in adult education is advancing rapidly and to remain competitive, you need keep abreast of what is happening in the latest techniques and technologies. Investigate the latest developments in a variety of leading edge technologies as they relate to course design and instruction, including computer-based instruction, videoconferencing, interactive videodisc, Internet as a teaching resource, multi-media CD-ROM and others. This workshop will provide an overview of how leading edge technologies are being used in workplace training and where current training trends are heading. Become part of the future in educational technology. Dates, times and instructor TBA. Please call Paula Yunker, Training Skills program coordinator for more details.

1995 Gem Conference - Oct 20-22

VCC and the Canadian Gemmological Association are pleased to be hosting the 1995 Gem Conference at the Renaissance Hotel in Vancouver. Acclaimed speakers from Canada, the United States and Great Britain will be presenting on topics ranging from diamond and pearl grading to information on laboratory-grown gemstones. The conference is a must for gemmologists and members of the jewellery trade. For more information and a registration package call 443-8380.

Chemical Dependency (203552)

Chemical dependency is a major public health problem, and there is a high probability that someone that you work with or know has a chemical dependency. It is often not clearly recognized until later stages and can be difficult to know how to help the chemically dependent person seek treatment/recovery. Topics in this course include: the addiction process and the denial and fear that accompany it; support actions that you can take to help chemically dependent colleagues seek treatment. Limited enrollment. — 2 hours (Christianson) \$30
1 eve - Tu. Nov 28, 17:30-19:30 - CC

CSW41 - Marketing on the Internet (100541)

This course is will help those involved in marketing to understand the marketing opportunities offered by the Internet. Businesses, non-profit organizations, and others will discover how they can use the WorldWideWeb to advertise and market their products or to promote their organizations. The Internet has proven an effective communication medium with world-wide coverage. Upon completion of the course, the participants will have a full understanding of the strategies and alternatives available to establish ones presence on the Internet as well as hands-on Web surfing for first-hand look at how many businesses and other organizations are utilizing the Internet. Prerequisites: Introduction to the Network of Networks (106077) under Library Skills or familiarity with the Internet and WorldWideWeb. Course notes included in fee. \$260
5 eve - Tu. Sep 19, 19:00-22:00 - Lan
5 eve - Tu. Oct 31, 19:00-22:00 - Lan

Professionalizing Conflict in the Workplace (203546)

Successful dental teams are built on a foundation of shared purposes, values and goals. They also require developing and utilizing interpersonal relationship skills that create open channels of communication between members of the team and ways of resolving differences and conflicts. In this one-day experiential workshop, the

focus will be on becoming aware of ones preferred style in dealing with conflict and the strengths and limitations of that style; on learning ways to professionalize conflict; and on developing skills for bringing an issue forward and resolving it. Attention will also be paid to developing the self-esteem and assertiveness necessary to be a fully-participating member of a team. Limited enrollment. — 6 hours (Pieroni) \$85
1 day - Sa. Nov 18, 09:00-16:00 - CC

Nutrition for a Healthier Lifestyle Series

This nutrition series will be of interest whether you have a profound interest in your health or you simply want to explore the possibilities of maximizing your health through nutrition. It addresses various needs from athletes who want to achieve optimum performance to individuals who want to make moderate changes to their life style. Learn practical and uncomplicated methods of how to naturally achieve better living. (Ehlert) Courses include:

Sports Nutrition (201066)

\$25 - 1 day - Sa. Oct 21, 09:30-12:30 - KEC

Nutrition and Vegetarianism (200143)

\$25 - 1 eve - Th. Oct 26, 18:30-21:30 - KEC West

Introduction to Fashion Design (050951)

This course is geared for people who want to pursue their interest in fashion and is an excellent foundation course for those interested in entering the Fashion Arts Certificate Program. Topics include: principles of design, colour theory, textiles, fashion terminology, fashion trends and influences. (Tang) \$115
6 eve - Mo. Sep 25, 18:30-21:30 - CC

Life Drawing (500107)

Explore life drawing of male and female models. Explore more closely theories of perspective, composition, proportion, colour and abstraction, especially as they apply to the human figure. Please bring a large sketch pad, a pencil and some charcoal to first class. All levels welcome. (Dewar) \$160
10 eve - We. Sep 20, 19:00-21:00 - Lan

Free Career & Information Sessions

Please join us for the following FREE sessions:

Business Administration Certificate Program

We. Sep 06, 18:00-19:00
Continuing Education Office, Langara College,
100 West 49th Avenue

Computer Skills for the Workplace Certificate Program

Tu. Sep 12, 18:00-19:00
Continuing Education Office, Langara College,
100 West 49th Avenue

Counselling Skills Certificate Program

Tu. Sep 26, 18:00-19:00
Continuing Education Office, City Centre Campus,
250 West Pender Street

English Skills Improvement

Th. Aug 31, Th. Sep 07, Tu. Sep 12, 17:30-20:00
Continuing Education Office, Langara College
100 West 49th Avenue

Floral Design Certificate Program

Th. Sep 07, 18:30-19:30
Floral Fantasy
450 West Hastings Street

Gemmology

We. Sep 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. Sep 20, 19:00-20:30
King Edward Campus West
691 East Broadway

Interior Design Technology Certificate (Pending) Program

Tu. Sep 12, 17:30-18:30
Room A253, Langara College
100 West 49th Avenue

Legal Assistant Certificate Program

Tu. Sep 05, 17:30-18:30
Room 237, City Centre
250 West Pender Street

Media Writing and Communications Certificate (Pending) Program

Th. Sep 14, 19:00-21:00
Room A253, Langara College
100 West 49th Avenue

Non-Profit Management Certificate Program - Revised

Th. Sep 07, 19:00-21:00
Room 5025, King Edward Campus
1155 East Broadway
Phone 871-7070 to register for session

Office Administration Certificate Program

Th. Sep 07, 17:30-18:30
Room 237, City Centre Campus
250 West Pender Street

Property Management Real Estate Development Building Manager

Th. Sep 07, 18:00-19:30
Continuing Education Office, Langara College
100 West 49th Avenue

Substance Abuse Certificate Program

Tu. Sep 26, 18:00-19:00
Continuing Education Office, City Centre Campus,
250 West Pender Street

Telecommunications Management Certificate Program

Th. Sep 07, 17:00-18:30
Continuing Education Office, City Centre Campus
250 West Pender Street

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.

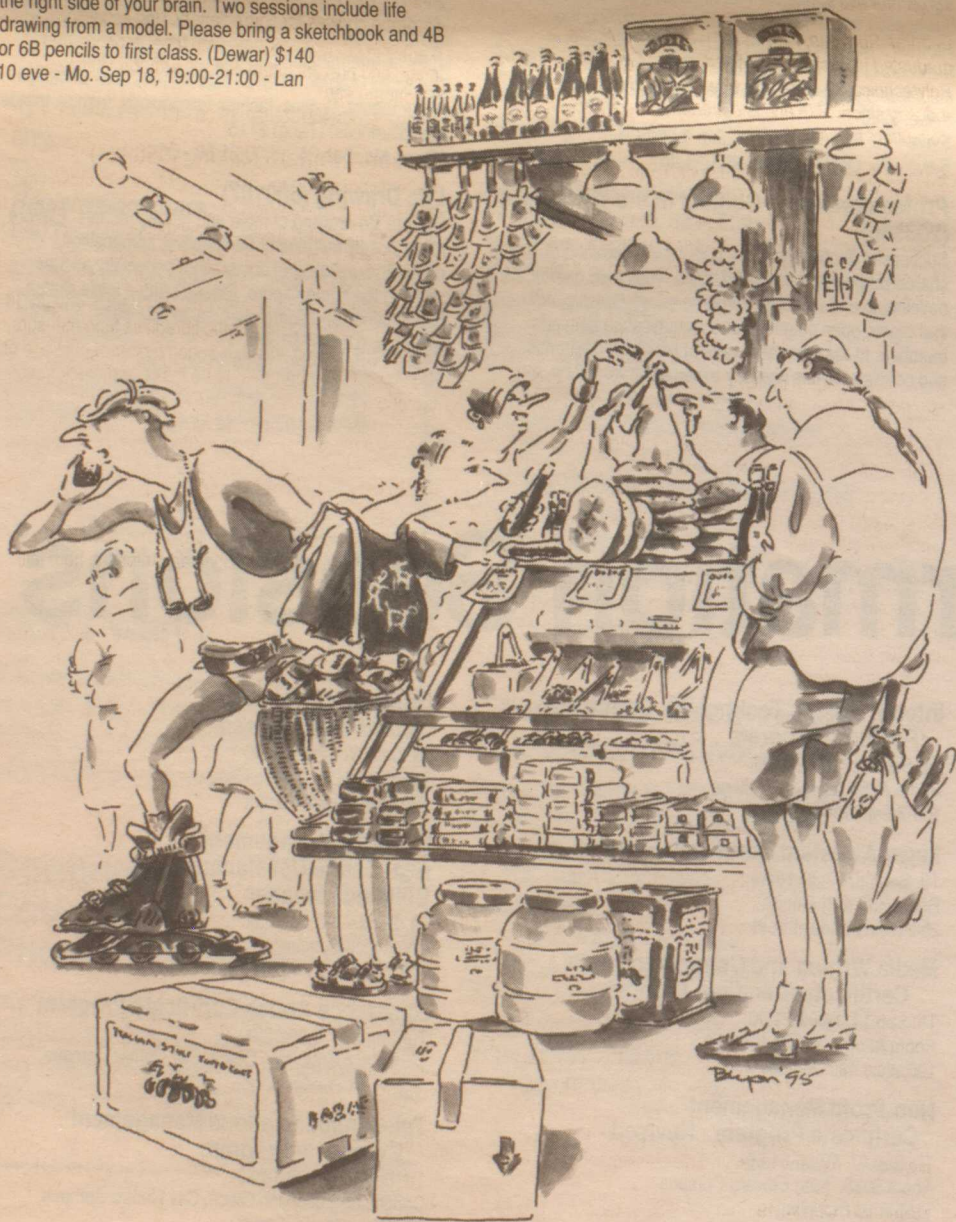
Debbie Dewar graduated from Emily Carr College of Art and Design with honours in drawing and ceramics. She is currently running her own ceramic business.

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.

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

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) \$140
10 eve - Mo. Sep 18, 19:00-21:00 - Lan



Life Drawing (500107)

Explore life drawing of male and female models. Explore more closely theories of perspective, composition, proportion, colour and abstraction, especially as they apply to the human figure. Please bring a large sketch pad, a pencil and some charcoal to first class. All levels welcome. (Dewar) \$160
10 eve - We. Sep 20, 19:00-21:00 - Lan

Figure Drawing - Anatomy (500154)

This figure drawing course is designed to help students create more realistic and 3D figures by learning the basics of anatomy. Slides of masterworks and anatomical details plus a skeleton will be used as teaching aids. Each session will include two hours of life drawing from a model. All levels welcome. (Finlay) \$160
8 eve - Th. Sep 21, 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) \$160
8 eve - Mo. Sep 18, 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) \$140
10 eve - We. Sep 20, 19:30-21:30 - 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) \$160
8 eve - Mo. Sep 18, 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) \$220
10 eve - Tu. Sep 19, 18:00-21:30 - Lan

Trompe L'oeil (500161)

An introduction to Trompe L'oeil drawing and painting taught in a step-by-step manner. During the ten weeks students will complete a project suitable for transferring to a wall in their own home. No artistic talent required. Bring to first class a ruler, pencil, eraser and several sheets of plain paper. (Skemp) \$220
10 eve - Mo. Sep 18, 18:00-21:30 - Lan

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.

Electronic Publishing & Design Certificate Program

(Certificate Pending)

VCC's Continuing Education Division is pleased to introduce the Electronic Publishing and Design Certificate Program. Components of this program will begin this fall.

The emerging field of electronic publishing combines the skills of both a graphic designer and a computer technician. Because of computerization the two skill areas now go hand in hand and are inseparable. Too often they are treated as different entities resulting in people who are either good computer/word processing operators who lack any design training, or graphic designers who lack familiarity with current computer trends.

The intent of the Electronic Publishing and Design Certificate Program is to provide comprehensive training on a part-time, flexible basis for people wishing to develop or upgrade their skills in this emerging field. The program's focus will be to teach the twin skills of graphic design and computer technology.

The program will be made up of 240 core hours and 60 elective hours. Students will be able to take at least two courses per term and can complete the program in as little as five terms.

The Electronic Publishing and Design Certificate Program is unique in that it covers both requisite graphic design and computer skills, as well as thorough understanding of the printing process. Students with a background in either skill area will be able to challenge those components in which they have proficiency. Upon entry to the program students will choose a computer platform (Mac or IBM) suited to their needs and will do most in-class work on that platform. However, they will learn about the applications of both platforms.

Entry Requirements

- Prospective students:
- must have secondary school graduation or equivalent
 - should have a good knowledge of the English language and the ability to speak and write clearly and correctly
 - should have some previous training or work experience in either graphic design or computer skills
 - must have a successful interview prior to commencement of the program
 - students wishing to challenge components must be able to demonstrate skills at a level the same as or exceeding students completing these components
 - must have regular access to a computer and the applications they are learning

Course/Program Evaluation

Students will be evaluated in each course on the basis of assignments, projects, tests and exams. Upon successful completion of all course work student will receive a College certificate.

Proposed Certificate Courses

* Offered Fall 1995

Level I

- 1 Introduction to Computers (Mac/IBM)*
- 2 Introduction to Graphic Design*

Level II

- 3 Publication Design and Production (Mac/IBM)
- 4 Typography on QuarkXPress*

Level III

- 5 Graphic Arts Production (Mac/IBM)
- 6 Computer Illustration (Mac/IBM)*

Level IV

- 7 To Camera Ready (Mac/IBM)
- 8 Portfolio and Professional Preparation

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 the graphics and printing industries. He has taught Graphic Arts/Desktop Publishing at McKay Technical Institute and currently works as a Macintosh Trainer. His freelance work includes 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 has worked as a graphic designer/illustrator in marketing and communications, as well production manager/art director with the Georgia Straight and advertising production coordinator/media buyer for VCC. Lynda also teaches computers at Kwantlen College.

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.

Naila Nizar, (B.A. UBC) is a computer instructor at BCIT, Langara, VCC and Kwantlen College. She specializes in DOS and Windows-based programs.

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.

William Stockman has a Visual Arts diploma from the Alberta College of Art and works as an art director/graphic designer in the health industry.

Certificate Courses (Certificate Pending)

Level I

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. The student will be evaluated on five major take-home projects and two exams. Please bring pencils and paper to the first class. (Rodak/Stockmann) \$200
10 eve - Th. Sep 21, 18:30-21:30 - CC
10 eve - Sa. Sep 23, 10:00-13:00 - CC

Introduction to Computers - Macintosh (050441)

This beginner's course provides a broad overview of the Macintosh computer and its operating system. Students will learn file hierarchy and effective file management; troubleshooting techniques and shortcuts will also be explored. In addition, students will learn Microsoft Word (word processing) from basic inputting, editing and formatting, to more advanced techniques such as tabs, indents, and style sheets. Evaluations consist of in-class work and two exams. (Dell) \$310
10 eve - Tu. Sep 19, 18:30-21:30 - CC

Introduction to Computers - Windows (050442)

This beginners' course provides a broad overview of microcomputers in the Windows (IBM) environment. Students will learn the hierarchy and effective file management; troubleshooting techniques and shortcuts will also be explored. Students will then learn Word for Windows (word processing) from basic inputting, editing and formatting, to more advanced techniques such as tabs, indents, and style sheets. Evaluations consist of in-class work and two exams. (Nizar) \$310
10 eve - Mo. Sep 18, 18:30-21:30 - CC

Level II

Typography on QuarkXPress (050434)

This comprehensive course comprises three evenings of type theory, followed by seven evenings of practice using Macintosh computers. It will teach you to make sound typographic decisions and how to avoid the obvious excesses of the desktop revolution. 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. This course will be evaluated by a theory exam, project work and typesetting exercises. (Clifford) \$355
10 eve - Mo. Sep 18, 18:30-21:30 - CC

Level III

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.) The student will be evaluated by two exams. (Bönisch) \$410
10 eve - We. Sep 20, 18:30-21:30 - CC

Graphic Design Courses

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) \$130
8 eve - Th. Sep 21, 19:00-22:00 - CC

Paste-Up and Assembly (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-out separations and a hands-on demonstration of computer-generated production. Material cost is approximately \$50 to \$70. (Hurst) \$175
8 mng - Sa. Sep 23, 10:00-13:00 - 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) \$95
5 eve - Tu. Sep 19, 19:00-22:00 - 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) \$140
8 eve - Th. Sep 21, 18:00-21:00 - CC

Drawing Courses

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) \$130
8 eve - We. Sep 20, 19:00-22:00 - CC

Creative Illustration (050410)

Have you got artistic skills and want to know how to capitalize on these abilities? Do you wonder how to get your drawings and paintings into magazines, on greeting cards or into advertising? Work with a professional illustrator to learn the various aspects of an illustration

career. For the beginner, this is an opportunity to gain insight into this fast paced and exciting profession. Learn how to work quickly but creatively. For the initiated student, use this opportunity to add three new pieces to your portfolio. The three projects are designed to not only show your drawing and painting style, but also to reassure the potential client of your ability to meet their special needs in illustration. The business side of illustration will also be discussed: contracts, invoicing, pricing, self-promotion and working with an art director. Bring a sketch book and pencils, and be prepared to take notes on the first evening of class. You will need to purchase some art supplies. (Levstek) \$130
8 eve - Tu. Sep 19, 18:30-21:30 - CC

Other ELECTRONIC PUBLISHING AND 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. She has been involved in the fashion industry since 1975 and is currently a freelance wardrobe consultant for corporate and private clients.

Barbara Saunders graduated from Ryerson Polytechnical University and has worked as a designer/merchandiser in women's fashions for over 15 years. As well as designing under her own label, she has worked with a number of well-known designers including Alfred Sung and Marilyn Brooks.

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.

Natannya Wardel is a millinery designer and instructor. Trained in New Zealand and Australia, she has 30 years' experience in this area of design and now works under her own label, producing original hats in her New Westminster studio/store.

Marg Zibin, Provincial Instructors Diploma, is a graduate of the Fashion Arts Certificate Program, a freelance pattern maker and has taught this course for seven years.

Introduction to Fashion Design (050951)

This course is geared for people who want to pursue their interest in fashion and is an excellent foundation course for those interested in entering the Fashion Arts Certificate Program. Topics include: principles of design, colour theory, textiles, fashion terminology, fashion trends and influences. (Tang) \$115
6 eve - Mo. Sep 25, 18:30-21:30 - CC

Dress Form Workshop (050947)

Learn to make your own individual dress form with a professional custom fit from an instructor who has taught this unique method for 15 years. Apply this method to create perfectly fitting dress forms for your clients. Supplies and preparation will be discussed during the preliminary evening session. This class meets both times listed. (East) \$45
1 eve - We. Oct 04, 19:00-21:00 AND 1 day - Sa. Oct 14, 10:00-15:00 - 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) \$180
4 day - Sa. Oct 21, 09:00-16:00 - CC

Design Studio (050950)

Taught by a professional designer, this course will cover the many aspects involved in owning and operating your own design studio. Highlights include topics such as: how to get started, resources for business counselling, finding your studio/showroom, custom design/wholesaling/retailing, pricing, holding your market - keeping your customer. This course is developed to provide you with knowledge and skills essential to success in business. (Saunders) \$105
5 eve - Tu. Sep 26, 18:30-21:30 - 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) \$195
10 eve - Tu. Sep 26, 18:30-21:30 - CC

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) \$40
1 day - Sa. Oct 21, 09:30-16:00 - CC

Personal Pattern Making (050924)

Patterns becoming too expensive? Learn to make your own patterns to your own measurements with a perfect fit ensured. Individual instruction enables you to work at your own pace in constructing a set of personal Blocks (Slopers) and learning how to draft patterns for any design of your choice. Bring to first class: HB pencil, eraser, 38 cm ruler - clear plastic, metric fibre-glass tape measure, set square, tracing wheel, a 3-ring binder, a package of 1/4" elastic. Come prepared to be measured: wear usual bra and a simple slip. This course is for women dressmakers only. (Zibin) \$210
10 mng - Th. Sep 21, 09:30-12:30 - CC

Millinery - Level I (050937)

Hats are In! Learn the basic millinery skills from a professional designer in her studio. The course covers structured fabric hats, blocking and trimming both felts and straws. A "mad-hatter" or more "haute couture," you will have fun, learn a lot, and make at least two hats of your own design. Early registration is advised. All necessary materials may be purchased directly from the instructor. Bring to the first class: tape measure, scissors, needles, thread and dressmaker's extra long pins. \$260
7 mng - Tu. Sep 26, 09:00-12:00 - 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 Sclarretta 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 February 15 for next entry in April 1996. 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 will be offered for July and August 1996. For information please contact Joyce Jackson at 871-7462.

New Classroom Location

Floral Fantasy, 450 West Hastings Street, Vancouver

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, Sep 07, from 18:30-19:30 - 450 West Hastings Street

INSTRUCTORS

Joyce Jackson, program coordinator, has 20 years' experience in the retail and wholesale floral industry and has her own sales and marketing business.

Gail Harrison has 20 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 design, 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) \$780
22 eve - Mo/Tu. Sep 11, 18:30-21:30 - FF
22 eve - We/Th. Sep 13, 18:30-21:30 - FF



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 fundamen-

tal 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. Sep 09, 13:00-15:00 - FF

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 ethical considerations and professional business procedures. Flowers included. (Harrison) \$845
24 eve - We/Th. Sep 13, 18:30-21:30 - FF (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) \$860
24 eve - Mo/Tu. Sep 11, 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) \$355
12 day - Sa. Sep 09, 10:00-13:00 - FF

Interior Design

INSTRUCTOR

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

Introduction to Residential Design – Part I: Theory (504201)

Learn personal expression in functional interiors. Topics include space planning, scaled layouts, the history and development of design, style planning and colour theory. Find practical solutions for your residential design projects. (Houston) \$176.55 (Includes GST)
5 eve - Th. Nov 09, 19:00-22:00 - KEC

Introduction to Residential Interior Design – Part II: Practice (504202)

Build upon concepts introduced in Residential Interior Design Part I. Topics include textiles, upholstery, window treatments, floors, walls, application of lighting, accessories, plants and pictures. (Houston) \$176.55 (Includes GST)
Will be offered January 1996 - KEC

Interior Design Technology Certificate Program

(Certificate Pending)

INSTRUCTORS

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

Edith Saatkamp studied design in Montreal and Toronto and graduated from Humbler College Design Program. She has practised and taught residential, commercial and retail design for eight years and writes about design and furniture styles.

This program is designed for students, working professionals and those re-entering the workforce who wish to acquire the key skills necessary in the design field

today. The program offers high-level courses to those who wish to continue their professional education while working or pursuing alternative options during the day.

Interior Design Technology is tailored to meet the needs of the design resource industry and design-related fields. This includes a wide range of suppliers and manufacturers who offer services and products to the residential and commercial market. Included in this market are suppliers to the design, lighting, textile, as well as carpet and antique industries, as well as distributors of office furniture systems, kitchen and bathroom manufactures.

The industry is comprised of a broad range of related trades – from contractors, developers and renovators to cabinet makers and millworkers.

Entrance and Completion Requirements

Upon completion of the program prerequisite, Design Fundamentals (051601), students will be able to determine their own course of study from the program electives and workshops that are most relevant to their individual career needs and goals.

Students will receive the certificate on completion of 24 units of instruction. Residential Design, Commercial Design and Perspective Drawing and Rendering have Drafting as a prerequisite. All course work should be completed within a three-year period to receive a certificate.

Students wishing to take courses in the program should have a strong English language background and a solid understanding of the English language. Students wanting to complete the program should have successfully completed grade 12 or equivalent.

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

Information Night

Prospective students are welcome to attend an information night to be held on Sep 12, Room A253, Langara College, 100 West 49th Avenue, Vancouver, 19:00-21:00.

Fall 1995 Courses

Fundamentals of Design (051601)

This course introduces students to interior design concepts. Topics include the principles and the elements of design, the design process, and space-planning techniques, presentations on colour, lighting and design styles. The focus throughout the course is on practical application of design theory and the development of creative problem-solving skills. 3 units – (Saatkamp/Houston) \$310
12 sessions - 8 eve - Th. Sep 28, 19:00-22:00 - Lan AND
4 day - Sa. Oct 14/21, Nov 04/18, 09:30-12:30 - Lan Lab
12 sessions - 8 eve - Tu. Sep 26, 19:00-22:00 - CC AND
4 day - Sa. Oct 14/28, Nov 04/18, 09:30-12:30 - CC Lab

Winter 1996 Courses

Dates TBA
Drafting Techniques (3 units) 36 hours
Residential Design (3 units) 36 hours
Commercial Design & Space Planning (3 units) 36 hours
Colour (3 units) 36 hours
Materials and Interior Finishes (3 units) 36 hours
History of Design (3 units) 36 hours
Furniture Styling (3 units) 36 hours
Freehand Drawing (2 units) 24 hours
Perspective Drawing and Rendering (2 units) 24 hours
Lighting (2 units) 24 hours
Textiles (2 units) 24 hours
Business Practice (2 units) 24 hours

Workshops Winter 1996

Paint Finishes (1 unit) 10 hours
Furniture Finishes (1 unit) 10 hours
Kitchen Design (1 unit) 10 hours
Bath Design (1 unit) 10 hours

For program information please call Jackie Scheepbouwer, program assistant, at 323-5324 from 14:00-21:00 Monday–Thursday; 09:00-16:30 Friday.

Jewellery

INSTRUCTORS

Jon Phillips is a part-time instructor in the full-time VCC Jewellery Art and Design Program and is a jewellery maker.

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, rivetting 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) \$210
10 eve - Tu. Sep 19, 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) \$210
10 eve - Th. Sep 21, 18:00-21:00 - CC

Casting Techniques for Jewellery and Small Sculpture (051103)

Learn the practical application of several casting techniques including lost wax, centrifugal, sand and outflish bone in this advanced course. Three-dimensional designs using the wax carving process is encouraged. (Additional costs approximately \$150.) No previous experience required. (Phillips) \$210
10 eve - Tu. Sep 19, 18:00-21:00 - CC

Gemmology

Continuing Education offers the two-year part-time Canadian Gemmological Association Diploma course in Gemmology. This is a demanding and intensive professional course that requires a considerable amount of home study, weekly written papers and comprehensive final examinations.

The student will attain proficiency with a wide range of gemmological equipment including refractometers, microscopes, dichroscopes, spectrosopes and polariscopes. With this equipment you will learn to test and identify a comprehensive variety of gemstones from andalusite to zoisite. Emphasis is placed on the differentiation of natural and synthetic gemstones as well as the detection of gemstone treatments and alterations. Diamond and coloured stone grading and appraisal formats are also studied.

Any student who has successfully completed the preliminary year of either the Canadian or British Gemmological Association is invited to apply for admission to the Diploma year at Vancouver Community College. Documentation of successful completion is required for admittance.

Tuition includes membership in the Canadian Gemmological Association and all course notes. Tuition is expected upon registration.
Preliminary year – \$1000
Diploma year – \$1790

Additional costs include required textbooks and some equipment. Approximate cost is \$150 in Preliminary year and \$300 in Diploma year.

Examination fees are collected in March by the Canadian Gemmological Association. Preliminary year exam fee is \$200. Diploma year exam fee is \$450.

Information Evening

An Information and Demonstration Evening will be held in Room 164, City Centre Campus, from 19:00-20:00, Wednesday, September 06. Anyone interested in the program offered by VCC is invited to attend.

Preliminary year classes begin September 13 and run Wednesday evenings, 18:30-21:30, until June. Diploma year classes begin September 12 and run Tuesday and Thursday evenings, 18:30-21:30, until June.

Applications for the next entry (September 1995) are now being accepted.

For a complete program guide, come to the CE office at City Centre or call 443-8380.

1995 Gem Conference – Oct 20-22

VCC and the Canadian Gemmological Association are pleased to be hosting the 1995 Gem Conference. Acclaimed speakers from Canada, the United States and Great Britain will be presenting on topics ranging from diamond and pearl grading to information on laboratory-grown gemstones. The conference is a must for gemmologists and members of the jewellery trade. For more information and a registration package call 443-8380.

For other related Gemmology courses please see: JEWELLERY.

Music

MUSIC PROGRAM FACULTY

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 Jahneke – 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 Jahneke 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 Mursallim – 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) \$135.89 (Includes GST)
10 eve - Mo. Sep 11, 18:00-19:00 - KEC
10 eve - Mo. Sep 11, 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) \$135.89 (Includes GST)
10 eve - Mo. Sep 11, 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. Prerequisite: Piano: Beginners or permission of instructor. (Lee) \$135.89 (Includes GST)
10 eve - We. Sep 13, 18:00-19:00 - KEC
10 eve - We. Sep 13, 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) \$135.89 (Includes GST)
10 eve - We. Sep 13, 20:00-21:00 - KEC
10 eve - We. Sep 13, 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) \$70.62 (Includes GST)
10 eve - Mo. Sep 18, 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) \$70.62 (Includes GST)
10 eve - Mo. Sep 18, 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. (Mursallim) \$112.35 (Includes GST)
10 eve - We. Sep 20, 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. (Mursallim) \$112.35 (Includes GST)
10 eve - We. Sep 20, 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) \$70.62 (Includes GST)
10 eve - Tu. Sep 19, 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. Prerequisite: \$107 (Includes GST)
10 eve - Tu. Sep 19, 20:00-22:00 - 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) \$70.62 (Includes GST)
10 eve - We. Sep 20, 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) \$70.62 (Includes GST)
10 eve - We. Sep 20, 19:00-20:00 - KEC

Vocal Music**Singing – Level I (102614)**

Designed to give beginner 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. \$235.40 (Includes GST)
8 eve - Mo. Sep 18, 18:00-20:00 - KEC (Tompkins)
8 eve - Tu. Sep 19, 18:00-20:00 - KEC (Brauner)

Singing – Level II (102630)

Continuation of Singing – Level I. Group classes will work on repertoire from musical theatre, early folk, classical, etc., and prepare solos, duets, trios, 3-4 part harmony, and rounds, in anticipation of presenting a musical evening to seniors when music is ready for performance. Group classes alternate with half-hour individual lessons continuing the vocal technique taught in Singing – Level I. Prerequisite: Singing – Level I and permission of the instructor. (Brauner) \$235.40 (Includes GST)
8 eve - Th. Sep 21, 18:00-20:00 - KEC

Ensembles**NOTE**

Stage Band, Jazz Band, Concert Band, and Vocal Jazz Ensembles run from September through June with breaks at Christmas and at the beginning of April. Registrations are taken at the beginning of each term. A discounted registration fee is available for those who would like to register once for the entire September through June school year. Ask for further information when registering.

Stage Band – Level I (502525)

An ensemble experience for students interested in improving their reading abilities and overall musical achievement. Each week the band will look at new material and continue to develop a repertoire for a performance at the end of the term. (Shier) \$107 (Includes GST)
12 aft - Sa. Sep 16, 12:30-14:30 - KEC

Concert Band (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) \$82.39 (Includes GST and music fee)
10 eve - Mo. Sep 18, 20:00-22:30 - 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) \$82.39 (includes music fee and GST)
10 eve - Tu. Sep 19, 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) \$128.40 (Includes GST and music fee)
10 eve - We. Sep 20, 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) \$128.40 (Includes GST and music fee)
10 eve - We. Sep 20, 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) \$122
10 eve - Tu. Sep 19 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) \$122
10 eve - Tu. Sep 19, 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) \$122
10 eve - Th. Sep 21, 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) \$122
10 eve - We. Sep 20, 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) \$155
12 eve - Th. Sep 21, 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) \$155
12 eve - Mo. Sep 11, 20:00-22:00 - 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) \$145
12 eve - Mo. Sep 11, 18:00-20:00 - KEC

Marketing Your Music (102632)

So you've made a CD. . . What now? Embark on an exciting voyage of discovery into the music industry with Greg Reid, owner of Cornerstone Studio, and Philip Ho. This practical course of study on marketing your music includes 72 hours of classes, workshops and practicum that will train you to market, distribute, publicize, promote, and track CDs to wholesalers, retailers, radio, and the public. (Reid/Ho) \$455
24 eve - Tu. Sep 12, 19:00-22:00 - KEC

Photography**Visual Arts Certificate Program – 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, September 05, 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, September 05 or Wednesday, September 06 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.

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.

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) \$250
10 eve - Mo. Sep 18, 19:00-22:00 - FP
10 aft - Tu. Sep 19, 12:30-15:30 - FP
10 eve - Tu. Sep 19, 19:00-22:00 - FP
10 eve - Fr. Sep 22, 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) \$260
10 eve - Mo. Sep 18, 19:00-22:00 - FP
10 aft - Tu. Sep 19, 12:30-15:30 - FP
10 eve - Tu. Sep 19, 19:00-22:00 - FP
10 eve - Fr. Sep 22, 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) \$250
10 aft - We. Sep 20, 12:30-15:30 - FP
10 eve - We. Sep 20, 19:00-22:00 - FP
10 mng - Sa. Sep 23, 10:00-13:00 - FP
10 aft - Sa. Sep 23, 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) \$260
10 aft - Th. Sep 21, 12:30-15:30 - FP
10 eve - Th. Sep 21, 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) \$300
10 eve - Th. Sep 21, 19:00-22:00 - FP
10 mng - Sa. Sep 23, 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) \$300
10 aft - Sa. Sep 23, 14:00-17:00 - FP

Photojournalism (300108)

This course will examine topics related to photojournalism, 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. (TBA) \$300
10 eve - We. Sep 20, 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) \$300
10 aft - We. Sep 20, 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) \$300
10 aft - Th. Sep 21, 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) \$300
10 mng - Sa. Sep 23, 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) \$195
5 aft - Sa. Sep 23, 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) \$180
4 aft - Sa. Sep 23, 14:00-17:00 - FP

Composition and Design (300143)

This seminar 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) \$300
10 eve - Mo. Sep 18, 19:00-22:00 - FP
10 aft - Tu. Sep 19, 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) \$300
10 aft - We. Sep 20, 12:30-15:30 - FP
10 eve - We. Sep 20, 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) \$275
10 eve - Tu. Sep 19, 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) \$275
10 eve - Th. Sep 21, 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) \$275
10 eve - Fr. Sep 22, 19:00-22:00 - FP

Cuisine**INSTRUCTORS**

Natham Hyam was born in New York city and educated in Montreal. He served a three-year European style apprenticeship at the William Tell restaurant in the Georgian Court Hotel. He has been a natural food restaurant owner and been involved in the founding and operating of natural food coops and the promotion of natural foods for over 20 years. Nathan has worked in many of Vancouver's fine food establishments. Most recently he was head chef-instructor at Picasso Cafe restaurant training program. He is currently on the board of directors.

Jane Thornthwaite is a consulting registered dietitian nutritionist with expertise in nutritional and environmental issues. She writes and speaks for professional and lay audiences on topics such as organic food systems, food biotechnology issues, and vegetarianism. She is the chairperson of the BC Dietitians and Nutritionists Association's Biotechnology Committee, a reviewer for the Canadian Dietetic Association's position on biotechnology, and the BCDNA's media spokesperson resource contact on organic foods and food biotechnology issues. Jane also writes a monthly column for Caper's Natural Food stores and restaurants, and conducts supermarket tours and nutrition courses for Caper's staff and customers. She is the Vancouver Health Department's Fresh Choice Restaurant program consultant and conducts regular workshops and restaurant promotions with chefs, promoting nutritious foods that taste great!

Do You Know What's in the Food You Eat? (102914)

Why should you care? It is important to consider the implications of food choices you make because they impact directly on your health. This will be an opportunity to learn about the differences between conventional (pesticide laden) and organic systems. Explore the reasons why the billion dollar organic "niche market" is all the rage and no longer a health food craze. Topics covered will include bovine growth hormone in milk production and genetic engineering of foods that result in items like tomatoes with fish genes. The class will start off with a lecture by Jane Thornthwaite, RDN, and will finish with a cooking class in organic cuisine by chef, Natham Hyam.

- Week 1:
- seasonal salad
 - roasted free range chicken with an orange and basil sauce
 - honey glazed carrots and zucchini oregano
 - roasted garlic and Chevre mashed potatoes
- Week 2:
- Szechuan hot and sour soup
 - free range chicken, cashew and vegetable stir fry
 - mixed mushroom fried rice. \$90.95 (includes GST)
- Introduction (505250) (Warwick) \$695.50 (Includes GST)
2 eve - Th. Oct 12, 18:30-21:00 - CookSchool, City Square Centre, 3-555 West 12th Avenue, Vancouver

Wine**INSTRUCTOR**

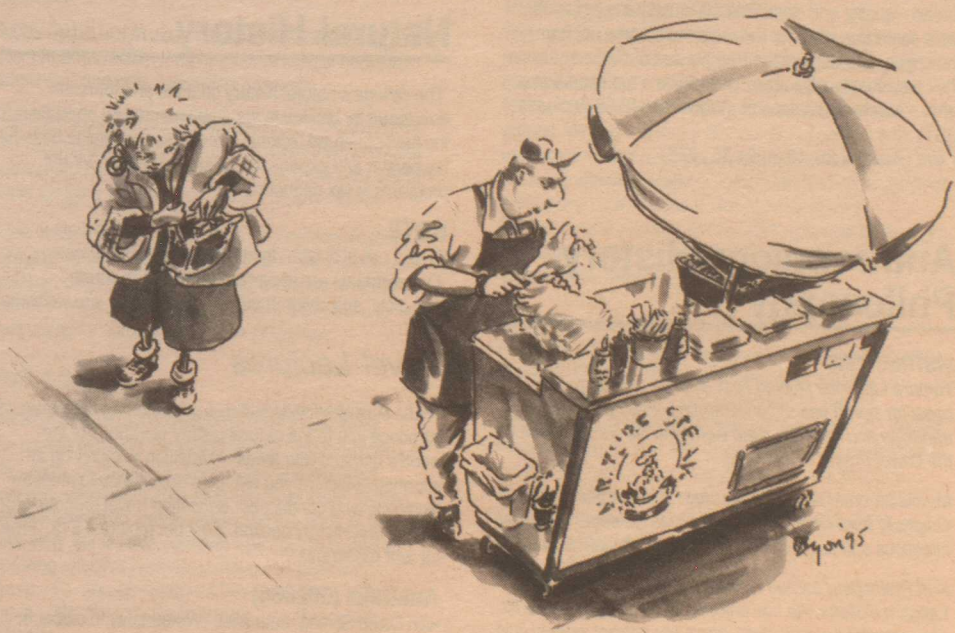
Paul Warwick, certified wine educator. For the past 15 years, VCC, King Edward Campus, has been the home of the most consistent wine courses in the country. The instructor is Paul Warwick, certified wine educator, by the Society of Wine Educators. As a celebrity chef and cook book author he adds spirit 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. There are only two colleges in Canada teaching these courses. Vancouver Community College is the only one in Western Canada; the other is Toronto Community College.

Wine Certificate Course (505250)

The Wine and Spirit Education Trust, based in London, is the internationally-recognized standard of comprehensive training for the wine and spirits trade. Its courses lead toward the Master of Wine title, signifying the wine world's highest level of academic achievement. VCC is proud to offer the Trust's Certificate course, a first step toward Master of Wine. Among the topics covered in the program are: wine through history and culture; the vine, it's grower nature's role; the science and art of wine making; the science and art of wine tasting, a survey of the wines of the world; spirits; liqueurs, beers and cocktails; wine and food—affinities and clashes; the proper storage and service of wine. There are comprehensive tastings to illustrate each session. A non-refundable portion of the tuition is a registration and examination fee sent to the Trust in London, who issue a Certificate of Competence on successful completion of the course. This is an essential course for anyone in the hospitality industry or in the wine and spirits trade and is highly recommended for all who have an interest in wine. (Warwick) \$401.25 (Includes GST)
9 eve - Th. Oct 05, 19:30-21:30 - KEC

Wine and Spirit Education Trust – Higher Certificate Course (505260)

This qualification is designed to provide a core knowledge of the wide range of wines, spirits, and liqueurs. Students most likely to benefit from this higher qualification are those working in a supervisory capacity in the hospitality and leisure industries. The certificate is also likely to assist those not involved in the industry who wish to acquire a thorough grounding in the subject area. Holders of the Higher Certificate will be able to describe the characteristics of the principal wines and spirits of the world and will gain a clear understanding of the key factors influencing those characteristics. Students will acquire the knowledge and background enabling them to advise management, answer customer inquiries and make informed selections of wine and spirits in a wide variety of situations. Prerequisite: Wine Certificate Introduction (505250) (Warwick) \$695.50 (Includes GST)
15 eve - Th. Feb 01, 19:30-21:30 - KEC



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. Oct 02, 19:30-21:30 - KEC
4 eve - Mo. Jan 29, 1995, 19:30-21:30 - KEC
4 eve - Mo. Apr 29, 19:30-21:30 - KEC

A Night with Beaujolais and a Horizontal Tasting of Cru's (505217)

The Gamay grape makes the most fun wine in the world. This night you will have many nouveaux and nouveaux. Then to make the night even better, we will enjoy Premier Cru Beaujolais wines from at least five communes, so come to enjoy these wines. \$29.96 (Includes GST)
1 eve - Th. Nov 16, 19:30-21:30 - KEC

Bargain and Inexpensive Wines of the World (505213)

There are some great wines out there at bargain prices on the liquor store shelves, but you have a hard time keeping up with all of the bargains. Taste and compare some of those wines, red or white. Food will be served. (Warwick) \$28.89 (Includes GST)
1 eve - Tu. Oct 10, 19:30-21:30 - KEC

The Great White Wines of the World (505214)

White Burgundy, Riesling, Gewurztraminer, Chardonnay and Sauternes, taste and compare wines from different out of the same grape. This is a special course showing really great wines. Refreshments will be served. (Warwick) \$39.59 (Includes GST)
1 eve - Tu. Mar 12, 19:30-21:30 - KEC

The 39th and Cambie Shoppers Spree and Tour (505201)

A tour of the main liquor store in BC with a BCLD wine consultant to guide us and show us new products. Just the time of the year to be making those special purchases. Taste some wines especially chosen for the Christmas season. (Warwick) \$25.68 (Includes GST)
1 eve - Tu. Dec 05, 18:45-21:00 - 39th and Cambie Shop

Great Red Wines of the World (505221)

Cabernet Sauvignon, Pinot Noir, Barolo, Chianti, Hermitage and of course Port, just to name a few, are the best wines in the world. You taste and compare and decide if the choice is not up to your standards. I think that you will agree, but you have to be there to taste. Refreshments will be served. (Warwick) \$40.66 (Includes GST)
1 eve - Tu. Feb 27, 19:30-21:30 - KEC

Champagne and Port—What a Pair!! (505240)

The wines of Champions and the wine of the Upper Class; these two wines are so different, but they have a common thread—quality and class. We will tour Champagne and taste some true wines of the region and some not from the region. We will visit the Port houses of Cadiz and taste their luscious, lovely juices. This will be a fun course and what a way to end a season. (Warwick) \$40.66 (Includes GST)
1 eve - Tu. Mar 26, 19:30-21:30 - KEC

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 earned his Ph.D at UBC and teaches at Langara College. He has enjoyed introducing students to philosophy for the past eight years. His special interest is in applying philosophy to the dilemmas of everyday life.

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) \$147.66 (Includes GST)
8 eve - Th. Oct 12, 19:00-21:30 - MOA

The Philosophy of Love (505609)

A course for people who believe that love is at the heart of a well-lived life. This course will focus on understanding dilemmas faced by both women and men in the search for love. It will attempt a rethinking of male-female relationships at a time when both women and men have more options than ever before, but find that their choices often don't mesh. Class discussion will be based on readings from Solomon and Higgins', "The Philosophy of Erotic Love" and other material on male-female relationships. \$129.47 (Includes GST)
6 eve - Mo. Oct 16, 18:30-21:00 - Lan

The Art of Critical Thinking (505610)

This course tries to make you a more effective thinker. We will study the logic of real-life reasoning—as used in discussions, newspapers, politics and other everyday contexts. We will learn how to spot common errors in reasoning and how to back up decisions and beliefs with good reasons. Our emphasis will be on reasoning about cause-and-effect relationships and on the recognition of dynamic causal interconnections. (Preinsperg) \$129.47 (Includes GST)
6 eve - We. Oct 18, 18:30-21:00 - Lan

The Meaning of Life (505611)

This course aims at a sense of clarity in the search for a meaningful existence. What is the best life? What is really worth pursuing and having? Is there any ultimate purpose? Some of the most perceptive philosophical minds have explored life's meaning in its various forms: cosmic purpose, socially-created meaning and self-created meaning. Short readings will be selected from classical and contemporary philosophers. (Preinsperg) \$129.47 (Includes GST)
6 eve - Th. Oct 19, 20:15-22:15 - Lan

World Religions (503461)

Be introduced to the aims and objectives of interfaith dialogue. Learn about Buddhism, Christianity, Hinduism, Islam, Judaism, Sikhism and the Unitarian faith. (Various) \$42.80 (Includes GST)
7 eve - Th. Oct 12, 18:30-21:00 - Lan

Natural History

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 programs is tax deductible.

NOTE

Please call 323-5322 for itineraries and bookings. Our programs are of particular interest to young biologists, and children ten years and older are welcome.

Travel Lectures

These illustrated slide lectures presented by biologists will introduce you to the natural history of various of the world's unusual wild areas. In addition to receiving an informative lecture you will have opportunity to meet the biologists who conduct our education travel programs for the Natural History section. Cost per lecture—\$15. Free for tour registrants.

Australia (502864)

with David Stirling, naturalist, (Wednesday, October 4, 7:30-9:00 p.m.)

Canada's Eastern Songbirds and Seabirds (502875)

with Alice Cassidy, ornithologist, UBC (Wednesday, October 25, 7:30-9:00 p.m.)

Trinidad and Tobago (502861)

with Nancy Baron, biologist, director of education, Vancouver Aquarium (Tuesday, November 7, 7:30-9:00 p.m.)

Galapagos and Ecuador (502876)

with David Stirling, naturalist, (Tuesday, February 20; 7:30-9:00 p.m.)

Canada's Galapagos – the Queen Charlotte Islands (502877)

with Nancy Baron, director of education, Vancouver Aquarium, (Wednesday, March 6; 7:30-9:00 p.m.)

Field Trips

Pemberton Valley Natural History Weekend (502878)

Join well-known naturalist, Dr. Keith Wade, for a wonderful outdoor weekend in the Pemberton Valley. Walk through cottonwood forests along the Lillooet River, search for migratory waterfowl, marsh birds and beaver during an easy canoe paddle on Oxbow Lake, spend time observing the wide variety of native plants in the surrounding coniferous forests, and during a comfortable raft trip down the Lillooet River you'll have the opportunity of enjoying the beauty of the valley edged by the snow capped peaks of the coastal mountains and the possibility of seeing bear, deer and other native wildlife. Simple but new and comfortable accommodations have been arranged in Fougberg House, at the Coast Mountain Outdoor School. Here we will enjoy our meals, and on Saturday evening a lecture in the lounge of the house presented by Dr. Wade on the natural history of the area. The Coast Mountain Outdoor School is located 26 km past Pemberton. By car, it is one hour from Whistler or 2' from Vancouver or . . . BC Rail train service is available to Pemberton. (Horse-back riding can also be arranged as an optional activity.) (Car pools may be arranged depending on the interests of the participants.) Field Weekend: Saturday and Sunday, September 23 and 24. Cost: \$240.75* (subject to minor changes; includes meals and private accommodation; rafting and canoeing and resource staff)

Bald Eagles Field Day (502855)

In January, bald eagles congregate along the Squamish River to feast on spawning salmon. They migrate here from distances as far away as Alaska and reach numbers in the thousands. Join Dr. Alice Cassidy on this fascinating day trip where you're guaranteed to see more eagles than you can imagine and other interesting wildlife, as well as enjoying a hot tasty mid-day lunch at Brackendale. \$69.55 (Includes GST) (lunch not included) Field trip: Saturday, January 13, 1996

Hawks, Eagles and Owls Field Trip (502859)

On a guided field trip to Boundary Bay with ornithologist, Dr. Alice Cassidy, you'll observe the exhilarating field habits of such birds of prey as snowy owls, red-tailed hawks, bald eagles, gyrfalcons, and short-eared owls. During the winter the fields and marshes of the area supply these birds with a ready supply of small mammals and birds as food. You're guaranteed some close encounters and exciting photographic opportunities. \$33.17. Field trip: Saturday, February 03; 9:00-1:00 p.m.

Lecture Series

Natural History for Walkers and Hikers (502805)

From sea shore to mountain tops . . . discover the diversity of British Columbia's life zones. This course is invaluable for anyone who spends time outdoors and serves as an introduction to key natural history areas of southwestern BC. Learn about the landforms, life histories of common plants and animals and their ecological associations. Course is taught by experienced naturalists through illustrated lectures and field trips to the Fraser River Delta, Lighthouse and Cypress parks and a live-laboratory session at the Vancouver Aquarium. Instructors: Dick Cannings, Nancy Baron, Marja de Jong Westman, and Martin Gebauer.

Lectures: Tuesday, September 26, October 3, 10, 17, 24, 7:30-9:30 p.m.
Field trips: Saturdays, October 14 and 21; mornings

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 1: Shorebirds (502865)

The Fraser Delta is of global importance as a migration stopover for many species of shorebirds. Tom Plath will conduct this workshop which includes a field trip to Boundary Bay. Tom is a wildlife technician with the BC Ministry of the Environment Wildlife Branch and avery active birder. \$40.12

Lecture: Tuesday, September 5; 7:30-9:30 p.m.
Field trip: Saturday, September 9; time dependent on tides

Workshop 2: Songbirds (502866)

Many species of songbirds migrate down the Pacific coast in late August and September. Tom Plath will try to sort out some of the confusing fall plumages of warblers, flycatchers, sparrows and their relatives. Tom is a wildlife technician with the BC Ministry of the Environment Wildlife Branch and a very active birder. Destination of the field trip will be announced at the lecture, since it depends on the timing of the migration. \$40.12

Lecture: Tuesday, September 12; 7:30-9:30 p.m.
Field trip: Saturday, September 16; early morning

Workshop 3: Waterfowl (502867)

Late fall and winter are exciting times for Vancouver birders with the arrival of thousands of wintering loons, grebes, ducks, geese, and swans to the shores of southwestern BC. Tom Plath will cover all the facets of identification and biology of these birds. Tom is a wildlife technician with the BC Ministry of the Environment Wildlife Branch and a very active birder. Field trip to Fraser Delta and Boundary Bay. \$40.12

Lecture: Thursday, November 16; 7:30-9:30 p.m.
Field trip: Saturday, November 18; early morning

Travel Tours

For information and booking call Fraser MacLean of Great Expeditions at 257-2040 or fax at 257-2037.

For 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 savannahs spiked with giant termite mounds, and mangrove swamps and billabongs seething with crocodiles. On a 20-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 and Kakadu National Park and to Brisbane for Lamington National Park. You'll spend several days visiting the national parks and then its on to Cairns via the Atherton Tablelands. A day trip is included to Green Island on the Great Barrier Reef. October 21–November 9, 1995. Cost: \$5595 which includes a tax deductible tuition of \$500.

For 1996 . . .

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. January 26–February 5, 1996. Cost: Approximately \$3195 which includes a tax deductible tuition of \$450.

Eastern Songbirds and Seabirds – led by Alice Cassidy

Southwestern New Brunswick offers classic examples of Canada's unique east coast natural history as well as some of Canada's most interesting and oldest historical sites. Trip will start and end in St. John, with visits to the Bay of Fundy, coastal marshes and the famous

"Reversing Falls." Several days will be spent in beautiful St. Andrews-by-the-sea. This small oceanside community has many fine examples of late 1700's architecture, and a huge variety of breeding songbirds in the deciduous forests throughout the area. Tour will visit Grand Manan Island, with its extremely varied habitat, from sheer cliffs to rocky intertidal shores, and Machias Seal Island, a protected seabird colony that is home to Atlantic puffins, razorbill auks and Arctic terns. Porpoise, black guillemot, and possibly shearwaters are often sighted during ferry rides to the island. May 20–31, 1996.

Queen Charlottes – led by Nancy Baron

The Queen Charlotte Islands are some of the most isolated islands in Canada and most treasured lands on our planet. Most of the 150 islands making up the archipelago escaped glaciation and as a result are biologically unique in Canada. There are plants here which are found nowhere else in Canada, the land mammals are subspecific to the islands and close to 500,00 pairs of seabirds nest here each year. The human history is of great importance and the remnants of decaying Haida poles at Ninstints are protected as world treasures. And too . . . the rugged mountain scenery, giant Sitka spruce and cedar forests, and diverse marine life make seeing the islands an unparalleled experience. September 1996.

1997 Offerings

Galapagos and Ecuador – November–December – David Stirling
Wildlife Safari to India and Nepal – October–November – Nancy Baron
Florida – February – David Stirling
Arizona – May – Keith Wade

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 (102847)

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) \$117.70 (Includes GST)
8 eve - Mo. Oct 16, 18:00-20:00 - 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) \$117.70 (Includes GST)
8 eve - Mo. Oct 16, 20:15-22:15 - CC

Film, Television & Theatre

INSTRUCTORS

Wayne 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) \$95
3 day - Sa. Sep 23, 09:00-12:00 - CC

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

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) \$64.20 (Includes GST)
1 day - Sa. Sep 30, 10:00-16:00 - Lan
1 day - Sa. Oct 14, 10:00-16:00 - Lan

Short Subject Film Making (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. Oct 10, 19:00-22:00 - CC

Writing for 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) \$150
6 eve - Th. Sep 21, 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. Oct 12, 19:00-22:00 - CC

Screen Writing Tutorial (102784)

This screen writing tutorial is designed for students who have an idea or an outline for a film, from which they will create a film treatment, or a treatment from which they will write a first draft script. Some students may choose to write a second draft script from their already-written first draft. Enrollment is limited to seven students. Prerequisite: Students must have completed Writing for Movies (104111) or have obtained special permission from the instructor. (Borden) \$285
6 day - Sa. Sep 23, 13:00-15:30 - Lan

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

Judith Comfort, a freelance writer and teacher, is the author of seven food and travel books including, "Some Good," regional best-seller in the Maritimes. She has written dozens of magazine articles and is a regular contributor to Canadian Living magazine.

Lynda Hurst has been a graphic designer for over 20 years. She has worked as production manager and art director on a weekly entertainment newspaper, as well as various areas of communications and marketing. She has her own graphic design business and is currently teaching computer graphics and other related courses in the Lower Mainland.

Duncan MacDonald 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 has appeared in newspapers, magazines, books, and on television and radio.

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.

Nancy Ryder is a freelance writer and editor. Nancy has also served as editor on a number of magazines, and taught for Langara's Journalism program.

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.

Fall 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 \$310
12 eve - Tu. Sep 26, 19:00-22:00 - Lan Room 283 (Rains)
12 eve - We. Sep 27, 18:30-21:30 - Lan Room 283 (Ouston)

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) \$310
12 eve - Th. Sep 28, 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 photo captions. 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) \$310
12 eve - Tu. Sep 26, 18:30-21:30 - Lan

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) \$310
12 eve - Tu. Sep 26, 19:00-22:00 - Lan

Travel Journalism (102908)

This course shows students how to turn a weekend jaunt, vacation or journey into a magazine or newspaper article. Lectures, discussions and writing exercises will emphasize the techniques of capturing experiences and creating informative writing that entertains. Also included will be the business of periodical writing: research methods, developing and marketing story ideas. Students will complete one feature travel piece. (Comfort) \$95
5 eve - Th. Oct 05, 18:30-21:30 - Lan

Writing About Food (102914)

This course introduces students to the practical aspects as well as the pleasurable aesthetics of food writing. The goal is to develop skills in research, interviewing, recipe development and food criticism. Hands-on exercises will emphasize the basics of good writing and the integration of anecdotal experiences with solid research. Each student will complete one feature food article. (Comfort) \$95
5 eve - Tu. Oct 10, 18:30-21:30 - Lan

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 (100501) 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 –

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 (Rains) \$310
12 mng - Sa. Sep 23, 09:30-12:30 - 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
To be offered Winter 1996

Speech Writing and Presentation (102916)

"There are two times in your life when you are totally, utterly alone. When you die and just before you give a speech." - a speech writer. Participants will learn the dual and difficult communications skills of putting together appropriate, interesting and persuasive speeches and maximizing the presentation impact through the effective delivery of those words. An ideal course for people either required to write speeches for others or who must deliver speeches themselves. This two-day session uses video to record and assess presentation and speech-writing skills. Other instruction will include the shape and structure of modern speech writing, reviewing and rewriting, effective research techniques, writing for the ear, interviewing skills, handling Q & A sessions, speech coaching, effective audio-visu-als. - 1 unit (Walton) \$95
2 day - Sa. Nov 18, 10:00-15:00 - Lan

Managing Your Media Message (102915)

This intensive two-day course will teach participants strategic communications skills for conducting print and electronic news media interviews. The course will focus on proven strategies, techniques and tools to effective communication with the media. On-camera interview practice will give participants hands-on, practical experience on how to communicate their key message, how to keep control of the interview agenda, how to manage difficult interviews and avoid interview traps. Each participant will be interviewed on video and then assessed. Other topics will include what is news, newsroom organization, an insider's look at the news-gathering process, generating news coverage and guidelines for a successful media-relations campaign. - 1 unit (Walton) \$95
2 day - Sa. Oct 28, 10:00-15:00 - Lan

Writing

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

Dale Read is a writer and a teacher. She was trained from very early in her childhood both in television and in theatre. She studied at the University of California, Berkeley, completing a B.A. in Dramatic Arts, and at the graduate level, completing her M.A. in Theatre Arts at San Francisco State College, San Francisco, California.

Frank Borg, CBC prize in play writing. Award winning stage writer and producer.

Judy E. Corser is a former journalist with credits ranging from regional cookery columnist in Prince Edward Island to editor of a Vancouver shipping magazine. Judy has published six novels since her first was released in 1990. She is a member of Western Writers of America, Romance Writers of America, Novelists, Inc., Ottawa

Romance Writers Association, Delta Community Arts Council, and CANSCAIP (Canadian Society of Children's Authors, Illustrators and Performers).

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 Julliard-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 Skye. Mr. Furst 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 awarded 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.

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*, *Peniction*, 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 *Heath 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*.

Writing Skills Improvement (102811)

In this course students will rediscover forgotten writing abilities or learn new techniques that will make writing clear, concise and powerful. The informal class format will include lectures, handouts, group discussion, in-class writing and reading exercises, and films. Topics covered include:

- words and meanings: the power of a good vocabulary
- parts of speech: nouns, pronouns, verbs, adjectives, adverbs, etc.
- the sentences: subject, predicate, object
- kinds of sentences: simple, compound, complex, compound/complex
- grammar: subject verb agreement, misplaced modifiers, possessive forms, parallelism, fragments, run-on sentences
- punctuation: uses of the comma, colon, semi-colon and dash
- spelling: eleven simple rules
- mechanics: manuscript format, capitalization, quotation marks, italics, hyphens
- paragraph organization: topic sentences, development, unity, coherence
- writing style: diction, syntax, wordiness, repetition, voice, variety
- writing formats: exposition, definition, narration, letters, reports, proposals. \$126

6 eve - Mo. Oct 16, 18:30-21:00 - CC (Medved)

6 eve - Th. Oct 19, 18:30-21:00 - CC (Medved)

6 eve - Tu. Oct 17, 19:00-21:30 - Lan (Levis)

Preparing a Non-fiction Book Proposal (102848)

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 eve - Th. Nov 02, 19:00-22:00 - Lan

Introduction to Stage Drama (102785)

A step-by-step guide to writing for stage. Focusing on structure, plot, character, style, spectacle and the magic of stage drama. We will discuss what separates stage drama from other genres such as TV sitcom and skit-comedy. Pay attention to formatting and stage directions - how much is needed to make your vision clear and how much is too much. This course is designed for people who have an interest in stage drama and always thought they would like to write a play but don't know how to get started - it's not easy but it's a lot of fun. Writing assignment will be a short one-act play (20-30 pages). (Borg) \$126
6 eve - We. Oct 11, 19:00-21:30 - CC

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." (Bordon) \$126
6 eve - Tu. Sep 19, 19:00-21:30 - Lan

How to Write and Sell a Romance Novel (102786)

Learn how to write, polish and sell your romance novel with award-winning romance novelist, Judith Bowen. Ms. Bowen will discuss all aspects of a successful romance manuscript, including plotting, characterization, writing a selling synopsis, industry info, what's hot and what's not, the all-important first chapter and tips on agents and marketing. (Corser) \$110
3 mng - Sa. Oct 28, 09:30-12:30 - Lan

The Courage to Craft (102787)

A beginner's guide to creative writing. This workshop/class is designed for those people who need or would like to write but have not written before or feel blocked. Through this innovative course, write and shape your stories, poems, and personal experience pieces. Specific techniques will be offered, enabling participants to discover their authentic inner voices and to translate these sources into concrete literacy forms. Through enjoyable writing exercise, students will learn how to bypass the negative inner critic and integrate writing into their daily lives. (Read) \$126
6 eve - Tu. Oct 10, 18:30-21:30 - Lan

Writing Skills Workshop - Level III (102709)

In this course you will use your narrative, descriptive and expository skills to directly confront your own private writer's block. In week one you will come up with a particular theme you would like to explore for the entirety of the course, (e.g. AIDS, marriage, dreams, poverty, childhood, my relationship with my father, my religious upbringing, etc.). Each week you will explore a different human emotion. During the week you will write a journal entry, typed, double-spaced, no more than 1" pages in length. The entry will tell a story in the first person about something that happened to you or to somebody else, preferably somebody you know. But the entry must also correspond to the "emotion of the week," and MUST contain three statistics that pertain to your overall theme. (Medved) \$126
6 eve - We. Oct 18, 18:30-21:00 - CC

Writing a Best Seller (102718)

Mysteries, thrillers, romances, westerns, big storytelling novels - "category" fictioncomprises over 80 percent of the best-seller 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 cover first draft, revision, and preparation of manuscript for submission. (Medved) \$126
6 eve - Tu. Oct 17, 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. Oct 18, 19:00-21:30 - Lan
4 day - Sa. Nov 18, 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) \$126
6 eve - Mo. Oct 16, 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) \$71
3 mng - Sa. Oct 14, 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) \$126
6 eve - We. Nov 01, 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. (Medved) \$180
8 eve - Tu. Oct 17, 18:30-21:00 - CC

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. Oct 21, 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) \$156
8 mng - Sa. Oct 14, 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) \$55
1 mng - Sa. Oct 21, 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) \$88
1 day - Su. Nov 05, 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) \$88
1 day - Su. Oct 22, 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 vert. Join the highly popular self-publishing revolution. Discussed are editing, design, printing, promotion, distribution, financing and everything else. (Sturmanis) \$88
1 day - Sa. Nov 04, 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) \$55
1 aft - Sa. Oct 21, 13:00-16:00 - Lan

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) \$200
5 Day - Sa. Sep 23, 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) \$245
13 eve - Tu. Sep 19, 18:30-21:30 - 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. \$195
10 eve - We. Oct 11, 19:00-22:00 - CC

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. \$425
13 eve - We. Sep 20, 18:30-21:30 - 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 detailed course information call program assistant - Joanne Bydal, 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 18:00. Program advisors will be available to answer your questions. Brochures and other literature will also be available.

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.

Time: Wednesday, September 06, 1995, 18:00-19:00
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 Joanne Bydal, 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

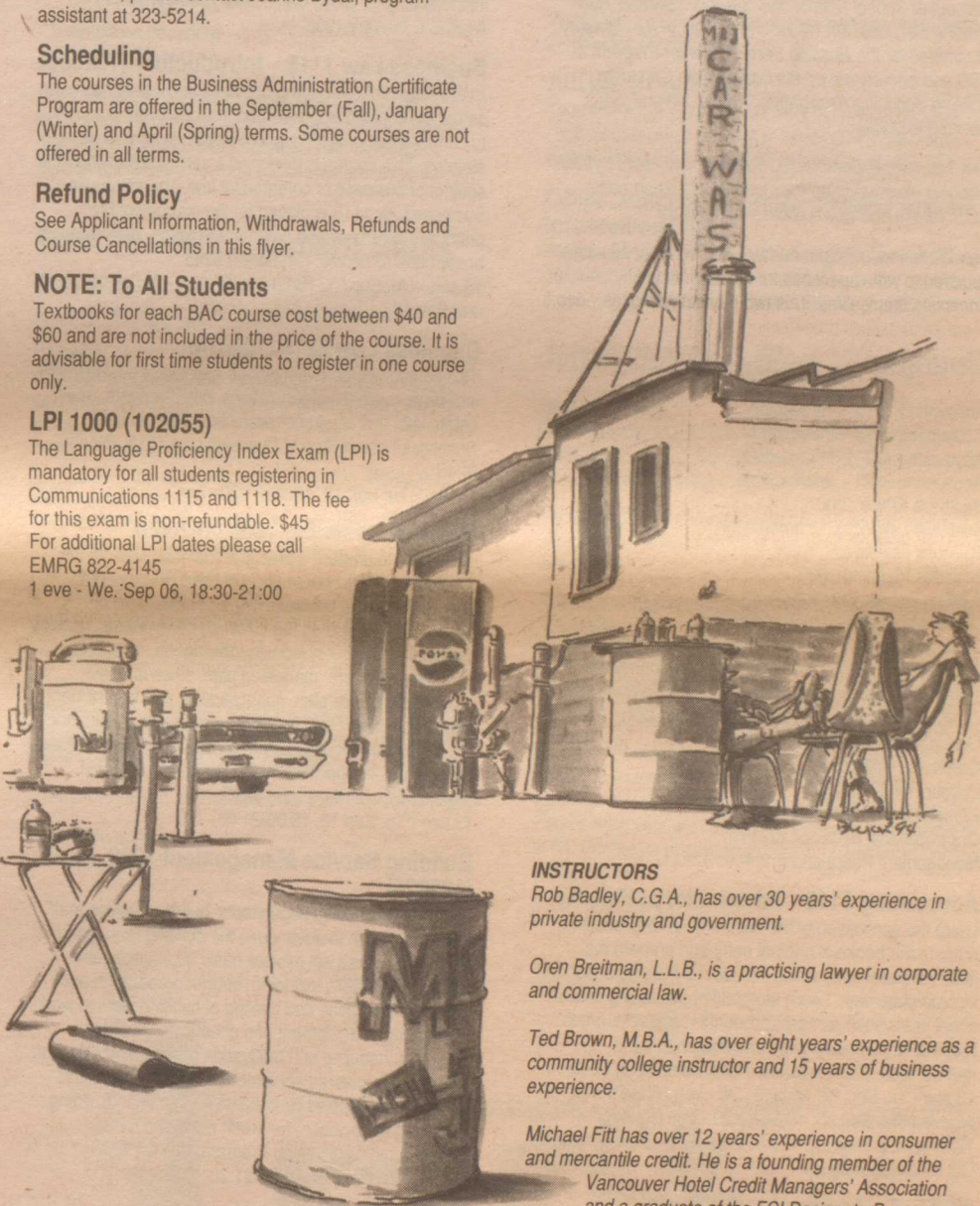
See Applicant Information, Withdrawals, Refunds and Course Cancellations in this flyer.

NOTE: To All Students

Textbooks for each BAC course cost between \$40 and \$60 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. \$45
For additional LPI dates please call EMRG 822-4145
1 eve - We. Sep 06, 18:30-21:00



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., MCISQ 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 Law 2215
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 – 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. \$245
13 eve - Tu. Sep 12, 18:30-21:30 - Lan (Wadsworth)
13 eve - We. Sep 13, 18:30-21:30 - Lan (Badley)
13 mng - Sa. Sep 16, 10:00-13:00 - Lan (Katz) – No class Oct 07 and Nov 11

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, Oct 28, 10:00-13:00.
Final exam for ALL classes of Accounting 1115 will be Saturday, Dec 09, 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. \$245
13 eve - Tu. Sep 12, 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. (Badley) \$245
13 eve - Th. Sep 14, 18:30-21:30 - Lan

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) \$245
Available January 1996

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) \$245
13 eve - Mo. Sep 11, 18:30-21:30 - Lan – No class Oct 09 and Nov 13

Business Law 2215 (102014)

This course will focus on various aspects of business law, including: business organizations, creditor rights, real estate law, and consumer protection. Prerequisite: Successful completion of Business Law 1115. (Noel) \$245
13 eve - Tu. Sep 12, 18:30-21:30 - Lan

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) \$245
13 eve - Tu. Sep 12, 18:00-21:00 - CC

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) \$245
13 eve - Tu. Sep 19, 18:30-21:30 - 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) \$105
2 day - Sa. Sep 23/30, 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) \$245
13 eve - Tu. Sep 12, 18:30-21:30 - Lan

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) \$245
13 eve - We. Sep 13, 18:30-21:30 - 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. \$280
13 eve - Th. Sep 14, 18:30-21:30 - CC (Mathern)
10 mng - Sa. Sep 16, 09:00-13:00 - CC (Tollstam) – No class Oct 07 and Nov 11

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) \$245
Available January 1996

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) \$245
13 eve - Th. Sep 14, 18:30-21:30 - CC

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) \$245
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) \$245
Available May 1996

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) \$245
11 eve - Th. Sep 14, 18:30-21:30 - Lan AND 2 Sa. (TBA)
13:00-16:00 - TBA

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) \$245
13 eve - Tu. Sep 12, 18:30-21:30 - Lan

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) \$245
Available January 1996

Business English Skills

INSTRUCTORS

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

Natalie Rogers, B.P.H.E., 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.

Polish Your Business English! The following four classes are offered on four Saturdays. Enroll individually at the regular price of \$75 or register for all four courses for a total of \$265 – a saving of \$35.

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) \$265

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. Nov 25, 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) \$75
1 day - Sa. Sep 30, 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) \$75
1 day - Sa. Oct 14, 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 (Henderson) \$75. 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. Oct 28, 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 (Henderson) \$75
1 day - Sa. Nov 18, 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 specializations 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 Supervisory 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 for the New Supervisor/Leader (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 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

Four Essential Skills for Leaders courses may be substituted for one only of the above courses (104507, 104571 or 104572). See Essential Skills for Leaders section and please note the withdrawal and refund policy.

Records Management Skills

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

Level I

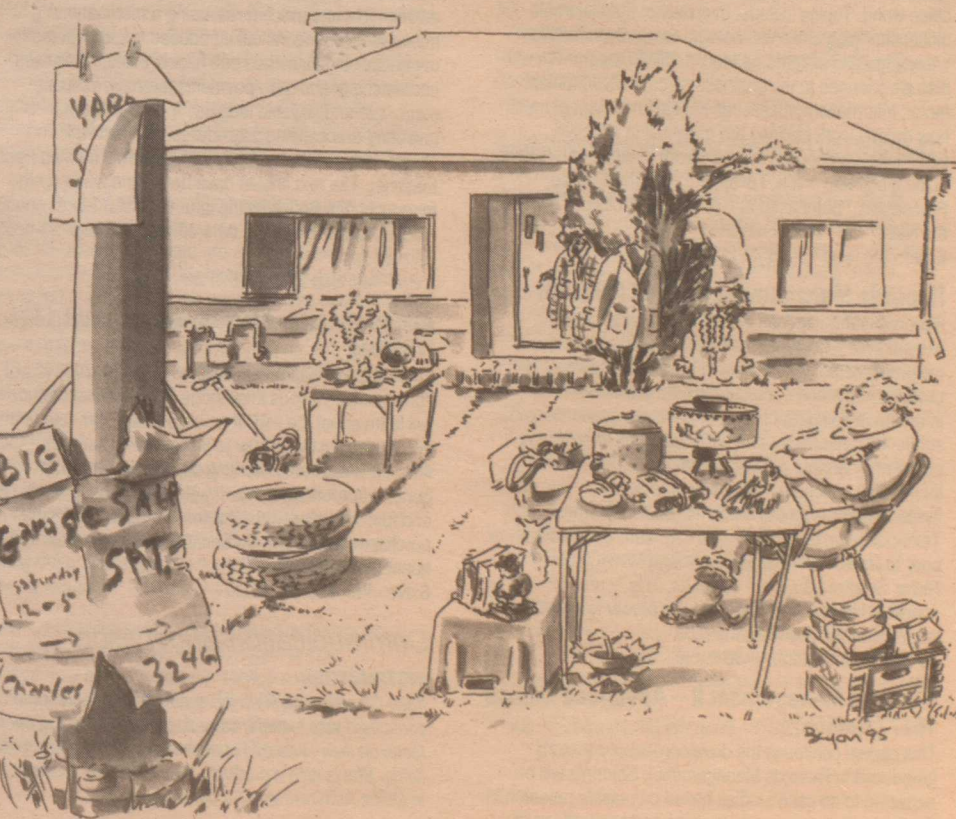
* Typing/Keyboarding for Beginners (104404) - 18 hours
First three courses from Business English Skills section - 18 hours
** Office Automation (104502) - 18 hours
Any course from Accounting, Bookkeeping, Budgeting section - min. 18 hours
Records Management I (104509) - 30 hours
Total minimum course 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 - Th. Sep 07, 17:30-18:30 - CC Room 237

Typing/Keyboarding

INSTRUCTORS

Claire Domy, 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, centring 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 (Domy/Makortoff) \$90
6 mng - Sa. Sep 23, 09:00-12:00 - CC
6 eve - Mo. Sep 25, 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) \$95
6 aft - Sa. Sep 23, 13:00-16:00 - CC
6 eve - We. Sep 27, 18:30-21:30 - CC

Computers**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. \$280
13 eve - Th. Sep 14, 18:30-21:30 - CC (Mathern)
10 mng - Sa. Sep 16, 09:00-13:00 - CC (Tollstam)

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. \$80
1 eve - Mo. Sep 18, 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) \$135
6 eve - Mo. Sep 25, 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) \$160
10 eve - We. Sep 27, 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) \$160
10 eve - We. Sep 27, 18:30-21:30 - CC

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) \$150
8 eve - Th. Sep 28, 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 Slizak 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) \$145
8 eve - Th. Sep 28, 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 Pacey Flashner. This text should be purchased from the City Centre Bookstore before the first class. - 24 hours (Slizak) \$145
8 eve - Tu. Sep 28, 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 Pacey 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 (Slizak) \$145
8 eve - Mo. Sep 25, 18:30-21:30 - CC

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 (Slizak) \$135
6 eve - We. Sep 27, 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, has 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) \$145
8 eve - Mo. Sep 25, 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) \$70
1 day - Sa. Oct 21, 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) \$70
1 day - Sa. Dec 09, 09:30-15:30 - CC

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) \$70
1 day - Sa. Oct 14, 09:30-15:30 - CC

Twelve Challenges for the New Supervisor/Leader 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) \$135
6 eve - Tu. Sep 26, 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) \$70
1 day - Sa. Nov 04, 09:30-15:30 - CC

Maximizing 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) \$135
6 eve - Tu. Nov 07, 18:30-21:30 - CC

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) \$70
1 day - Sa. Sep 30, 09:30-15:30 - CC

Professional Job Search Techniques 1315 (104416)

Learn about the many facets of launching an effective job search:
Session I: writing a resume and cover letter which gets results; meeting the people who have the power to hire
Session II: tapping into the hidden job market and researching prospective companies; going for the job interview – making a good first impression and responding positively to interview questions – 12 hours (Close) \$120
2 day - Sa. Sep 23/30, 09:30-15:30 - CC

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 (Henderson) \$85
1 day - Sa. Dec 02, 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) \$155
5 day - Sa. Oct 14, 09:30-12:30 - CC

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) \$180
6 eve - Th. Sep 28, 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 (Rogers) \$145
10 eve - We. Sep 27, 18:30-22:00 - 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) \$145
10 eve - Tu. Sep 26, 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) \$145
6 eve - Mo. Sep 25, 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) \$105
2 day - Sa. Sep 23/30, 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) \$125
2 day - Sa. Oct 14/21, 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 \$45. All other courses are nine hours in duration at \$70 each. Enroll individually or register for the package of five courses for \$330 – a saving of \$35.

All five courses 1115 (104425) \$330

Introduction to the Legal Office Program
Civil Litigation
Corporate
Matrimonial
Conveyancing

NOTE

Legal Office Skills Test (104540) – Th. Nov 02, 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.

Sue Weiss has 16 years' experience in land transactions. She has worked with the Kamloops/Vancouver Land Title Office and has worked as a legal assistant/conveyancer with various law firms in Vancouver.

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) \$45
1 eve - Tu. Sep 19, 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) \$80
3 eve - Th. Sep 21/28, Oct 05, 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) \$80
3 eve - Tu. Oct 17/24/31, 18:30-21:30 - Lan

Matrimonial 1515 (104429)

Discuss the "Family" court system in British Columbia and the various procedures and reforms used in matrimonial law. Focus will be on Divorce Act Application and Family Relations Act proceedings. - 9 hours (Dean) \$80
3 eve - Th. Oct 12/19/26, 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 (Weiss) \$80
3 eve - Tu. Sep 26, Oct 03/10, 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) \$80
3 eve - Mo. Oct 30, Nov 06/20, 18:30-21:30 - CC

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) \$105
4 eve - Mo. Sep 25, Oct 02/16/23, 18:30-21:30 - Lan

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) \$70
2 eve - We. Oct 18/25, 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 (Weiss) \$120
5 eve - Tu. Nov 07/14/21/28, Dec 05, 18:30-21:30 - Lan

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. – 15 hours (Dean) \$120
5 eve - Th. Nov 09/16/23/30, Dec 07, 18:30-21:30 - Lan

For registration call 443-8380 or 323-5322.
For detailed program outline contact Anne Tollstam or Norma Walker at 443-8385.

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

\$155 per day. All materials are provided. Course fees are subject to change.

Withdrawal and Refund Policy

Courses held at VCC campuses: Withdrawals received by telephone, fax, or in writing up to 48 HOURS before the course start date are subject to an administrative penalty of 20 percent of the course fee. Alternatively, a "deferred fee credit" for 100 percent of the course registration fee 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 at less than 48 hours notice.

Courses held off-campus: 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" for 100 percent of the course registration fee 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 at less than ten days notice.

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) \$155
1 day - Fr. Sep 29, 09:00-16:30 - ROB

Using Leadership Language 1317 (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) \$155
1 day - Fr. Oct 13, 09:00-16:30 - ROB

Building 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) \$155
1 day

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) \$155
1 day - Fr. Nov 24, 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.

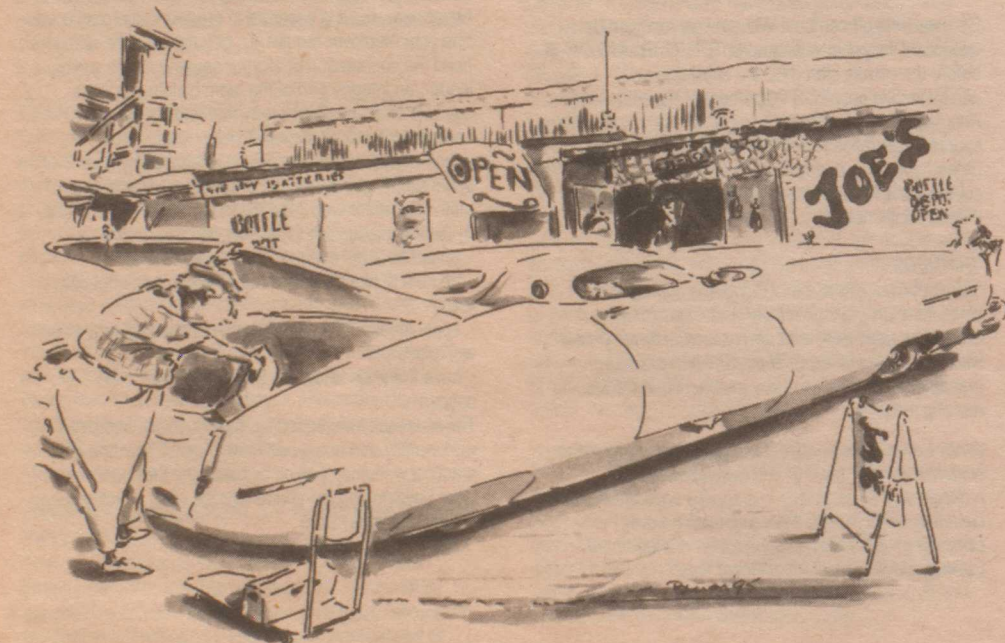
Leadership positions are complex. A leader requires many new skills as well as an understanding and acceptance of new roles. Preparation and support are vital for new leaders. This certificate program will help develop knowledge, skills and confidence to lead, supervise and manage others. Topics in this 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 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
Facilitation Skills for Team Leaders – 2020 (100311) – 6 hours
Leading Your Team to Empowerment – 2222 (100312) – 6 hours

* This course will be available in the Winter term. Descriptions, times, date and location will be available in our Winter brochure.

Additional elective courses may be offered in Winter/ Spring 1996 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.

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The College will accept participant substitutions for employer-sponsored registrants.

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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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1 day - Fr. Nov 03, 09:00-16:30 - ROB

Finding Time for Results 1319 (104555)

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- analyzing your day
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- 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) \$155
1 day - Fr. Nov 24, 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) \$140
1 day - Sa. Oct 14, 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) \$140
1 day - Sa. Dec 02, 09:00-16:30 - CC

Problem Solving and Action Planning 1030 (100306)

Leaders always encounter problems in the workplace. The effectiveness of leaders is often determined by their ability to successfully resolve complex problems both on their own and with their work team. This course will provide participants with the knowledge and practisesessions on the following:

- interpersonal skills for successful group/team participation in the problem-solving process
- steps in the problem-solving process
- leading the problem-solving process
- techniques for assisting in the problem-solving and decision-making process
- getting from a solution to an action plan
- allowing for the unexpected
- successful implementation of an action plan. – 6 hours (Oster) \$140
1 day - Sa. Oct 21, 09:00-16:30 - CC

Business Writing Skills – Part I 2030 (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) \$140
1 day - Sa. Sep 30, 09:00-16:30 - CC

Business Writing Skills – Part II 2040 (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) \$140
1 day - Sa. Dec 16, 09:00-16:30 - CC

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) \$140
1 day - Sa. Nov 25, 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) \$140
1 day - Sa. – Will be offered in Winter term 1996

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 – 6 hours (Hannah) \$140
1 day - Sa. Oct 28, 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) \$140
1 day - Sa. Nov 04, 09:00-16:30 - CC

Facilitation Skills for Team Leaders – 2020 (100311)

Leading productive teamwork teams is an acquired skill. Gain confidence in leading your work teams from random disorganization through to innovative solutions. Learn how to focus the work team without stifling creativity. Assist your team to analyze issues from different perspectives and to build on their collective synergy. Participants will be taught the tools and techniques for generating ideas and determining solutions. All participants will be given the opportunity to lead and/or manage one or more practice sessions. Sharpen your facilitation skills by learning and practising the following tools and techniques: brainstorming, force field analysis, positive/negative analysis, fishbone diagrams (cause-effect diagrams), grouping, categorizing, ranking, assessing risk, and consensus building. – 6 hours (Oster) \$140
1 day - Sa. Dec 09, 09:00-16:30 - CC

Leading Your Team to Empowerment – 2222 (100312)

The test of an empowering leader is not only his or her own performance but the capability of the leader to develop a work team that is able to respond and grow in an ever-changing and challenging environment. This course will assist work leaders to lead their teams towards empowerment and self-direction by examining:

- what is empowerment?
- the role of the empowering leader
- how workers improve productivity and worker commitment through empowerment
- skills and activities for developing an empowered work team
- the readiness of your team to work as a self-directed team. – 6 hours (Oster) \$140
1 day - Sa. Nov 18, 09:00-16:30 - CC

Management Skills for Supervisors Provincial Certificate Program

This highly successful program has been taken by over 400 people.

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.

Ask about our group rates and in-house offerings.

TRAINER

Sherilee 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. Sherilee 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

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.

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 and Information Science courses call Cindy John, program coordinator at 871-7461.

Information Science Courses

Internet Workshops (106075, 106076, 106077, 106082, 106083)

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, Netscape and Finding What You Want, are designed for a general audience and are 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 to communicate with colleagues and friends around the world, how to find and retrieve information resources on the Internet, potential uses of Netscape/Mosaic, and 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) \$215
1 day - Sa. Oct 21, 09:00-16:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street
1 day - Sa. Nov 25, 09:00-16:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street

Netscape – Touring the Net's Leading Edge (106082)

Learn to use Netscape, the best Internet software, to seek out the newest, most interesting Internet resources and uses for the Net, including World Wide Web and Usenet newsgroups. The workshop includes guided tours of the Net's outstanding features. Then, when you're ready, you can explore on your own, with professional help never more than a few steps away. Participants must be familiar with operating a Windows or Macintosh computer. (Grant/MacBeth/Quam) \$215
1 day - Sa. Nov 04, 09:00-16:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street
1 day - Sa. Dec 02, 09:00-16:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street

Finding What You Want on the Net (106083)

Do you want to find something on the Internet as fast and as efficiently as possible? Or, learn the best ways to get an overall picture of what is on the Net? Either way, this workshop gives you the head start you need to be successful! You will learn how the Net is and isn't like a library or database and learn to use subject-oriented, automated keyword and "virtual legwork" search techniques to find your way around the Net. Participants must be familiar with a Windows or Macintosh computer.

Although not a prerequisite, participants will get more from this workshop if they have some Internet experience, particularly with graphical web browsers such as Netscape or Mosaic. (Grant/MacBeth/Quam) \$215
1 day - Sa. Nov 18, 09:00-16:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street
1 day - Sa. Dec 09, 09:00-16:30 - 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 standard Internet tools: electronic mail, electronic file transfer (ftp), remote log-in (telnet), Gopher menu systems, and an introduction to World Wide Web. 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. (Comeau) \$175

1 day - Sa. Oct 14, 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. 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 program and document files, advanced FTP skills, Gopher search techniques using the powerful Veronica and Jughead programs, advanced electronic mail and Listserv software techniques and World Wide Web. The 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. 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). (TBA) \$175

1 day - Sa. Oct 28, 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.

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, and interlibrary loans procedures. (Hanson) \$215
7 eve - Mo. Sep 18, 18:30-21:30 - 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 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, and dealing with non-book materials and government publications. This course is currently being redeveloped to include the latest methods and procedures. (Burgess) \$215
Available Winter term

Canadian Libraries for New Canadians (106081)

Are you a library worker, professional or clerical, who has recently immigrated to Canada? Do you find methods, procedures and automation in Canadian libraries different from those with which you are familiar? This course will provide you with an introduction to how Canadian libraries operate. The topics covered include: types of libraries in Canada, intellectual freedom, public service skills, including reference service, readers' advisory, children's services, technical services, including acquisitions and cataloguing and automation in libraries. Following the classroom component a practicum will be arranged at a local library. Note: This course is designed to familiarize you with the Canadian library system. It is not a diploma course nor will it upgrade a foreign degree. (Fernando/Elder/Hanson) \$220
8 eve - We. Sep 20, 18:30-21:30 - CC

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) \$41.20 (Includes GST)

1 aft - Th. Sep 21, 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. Previous attendance at workshop 106072 above is required for this course. (Shaskin) \$41.20 (Includes GST)

1 aft - Th. Oct 19, 13:00-16:30 - KEC

Database Design for Library Applications (106074)

Do you have manual paper files you would like to automate but don't know where to start? Would you like to develop new in-house databases? Do you have database software and want to use it more efficiently? This introductory course will teach you to plan, design and create databases that can be used in many types of library applications: annual report collections, serials check-in files, on-line catalogues, directories of organizations, A-V lists. You will produce a working database model, using INMAGIC PLUS software. The concepts you learn will also help you search commercial databases, CD-ROMs and OPACs more effectively. The concepts taught 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) \$195
5 eve - Tu. Sep 26, 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) \$160
10 eve - We. Sep 27, 18:30-21:30 - CC

Records Management II/Advanced Topics – 1617 (104556)

See Records Management (Office Administration Certificate) listings for course description. (Bradley) \$160
10 eve - We. Sep 27, 18:30-21:30 - CC

Records Management III/Specialized Functions – 1618 (104557)

See Records Management (Office Administration Certificate) listings for course description. (Bradley) \$150
8 eve - Th. Sep 28, 18:30-21:30 - CC

Business 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 demanding new skills. These courses can help you acquire them.

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 and employer/employee relationships.

Sauna Grinke is director of training for the Pan Pacific Hotel and an educational consultant to many businesses. Sauna 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 has successfully delivered harassment awareness training to significant organizations in BC. A lawyer, he is a member of the Law Society of British Columbia and 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.

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.

Career Management (102020)

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 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. You will develop skills to prepare an enhanced resume, for interviewing and for job search. Also, you will have gained the knowledge required to maintain and enrich your existing or potential new job as part of your personalized career development plan. (Grinke) \$105
2 day - Sa. Sep 23, 09:00-17:00 - CC

Harassment Awareness (102555)

Harassment exists in virtually every work place. How people and organizations deal with harassment can make a remarkable difference to their effectiveness. This course is designed to help all employees from any organization learn: what actions and behaviour are harassment; the cost of harassment to individuals and their company or organization; the responsibilities of individuals and organizations; skills in dealing with claims of harassment. \$215

1 day - Fr. Oct 27, 09:00-16:00 - ROB

Negotiating Effectively (102556)

Learn and practise negotiating attitudes and skills that produce effective results. Topics include: preparing to negotiate; defining what you want and what you will accept; developing Win/Win attitudes; tactics that work; defending yourself against unethical tactics; setting rules and standards; typical negotiating situations. Ample opportunity will be given for practice and participants will be challenged to review past negotiation situations. (Blaker) \$295

2 day - Th/Fr. Oct 19/20, 09:00-16:00 - ROB

Consulting as a Business (102025)

Designed for persons who wish to explore the practical aspects of operating a private consulting business. Consulting is becoming an increasing source of employment for many Canadians. Are you prepared for this possibility in your 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 work space; selecting computer hardware and software; time and stress management; insurance and risk management; legal considerations and ethics. Upon completion of the course, you will be able to assess your potential for success as a private consultant and formulate a realistic business plan. This course can be taken for credit towards the Business Administration Certificate. (King) \$245

13 eve - Th. Sep 14, 18:30-21:30 - CC

Effective Customer Service (102557)

Develop effective face-to-face and telephone skills for providing excellent service to customers. You will learn, upgrade and practise customer service skills including: listening and questioning to identify needs, appropriate responses, giving relevant helpful information, resolving difficult issues and examining issues and needs from the customer's viewpoint. Examples based on real, on-the-job situations will be extensively used. (Hannah) \$195
1 day - Fr. Nov 03, 09:00-16:00 - ROB

Getting the Job Done (102558)

Learn to deal effectively with business situations. Setting goals and making plans is important, but the key to success is making the plans happen and reaching the goals. In this course, which was developed to meet a real need, you will: learn what helps and hinders the implementation of plans and achieving; assess where you are in your work situation, where you want to be, and how to get there; learn to develop practical action plans and tactics; develop your personal action plan. 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) \$175
1 day - Fr. Oct 27, 09:00-16:00 - ROB

Getting the Job Done (course and follow-up session) (102559)

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) \$275 (course and follow-up)
1 day - Fr. Oct 27, 09:00-16:00 AND Fr. Nov 24, 09:00-12:00 - ROB

Jobs and Employment in British Columbia (102560)

Today's job market is tough. To participate you need to be knowledgeable of emerging opportunities and willing to acquire new skills. In this course you'll learn: how the workplace is changing; what the trends and emerging opportunities are in the BC employment market; what new skills you'll need to participate fully in the market. Each participant will develop a personal action plan. (Hannah) \$145
1 day - Sa. Oct 14, 09:00-16:00 - CC

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. In-house and group rates are available.

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.

INSTRUCTORS

Judy Dibnah has been employed in the business environment for over 25 years, the last ten as an education consultant. She has designed and delivered training courses for a number of private and public corporations including BC Tel, BC Hydro and Transport Canada. Judy is certified as a course developer and instructor through BC Tel's Master Trainer Program and has recently received her Certificate in Adult and Continuing Education through the University of Victoria.

Paula Yunker, director of Con Brio Consulting Inc., is an adult education consultant with extensive experience in corporate business and industry. She provides curriculum design, instruction, project management and training needs analysis to a wide range of clientele including BC Tel, BC Gas, Liquor Distribution Branch and the Justice Institute. Paula has a Certificate in Adult and Continuing Education from the University of Victoria and is currently completing a Bachelor of Arts degree in Adult Education.

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 learners. 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
- organize and enhance a lesson plan and instructor guide
- describe a variety of creative instructional techniques and learning enhancements
- describe how to use a variety of visual aids

This workshop replaces the Becoming a Great Trainer course. (Yunker) \$295

2 day - We/Th. Sep 27/28, 09:00-16:30 - ROB

Evaluating Your Performance for Results (100166)

Would you benefit from a personal evaluation of your training skills? This interactive one-day workshop offers you a chance to polish your training skills to maximize the impact of your instruction. You will have an opportunity to deliver instruction (of your choice) and receive an objective evaluation from an experienced instructor. The evaluation will highlight your strengths as an instructor and will provide you with specific tips on how to improve your delivery. You will also gain valuable ideas by observing other performances throughout the day. Please bring a blank VHS videotape if you would like your performance recorded. (Yunker) \$155
1 day - Th. Oct 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) \$295

2 day - We/Th. Oct 25/26, 09:00-16:30 - ROB

How to Write Great Training Materials (100154)

Do you want to create a training or procedural manual but don't know where to start? Is your existing instructional material dated, difficult to use or just simply boring? This two-day course will teach you how to create training materials that look great and really work! You will learn how to get past writer's block, organize your ideas and create training materials that are appropriate and appealing to your audience. This course is designed for anyone who is involved in developing user guides, procedural manuals, instructor guides and other training materials for adults. Previous experience in course design, technical writing or training is helpful but not essential. By the end of this course you will be able to:

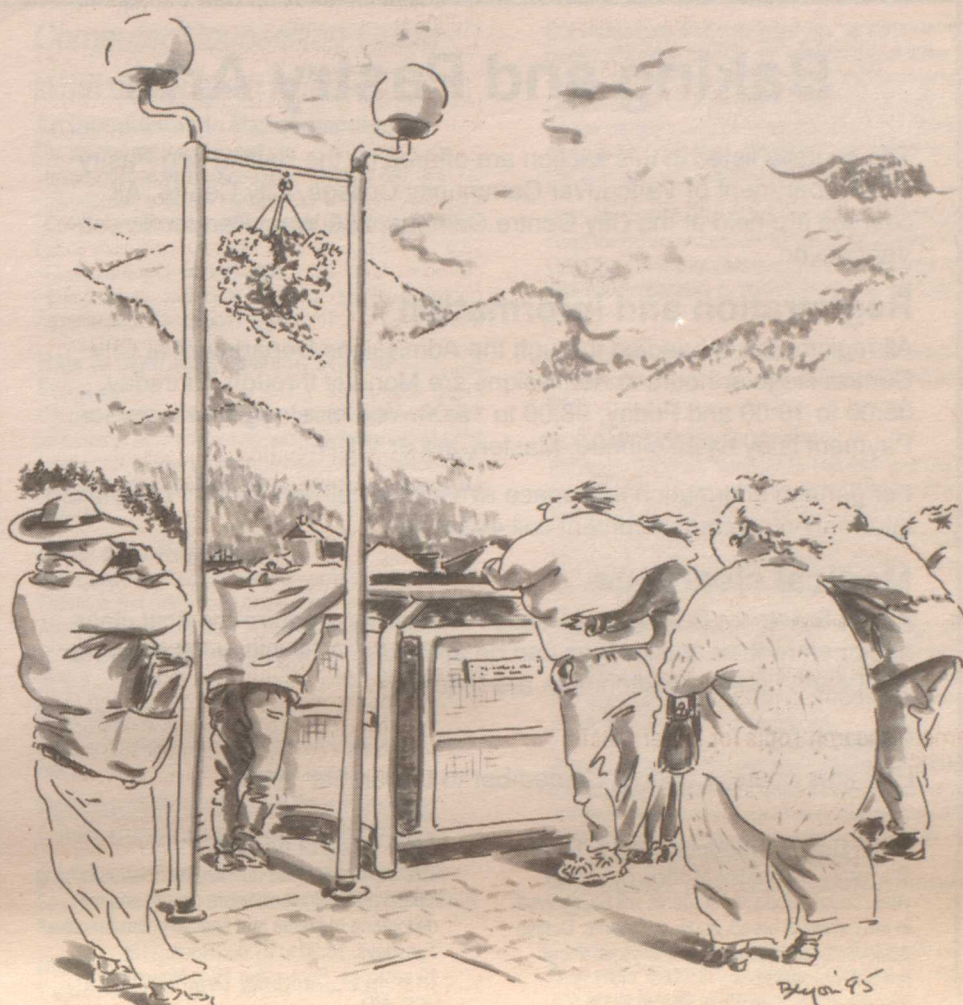
- explain how to identify learner needs and how to research information
- explain the differences between procedural/user manuals and instructor guides
- describe design conventions and writing guidelines
- analyze and evaluate a variety of training material samples

NOTE: This workshop does not teach instructional design. You will be given an opportunity to have some of your instructional material evaluated during class. Please bring a sample of training materials you have written or used. (Dibnah) \$295

2 day - We/Th. Nov 29/30, 09:00-16:30 - ROB

Training with Leading Edge Technologies (100167)

Are you overwhelmed by the volume of information about new technologies? Do you wonder what these technologies really are and what benefits they could provide you with? Technology in adult education is advancing rapidly and to remain competitive, you need keep abreast of what is happening in the latest techniques and technologies. Investigate the latest developments in a variety of leading edge technologies as they relate to course design and instruction, including computer-based instruction, videoconferencing, interactive videodisc, Internet as a teaching resource, multi-media CD-ROM and others. This workshop will provide an overview of how leading edge technologies are being used in workplace training and where current training trends are heading. Become part of the future in educational technology. Dates, times and instructor TBA. Please call Paula Yunker, Training Skills program coordinator for more details.



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 \$100 per course or for a total of \$380 for all five courses for a saving of \$120.

How to Start a Business

All five courses \$380 (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. \$100
2 eve - Tu/Th. Sep 26/28, 19:00-22:00 - Lan

Week 2

Identifying and Marketing Business Opportunities (106040)

Both parts \$100
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. \$100
2 eve - Tu/Th. OCT 03/05, 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. \$100
2 eve - Tu/Th. Oct 10/12, 19:00-22:00 - Lan

Week 4

Financial Statements—Forecasting and a Cash Budget (106043)

Both parts \$100
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. \$100
2 eve - Tu/Th. Oct 17/19, 19:00-22:00 - Lan

Week 5

Financing and Business Strategy (106041)

Both parts \$100
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. \$100
2 eve - Tu/Th. Oct 24/26, 19:00-22:00 - Lan

Baking and Pastry Arts

The courses listed in this section are offered by the Baking and Pastry Arts Department of Vancouver Community College, City Centre. All courses are held at the City Centre Campus, 250 West Pender Street, Vancouver.

Registration and information

All registration is handled through the Admissions Department at City Centre. Regular hours in Admissions are Monday through Thursday, 08:00 to 16:00 and Friday, 08:00 to 15:00. You must register in person. Payment is by cash, cheque, MasterCard or VISA.

For general information and space availability call 443-8453. For detailed information on course content call 443-8360.

Medical clearance

All applicants for Baking and Pastry Arts courses require medical clearance before their applications can be activated. A negative TB test and completed health questionnaire are required.

Courses

Part-time courses offered September to December 1995

Yeast Dough Products (1753 & 1754)

This course includes learning techniques of preparing various yeast dough products. Students will be involved in the baking of bread, buns, croissants, Danish pastries, sweet dough and other yeast dough specialty products.
Saturdays, 08:00 to 13:30 (Room 217)
10 sessions, September 23 to December 2
Cost: \$122.50
Text: VCC Recipe Book, \$10
Uniform: \$60 (refundable deposit)

Cake Baking and Decorating (3489 & 3268)

An introduction to the preparation and baking of tortes, mousses, cheesecakes and many other products, as well as an overview of cake decorating.
Saturdays, 08:00 to 13:30 (Room 212)
10 sessions, September 23 to December 2
Cost: \$122.50
Text: VCC Recipe Book, \$10
Decorating tools: \$20
Uniform: \$60 (refundable deposit)

Chocolate Making and Marzipan Modelling (3491 & 3492)

This is a hands-on course covering the tempering of different kinds of chocolate, making a variety of fillings, and dipping and moulding of chocolates. The modelling of marzipan animals, fruits and vegetables will also be included in these sessions.
Saturdays, 08:00 to 13:30 (Room 211)
10 sessions, September 23 to December 2
Cost: \$122.50

Wedding Cake Decorating (7360 Rolled Fondant)

This is a hands-on course which includes the covering of cakes, crimping, ribbon insertion, frills, piping and extension work.
Saturdays, 09:30 to 12:00 (Room 213)
10 sessions, October 7 to December 16
Cost: \$65
Decorating tools: \$20

Chocolate Making (3491)

This is a hands-on course covering the tempering of different kinds of chocolate, making a variety of fillings, and dipping and moulding of chocolates.
Tuesdays, 18:30 to 21:00 (Room 211)
10 sessions, September 19 to November 21
Cost: \$65

Cake Decorating (3268)

This course includes learning techniques of icing cakes, piping flowers, figure piping, and the decorating of theme and special occasion cakes.
Tuesdays, 18:30 to 21:00 (Room 212)
10 sessions, September 19 to November 21
Cost: \$65
Decorating tools: \$20

Wedding Cake Decorating (7360 Rolled Fondant)

This is a hands-on course which includes the covering of cakes, crimping, ribbon insertion, frills, piping and extension work.
Wednesdays, 18:30 to 21:00 (Room 212)
10 sessions, September 20 to November 22
Cost: \$65

Sugar Crafting (7130)

This hands-on course includes the cooking of sugar, sugar casting, sugar pulling, sugar blowing and the making of display pieces.
Wednesdays, 18:30 to 21:00 (Room 211)
10 sessions, September 20 to November 22
Cost: \$65

Questions most often asked

Do I need to pay the refundable \$60 uniform fee if I wear my own uniform?
If you have your own "whites" this is acceptable. Therefore, you will not need to pay the uniform fee.

If there is no refundable \$60 uniform fee listed in the course I wish to take, does that mean I do not need to wear a uniform?
If the course does not state a uniform fee, you must bring your own apron to class.

Will I need to bring any equipment or tools to the first day of class?

A complete list of required tools will be handed out by the instructor on the first session. However, it would be ideal if you brought in a pen and paper on the first day.

Are these credit courses?

Yes, after you have successfully completed any of the part-time courses, you will get a transcript with the appropriate credits. These credits could be used toward the Baking and Pastry Arts Certificate. You will not receive a certificate at the end of each part-time course. You must accumulate a total of 43 credits in order to obtain a Baking and Pastry Arts Certificate.

Other courses being offered are:

INSTRUCTOR

Mr. Madison is a management consultant with over 20 years' experience in business and consulting. Not only has he consulted for some of the largest companies in the world, but he has also owned companies in various business sectors: computer consulting, sheep farming, real estate, commodity brokerage, and others. He is the president of Richard Madison and Associates in Vancouver, BC and a principal in several business ventures. He also lectures part-time on business topics like management survival and computer security, and is the author of "How to Get Bank Money to Start a Business." He holds a diploma in computer science, a bachelor's degree and an M.B.A. (pending). His clients have included Canadian Pacific Limited, Domtar Inc., Pratt & Whitney, Canadian National Railway, Northern Telecom Canada Ltd., Royal Bank of Canada, Canadian Ski Instructors Alliance, Canadian Federal Government, among others.

How to Computerize Your Business: Small Business Perspective (106109)

Planning on computerizing your business? Get advice from a business computer consultant. Computerizing your business is an expensive undertaking. Do it badly and you both throw away dollars and give the edge to your competition. This course will demystify business computers for you. It will show you how to automate your business properly, will tell you what systems are available, and how to pick the right ones. If you take this course, you will learn all that you need to computerize your business, to minimize the cost of automation, and to set up business information for maximum effectiveness against competition. (Madison) \$95 (Includes GST)
2 eve - We. Oct 04/11, 18:30-21:30 - CC

Computer Security: Small Business Perspective (106110)

Not worried about computer security for your business? You should be!!! If you're not worried that your computer might crash, or that important business files might get destroyed, you haven't been told the truth. Many events, from simple power failures to computer viruses, can destroy computer information. In today's competitive markets business information is critical. You can protect yourself against accidental or malicious computer problems if you know how. Take this course to learn how. (Madison) \$95 (Includes GST)
2 eve - We. Oct 18/25, 18:30-21:30 - CC

Hospitality Supervision Certificate Program

This program provides industry-specific knowledge and training in the disciplines of food and beverage and accommodation. The program is intended to provide individuals with the necessary accreditation to meet the needs of their current jobs and to face future challenges.

The program is endorsed by the Restaurant and Foodservices Association of BC and the Association of Tourism Professionals.

Non-certificate students may enroll in any course.

For registration and general course information call 443-8380. For detailed course information call Dave Donaldson at 443-8378.

Information Night

A program information session will be held on Wednesday, September 06, 17:30-18:30 at City Centre, Continuing Education office, 250 West Pender Street, Vancouver. A formal presentation will begin at 17:30.

Certificate Requirements

Students must successfully complete all four core courses and three courses in a major area (either food and beverage or accommodation). Additionally, students must demonstrate three years of industry experience or complete a project for each year less than three years.

Courses include:

Core Courses

Hospitality Marketing
Human Resources
Hospitality Management Principles
Finance for Managers

Food and Beverage

Menu Design and Planning
Catering Management
Cost Control
Beverage Operations
Independent Study

Accommodation

Convention Management
Tourism and Group Operations
Housekeeping
Front Office
Independent Study

Entry Requirements

No formal educational requirement is necessary other than successful completion of Grade 12 English or equivalent.

Continuing Education follows a direct admissions policy. This means that you may register directly in any course which meets your interests (subject to prerequisites in some cases). It is not necessary for you to commit to an entire certificate program prior to course registration. Our goal is to make professional development education as accessible as possible.

Evaluation

Certificate students shall be evaluated on the basis of assignments, tests and a final exam. Upon successful completion of the seven courses (with demonstrated industry experience or equivalent), a student may apply for a college certificate.

Transferability and Laddering

All courses are acceptable for credit into the full-time Hospitality Administration Diploma offered by VCC. For details on the full-time Hospitality Administration Diploma, contact the Counselling Department at 443-8443.

Scheduling

The courses in this program are offered in each of three terms, September (Fall); January (Winter) and April (Spring). Not all courses are offered each term. Courses are scheduled in the evening or on weekends.

INSTRUCTORS

Carolyn Jones is director of human resources for the Westin Bayshore Hotel. She holds a Bachelor of Applied Arts (Hospitality and Tourism Management) from Ryerson and has been actively involved in training for a number of years, including corporate training with Four Seasons Hotels.

Raymonde Larocque has held the position of corporate housekeeper with Peninsula Hotels and was most recently executive housekeeper with Four Seasons Manhattan.

Sofia Van Norden has extensive work experience with Ernst & Whinney, Cara, Four Seasons and Canadian Airlines International. She has a Master of Hotel Administration from Cornell University.

Bill Greaves is the director of catering with Delta Vancouver Airport Hotel and Marina. He has held managerial positions with Four Seasons, Coast Hotels, Ming Court Hotels, CP Hotels and the Hollyburn Country Club.

Core Courses

Hospitality Marketing (250502)

Marketing principles and concepts specifically geared to the hospitality industry. Topics include the marketing mix, planning (including occupancy projections), industry trends, product differentiation, promotion on a limited budget, sales through conferences and associations, public relations and the role of the marketing department with other back-of-the-house departments. \$260
12 eve - Tu. Sep 26, 18:00-21:00 - CC

Human Resources (250503)

Covers hiring, interviewing skills, and employee discipline (including termination). Content also includes the Employment Standards Act, the Liquor Laws and hotel organizational structure. \$260
12 eve - Th. Sep 28, 18:00-21:00 - CC

Hospitality Management Principles (250504)

Topics include managing, controlling, influencing and planning as they apply to the industry. The course provides the student with background on how to apply the effective use of resources to make and implement decisions, utilizing specific management tools. The key areas of time management, strategic planning, organizational design, queuing theory, productivity improvement and supervisory training will be examined. \$260
Available next term

Finance for Managers (250505)

Content includes cost controls, expenditure controls, renovations and repairs, financial management, spreadsheets, inventory and cost benefit analysis. \$260
Available next term

Food and Beverage

Menu Design and Planning (250506)

Upon completion, the student will be able to successfully develop and design a menu, including costing, and understand the integration of the menu with overall image and segmentation. \$260
Available next term

Catering Management (250507)

Intended to provide the student with an understanding of the planning, control and management of catering and special events. \$260
12 eve - Mo. Sep 25, 18:00-21:00 - CC

Cost Controls (250508)

In this course students will explore the internal controls and information systems used in food and beverage operations. The student will develop techniques for effective purchasing; receiving and production control; sales control; food and beverage cost calculation; and utilization of the sales mix. Emphasis is placed upon interpretation of data for effective and profitable decision making. Labour cost control methods are explained and discussed. \$260
Available next term

Beverage Operations (250509)

Operating the bar and lounge is an essential part of any food and beverage establishment. In this course the student will examine the areas of: bar layout and design, BC Liquor Act, liquor classification and the manufacture of spirits, wine and beer. In addition, students will develop practical skills in preparation of cocktails, using proper pouring techniques, garnishing drinks, creating mixes and setting up the bar. \$260
Available next term

Independent Study (250510)

It is anticipated that some students may wish to conduct a major project for their employer. Students select a project that is related to the Hospitality Industry and, under the guidance and tutelage of a faculty advisor, prepare a thesis or alternate type of report on their chosen subject. Students are expected to utilize and demonstrate knowledge, skills and understanding gained from the courses previously taken. Course to be based on VCC's Hospitality Administration Directed Studies course.

Accommodation

Convention Management (250511)

This course defines the scope of the meeting market, including discussion of associations, corporations and types of meetings held. The student will learn to plan, manage, service and sell meetings. The student will also be introduced to catered functions and special events, meeting technology and the organization of ancillary conferences and convention activities. \$260
Available next term

Tourism and Group Operations (250512)

This course will cover tour operations, including packaging and marketing of tours, product descriptions, bookings, meals and rooms, policies, guarantees, etc. In addition to examining the development of tours generally, the student will also be introduced to the needs of tour operations for specific ethnic groups. \$260
Available next term

Housekeeping (250513)

Understanding the terminology, workings and fundamental procedures of a housekeeping department in the lodging industry is essential in hospitality administration. The student will become fully conversant with the terminology, techniques and forms used in housekeeping. The student will also be able to write a critical path for the control function and to design and carry out personnel functions in a housekeeping department. \$260
12 eve - We. Sep 27, 18:00-21:00 - CC

Front Office (250514)

The procedures used in hotel front office operations are explored in this course. The student will develop basic competency in the areas of front desk design and location, check-in/check-out procedures, reservation systems, cash and credit, form designs, equipment and materials. The people side of front office procedures is also examined, with emphasis on guest services, the psychology of dealing with guests, rooms salesmanship, and the handling of customer complaints. \$260
Available next term

Projects

Projects must be completed to compensate for less than minimum supervisory experience (i.e. three years). Project areas will include: sales practicum, training manual, planning and design, marketing plan and spotter's report (Silent Shopper). \$100

Computers, Technology & Telecommunications

Computers

Course Locations

- Oakridge Centre, 320 North Office Tower, 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.

Classes held at Langara College and VCC City Centre 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. Sep 12, 18:00-19:00
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.

Desktop Publishing and Programming

Courses available are listed under these headings.

Certificate Program in Microcomputers

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

Internet

Please see Library Skills section of this flyer.

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 12 years. Pat is known as an energetic and enthusiastic instructor. She teaches DOS, Windows, dBASE, Access, Lotus, Excel, WordPerfect, LAN and Novell NetWare.

Mishele Mathern (Program Manager for Oakridge and City Centre) is a full-time computer instructor with 11 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, 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, and Simply Accounting.

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. \$65
1 eve - We. Sep 20, 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. \$190
1 day - Sa. Sep 09, 09:00-17:00 - Oak
1 day - Th. Sep 14, 09:00-17:00 - Oak
3 eve - Mo. Sep 18, 18:30-21:30 - Oak
1 day - Sa. Sep 30, 09:00-17:00 - Oak
1 day - Fr. Oct 13, 09:00-17:00 - Oak
3 eve - Th. Oct 19, 18:30-21:30 - CC
1 day - Fr. Nov 03, 09:00-17:00 - Oak
3 eve - Mo. Nov 06, 18:30-21:30 - Oak – No class Nov 13
1 day - Mo. Nov 20, 09:00-17:00 - Oak
1 day - Su. Dec 10, 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.

experience. Some typing is required. This course is suitable for all versions of DOS. \$190
 1 day - Tu. Sep 05, 09:00-17:00 - Oak
 1 day - Sa. Sep 09, 09:00-17:00 - CC
 3 eve - Th. Sep 28, 18:30-21:30 - CC
 1 day - Th. Oct 19, 09:00-17:00 - Oak
 1 day - Sa. Nov 04, 09:00-17:00 - Oak
 1 day - Tu. Nov 21, 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. \$190
 1 day - Tu. Sep 28, 09:00-17:00 - Oak
 1 day - Tu. Oct 24, 09:00-17:00 - Oak
 1 day - Sa. Nov 18, 09:00-17:00 - CC
 1 day - Sa. Nov 18, 09:00-17:00 - CC

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. \$190
 1 day - We. Oct 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 for those with little or no microcomputer experience. \$190
 1 day - We. Sep 06, 09:00-17:00 - Oak
 1 day - Su. Sep 10, 09:00-17:00 - Oak
 1 day - Th. Sep 20, 09:00-17:00 - Oak
 3 eve - We. Sep 27, 18:30-21:30 - CC
 1 day - Mo. Oct 02, 09:00-17:00 - Oak
 1 day - Sa. Oct 07, 09:00-17:00 - Oak
 3 eve - Mo. Oct 16, 18:30-21:30 - Oak
 1 day - Fr. Oct 20, 09:00-17:00 - Oak
 1 day - Mo. Nov 06, 09:00-17:00 - Oak
 1 day - Sa. Nov 18, 09:00-17:00 - CC
 1 day - We. Nov 22, 09:00-17:00 - Oak
 1 day - Tu. Dec 12, 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. \$190
 1 day - Fr. Sep 22, 09:00-17:00 - Oak
 1 day - Su. Oct 15, 09:00-17:00 - Oak
 1 day - Th. Nov 16, 09:00-17:00 - Oak

Microsoft Office (101136)

Work in the Windows environment the way it was meant to be; transfer and manage information between Office programs with ease. Microsoft Office Professional is a software suite that has these programs: Word for Windows, Excel, Access, PowerPoint and E-mail. The purpose of this course is to show you how to integrate the use of information from separate programs. Establish dynamic links between applications using OLE (object linking and embedding). Perform sophisticated mail merges between Word and Access. Place Excel calculations directly in an Access table. Create PowerPoint presentations based on Word documents and Windows. This is not an entry level course. Experience in Windows with at least two Office programs are required as prerequisites. See course descriptions for courses in

Windows, Word for Windows, Access, Excel and PowerPoint. \$190
 1 day - We. Oct 18, 09:00-17:00 - Oak
 1 day - We. Nov 15, 09:00-17:00 - Oak
 1 day - Th. Dec 14, 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. \$190
 1 day - Sa. Sep 16, 09:00-17:00 - CC
 1 day - We. Oct 25, 09:00-17:00 - Oak
 1 day - Sa. Nov 25, 09:00-17:00 - CC

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. \$190
 1 day - Sa. Sep 23, 09:00-17:00 - CC
 1 day - Th. Oct 26, 09:00-17:00 - Oak
 1 day - Sa. Dec 02, 09:00-17:00 - CC

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. \$190
 1 day - Sa. Sep 30, 09:00-17:00 - CC
 1 day - Th. Nov 02, 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. \$190
 1 day - Sa. Oct 21, 09:00-17:00 - CC
 1 day - We. Nov 08, 09:00-17:00 - Oak

Novell NetWare Server Management (100924)

Expand your supervisory skills beyond user management. Understand how NetWare runs on the server and ways to customize operations. Learn about the bindery, console commands, NetWare utilities for managing the server, and other options available at the Supervisory level. Intermediate Novell NetWare (100922) is a prerequisite. Advanced Novell NetWare (100923) is recommended. \$190
 1 day - Fr. Sep 22, 09:00-17:00 - Oak
 1 day - Sa. Oct 28, 09:00-17:00 - Oak
 1 day - Fr. Nov 24, 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. \$190
 1 day - We. Sep 13, 09:00-17:00 - Oak
 1 day - Fr. Oct 27, 09:00-17:00 - Oak
 1 day - Su. Nov 19, 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. \$190
 1 day - Su. Sep 17, 09:00-17:00 - Oak
 1 day - Mo. Oct 30, 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. \$190
 1 day - We. Sep 20, 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. \$190
 1 day - Th. Oct 12, 09:00-17:00 - Oak

Introduction to WordPerfect 6 for DOS (101121)

Explore new features of WordPerfect 6 for DOS including: display modes, using a mouse, menus, button bars, and rulers. Learn fundamental WordPerfect commands for creating and editing documents; saving, retrieving and printing documents; selecting text, formatting, cutting, copying, and pasting text. Emphasis is placed on WordPerfect's use of codes. This course is suitable for students with version 6 for DOS only. \$190
 1 day - Sa. Sep 16, 09:00-17:00 - Oak
 1 day - Mo. Oct 16, 09:00-17:00 - Oak

Intermediate WordPerfect 6 for DOS (101122)

Now that you have mastered 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. This course is suitable for students with version 6 for DOS only. Experience with WordPerfect is essential. Introduction to WordPerfect 6 for DOS (101121) is recommended. \$190
 1 day - Mo. Oct 23, 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. \$190
 1 day - Mo. Sep 25, 09:00-17:00 - Oak
 1 day - Sa. Oct 21, 09:00-17:00 - Oak
 3 eve - We. Nov 08, 18:30-21:30 - CC
 1 day - Mo. Nov 27, 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. \$190
 1 day - Mo. Sep 18, 09:00-17:00 - Oak
 1 day - Tu. Nov 14, 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. \$190
 1 day - We. Oct 04, 09:00-17:00 - Oak
 1 day - Fr. Nov 17, 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. \$190
 1 day - Tu. Nov 21, 09:00-17:00 - Oak

NOTE about Office and Word for Windows

See the Microsoft Office (101136) course description for information on integrating Word for Windows documents with other Microsoft programs.

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 Fasttrack Word for Windows (101119). \$190
 1 day - Mo. Sep 11, 09:00-17:00 - Oak
 1 day - Su. Sep 24, 09:00-17:00 - Oak
 1 day - Tu. Oct 10, 09:00-17:00 - Oak
 3 eve - We. Oct 18, 18:30-21:30 - CC
 1 day - Fr. Nov 10, 09:00-17:00 - Oak
 1 day - Su. Nov 26, 09:00-17:00 - Oak

Fast Track 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). \$190
 1 day - Tu. Sep 26, 09:00-17:00 - Oak
 1 day - Tu. Oct 24, 09:00-17:00 - Oak
 1 day - We. Nov 29, 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. \$190
 1 day - We. Sep 13, 09:00-17:00 - Oak
 1 day - Sa. Oct 14, 09:00-17:00 - CC
 1 day - Th. Nov 02, 09:00-17:00 - Oak
 1 day - Tu. Dec 05, 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. \$190
 1 day - Fr. Sep 29, 09:00-17:00 - Oak
 1 day - Th. Dec 07, 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. \$190
 1 day - Fr. Sep 15, 09:00-17:00 - Oak
 1 day - Su. Oct 01, 09:00-17:00 - Oak
 1 day - Su. Dec 03, 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. \$190
 1 day - Tu. Sep 19, 09:00-17:00 - Oak
 1 day - Sa. Oct 14, 09:00-17:00 - Oak
 1 day - Fr. Nov 17, 09:00-17:00 - Oak
 1 day - Th. Dec 14, 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. \$190
 1 day - We. Oct 18, 09:00-17:00 - Oak

NOTE about Office and Excel

See the Microsoft Office (101136) course description for information on integrating Excel worksheets with other Microsoft programs.

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. \$190
 1 day - Fr. Sep 08, 09:00-17:00 - Oak
 1 day - Sa. Sep 23, 09:00-17:00 - Oak
 1 day - Tu. Oct 03, 09:00-17:00 - Oak
 1 day - Sa. Oct 28, 09:00-17:00 - CC
 1 day - Tu. Nov 07, 09:00-17:00 - Oak
 3 eve - Th. Nov 09, 18:30-21:30 - CC
 1 day - We. Dec 06, 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. \$190
 1 day - Fr. Sep 15, 09:00-17:00 - Oak
 1 day - Sa. Nov 04, 09:00-17:00 - CC
 1 day - We. Dec 13, 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. \$190
 1 day - We. Oct 11, 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. \$190
 1 day - Su. Oct 01, 09:00-17:00 - Oak
 1 day - Su. Dec 03, 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. \$190
 1 day - Su. Sep 17, 09:00-17:00 - Oak
 1 day - Su. Oct 22, 09:00-17:00 - Oak
 1 day - Tu. Nov 28, 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. \$190
 1 day - Su. Nov 05, 09:00-17:00 - Oak

Desktop Publishing

IBM/IBM Compatible

NOTE about Office and PowerPoint

See the Microsoft Office (101136) course description for information on integration information from other Microsoft programs into PowerPoint presentations.

Introduction to PowerPoint (101137)

PowerPoint combines desktop publishing capabilities and graphic design management with tools to systematically organize your work into a professional presentation. Use this powerful presentation manager to create quick pages with that professional look. Learn the basic skills for text and graphics management. Use PowerPoint to organize your presentation order and style. Set up handouts, posters, memos, reports, outlines, presentations, speeches, slides, overheads, and on-screen presentations. Previous computer experience with other Windows programs and familiarity with a mouse is required. Introduction to Windows (100914) is strongly recommended as a prerequisite. \$190
 1 day - Tu. Sep 19, 09:00-17:00 - Oak
 1 day - Su. Oct 29, 09:00-17:00 - Oak
 1 day - Tu. Nov 28, 09:00-17:00 - Oak

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. \$190
 1 day - We. Sep 16, 09:00-17:00 - Oak
 1 day - Fr. Oct 27, 09:00-17:00 - Oak
 1 day - Sa. Dec 02, 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. \$190
 1 day - We. Nov 01, 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 filling 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. \$190
 1 day - We. Sep 28, 09:00-17:00 - Oak
 1 day - Sa. Oct 21, 09:00-17:00 - Oak
 1 day - Sa. Nov 25, 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. \$190
 1 day - We. Nov 08, 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. \$190
 1 day - We. Sep 20, 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. \$190
 1 day - Fr. Sep 29, 09:00-17:00 - Oak
 1 day - Th. Dec 07, 09:00-17:00 - Oak

For other desktop publishing courses see the ELECTRONIC PUBLISHING AND DESIGN section.

Database Management

NOTE about Office and Access

See the Microsoft Office (101136) course description for information on integrating data tables with other Microsoft programs.

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. \$190
 1 day - Tu. Sep 12, 09:00-17:00 - Oak
 1 day - Th. Oct 12, 09:00-17:00 - Oak
 1 day - Su. Oct 29, 09:00-17:00 - Oak
 1 day - Th. Nov 30, 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 basic forms for data input and display, and building and managing basic 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. \$190
 1 day - We. Sep 20, 09:00-17:00 - Oak
 1 day - Tu. Oct 31, 09:00-17:00 - Oak
 1 day - Mo. Dec 11, 09:00-17:00 - Oak

Advanced Access (101133)

Control Access operations by customizing reports, forms, and queries. Learn how to establish relationships between tables. Use relational tables to store and find data in different tables through specialized queries,

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. \$65
1 eve - We. Sep 20, 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. \$190
1 day - Sa. Sep 09, 09:00-17:00 - Oak
1 day - Th. Sep 14, 09:00-17:00 - Oak
3 eve - Mo. Sep 18, 18:30-21:30 - Oak
1 day - Sa. Sep 30, 09:00-17:00 - Oak
1 day - Fr. Oct 13, 09:00-17:00 - Oak
3 eve - Th. Oct 19, 18:30-21:30 - CC
1 day - Fr. Nov 03, 09:00-17:00 - Oak
3 eve - Mo. Nov 06, 18:30-21:30 - Oak - No class Nov 13
1 day - Mo. Nov 20, 09:00-17:00 - Oak
1 day - Su. Dec 10, 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. \$190
1 day - Tu. Sep 05, 09:00-17:00 - Oak
1 day - Sa. Sep 09, 09:00-17:00 - CC
3 eve - Th. Sep 28, 18:30-21:30 - CC
1 day - Th. Oct 19, 09:00-17:00 - Oak
1 day - Sa. Nov 04, 09:00-17:00 - Oak
1 day - Tu. Nov 21, 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. \$190
1 day - Th. Sep 28, 09:00-17:00 - Oak
1 day - Tu. Oct 24, 09:00-17:00 - Oak
1 day - Sa. Nov 18, 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. \$190
1 day - We. Oct 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 for those with little or no microcomputer experience. \$190

1 day - We. Sep 06, 09:00-17:00 - Oak
1 day - Su. Sep 10, 09:00-17:00 - Oak
1 day - Th. Sep 21, 09:00-17:00 - Oak
3 eve - We. Sep 27, 18:30-21:30 - CC
1 day - Mo. Oct 02, 09:00-17:00 - Oak
1 day - Sa. Oct 07, 09:00-17:00 - Oak
3 eve - Mo. Oct 16, 18:30-21:30 - Oak
1 day - Fr. Oct 20, 09:00-17:00 - Oak
1 day - Mo. Nov 06, 09:00-17:00 - Oak
1 day - Sa. Nov 18, 09:00-17:00 - CC
1 day - We. Nov 22, 09:00-17:00 - Oak
1 day - Tu. Dec 12, 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. \$190
1 day - Fr. Sep 22, 09:00-17:00 - Oak
1 day - Su. Oct 15, 09:00-17:00 - Oak
1 day - Th. Nov 16, 09:00-17:00 - Oak

Microsoft Office (101136)

Work in the Windows environment the way it was meant to be; transfer and manage information between Office programs with ease. Microsoft Office Professional is a software suite that has these programs: Word for Windows, Excel, Access, PowerPoint and E-mail. The purpose of this course is to show you how to integrate the use of information from separate programs. Establish dynamic links between applications using OLE (object linking and embedding). Perform sophisticated mail merges between Word and Access. Place Excel calculations directly in an Access table. Create PowerPoint presentations based on Word documents and more. This is not an entry level course. Experience in Windows with at least two Office programs are required as prerequisites. See course descriptions for courses in Windows, Word for Windows, Access, Excel and PowerPoint. \$190
1 day - We. Oct 18, 09:00-17:00 - Oak
1 day - We. Nov 15, 09:00-17:00 - Oak
1 day - Th. Dec 14, 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. \$190
1 day - Sa. Sep 16, 09:00-17:00 - CC
1 day - We. Oct 25, 09:00-17:00 - Oak
1 day - Sa. Nov 25, 09:00-17:00 - CC

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. \$190
1 day - Sa. Sep 23, 09:00-17:00 - CC
1 day - Th. Oct 26, 09:00-17:00 - Oak
1 day - Sa. Dec 02, 09:00-17:00 - CC

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. \$190
1 day - Sa. Sep 30, 09:00-17:00 - CC
1 day - Th. Nov 02, 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. \$190
1 day - Sa. Oct 21, 09:00-17:00 - CC
1 day - We. Nov 08 09:00-17:00 - Oak

Novell NetWare Server Management (100924)

Expand your supervisory skills beyond user management. Understand how NetWare runs on the server and ways to customize operations. Learn about the bindery, console commands, NetWare utilities for managing the server, and other options available at the Supervisory level. Intermediate Novell NetWare (100922) is a prerequisite. Advanced Novell NetWare (100923) is recommended. \$190
1 day - Fr. Sep 22, 09:00-17:00 - Oak
1 day - Sa. Oct 28, 09:00-17:00 - Oak
1 day - Fr. Nov 24, 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

Introduction to Microcomputers (100605)

3 eve - Th. Oct 19, 18:30-21:30 - CC

Introduction to DOS (100903)

1 day - Sa. Sep 09, 09:00-17:00 - CC
3 eve - Th. Sep 28, 18:30-21:30 - CC

Introduction to Windows (100914)

3 eve - We. Sep 27, 18:30-21:30 - CC
1 day - Sa. Nov 18, 09:00-17:00 - CC

Introduction to Local Area Networks (100920)

1 day - Sa. Sep 16, 09:00-17:00 - CC
1 day - Sa. Nov 25, 09:00-17:00 - CC

Introduction to Novell NetWare (100921)

1 day - Sa. Sep 23, 09:00-17:00 - CC
1 day - Sa. Dec 02, 09:00-17:00 - CC

Intermediate Novell NetWare (100922)

1 day - Sa. Sep 30, 09:00-17:00 - CC

Advanced Novell NetWare (100923)

1 day - Sa. Oct 21, 09:00-17:00 - CC

Introduction to WordPerfect for Windows (101106)

3 eve - We. Nov 08, 18:30-21:30 - CC

Introduction to Word for Windows (100796)

3 eve - We. Oct 18, 18:30-21:30 - CC

Intermediate Word for Windows (101114)

1 day - Sa. Oct 14, 09:00-17:00 - CC

Introduction to Excel (100795)

1 day - Sa. Oct 28, 09:00-17:00 - CC
3 eve - Th. Nov 09, 18:30-21:30 - CC

Intermediate Excel - Worksheets and Charts (100798)

1 day - Sa. Nov 04, 09:00-17:00 - CC

Computer Skills for the Workplace

Certificate Program

Information Night

Tu. Sep 12, 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
CSW19 - Introduction to Windows 3.1
CSW4 - Word Processing Using WordPerfect 6.x for DOS OR
CSW4A - Introduction to MS-Word 6.x - Microsoft Office OR
CSW4C - Introduction to WordPerfect for Windows
CSW5 - Introduction to dBASE IV Plus OR
CSW5E - Introduction to MS-Access - Microsoft Office
CSW6 - Introduction to Lotus 1-2-3 for DOS OR
CSW6E - Introduction to Excel 5.x - Microsoft Office
CSW17 - Accounting Using ACCPAC PLUS OR
CSW7B - Accounting Using Simply/Bedford for Windows
CSW9 - DOS and Hard Disk Management

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 (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. The MS Windows environment will also be explored. 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. \$260

5 eve - Tu. Sep 19, 19:00-22:00 - Lan
5 eve - We. Sep 20, 19:00-22:00 - Lan
5 eve - Mo. Oct 30, 19:00-22:00 - Lan - No class Nov 13

CSW4 - Introduction to Word Processing Using WordPerfect 6.0 (DOS) (100504)

Teaches the participant how to use WordPerfect 6.0 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. \$290
5 eve - Th. Sep 21, 19:00-22:00 - Lan

CSW4C - Introduction to WordPerfect for Windows (100528)

This course covers fundamental WordPerfect for Windows commands and concepts. Topics included are: creating and editing text; moving around; and saving, opening, closing, and printing documents. Students will explore various menus, button bars and rulers. Selecting, formatting, cutting, copying, and pasting text will also be covered. Emphasis will be placed on WordPerfect's use of codes. Participants will also learn how to create newspaper and parallel columns, set up tables with text and math calculations, merging into form letters, lists, envelopes and mailing labels, sorts and more. Prerequisite: Strongly recommended, CSW19 - Introduction to Windows, or equivalent. Course manual included in fee. \$290
5 mng - Sa. Sep 16, 09:00-12:00 - Lan - No class Oct 07
5 eve - Su. Oct 29, 09:00-12:00 - Lan - No class Nov 12

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. \$290
5 eve - Tu. Oct 31, 19:00-22:00 - Lan

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

Covers fundamentals of Excel including: worksheet creation and editing; entering data 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 - 100529) or comparable experience is strongly recommended. Course notes included in fee. \$290
5 mng - Su. Sep 17, 09:00-12:00 - 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 fee. \$290
5 eve - Th. Nov 02, 19:00-22:00 - Lan

CSW7B - Simply/Bedford Accounting for Windows (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. \$290
5 eve - Fr. Sep 22, 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. \$290
5 mng - Su. Sep 17, 09:00-12:00 - Lan - No class Oct 08
5 eve - Mo. Sep 18, 19:00-22:00 - Lan - No class Oct 09
5 eve - Fr. Nov 03, 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 of 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. \$290
5 eve - Th. Sep 21, 19:00-22:00 - Lan
5 eve - Fr. Sep 22, 19:00-22:00 - Lan
5 mng - Su. Oct 29, 09:00-12:00 - Lan - No class Nov 12
5 eve - Fr. Nov 03, 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. \$310
5 mng - Sa. Sep 16, 09:00-12:00 - Lan - No class Oct 07
5 eve - Mo. Sep 18, 19:00-22:00 - Lan - No class Oct 09
5 eve - Su. Oct 29, 09:00-12:00 - Lan - No class Nov 12
5 eve - Th. Nov 02, 19:00-22:00 - Lan

NOTE

The following are optional Computer Skills courses offered for ongoing professional development.

CSW41 - Marketing on the Internet (100541)

This course is will help those involved in marketing to understand the marketing opportunities offered by the Internet. Businesses, non-profit organizations, and others will discover how they can use the WorldWideWeb to advertise and market their products or to promote their organizations. The Internet has proven an effective communication medium with world-wide coverage. Upon completion of the course, the participants will have a full understanding of the strategies and alternatives available to establish ones presence on the Internet as well as hands-on Web surfing for first-hand look at how many businesses and other organizations are utilizing the Internet. Prerequisites: Introduction to the Network of Networks (106077) under Library Skills or familiarity with the Internet and WorldWideWeb. Course notes included in fee. \$260
5 eve - Tu. Sep 19, 19:00-22:00 - Lan
5 eve - Tu. Oct 31, 19:00-22:00 - Lan

CSW42 - Internet Web Page Design (100542)

In this course you will gain hands-on experience with Web page design and composition as it applies to a business setting. We will start with a review of basic Internet skills. Each person will proceed at a rate that is comfortable for them and go as far as possible in the sessions provided, using personal assignments that have relevance and application for each participant. Everyone will leave the

course with some familiarity with (hypertext mark-up language), stylish Web page design, the use of HTML editors and word-processing add-ons such as MS Word InterNet Assistant, WordPerfect InterNet Publisher and Live Mark-up. You will be able to produce effective and attractive Web pages for a variety of audiences using many different browsers, including Mosaic, Netscape, Lynx and Cello. Your pages may include: graphics, forms, dynamic documents, backgrounds, in-line graphics, and tables. If time permits we will look at some more advanced topics, including server-push-client-pull, CGI scripts (Common Gateway Interface), interactive image formats (client side) and adding client side helper applications, such as the Adobe Portable Document File viewer, word-processors and other applications. You may check out a more detailed course outline by pointing your browser at: <http://www.langara.bc.ca/ce>
Prerequisite: CSW19 - Introduction to Windows or equivalent experience. Course notes included in fee. \$290
5 eve - We. Sep 20, 19:00-22:00 - Lan
5 eve - We. Nov 01, 19:00-22:00 - Lan

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. \$290
5 eve - Th. Sep 21, 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. \$290
5 eve - Th. Nov 02, 19:00-22:00 - Lan

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

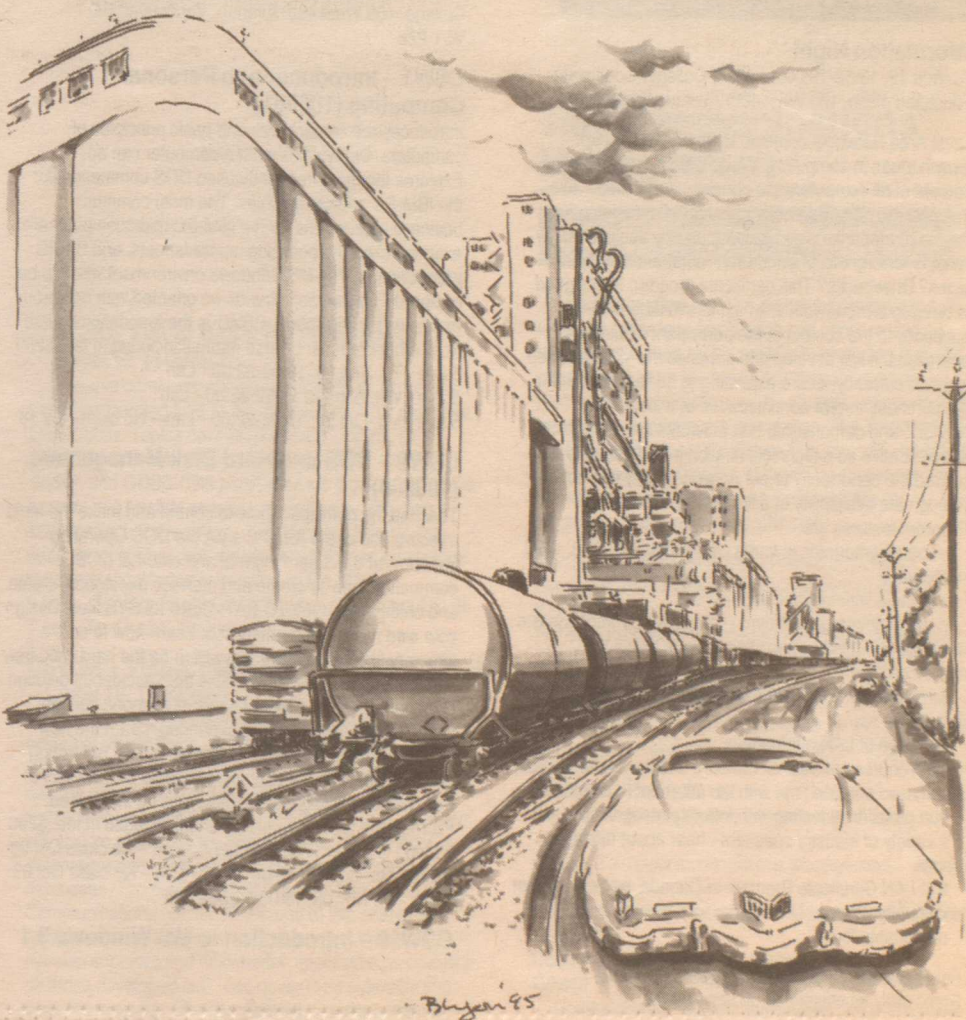
No prior Visual Basic experience required. Intended for anyone who wants to learn Windows programming. The event-driven nature of Visual Basic programming environemtn will be emphasized. Visual Basic programming will be explored through extensive hands-on practice. Prerequisite: CSW19 or familiarity with Windows and Windows applications such as word processors and spreadsheets. Course notes included in fee. \$290
5 mng - Su. Sep 17, 09:00-12:00 - Lan - No class Oct 08
5 eve - Tu. Sep 19, 19:00-22:00 - Lan
5 mng - Su. Oct 29, 09:00-12:00 - Lan - No class Nov 12
5 eve - Th. Nov 02, 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. \$290
5 eve - Th. Sep 21, 19:00-22:00 - Lan
5 mng - Sa. Oct 28, 09:00-12:00 - Lan - No class Nov 11
5 eve - Mo. Oct 30, 19:00-22:00 - Lan - No class Nov 13

CSW93 - Visual Basic for Windows - Level III (100593)

This course continues where CSW92 left off. Emphasis will be on learning how to develop Visual Basic database applications. Topics covered are: Data Control, Data-aware Controls, MS-Access Database, SQL, Client/Server, and ODBC. The participant will incorporate above aspects into several example applications, including a major project. Prerequisite: CSW92 and optional, but strongly recommended, database application knowledge. Course manual/notes is included in fee. \$290
5 mng - Su. Sep 17, 09:00-12:00 - Lan - No class Oct 07
5 eve - Tu. Oct 31, 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 ten students. \$425
2 day - Sa/Su. Sep 16/17, 0900-1600 - Lan
2 day - Sa/Su. Sep 30/Oct 01, 0900-1600 - Lan
2 day - Sa/Su. Oct 28/29, 0900-1600 - Lan
2 day - Sa/Su. Nov 18/19, 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 ten students. \$425
2 day - Sa/Su. Oct 14/15, 0900-1600 - Lan
2 day - Sa/Su. Nov 25/26, 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 ten students. \$425
2 day - Sa/Su. Dec 02/03, 0900-1600 - Lan

Local Area Network Administrator

Certificate Program

Information Night

Tu. Sep 12, 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 currently networked – 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 Study Guide Manual (\$60 value) included in fee
- coverage of LAN alternatives
- 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 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 (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. The MS Windows environment will also be explored. 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. \$260
5 eve - Tu. Sep 19, 19:00-22:00 - Lan
5 eve - We. Sep 20, 19:00-22:00 - Lan
5 eve - Mo. Oct 30, 19:00-22:00 - Lan – No class Nov 13

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. 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. \$290
5 mng - Su. Sep 17, 09:00-12:00 - Lan – No class Oct 08
5 eve - Mo. Sep 18, 19:00-22:00 - Lan – No class Oct 09
5 eve - Fr. Nov 03, 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 of 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. \$290
5 eve - Th. Sep 21, 19:00-22:00 - Lan
5 eve - Fr. Sep 22, 19:00-22:00 - Lan
5 mng - Su. Oct 29, 09:00-12:00 - Lan – No class Nov 12
5 eve - Fr. Nov 03, 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. \$290
5 mng - Sa. Sep 16, 09:00-12:00 - Lan – No class Oct 07
5 eve - Mo. Sep 18, 19:00-22:00 - Lan – No class Oct 09
5 mng - Su. Oct 29, 09:00-12:00 - Lan – No class Nov 12
5 eve - Th. Nov 02, 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 (Novell CNA Study Guide by Novell – \$60 value) is included in course fee. \$325
5 eve - Mo. Sep 18, 19:00-22:00 - Lan – No class Oct 09
5 mng - Sa. Oct 28, 09:00-12:00 - Lan – No class Nov 11
5 eve - Fr. Nov 03, 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. \$325
5 eve - We. Sep 20, 19:00-22:00 - Lan
5 eve - We. Nov 01, 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. \$155
1 day - Sa. Sep 23, 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. \$155
1 day - Sa. Nov 04, 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 (ten) plus real systems for participants 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 ten students. \$425
2 day - Sa/Su. Sep 16/17, 0900-1600 - Lan
2 day - Sa/Su. Sep 30/Oct 01, 0900-1600 - Lan
2 day - Sa/Su. Oct 28/29, 0900-1600 - Lan
2 day - Sa/Su. Nov 18/19, 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 ten students. \$425
2 day - Sa/Su. Oct 14/15, 0900-1600 - Lan
2 day - Sa/Su. Nov 25/26, 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 ten students. \$425
2 day - Sa/Su. Dec 02/03, 0900-1600 - Lan

Multimedia Programmer Certificate Program

(Certificate Pending)

Information Night

Tu. Sep 12, 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 was 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. CSW90A – Multimedia Video Production (optional course) – hands-on extension of CSW90; learn the basics of camcorder operation; shooting techniques; as well as introduction into the world of professional video production using powerful digital video editing hardware and software.
3. 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.
4. CSW93 – Visual Basic for Windows Level III covers the use of the Professional Edition of Visual Basic to write Windows applications. The participants will work with data controls, database controls, MS-Access Database, SQL and ODBC. The project component of this course entails developing a full fledged multimedia application.
5. CSW94 – Visual Basic for Windows Level IV concentrates on multimedia applications. Multimedia control, MCI, and Windows API will be used to customize audio and video hardware through the development of a comprehensive multimedia application, a requirement for this course.

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
CSW94 – Visual Basic for Windows Level IV

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 projector and/or visit to commercial installation. No specific prerequisites are required for CSW90. Course manual/notes is included in fee. \$225
5 eve - Tu. Sep 19, 19:00-22:00 - Lan
5 eve - Tu. Oct 31, 19:00-22:00 - Lan

CSW90A – Multimedia Video Production (100597)

This hands-on course is an optional extension of CSW90. It is intended for those interested in learning the skills needed to produce their own multimedia video production. Participants will learn the basics of camcorder operation, shooting techniques, as well as an introduction into the world of professional video production. Using a Multimedia IBM PC with powerful digital video editing software, participants will be able to film and edit a small video production. Emphasis will be on business video production. IBM PC digital video editing hardware and software will be demonstrated via hands-on experience. Prerequisites: CSW90, familiarity with the use of camcorders would be an asset, familiarity with Windows and Windows applications such as word processors and basic graphics programs, familiarity with basic MPC hardware e.g. VGA cards, CD-ROM drives, sound cards etc. Course manual/notes is included in fee. \$425
5 eve - Fr. Sep 22, 19:00-22:00 - Lan
5 eve - Mo. Oct 30, 19:00-22:00 - Lan – No class Nov 13

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

No prior Visual Basic experience required. Intended for anyone who wants to learn Windows programming. The event-driven nature of Visual Basic programming environment will be emphasized. Visual Basic programming will be explored through extensive hands-on practice. Minimum prerequisites:

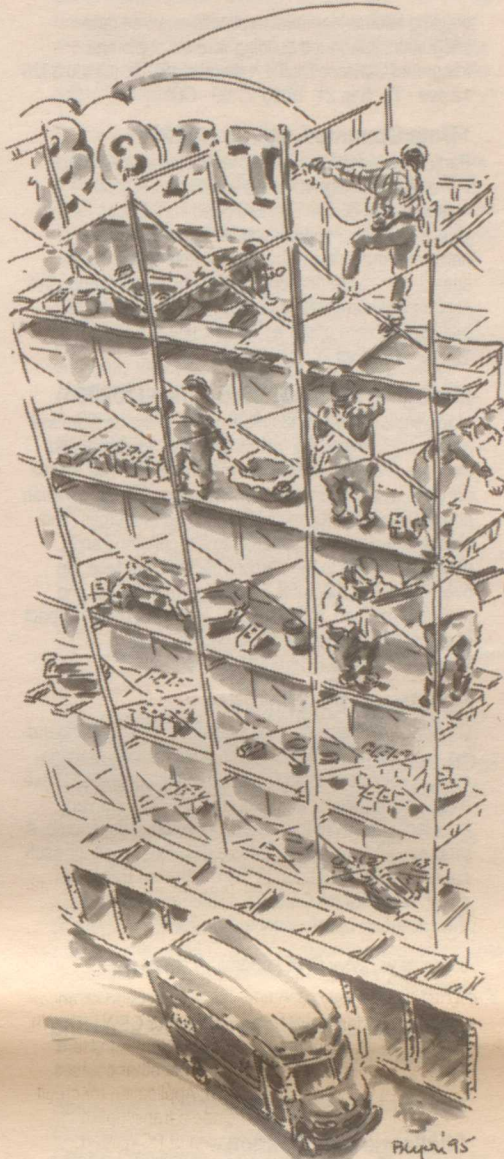
1. The participant should be familiar with editing or modifying an autoexec.bat or config.sys file.
2. Familiarity with basic computer hardware e.g. VGA display cards, hard-drives, RAM etc.
3. Familiarity with Windows and Windows applications such as word processors and spreadsheets.
4. Prior exposure to BASIC programming language would be an asset.

Course notes included in fee. \$290
5 mng - Su. Sep 17, 09:00-12:00 - Lan – No class Oct 08
5 eve - Tu. Sep 19, 19:00-22:00 - Lan
5 mng - Su. Oct 29, 09:00-12:00 - Lan – No class Nov 12
5 eve - Th. Nov 02, 19:00-22:00 - Lan

CSW94 – Visual Basic for Windows – Level IV (100594)

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. \$290
5 eve - Th. Sep 21, 19:00-22:00 - Lan
5 mng - Sa. Oct 28, 09:00-12:00 - Lan – No class Nov 11
5 eve - Mo. Oct 30, 19:00-22:00 - Lan – No class Nov 13

5 mng - Sa. Sep 16, 09:00-12:00 - Lan – No class Oct 07
5 mng - Su. Oct 29, 09:00-12:00 - Lan – No class Nov 12



Electronics

INSTRUCTORS

Allen Hein is an instructor in CompuCollege's Computer Electronics Department.

Bus Sharp is an instructor in City Centre's Electronics Department.

Gareth Williams is an instructor in City Centre's Electronics Department.

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) \$330
20 eve - Tu/Th. Sep 26, 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. Sep 18, 18:30-21:30 - CC

Consumer Electronics Maintenance (050717)

This short course will teach you how to do your own regular maintenance required for VCRs, audio cassette decks, amplifiers, CD players, etc. You will be shown the professional methods of how to keep your home entertainment equipment in top shape, provided with tips on preventative maintenance, storage, etc., and have an opportunity to ask questions and discuss the proper use of your audio/video equipment. The Saturday session will be a "hands on" learning experience. You may bring in your own machine for cleaning/lubrication if you wish. No previous electronics knowledge required. (Williams) \$75
2 eve - Mo/We. Sep 25/27, 18:30-21:30 AND 1 day - Sa. Sep 30, 10:00-15:00 - CC
2 eve - Mo/We. Oct 16/18, 18:30-21:30 AND 1 day - Sa. Oct 21, 10:00-15:00 - 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 included

- 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 Thursday, Sep 07, 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) \$285

12 eve - Mo. Sep18, 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) \$325

12 eve - Th. Sep 21, 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) \$325

12 eve - Th. Sep 21, 18:00-21:00 - CC

* Data Communications (102204)

Participants in this course will learn the basics of data terminology. Designed for 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) \$325

12 eve - We. Sep 20, 18:00-21:00 - CC

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) \$325

12 eve - Th. Sep 21, 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)

\$175

2 hrs - Tu. Sep 12, 18:30-20:30 - KEC

Challenge Examination - Telecommunications Management I (Voice) (102206)

\$175

2 hrs - Tu. Sep 12, 18:30-20:30 - KEC

Challenge Examination - Data Communications (102209)

\$175

2 hrs - Tu. Sep 12, 18:30-20:30 - KEC

Fee Allocation for Challenge Examinations

- Participants must pay \$175 BEFORE writing any examination.
- Seventy-five dollars (\$75) of the \$175 is charged for writing an examination.
- At the end of the examination, participant will advise invigilator if he/she wishes examination marked.
- If the examination is marked, the balance (\$100) will be charged as a marking fee.
- 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 \$100 (valid for one year); b) request a refund of the balance of \$100 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.

Voice Network Design and Optimization (102252)

SEMINAR LEADER

Richard Parkinson is the vice president of Intel Systems Corporation, a consulting firm specializing in voice and data communications, systems design and management. Mr. Parkinson brings to his clients over 28 years of practical experience in the telecommunications industry. He has been in the role of user, vendor, and consultant, giving him a rare perspective on voice and data applications. In his role as a public seminar leader, he has earned a reputation for the ability to relate complex technical subjects in a practical and understandable

manner. He continues to lecture extensively in Europe, USA and Canada. In addition to public seminars he regularly conducts seminars internally to IBM, British Telecom and others. This international exposure has given him a truly international perspective in telecommunications. In his consulting capacity Mr. Parkinson has designed and/or implemented PBX systems, on-line data networks, multiplexed networks, packet networks, and integrated voice/data/video networks for banks, insurance companies, government and industry. He is a contributing editor to a couple of technical journals and has had several papers published on telecommunications topics.

Voice networks are becoming very sophisticated, as well as critical to the success of many organizations. Telecommunications systems are increasingly considered profit centres rather than cost centres. In order for these systems to meet their full potential, they need to be properly engineered. The problem is that traffic engineering is considered an elusive black art, that only a privileged few know about, and reluctant to share. In addition, it invariably requires you to rely on someone else. This technical seminar is meant to make you more self-reliant. This two-day seminar begins with an identification of the design steps, followed by a minimum amount of theory, and then some practical exercises to understand how to design voice systems by actually doing it. Exercises include trunk sizing, both first attempt and overflow, determining which formula to use for a particular application operator and ACD (Automatic Call Distributor) staffing. The inter-relationship between blocking and queuing will be understood. The issues of designing large multi-site corporate networks, as well as integrated voice and data networks will also be addressed. An IBM or Macintosh compatible diskette with Excel 5 programs to calculate Erlang-B, Extended Erlang-B, Equivalent Random Theory and Erlang C will be provided along with the workbook and traffic engineering tables. Wheelchair accessible. \$850.65 (Includes GST)

2 day - Nov 07/08, 08:30-16:30 -ODH

NOTE

- Price subject to change without notice.
- Special cancellation policy in effect.
- 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. On successful completion of all of the program requirements, graduates receive the Vancouver Community College Teaching English as a Second Language Certificate.

The 1998 TESL Summer School is scheduled for June 3 to August 30, 1998. Application forms for summer school are available throughout the year. The application deadline for the current year is December 31, 1995. Applications will be reviewed by the staff and a short list of applicants will be interviewed in January and February, 1996. Preference will be given to summer school applicants who have completed An Overview of Teaching ESL or an equivalent course by the application deadline, or are registered in An Overview of Teaching ESL course in the winter term 1996.

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, and 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. Jayeson teaches the TESL Certificate Core Course, Teaching Grammar Two: Theory and Practice, and has taught Teaching Pronunciation.

INSTRUCTORS

Joan Aostia, 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.

Joan Boxall, B.P.E., TESL Certificate (Vancouver Community College). Joan has taught ESL since 1990 for PIRS, MOSAIC and the North Vancouver School Board. She is a professional musician and has recently made a recording specifically for use in the ESL classroom. Joan teaches the TESL Elective Course, Joan's Jam.

Eloise Carbone, B.A., Tea ostering 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, English Language Institute 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 in the TESL Inservice Qualification Program, the TESL Elective

Courses, Planning a Series of Lessons for an ESL Class and Teaching Vocabulary, Learning to Communicate, and TESL Certificate Course, Teaching Grammar Two: Theory and Practice.

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 Guangzhou 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 Intercultural Workshops in the TESL Core Course, Internship.

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.

Grant Lovelock, B.A., Teaching Certificate, has taught EFL in Japan and has been involved in teacher training in Czechoslovakia and at VCC since 1990. He is currently teaching at the Canada Language Centre and has presented workshops at the TEAL and TESOL Conferences. His special areas of interest include teaching communicative skills and the use of video to teach ESL. Grant teaches the TESL Certificate Core Course, Teaching Listening and Speaking.

Ita Margalit, M.A., coordinates settlement services provincially for AMSSA, Affiliation of Multicultural Societies and Agencies. It teaches the TESL Elective Course, An Introduction to Settlement and Integration Issues for ESL Instructors.

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 Using the Open Learning Agency Video Package, "Learning English in the Community."

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.

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 Canadian Business English Institute. 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.

Dennie Rothschild, B.A. (Honours), M.A. (Language Education). Dennie teaches ESL at VCC in the College Preparatory English Department. She is a 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.

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.

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 Course: Interactive Activities - Get Your Students Talking.

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 ESL 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.

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 Courses, Teaching Reading and Teaching English for Academic Purposes.

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.

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. \$215

5 day - Sa. Nov 04/18/25, Dec 02/09, 09:00-16:00 - KEC (Clark)

7 sessions - Fr. Sep 22/29, Oct 13/20, 19:00-22:00 - Sa. Sep 23/30, Oct 14, 09:00-16:00 - KEC (Kennedy/Sim)

10 sessions - We. Sep 13/20/27, Oct 11/18/25, Nov 01/08/15/22, 18:00-21:00 - KEC (Howard)

5 day - Mo. Dec 04, We. Dec 06, 09:00-17:00, Tu. Dec 05, Th. Dec 07, 08:30-14:00, Fr. Dec 08, 09:00-16:00 - KEC (Howard/Rabinowitz)

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) \$300

10 eve - Tu. Oct 17/24/31, Nov 07/14/21/28, Dec 05/12/19, 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. \$300

10 eve - Tu. Sep 12/19/26, Oct 03/10/17/24/31, Nov 07/14, 18:45-21:45 - KEC (Daley)

10 mng - Fr. Sep 08/15/22/29, Oct 13/20, Nov 03/17/24, Dec 01, 09:30-12:30 - 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) \$300

10 eve - We. Sep 06/13/20/27, Oct 04/11/18/25, Nov 01/08, 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. (Lovlock) \$350
12 eve - Tu, Sep 12/19/26, Oct 03/10/17/24/31, Nov 07/14/21/28, 18:30-21:30 - CC

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 working knowledge of the instructional tools necessary to develop a reading program for an ESL class. \$300
10 mng - Fr, Sep 08/15/22/29, Oct 06/13/20/27, Nov 03/10, 09:30-12:30 - KEC (Forward)

10 eve - Th, Sep 14/21/28, Oct 05/12/19/26, Nov 02/09/16, 08:30-21:30 - KEC (Watson)

Teaching Writing (150819)

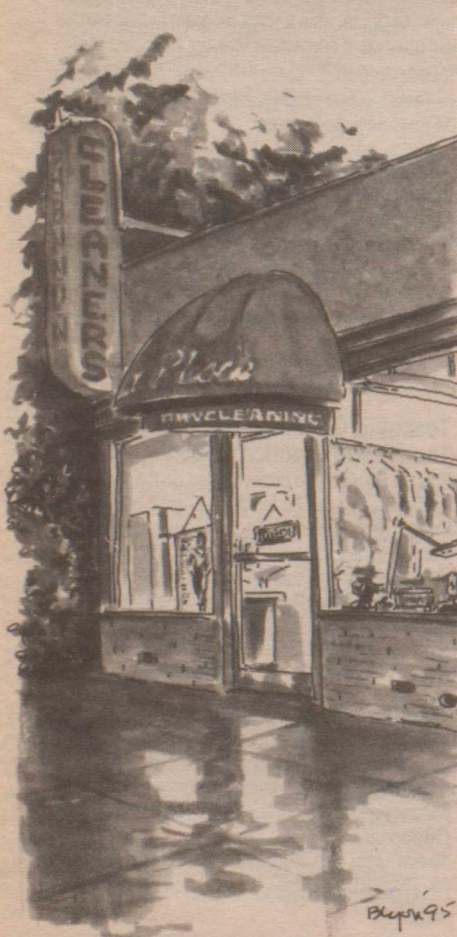
This 36-hour course provides an overview of writing, focusing primarily on the techniques used in the process approach to teaching writing in the adult ESL classroom. Course participants will experience techniques for integrating all language skills, generating ideas, revising, editing and assessing ESL student writing. \$350
6 day - Sa, Sep 16/30, Oct 14/28, Nov 18, Dec 02, 09:30-16:30 - KEC (Rothschild)

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/Lovelace) \$300
9 sessions - Sa, Sep 23, 09:30-16:30; Sa, Oct 21/28, Nov 18, 09:30-12:30; We, Sep 27, Oct 04/18, Nov 01/15, 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) \$400
Internship Workshops - Sep 09/16, 13:00-17:00, Sep 30, Oct 14, Nov 04, 09:00-13:00
Internship Placement - October/November



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) \$60
1 day - Sa, Oct 21, 09:00-16:00 - 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) \$45
1 aft - Sa, Nov 25, 13:00-16:00 - KEC

Teaching TOEFL Using an Interactive Approach (150842)

This five-hour workshop will explore teaching strategies and language learning activities for developing an interactive and student-centred approach for instructing TOEFL Preparation class. Workshop participants will be involved in demonstration activities during this three-hour workshop. (E. Chang) \$55
1 day - Sa, Sep 23, 09:00-15:00 - 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) \$60
1 day - Sa, Dec 02, 09:30-16:30 - KEC

Interactive Activities - Get Your Students Talking (150864)

Interactive activities are fun. Fun isn't enough. Is it useful? Have you thought about objectives? Have you thought about the preparation before presenting it in class? Have you thought about the instructions? Learn about how to present successful, interesting activities at this six-hour workshop. (Sim) \$55
2 eve - Fr, Nov 17/24, 18:30-21:30 - KEC

An Introduction to ESL Tutoring (150844)

This practical five-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. (Fladen) \$55
1 day - Sa, Sep 30, 09:30-15:30 - KEC
1 day - Sa, Oct 14, 09:30-15:30 - 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) \$55
1 aft - Fr, Nov 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) \$45
1 day - Sa, Nov 18, 09:00-12:00 - 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 2019 Dundas Street, Vancouver. (Sayson/Jabaji) \$55
1 aft - Sa, Nov 04, 13:00-17:00 - KEC North

Tutoring Using the Content Area (150845)

This 4-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) \$55
1 aft - Sa, Sep 16, 12:30-17:00 - KEC

Presenting and Practising New Language (150853)

The emphasis in this 12-hour workshop will be on the practical application for presenting new language. The aims of this course are to: identify the characteristics of a good presentation; look at formal, conceptual, phonological and stylistic considerations; explore different approaches to and media of presentation; look at practical examples and techniques; examine the above with regard to the learner; discuss ways of providing practice activities in order to incorporate the target language into the learner's existing store of knowledge. It is recommended that those planning to attend this workshop have a good understanding of English grammar. (Williams) \$110
2 day - Sa, Nov 25, Dec 09, 09:30-16:30 - 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, four-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) \$50
1 aft - Sa, Nov 18, 13:00-17:00 - 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) \$120
4 eve - Tu, Sep 19/26, Oct 03/10, 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) \$60
1 day - Sa, Sep 30, 09:00-16:00 - KEC

Using the Open Learning Agency Video Package, "Learning English in the Community" (150849)

This three-hour workshop will explore teaching strategies and language learning activities that can be used with the OLA video package, "Learning English in the Community."

This workshop will be of special interest to those interested in community-based ESL classes and LINC programs. (Massaro) \$45
1 aft - Sa, Oct 28, 13:00-16:00 - KEC

An Introduction to Curriculum Development (150874)

This five-hour workshop will explore curriculum development for advanced and college-bound ESL students. The content presented in this workshop will focus on a basic orientation to the philosophies of curriculum, educational goals and objectives, and curriculum planning. (Lovlace) \$55
1 day - Oct 21, 09:00-15:00 - KEC

Learning to Communicate (150847)

This six-hour workshop has been developed for practising ESL instructors who want to increase the number of student-centred communicative activities in their classes without being reliant on commercially-produced resources. Ideas will be presented for practice activities that encourage active student participation and aim to build the learners' confidence so that they can use newly-learned language outside the 'safe' classroom environment. This workshop will examine: defining presentation, practice and production stages of the lesson; looking at the role of the teacher and the students at each stage; presentation of communicative practice activities using a workshop approach. Activities include: creative drills; picture stories; information gaps; mime activities and narrating using video. (Daley) \$60
1 day - Sa, Dec 02, 09:30-16:30 - KEC

Joan's Jam: Music for the ESL Classroom (150848)

This three-hour workshop facilitated by Joan Boxall will present participants with songs, poems, raps and teaching ideas based on five themes: Canadiana, meeting people, holidays, special days, food and environment. (Boxall) \$45
1 mng - Sa, Oct 28, 09:30-12:30 - 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 130 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 of Completion 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 \$1085.

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.

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. She is currently teaching at the Pacific Language Institute. Joanna teaches in the TESL Inservice Qualification Program, the TESL Elective Courses, Planning a Series of Lessons for an ESL Class and Teaching Vocabulary, Learning to Communicate, and TESL Certificate Course, Teaching Grammar Two: Theory and Practice.

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 and teaches in the TESL Certificate Program. She also teaches Foundations for ESL Instruction and coordinates 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.

The TESL Inservice Qualification Program (150201)

The TESL Inservice Qualification Program consists of five components. Each component is divided into classroom instruction and distance education.

Foundations for ESL Instruction (150202)

This component examines the principles of ESL instruction, curriculum development, and cultural awareness and cross-cultural communication.

Teaching Grammar (150203)

This component examines the instructional methodology used to teach grammar to adult learners.

Teaching Communication Skills: Listening and Speaking (150204)

This component examines the instructional methodology used to teach listening and speaking skills to adult ESL learners.

Teaching Communication Skills: Pronunciation (150207)

This component examines the instructional methodology used to teach pronunciation to adult ESL learners.

Teaching Reading and Writing (150205)

This component examines the instructional methodology used to teach reading and writing skills to adult ESL learners.

Practicum (150206)

This component will focus on the practical application of the theory of English language instruction in an ESL instructional setting.

Applications for the TESL Inservice Qualification Program (fall 1995) 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 (1995). \$1085
9 day - Sa, Sep 16/23/30, Oct 08/14/21/28, Nov 04/18/25, Dec 02/09/15, 09:30-16:30 - KEC
Practicum dates TBA

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 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.

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 an artist, educator and art therapist in private practice. She has worked with children, teens and adults in schools, group homes, community centres and agency settings. She offers workshops in art therapy and creative processes to professionals and the general public. She is a professional member of the British Columbia Art Therapy Association.

Dawn Blais, R.N., B.Sc.N., M.S.N., is a clinical nurse specialist, North Shore Geriatric Outreach Team and is cross-appointed as clinical instructor at UBC's School of Nursing. Her teaching is grounded in a remarkable breadth and depth of nursing experience gained through roles in clinical practice, education and research in both acute and continuing care settings. Dawn's ability to "bring theory to life" through clinical practice examples makes her teaching practical and relevant.

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.

Alister Browne, Ph.D., is an ethicist in the Division of Biomedical Ethics, UBC, and teaches philosophy at Langara College. He is a member of the Ethics Committee of Vancouver Hospital, Burnaby Hospital, Children's Hospital, Banfield Pavilion (Long-term Care, Vancouver Hospital) and a consultant to the Ethics Committee of Holy Family Hospital. He is also on the Board of Directors of the Victorian Order of Nurses, the BC Civil Liberties Association and a member of the Steering Committee for the British Columbia Centre for Excellence of HIV/AIDS, St. Paul's Hospital. For the past year Alister has been giving workshops in ethics committee education throughout the province.

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 facilitates 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 Anaesthesia 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 ICU, ICU, open-heart surgery and cardiac cath labs. Before joining Electronics she was a research associate in clinical electrophysiology at University Hospital.

Jacqueline Ehler, R.D.N., brings an untraditional approach to educating the public about nutrition. Jackie has performed menu analysis for various restaurants and colleges, been a nutrition counsellor for athletes, guest lecturer, regular contributor to various columns and magazines, been a hospital nutritionist, and is currently the director of food services at VCC.

Tracy Hodson, B.S.N., is a community health nurse with the Hospice Program of the Continuing Care Division of the Vancouver Health Department. Her clinical experiences have been developed both in the hospital and community, working with clients and families facing serious and terminal illnesses.

Jaye Kerzner, R.N., M.S.N., has clinical experience in acute care and community health nursing, and has teaching experience in community nursing.

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 Malayuk, 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.

James Pratt is an independent planning consultant based in Vancouver. He is currently on contract with the Population Health Resource Branch, (Ministry of Health) and has worked with the Vancouver Health Region. He has a Master's degree in Community and Regional Planning from UBC and a Bachelor's in Communications from Simon Fraser. His background includes extensive professional and volunteer work with a wide variety of non-profit organizations.

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.

Tina Tier, R.N., S.C.M., is an antepartum clinician, fetal monitoring instructor, and associate midwife at Grace Hospital, and a clinical instructor at UBC in the Faculty of Medicine.

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.

Keith Williams, N.B., B.S., FRCS(C), is an assistant professor in the UBC Department of Obstetrics and Gynaecology and a perinatologist at Grace Hospital, Division of Maternal-Fetal Medicine.

Fourth Annual Traditional Chinese Medicine Tour to the People's Republic of China

May 3-17, 1996
(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 fifth trip as tour leader.
Price: Approximately \$3670 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) \$190
2 day - Fri/Sa, Oct 20/21, 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) \$375
5 day - Mo/Tu/We/Th/Fr. Nov 20/21/22/23/24, 09:00-16:00 - KEC

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) \$100
1 day - Fr. Oct 20, 09:30-16:30 - KEC

Home Care Nursing Program (202782, 202783)

Originally developed by the Continuing Care Division of the Ministry of Health as an orientation program for newly-hired home care nurses, the Home Care Program has been adapted as an educational program to provide RN's and BSN's who wish to move into community-based nursing with the knowledge and skills to meet competency standards and to develop confidence in providing home care nursing service. This program is eligible for six elective transfer credits in the UBC BSN program. The program is completed over a 13-week period, includes clinical and theory and consists of:
Course 1 - 9 weeks, 7 days of classes and 6 days of clinical
Course 2 - 4 weeks, 75 hours of clinical, 4 hours of class
In addition, there are two written assignments plus a case study exam. For information or application, phone Sheila Stickney, program coordinator at 874-9923. (Kerzner)

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) \$100
1 day - Fr. Dec 01, 09:00-16:00 - KEC

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) \$100
1 day - Fr. Oct 27, 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. (Boesack) \$100
1 day - Fr. Oct 27, 09:00-16:00 - KEC West

Issues and Needs in Multicultural Health Care (200275)

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) \$100
1 day - Mo. Nov 06, 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) \$100
1 day - Mo. Nov 20, 09:30-16:30 - KEC

Series—Ethics: Basic Ethics for Health Care (202788); Ethics Committees (202789)

It is now commonly recognized that every significant health care decision has an ethical component. This series is designed so that participants will have ample opportunity for discussion and consideration of cases and will come away with structured information on ethics. Course I takes participants to a state of basic ethical literacy which enables them to read health care ethics literature and organize their ethical thinking. Course II prepares participants for roles in setting up or serving on ethics committees (includes a manual of ethics committee resources). Emphasis is on long term and community care. Courses may be taken individually. (Browne)
Basic Ethics for Health Care (202788) \$100
1 day - Fr. Oct 20, 09:00-16:00 - KEC
Ethics Committees (202789) \$100
1 day - Fr. Oct 27, 09:00-16:00 - KEC

Therapeutic Touch – Level I (202752); Level II (202890)

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, to perform therapeutic touch techniques originally developed by Dr. Dolores Kreiger at New York University, identify elements of effective, client/healer interaction, apply therapeutic touch techniques to Chakras, and understand the value of therapeutic touch coupled with other healing modalities. (McCoy)
Level I - 1 day - Sa. Sep 30, 09:30-16:30 - Langara Nursing Lab - \$100
Level II - 1 day - Sa. Nov 04, 09:30-16:30 - Langara Nursing Lab - \$100

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. (Narodi) \$130
3 eve - We. Oct 11/18/25, 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) \$65
1 eve - We. Nov 01, 18:30-21:30 - Thorson Pain Rehabilitation Clinic

Clinical Decision-Making: Redefining Nursing Process for the 21st Century (202793)

This course is for nurses in community, facilities, or academic programs who want to increase their confidence and competence as clinical decision-makers. It is designed to enhance the ability to make conscious and deliberate clinical decisions which are grounded in a systematic process, critical thinking, and nursing knowledge. It addresses the relationship between nursing process and clinical decision-making, and how to process and clinical decision-making, and how to consistently bring personal experience and acquired nursing knowledge into clinical judgments and decisions. The course involves completion of a self-study module (5-10 hours) followed by participation in a one-day workshop. Through a combination of reading, structured exercises, case studies, a clinical assignment and classroom learning, participants will develop a practical working knowledge of nursing process and clinical decision-making. (Blais) \$150
1 day - Fr. Dec 01, 09:00-16:00 - KEC

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) \$270
3 day - Tu. Oct 17/24/31, 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) \$105*
1 day - Th. Oct 19, 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 bifascicular blocks in the acute MI. Fee includes lunch. (Cooper) \$105*
1 day - Tu. Oct 29, 09:00-16:00 - KEC West

Advanced Arrhythmias – Selected Topics (202601)

Nurses, ECG technicians and paramedics can enhance their understanding of mechanisms, diagnosis and treatment of complex dysrhythmias. This course focuses on areas that present challenges for interpretation in the clinical setting. Topics include: level of AV block, ECG clues, prognostic implications; really understanding escape and acceleration concepts; digitalis related arrhythmias, concealed conductors and gap phenomena; Torsades de Pointes and long QT syndrome; wide QRS tachycardia, four-step exclusion criteria; WPW arrhythmias; parasytostole. (Cooper) \$105*
We. Nov 1, 09:00-16:00 - KEC West

* If registered in two courses (202607, 202616, 202601) fee is \$200; if registered in three courses, fee is \$285.

Fetal Heart Monitoring – Basic (203063), Advanced (203064)

Co-sponsored with the BC Reproductive Care Program. These workshops are designed for physicians and nurses providing maternal-child care. CME Credit – Application has been made to the College of Family Physicians for a maximum of 3.75 hours of Recommended Study Credits. Application has also been made to the Royal College of Physicians and Surgeons for MOCOMP Credits.

Fetal Heart Monitoring – Basic (203063)

This workshop will be of interest to those who require an introduction to, or a review of, the basic principles of FHM. Strips will be used to identify the more clearly defined signs of fetal distress. (Tier) \$60
1 eve - Fr. Sep 15, 18:00-22:00 - Coast Stanley Plaza Hotel

Fetal Heart Monitoring – Advanced (203064)

This workshop will be of interest to those who are proficient in the use of FHM. The primary focus will be on case study review and analysis. The more nebulous or "grey" strips will be addressed. For those who use these skills infrequently, the Basic FHM workshop is recommended as a prerequisite. (Tier/Williams) \$60
1 mng - Sa. Sep 16, 09:00-13:00 - Coast Stanley Plaza Hotel

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. (Maljuk) Courses may be taken individually.

Principles of Medication Use with Older Adults (200718) \$50

1 mng - Fr. Nov 03, 09:30-12:30 - KEC West
Medications for Psychological and Neurological Disorders (202777) \$100
2 mng - Fr. Nov 17/24, 09:30-12:30 - KEC West
Medications for Treatment of Chronic Pain (202775) \$50
1 mng - Fr. Dec 01, 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) \$100
1 day - Tu. Nov 28, 09:00-16:00 - KEC West

Health Impact Assessment (202798)

This workshop, designed for all health care workers (e.g. front line workers, program managers, directors of care) introduces an innovative method of evaluating the impact of client services/programs to facilitate cost effective program planning and resource allocation. Health impact assessment is a process which looks at how a program or service makes a difference in terms of the key social, economic, and environment factors which affect our health and well-being. The workshop includes a presentation on research evidence that shows the importance of these factors or "determinants of health." Participants go through an exercise which draws on personal experience to identify what some of these factors are and how they inter-relate. The workshop provides an opportunity for participants to use the Health Impact Assessment Guidelines booklet in small groups. (Pratt) \$50
1 mng - We. Oct 25, 09:30-12:30 - KEC West

Palliative Care Concepts for Professionals in Care Facilities (202772)

Clarify your role in caring for persons with terminal illness, and acquire skills for performing that role. From the perspective of an instructional team of nurse, social worker and family physician you will learn about: hospice care's philosophical framework; losses associated with dying; empathic listening and responding; managing symptoms that interfere with breathing, eating, continence, skin integrity and normal functioning; and formulating interventions when death is near. Learning activities involve: informal lecture, small group discussion, exercises and handouts. Designed for professionals in long-term care facilities. (Carr/Spring/Hodson) \$100 (Co-sponsored with Continuing Care Division, Vancouver Health Department)
1 day - Fr. Nov 17, 09:00-17:00 - KEC

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) \$100
2 eve - Tu. Oct 17/24, 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) \$380
2 weekends - Nov 04/05/11/12, 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 part-time or full-time classroom course of 49 hours. Participants have one year to complete Course I and two years to complete the entire program for the certificate 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) \$300

Course II—Teaching Skills for Childbirth Educators (202504)

24 hours in classroom, 49 hours total (Donaldson) \$380
4 day - Sa/Su. Nov 04/05/11/12, 09:00-16:00 - KEC West

Course III—Practicum for Childbirth Educators (202501)

43 hours. Arranged on an individual basis. (Donaldson) \$140

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 1991 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 behavioural problems in older persons. In these topic areas she has published numerous articles and recently co-authored a book.

Rhonda Maljuk, 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.

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 – \$270; practicum – \$270

Information Session

For more information attend the following meeting:
1 eve - We. Sep 20, 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:

Health and Health Problems in Later Life (203602)

An analysis of the concept of health and factors influencing health in later life. Participants investigate the purpose and nature of health promotion activities within the Canadian context. With a view toward maximizing independence and quality of life, the course deals with the characteristics, impact and management of common chronic illnesses affecting older adults in the community. (Pattullo) \$270
6 day - Th. Sep 07, 09:00-16:00 - KEC West

Gerontological Nursing II (203606)

A continuation of Gerontological Nursing I, this course focuses on the nurse's role in psychosocial assessment and intervention with the older adult. Emphasis is on nursing interventions for commonly encountered concerns including psychosocial and behavioural difficulties. (Kline) \$270
6 day - Fr. Sep 15, 09:00-16:00 - KEC

Communications – Level I (203608)

Through study and application of effective interpersonal behaviours, participants increase their confidence and competence as communicators and leaders in a variety of situations. Focus is on communicating proactively and responsibly with older adults and colleagues in one-to-one situations. (Berry) \$135
3 day - Th. Oct 26, 09:00-16:00 - KEC West

Communications – Level II (203609)

A continuation of Level I. In this course participants examine leadership concepts and skills, including practical application of problem-solving, conflict resolution and team-building strategies. (Berry) \$180
4 day - Th. Nov 23, 09:00-16:00 - KEC West

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. (Maljuk) Courses may be taken individually.

Principles of Medication Use with Older Adults (200718) \$50

1 mng - Fr. Nov 03, 09:30-12:30 - KEC West
Medications for Psychological and Neurological Disorders (202777) \$100
2 mng - Fr. Nov 17/24, 09:30-12:30 - KEC West
Medications for Treatment of Chronic Pain (202775) \$50
1 mng - Fr. Dec 01, 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) \$100
1 day - Mo. Nov 06, 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) \$100
1 day - Mo. Nov 20, 09:30-16:30 - KEC West

Series—Ethics: Basic Ethics for Health Care (202788); Ethics Committees (202789)

It is now commonly recognized that every significant health care decision has an ethical component. This series is designed so that participants will have ample opportunity for discussion and consideration of cases and will come away with structured information on ethics. Course I takes participants to a state of basic ethical literacy which enables them to read health care ethics literature and organize their ethical thinking. Course II prepares participants for roles in setting up or serving on ethics committees (includes a manual of ethics committee resources). Emphasis is on long term and community care. Courses may be taken individually. (Browne)
Basic Ethics for Health Care (202788) \$100
1 day - Fr. Oct 20, 09:00-16:00 - KEC
Ethics Committees (202789) \$100
1 day - Fr. Oct 27, 09:00-16:00 - KEC

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.

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 should be taken in chronological order. Each course is offered in four-day formats, 09:00-16:00 hours.

All courses are offered within the BC Continuing Care Context

Course Fees

Each course costs \$435

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.

Mary Gogag is currently completing post-graduate studies at UBC. She has been in the continuing care field for many 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

Financial Management (201605)

This focus of this course is on using financial management principles, skills and tools to promote efficient health care delivery in continuing care. The emphasis is on management aspects rather than on accounting skills. Participants will develop expertise regarding the use of provincial budgeting and guidelines, economic principles daily and periodic requirements, financial statements, budgeting, purchasing plans and computerized information systems as planning tools. (Curtis) \$435
4 day - Tu/We/Th/Fr. Sep 12/13/14/15, 09:00-16:00 - KEC

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) \$295
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 Hygiene of BC registration number to the first class
· Hygienists to use their current College of Dental Surgeons of BC registration number

INSTRUCTORS

K.C. Chapelle, B.Sc., R.D.H., is a practising dental hygienist with extensive training in working with family violence support groups.

Dr. Chris Christianson, D.M.D., developed and is program director for the Dental Profession Advisory Program (DPAP), which provides counselling and education to allied dental personnel. Dr. Christianson brings his own personal experiences and insights to his course.

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." She has toured and spoken extensively on radio, TV and in classroom on the subject of eating disorders.

Toni Pieroni, R.D.H., M.A., (Psych. Counselling), has practised dental hygiene for 24 years. She currently provides counselling and referral services for the Dental Profession Advisory Program (DPAP), particularly for women and non-dentists.

Dennis Pinvidic is a seminar leader and education specialist for a pharmaceutical company involved in the development of preventive dental technology. He has taught extensively throughout BC, including the Dental Assisting and Dental Hygiene programs at VCC.

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.

Michele Rosko, C.D.A. is employed in the Dental Assisting/Dental Reception Department of VCC. Currently she is completing her Bachelor of Education degree, in Adult Education, through the VCC/University of Alberta Program.

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)

Learn the skills required to be assertive in the dental office with patients and co-workers plus family and friends, away from the office. 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. Limited enrollment of 15 per class. (Bring your lunch.) – 6 hours (Rogers) \$85
1 day - Sa. Sep 16, 09:00-16:00 - Camgara Dental Group
1 day - Su. Oct 01, 09:00-16:00 - Camgara Dental Group
1 day - Sa. Nov 04, 09:00-16:00 - Camgara Dental Group
1 day - Su. Dec 03, 09:00-16:00 - Camgara Dental Group

Effective Public Speaking (203544)

If you are hesitant about speaking to groups or want to improve your presentation skills, this course is for you! It offers an opportunity to prepare for convention presentations, chairing meetings, facilitating at table clinics or delivery your message for Dental Health Month. 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. Limited enrollment of 15 per class. (Bring your lunch.) – 6 hours (Rogers) \$85
1 day - Sa. Sep 23, 09:00-16:00 - KEC
1 day - Su. Oct 29, 09:00-16:00 - KEC

Dental Radiography Update (203502)

Prerequisite: CDA or RDH, or CA with Radiography Certificate from the College of Dental Surgeons of BC. This six-hour course is designed for dental auxiliaries who wish to improve their techniques for taking radiographs. Skulls or radiographic mannequins will be used to troubleshoot a variety of film placement problems. 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 participants will be read by a 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. Skulls/mannequins/screened participants will be used to improve the diagnostic value of particular shots, including endodontic PA's. Safety glasses, face masks and gloves

to be supplied by participants. Limited enrollment of eight per class. – 6 hours (Wilkes) \$200
2 eve - We. Oct 11/18, 18:00-21:00 - Camgara Dental Group
2 eve - We. Nov 08/15, 18:00-21:00 - Camgara Dental Group

Study Club: Make It Happen and Make It Count! (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! Limited enrollment of 15 per class. (Bring your lunch.) – 5 hours (Keselyak) \$85
1 day - Sa. Sep 30, 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 manifestations, and addresses what can be done to support patients or co-workers who suffer from this condition. Limited enrollment. – 3 hours (Mattson) \$55
1 eve - We. Sep 13, 18:30-21:30 - KEC
1 eve - Mo. Oct 02, 18:30-21:30 - CC
1 eve - Th. Nov 30, 18:30-21:30 - KEC West
1 mg - Sa. Dec 09, 09:30-12:30 - Camgara Dental Group

Placement of Treatment Liners (203523)

Theory and practical course on placement of treatment liners for registered dental hygienists and certified dental assistants. Participants will be required to bring prepared cavity preparations on three posterior teeth and two anterior teeth. Limited to 16 participants. – 2 hours (Rosko) \$55
1 mg - Sa. Sep 23, 09:00-11:00 - Camgara Dental Group
1 aft - Sa. Sep 23, 12:00-14:00 - Camgara Dental Group
1 eve - Tu. Oct 03, 18:30-20:30 - KEC West
1 eve - We. Oct 25, 18:30-20:30 - KEC West
1 mg - Su. Nov 19, 09:00-11:00 - Camgara Dental Group
1 aft - Su. Nov 19, 12:00-14:00 - Camgara Dental Group

Family Violence: The Best Kept Secret (203545)

As a dental team member and possible referral source, you will benefit by having insight in the following areas:
· understanding the dynamics of the cycle of violence
· recognizing signs and symptoms of violence
· learning how to offer appropriate care and support
Limited enrollment of 20 per class. – 3 hours (Chapelle) \$45
1 eve - Th. Sep 21, 18:30-21:30 - CC
1 eve - Th. Oct 19, 18:30-21:30 - KEC
1 eve - Th. Nov 23, 18:30-21:30 - Camgara Dental Group
1 eve - Th. Dec 07, 18:30-21:30 - CC

The Medical Management of Dental Caries and Periodontal Pathogens (203548)

Prerequisite: CDA or RDH. This workshop includes information on:
· interaction research findings on the role of Strep. Mutans in dental caries
· Chlorhexidine; its safety and effectiveness as an antimicrobial in the suppression of Strep. Mutans and reduction of caries
· caries susceptibility
· the Cariescreen test for recognition of high risk patients
· the BANA test for detecting bacteria associated with periodontal disease
· the use of systemic antibiotics as adjunctive therapy in periodontitis treatment
· Chlorzoin; results of clinical studies on its effectiveness, specifically with orthodontic patients, recurrent decay (restoration failure), root caries, xerostomia, new mothers (transmitting infection)
Limited enrollment of 30 per class. – 3 hours of half theory, half clinical. (Pinvidic) \$45
1 eve - Tu. Sep 26, 18:30-21:30 - CC
1 eve - We. Nov 22, 18:30-21:30 - CC
1 eve - Tu. Dec 05, 18:30-21:30 - CC

Professionalizing Conflict in the Workplace (203546)

Successful dental teams are built on a foundation of shared purposes, values and goals. They also require developing and utilizing interpersonal relationship skills that create open channels of communication between members of the team and ways of resolving differences and conflicts. In this one-day experiential workshop, the focus will be on becoming aware of ones preferred style in dealing with conflict and the strengths and limitations of that style; on learning ways to professionalize conflict; and on developing skills for bringing an issue forward and resolving it. Attention will also be paid to developing the self-esteem and assertiveness necessary to be a fully-participating member of a team. Limited enrollment. – 6 hours (Pieroni) \$85
1 day - Sa. Nov 18, 09:00-16:00 - CC

Success and Fulfillment (203551)

Does your professional life leave you feeling successful and fulfilled? This course will help you examine your experiences, choices, influences on these choices, and key concepts that can lead to increased professional fulfillment and satisfaction. Limited enrollment. – 2 hours (Christianson) \$30
1 eve - Tu. Oct 24, 17:30-19:30 - CC

Chemical Dependency (203552)

Chemical dependency is a major public health problem, and there is a high probability that someone that you work with or know has a chemical dependency. It is often not clearly recognized until later stages and can be difficult to know how to help the chemically dependent person seek treatment/recovery. Topics in this course include: the addiction process and the denial and fear that accompany it; support actions that you can take to help chemically dependent colleagues seek treatment. Limited enrollment. – 2 hours (Christianson) \$30
1 eve - Tu. Nov 28, 17:30-19:30 - CC

Self-Improvement

INSTRUCTORS

Jacqueline Ehrlt, R.D.N., has performed menu analysis for various restaurants and colleges, been a nutrition counsellor for athletes, guest lecturer, regular contributor to various columns and magazines, been a hospital nutritionist, and is currently the director of Food Services at VCC.

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.

Phyllis Lohr has over ten years' experience as an innovative educator and counsellor. She has developed a successful career as a workshop leader specializing in courses for personal and professional development. Using herself and her experience as teaching tools, she brings enthusiasm, compassion and humour to her work.

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.

Nutrition for a Healthier Lifestyle Series

This nutrition series will be of interest whether you have a profound interest in your health or you simply want to explore the possibilities of maximizing your health through nutrition. It addresses various needs from athletes who want to achieve optimum performance to individuals who want to make moderate changes to their life style. Learn practical and uncomplicated methods of how to naturally achieve better living. (Ehrlt)

Sports Nutrition (201066)

Designed for individuals who are involved in sporting activities who wish to increase their nutrition knowledge as it pertains to an active lifestyle. It will provide an overview of nutritional requirements for an athlete, carbohydrates, proteins, fats, iron, fluids, training schedules and nutrition, pre-competition and pre-training, and touch upon diets various elite athletes follow. \$25
1 day - Sa. Oct 21, 09:30-12:30 - KEC

Nutrition and Vegetarianism (200143)

Designed for individuals wishing to find out more about vegetarianism. It will provide you with information on the following topics: what is vegetarianism, what are the different types of vegetarianism, how to start incorporating a vegetarian diet into your life, learning to meet all nutritional requirements while being vegetarian, resources on vegetarian nutrition and cooking. \$25
1 eve - Th. Oct 26, 18:30-21:30 - KEC West

Developing Low Fat/Low Sodium Recipes that Taste Great (201067)

Designed for individuals who want to learn to develop their own low fat/low sodium recipes. Learn practical tips on reducing fat from your favourite recipes. It will cover the following topics: learning the nutrient content of foods, discussing carbohydrates, proteins and fats, working through a sample menu and cutting the fat and sodium out of a recipe and sampling a variety of regular and low fat products.
1 day - Sa. Nov 25, 09:30-13:30 - KEC

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) \$94.16 (Includes GST)
8 eve - We. Oct 11, 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) \$180
6 eve - Th. Sep 28, 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) \$155
5 day - Sa. Oct 14, 09:30-12:30 - CC

Professional Job Search Techniques 1315 (104416)

Learn about the many facets of launching an effective job search.
Session I: writing a resume and cover letter which gets results; meeting the people who have the power to hire
Session II: tapping into the hidden job market and researching prospective companies; going for the job interview – making a good first impression and responding positively to interview questions – 12 hours (Close) \$120
2 day - Sa. Sep 23/30, 09:30-15:30 - CC

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) \$100
1 day - Fr. Oct 27, 09:00-15:00 - KEC

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) \$100
1 day - Fr. Nov 24, 09:00-15:00 - KEC

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) \$186.18 (includes GST)
8 eve - Mo. Oct 16, 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. \$80
1 day - Sa. Sep 23, 09:00-18:00 - CC
1 day - Sa. Sep 30, 09:00-18:00 - CC
1 day - Sa. Oct 14, 09:00-18:00 - CC
1 day - Sa. Oct 21, 09:00-18:00 - CC
1 day - Sa. Oct 28, 09:00-18:00 - CC
1 day - Sa. Nov 04, 09:00-18:00 - CC
1 day - Sa. Nov 18, 09:00-18:00 - CC
1 day - Sa. Nov 25, 09:00-18:00 - CC
1 day - Sa. Dec 02, 09:00-18:00 - CC
1 day - Sa. Dec 09, 09:00-18:00 - CC
1 day - Sa. Dec 16, 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. \$80
2 day - Sa. Oct 14/21, 09:00-16:00 - CC
2 day - Sa. Dec 02/09, 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. \$80
1 day - Sa. Nov 04, 09:00-18:00 - CC
1 day - Sa. Dec 16, 09:00-18:00 - CC

Foodsafe – Level II (Advanced) (250202)

A revised program for owners, managers, chefs and supervisors in restaurants or health care food services. Upon successful completion, participants will receive a Foodsafe Certificate from the Provincial Ministry of Health. Prerequisite: Successful completion of Foodsafe – Level I. Topics:
· major types of food-borne illnesses not discussed in Level I, i.e. Hamburger disease
· design and maintenance of a food service establishment
· managing sanitary practices in a food service establishment
· implementing a Hazard Analysis Critical Control Point System (HACCP). \$80
1 day - Sa. Sep 30, 09:00-18:00 - CC
1 day - Sa. Oct 28, 09:00-18:00 - CC
1 day - Sa. Nov 25, 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, trainer and educator. She works at North Shore Family Services, specializing in trauma counselling with adolescents and adults. She has taught counselling skills at VCC for several years.

Larry Koopman (B.Ed.) is a job placement expert and rehabilitation consultant working with special needs groups.

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 has completed the three-year program at the Gestalt Training Institute of Vancouver.

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.

Sally Shamai (M.Ed., Counselling Psychology, Dip., Gerontology) is a counsellor, trainer and educator.

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. A Statement of Completion is given to those who meet attendance requirements and complete assignments. Please note that this course work requires fluency in English. This course is a prerequisite for those applying to the Counselling Skills, Substance Abuse, and Multi-Cultural/Settlement Worker Certificate Programs. Text: Counselling Skills for Social Service Workers, Bob Shebib, available at campus bookstore. \$285
12 eve - Mo. Sep 18, 18:30-21:30 - CC (Laird) – No class Oct 09 and Nov 13
12 eve - Tu. Sep 19, 18:30-21:30 - CC (McLeod)
12 eve - We. Sep 20, 18:30-21:30 - CC (Adilman)
12 eve - Th. Sep 21, 18:30-21:30 - CC (Laird)
10 mg - Fr. Sep 22, 09:30-12:30 AND 1 day - Sep 29, 09:30-16:30 - KEC (Menzel)

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. Stages I and II of Shebb's 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 Shebb. (McLeod) \$240 10 eve - Th. Sep 28, 18:30-21:30 - CC

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 to their own 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 their clients. Casual clothing is recommended. (Laird) \$165 3 day - Sa. Sep 30, Oct 14/21, 09:30-16:30 - KEC

Counselling Trauma Survivors (101811)

This workshop will focus on the effects and treatment of psychological trauma on individuals. Through understanding the nature of trauma and traumatic memory, you will learn to identify post-traumatic stress disorder (PTSD), and assist clients in the process of healing. We will look at a range of traumatic events, including critical incidents, child abuse and child sexual abuse, violence in intimate relationships and sexual assault. The workshop will offer practical, specific techniques when working with trauma survivors. Course content will focus on the process of healing within the context of the therapeutic relationship. Learning activities will include lectures, videos, small group activities, case studies, and role plays. Prerequisite: Completion of VCC Substance Abuse or Counselling Skills Certificate programs. OR students in the final semester of these certificate programs. Text: *Trauma and Recovery*, by Judith Lewis Herman, M.D., available at City Centre Campus bookstore. (Adiman) \$220 4 day - Sa. Oct 21/28, Nov 04/18, 09:30-16:30 - CC

Marketing for Job Placement Workers (101809)

This workshop (12 hours) is aimed at those whose primary responsibility is job placement in vocational rehabilitation, job training, and employment programs. You will learn practical, hands-on skills for marketing strategies with special needs populations, including dealing with potential employers, effective promotion, and appropriate sales techniques. Content includes: applicant assessment, market research, the "cold call," the "sales pitch," employer relationship, interviewing techniques. (Koopman) \$110 4 eve - We. Oct 11/18/25, Nov 01, 18:30-21:30 - CC

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) \$165 To be offered in January 1996

Vocational Counselling (101839)

This course (36 hours) presents the theory and practice of vocational counselling. Participants will examine the theory of how people make vocational/career decisions, how the counselling relationship facilitates this process and what particular issues special needs population have in this process. Opportunities for skills development will include helping clients in the process of self-discovery, self-esteem building and realistic goal setting. This course is aimed primarily at those working in the field of employment counselling. Prerequisite: Basic Counselling Skills (101805) or permission of program coordinator. \$285 To be offered in January 1996

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). \$220 To be offered in January 1996

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 courses (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 – \$45, 36 hours – \$285, Practicum – \$220

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.

Intake dates: September 1995; January, April 1996

Information Meetings

For more information attend the following meeting: 1 eve - Tu. Sep 26, 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.

Kathy Pierce (M.S.W.) is a counsellor specializing in family therapy, group work and sexual abuse counselling.

Joe Rosen (M.S.W.) is a social worker in private practice.

Joanne Rykers (M.A., Counselling Psychology) is program coordinator for the Substance Abuse and Counselling Skills programs. Her counselling experience includes employee assistance programs and substance abuse counselling.

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. (Rosen/Zettl) \$45 1 day - Sa. Sep 23, 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/Laird) 285 12 eve - We. Sep 20, 18:30-21:30 - CC (Rykers) 12 eve - Th. Sep 21, 18:30-21:30 - CC (Laird)

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) \$285 12 eve - Tu. Sep 19, 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) \$285 12 eve - We. Sep 20, 18:30-21:30 - CC

Family Counselling Skills (101833)

This course examines the knowledge and skills which are required when involved in family counselling. Content will include: understanding family dynamics and the system approach to family counselling, explaining the indications for using a family systems approach; understanding the impact of the extended family; the process of a family systems assessment; formulating goals; an introduction to appropriate strategies and techniques for use with families. An exploration of appropriate counsellor expectations, counsellor competency, consultations, legal/ethical issues and the importance of record keeping, will also be included. (Pierce) \$285 12 eve - Tu. Sep 19, 19:00-22:00 - KEC

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) \$220

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 – \$45; 18 hours – \$145; 24 hours – \$185; 36 hours – \$285; Practicum – \$220

Information Session

For more information, attend the following meeting: 1 eve - Tu. Sep 26, 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: September 1995; April 1996

NOTE

Courses offered this term (open only to certificate students who have met entry requirements):

INSTRUCTORS

Julie Chadwick-Wong (M.A., Psychology) is a substance abuse counsellor with Delta Family Services.

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.

David Miller (M.A., Counselling Psychology) is a substance abuse counsellor at a Vancouver outpatient clinic.

Selina Robinson (M.Ed., Counselling Psychology) does individual, group and family therapy in a variety of settings.

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. (Chadwick-Wong/Laird) \$45 1 day - Sa. Sep 16, 09:30-16:30 - CC

Introduction to Substance Abuse (200112)

This course provides an overview of the concepts involved in understanding 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 impacting on substance use; counselling/therapeutic strategies; prevention; factors specific to sub-cultures and minority groups. (Sanders) \$185 8 eve - Tu. Sep 12, 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) \$145 6 eve - Tu. Nov 07, 18:30-21:30 - CC

Individual Counselling Skills for Substance Abuse (200115)

This course examines the knowledge and skills required when counselling, on a one-to-one basis, clients affected by substance abuse. Content areas will build on those covered in Basic Counselling Skills and in Introduction to Substance Abuse, by introducing and enlarging on the concept of motivational interviewing. Content areas will include: a review of the counselling process and phases of the helping relationship; reviewing the stages of substance abuse recovery and the nature of change; increasing counsellor self-awareness and its impact on the helping process; practice and skill development. The intent of this course is to provide participants with experiential learning regarding the counselling process and to discuss the issues which emerge from this work. (Miller) \$285 12 eve - Tu. Sep 19, 18:30-21:30 - KEC

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) \$285 12 eve - Th. Sep 21, 18:30-21:30 - CC

Assessment and Referral for Substance Abuse (200126)

This course examines the procedures and skills which are used in substance abuse assessment and referral as well as identifying and examining available community resources for these individuals who are affected by substance abuse problems. Participants will be actively involved in the gathering and sharing of community resource information. Content includes: criteria for assessing chemical dependency; the assessment interview; assessment tools; assessment with special populations; referral methods, sources follow-up; ethics; critical incidents. (Chadwick-Wong) \$285 12 eve - We. Sep 20, 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) \$220

Multicultural/Settlement Sector

Workshops

The Lower Mainland is home to an increasingly diverse population. Staff of community and immigration integration agencies need numerous skills to best serve the diverse cultural groups. These workshops, presented by practitioners who have years of experience in the multicultural/settlement field, can help you develop new skills. Workshops are open to anyone in the multicultural/settlement field.

A Statement of Completion will be given by VCC to all workshop participants.

For more information on the workshops, please phone the program coordinator at 871-7070.

INSTRUCTORS

Bernard Bouska has a Masters in Public Policy and Public Administration and has held teaching and researching positions at Concordia University in Montreal. His work has primarily been in the area of policy analysis with specific attention given to multiculturalism, immigration and health. He has worked with AMSSA, the Affiliation of Multicultural Societies and Service Agencies and is currently the research coordinator.

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.

Lawrie Timberg is the instructional coordinator for MOSAIC Language Centre. She has extensive experience working with adult immigrants and is a qualified teacher/trainer.

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) \$30 1 eve - We. Nov 15, 18:30-21:30 - KEC

An Overview of Canadian Federal Government (150514)

This six-hour workshop is designed to introduce you to the operations and procedures of the federal government. You will learn about the political process; the structure of government; the decision-making process; the budgetary process; and how to influence government. This workshop is designed for those working in the multicultural/settlement field and will make you more familiar with the way the federal government works and how it impacts upon the sector. (Bouska) \$60 2 eve - Th. Oct 12/19, 18:30-21:30 - KEC

The Role of the Multicultural/Settlement Worker in Community Development (150512)

(Formerly Multicultural/Settlement Workers as Agents of Change) In this three-hour workshop the following will be examined: the concept of community and community development, the community as a social system, the role of the multicultural/settlement worker in community development, the personal strengths that workers bring to the process of community development and change. (Margalit) \$30 1 eve - We. Oct 25, 18:30-21:30 - KEC



Multicultural/Settlement Certificate Program

(Certificate Pending)

Continuing Education is pleased to offer a 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.

For more information call Annie McKittrick, program coordinator, 871-7070.

NOTE

Courses in the program are open to those accepted in the certificate program and to others who meet the requirements for acceptance into the program and have the approval of the program coordinator. All courses are graded and require 3-6 hours of reading and assignments per week.

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

Lorraine Klassen has an M.Ed. in Counselling Psychology from UBC with a focus on intercultural counselling. She works as a cross-cultural counsellor and trainer.

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.

Pilar Riaño, M.A. in Communications, is a trainer and cross-cultural consultant. She has been involved in a variety of community development and action research projects, both in Latin America and Canada.

Cross-Cultural Counselling (150502)

This course examines issues in cross-cultural counselling, including personal counselling, crisis intervention, family violence and employment issues. Prerequisite: Basic Counselling Skills or its equivalent. (Klassen) \$250 12 eve - Mo. Sep 18, 18:30-21:30 - KEC - No class Oct 9 and Nov 13

Introduction to Settlement and Integration (150501)

This course is the first in the Multicultural/Settlement Certificate Program. It is designed to give participants an understanding of the settlement and integration process of immigrants and refugees and the context within which support services are provided. The course includes an overview of the history of immigrants to Canada and BC, a review of the settlement and integration process and an introduction to the legal systems in BC. (Margalit) \$250 10 eve - Th. Sep 21, 18:30-21:30 - KEC AND 1 day TBA

Community Development and Education (150504)

This course examines the concept of community development and the role of the worker in the community development process. It explores strategies for building community networks, working with groups, identifying community strengths and needs, and program planning and evaluating programs. This course provides an opportunity to explore current issues in advocacy and techniques dealing with racism. (Riaño) \$250 12 eve - We. Sep 20, 18:30-21:30 - KEC

NOTE

Applicants interested in working as language interpreters for culturally diverse clients please note Court Interpreting Certificate Program.

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. \$1100 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. \$275

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. \$550

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. \$275

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.

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 preschool and day care centres for children three to five-years old. Please note: This program is FULL for this coming year. Applications are now being accepted for September 1996.

B. Infant-Toddler Supervisor 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 will be accepted until August 25. Please call for further details.

C. Administration of Early Childhood Services

This 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 will be accepted until August 25. Please call for further details.

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 Fall term offerings is available upon request.

E. School Age Child Care

INSTRUCTORS
Susan Huffman Coe holds an Early Childhood Educators diploma from Capilano College and a Bachelor's degree in General Studies from SFU. With 18 years of experience in the child care field, Susan has much to offer as the operator and administrator of a school-age child care centre.

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 certificate program is designed for those who currently work or wish to work with 5-12 year old children in school-age care facilities, recreation programs, community centres or leadership, service and church groups. The program consists of 150 hours of instruction divided between the prerequisite course, five core courses and a variety of electives. In order to register in this certificate program, applicants must successfully complete the 24-hour prerequisite course entitled Introduction to School Age Child Care. Core courses which follow 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

Introduction to School Age Child Care (150697)

This course is designed to provide an orientation to working with 5-12 year old children in various settings. The themes of understanding children's behaviour, building their self-esteem, guiding their behaviour and planning exciting programs for them will be of great benefit to those entering this field of work. Please note that this course meets six evenings AND one Saturday. (Musson) \$110

6 eve - We. Sep 20, 19:00-22:00 - Lan AND 1 day - Sa. Oct 28, 09:30-15:30 - Lan

This term the following core course will be offered:

Working with 5-Year-Olds (150655)

This course focuses on the physical, intellectual, emotional and social development of 5-year-olds and offers practical suggestions for program planning and group management. This course meets six evenings AND one Saturday. (Huffman Coe) \$110

6 eve - We. Nov 01, 19:00-22:00 - Lan AND 1 day - Sa. Dec 02, 09:30-15:30 - Lan

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 as a parent advisor with Information Daycare and 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. Sep 20, 19:00-21:30 - Lan

2 day - Sa. Sep 30, Nov 04, 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: Thursday, August 31; Thursday, September 07; and Tuesday, September 12 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 \$30-\$35. 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.

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 Ferrer, 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) \$275

24 eve - Tu/Th. Sep 19, 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. (Ferrer) \$275

24 eve - Mo/We. Sep 18, 18:00-20:00 - 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) \$275

24 eve - Mo/We. Sep 18, 18:00-20:00 - Lan

Developing Business Communication Skills (103042)

Learn to express yourself more confidently and clearly on the job. This course is designed for ESL adults who want to improve their oral and written communication skills in typical work situations with clients, co-workers and superiors. Topics will include requesting and clarifying information, giving instructions, handling complaints, participating in meetings, conducting interviews, several types of letters and memos, and revision of resumes. Students must be fluent in English. Text required. Enrollment limited to 16. (Strayski) \$330

12 eve - Tu. Sep 19, 18:30-21:30 - Lan

English Writing Skills Improvement I (103007)

Learn to write fluently, skillfully 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. (Durrieu) \$185

12 eve - Tu. Sep 19, 18:00-20:00 - Lan

English Writing Skills Improvement II (103008)

This course is designed for students who have already completed Writing Skills I or who can already write a composition. You will study expository, descriptive and narrative writing, examine paragraph types and learn to develop ideas and arguments in your writing. There will be in-class writing and some homework assignments. Students should have a sound knowledge of English grammar and sentence structure. Text required. (Durrieu) \$185

12 eve - Th. Sep 21, 18:00-20:00 - Lan

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. Saturday class will have a half-hour lunch break. Two texts required. Cost of books approximately \$80. (Demers) \$275

12 day - Sa. Sep 16, 09:30-14:00 - 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) \$390

17 eve - Tu/Th. Sep 19, 18:20-21:30 - 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. (Ferrer) \$180

12 eve - We. Sep 20, 20:15-22:15 - 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. (Ferrer) \$180

12 eve - Mo. Sep 18, 20:15-22:15 - 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. (Demers) \$180

12 eve - We. Sep 20, 18:00-20:00 - 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. Limited enrollment. Text required. (Strayski) \$250

12 eve - Th. Sep 21, 18:30-21:30 - Lan

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) \$360

18 eve - Mo/We. Sep 18, 18:00-20:00 - Lan

Mandarin Education for Children and 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 \$80 per course. (GST is applicable for students age 15 and older - fees will be \$85.60.)

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 \$80 per course. (GST is applicable for students age 15 and older - fees will be \$85.60.)

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 September 23, 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.

Chinese Brush Paint for Adults (505827)

Traditional flower and bird painting is a special branch of Chinese painting. It emphasizes the drawing of lines, the method of colouring and how to capture the appearance and the essence of flowers and birds. In the course, different styles of bird and flower paintings would be introduced and taught.

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 two different locations as well as 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.

NOTE

The college is closed Saturday, October 7 and Monday, October 9. The college will also be closed Saturday, November 11, Remembrance Day and Monday, November 13. Please note classes are held at Langara College or City Centre Campus.

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, Tientsin, 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.

Czech

Jan Hynek is from Prague. His experience includes teaching English in his own country and teaching photography and drama classes.

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.

Chantal Le Corvec comes from France via Quebec. She has taught French as a Second Language to various levels of students. She uses various methodologies in her classes.

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 Italy, any part of Quebec, France or other French-speaking region. She is a native of France.

German

Joe Rommel was born and raised in Germany. His love for the culture and language has motivated him to teach it. He teaches a high German that will help you in your travels and business.

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.

Magumi 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.

Reiko Louie has a B.A. in English as a Foreign Language and a teaching certificate for Japanese as a Foreign Language. She has been teaching for seven years in both the public and private sectors in Canada and Japan.

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.

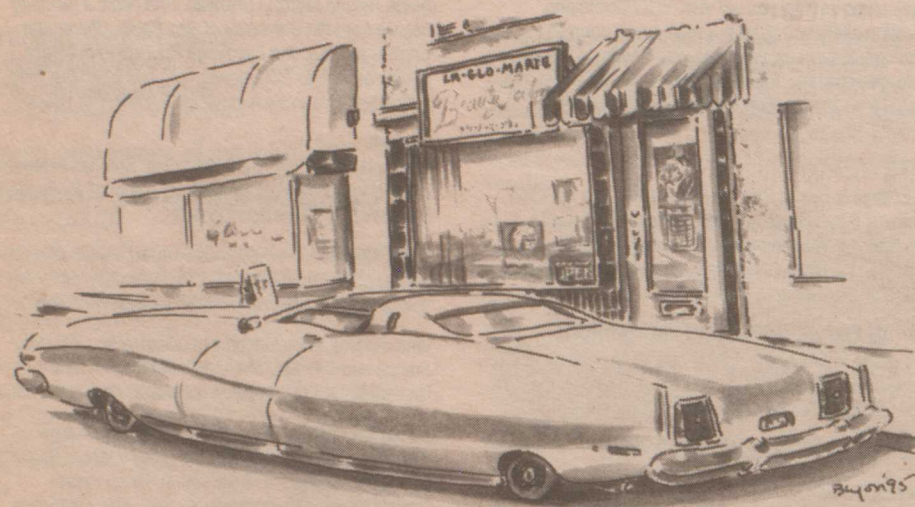
Quinn Shao comes from Quindao, China, where she received her training as a teacher. Once in Canada she obtained her second degree in teaching. She has been teaching ESL and Chinese in several institutions for a number of years.

Portuguese

Maria Helena Martz is Brazilian. She holds a teaching degree from the University of Sao Paulo. She taught English as a Second Language in Brazil to business people as well as Portuguese. She has been teaching both languages in Vancouver for a number of years.

Spanish

Gladys Ballen comes from Colombia. She has extensive experience in teaching Spanish as a second



Japanese Conversation – Level II (501927)
25-hour course. \$192.60 (Includes GST)
10 eve - Tu. Sep 19, 19:00-21:30 - Lan (Egawa)

Mandarin Conversation – Level I (501937)
\$155.10 (Includes GST)
10 eve - Mo. Sep 18, 18:30-20:30 - Lan (Huang)

Mandarin Conversation – Level II (501938)
\$155.10 (Includes GST)
10 eve - Mo. Sep 18, 18:30-20:30 - Lan (Shao)

Mandarin for Cantonese Speakers – Level I (502016)
\$155.10 (Includes GST)
10 mng - Sa. Sep 16, 09:00-11:00 - CC (Lu)

Mandarin for Cantonese Speakers – Level II (502023)
\$155.10 (Includes GST)
10 mng - Sa. Sep 16, 11:00-13:00 - CC (Lu)

Portuguese Conversation – Level I (501945)
\$155.10 (Includes GST)
10 eve - Th. Sep 21, 18:30-20:30 - Lan (Martz)

Spanish Conversation – Level I (501949)
\$155.10 (Includes GST)
10 eve - Mo. Sep 18, 18:30-20:30 - CC (Ballón de Trevin)
10 eve - Mo. Sep 18, 18:30-20:30 - Lan (Ballen)
10 eve - Tu. Sep 19, 18:30-20:30 - Lan (Colomé)
10 eve - Th. Sep 21, 18:30-20:30 - CC (Espinel)
10 eve - Th. Sep 21, 18:30-20:30 - Lan (Erikson)

Fast Track Spanish Conversation – Level I (502992)
An intensive course for those wishing to learn the language faster. Beginner level. 40-hour course. \$304.95 (Includes GST)
20 eve - Mo/We. Sep 18, 18:30-20:30 - CC (Miszkurka)

Spanish Conversation – Level II (501950)
\$155.10 (Includes GST)
10 mng - Sa. Sep 16, 09:30-11:30 - Lan (Erikson)
10 eve - We. Sep 20, 18:30-20:30 - Lan (Colomé)

Spanish Conversation – Level III (501951)
\$155.10 (Includes GST)
10 eve - Th. Sep 21, 18:30-20:30 - CC (Ballón de Trevin)

Tagalog Conversation – Level I (502014)
\$155.10 (Includes GST)
10 eve - Tu. Sep 19, 18:30-20:30 - CC (Camu)

Thai Conversation – Level I (501990)
\$155.10 (Includes GST)
10 eve - We. Sep 20, 18:30-20:30 - Lan (Placzek)
Vietnamese Conversation – Level I (502019)
\$155.10 (Includes GST)
10 eve - We. Sep 20, 18:30-20:30 - Lan (Phung)

Non-Profit, Voluntary & Fundraising Sector

Non-Profit Sector Management Certificate Program — Revised

(Certificate Pending)

Three previous management certificate programs, Non-Profit, Volunteer, and Fundraising have been merged into common core courses and four specialty streams. A task force consisting of working professionals, a needs survey, focus groups consisting of previous, current and potential students have been consulted in the revision process.

We are pleased to introduce the revised program. Fall term 1995. This program is designed for adults pursuing a management career in the non-profit sector. It provides individuals in entry-to-middle-management positions an opportunity to enhance their knowledge, skills and leadership potential.

Entrance Requirements

- successful completion of Grade 12 or equivalent
- ability to read and write at a college level
- relevant work and/or volunteer experience

Entrance Requirements

- Submit:
 - application form
 - statement of motivation (approximately 250 words)
 - letter of reference
- Register for group orientation course (101901)

Core Courses (total 156 hours)

Fundamentals of Non-profit Management – 36 hours (101902)
Interpersonal Communications – 30 hours (101903)
Human Resource Management – 30 hours (101904)
Community and Public Relations – 30 hours (101905)
Program Planning and Evaluation – 30 hours (101906)
and a project-based practicum of 40–60 hours (101907)

Specialty Streams

Additional short, specialty courses will be offered each term starting Winter 1996. You may choose from:
1. Non-Profit Management
2. Fundraising Management
3. Volunteer Management
4. Community Development

Evaluation

All core courses will be graded courses, with a minimum of assignments. This is to facilitate potential university transfer.

Course equivalencies may be granted to participants who have taken a course equivalent in a recognized educational institution in the last five years. Supporting documents must be provided.

Prior learning assessment may be granted to participants who feel that they can demonstrate their achievement of the learning objectives through previous courses or workshops.

Fall term 1995

INSTRUCTORS

Barbara Downs, M.S.W., is director of South Vancouver Neighbourhood House (15 years) and a student in the Teaching English as a Second Language Certificate Program (VCC).

Chloe Lapp is executive director of the Kidney Foundation of Canada, BC Branch, and previous instructor in the Non-Profit Certificate Program.

Orientation to the Non-Profit Management Certificate Program (101901)

All applicants must register in advance and attend a group orientation session at no cost to the student. The program coordinator and instructors will facilitate this two-hour meeting which is designed to ensure the program is right for you.

1 eve - Th. Sep 07, 19:00-21:00 - KEC Room 5025

Fundamentals of Non-Profit Management (101902)

This course covers the basic principles and scope of non-profit organization management including: structure, functions, purpose, roles and responsibilities of board, administration, staff and volunteers. Participants will examine trends, community resources and legal issues/liability. In addition, the course will introduce principles and ethical decision-making; beliefs, values, goal setting and participatory process. Participants will examine the critical factors in developing principles and making ethical decisions, while maintaining mission and mandate. \$290
12 sessions - 10 eve - Mo. Sep 18, 18:30-21:30 AND 2 eve - Tu. Oct 10, Nov 14, 18:30-21:30 - KEC (Lapp) - No class Oct 09 and Nov 13
12 eve - We. Sep 20, 18:30-21:30 - KEC (Downs)

Workshops

INSTRUCTOR

Paul Bujold is experienced in community development and community program management. He has a Masters of Arts in Community Development and consults in community development services.

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 18 participants. \$180
8 eve - We Oct 11, 18:00-20:30 - VV

Introduction to Community Development (101950)

This is an overview of the basics of community development for people involved as a community member or as part of an organization reaching out to the community. The program will include both the theory and method of community development practice in Canada and elsewhere. Emphasis will be on adult education techniques. Limited to 18 participants. (Bujold) \$140 (Includes GST)
4 eve - Tu. Sep 26, 18:00-21:00 - VV

Facilitating Community Development Forum (990427)

This program, first offered in the Winter term of 1995 in cooperation with Volunteer Vancouver, will be offered again starting in January 1996, with a registration date of November 20, 1995. The forum format is intended to maximize interaction between participants who may be:
· experienced community workers wanting to refresh their ideas and skills

· people new to the field that want a deeper understanding of the community-building process
· people active in their community as citizens (volunteers, board members, advocates, etc.) who want to learn with others and to build a network

For registration information please call 875-9144. Limited to 30 participants. To register call 871-7070.

Libraries in Community Organizations – Assessing Your Situation (106072)

(Shaskin) \$41.20 (Includes GST)
1 aft - Th. Oct 21, 13:00-16:00 - KEC

Libraries in Community Organizations – Choosing How to Organize Your Materials (106073)

Prerequisite: Assessing Your Situation (106072) (Shaskin) \$41.20 (Includes GST)
1 aft - Th. Oct 19, 13:00-16:00 - KEC

For more information on Libraries in Community Organizations courses, see LIBRARY SKILLS AND INFORMATION SCIENCE section.

Real Estate, Law & Financial Planning

Financial Planning & Investment

INSTRUCTOR

Doug Hodgins, B.A., B.Comm., CFP, is a registered financial planner. He has many years' experience in the financial planning industry. He has been a principal in the firm of HLP Financial Planning Corp. since 1987 and has been teaching courses in financial planning for over ten years.

Don E. Proteau, B.Comm., CFP, is a registered financial planner. He has many years' experience in the financial planning industry. He has been a principal in the firm of HLP Financial Planning Corp. since 1987 and has been teaching courses in financial planning for over ten years.

Strategic Financial Planning – The Secret to Financial Success (503701)

Stop procrastinating! Get Organized! In this informal, interactive class we will teach you how to: set your personal financial goals; analyze your present financial position; restructure your financial affairs; implement a financial plan; review financial planning software for home use. We will cover the basic principles behind successful planning and investing to help you maximize your financial success and minimize your taxes. \$37.45 (Includes GST)
1 eve - Tu. Oct 17, 19:00-21:30 - Arbutus Club

Strategic Asset Management (503702)

Statistics show that over 90 percent of investment rate of return comes from being in the right asset class rather than in a specific investment! In this three-hour session we will determine your investment profile – a combination of your financial goal, your current financial situation, your investment experience and attitude toward risk. From your investment profile we will help you establish a personal investment strategy resulting in a scientific allocation of assets directed at generating both income and growth to meet your financial goals. We will be discussing asset classes, not specific investment. You will leave with an understanding of the benefits of diversification and time in constructing a successful portfolio. \$42.80 (Includes GST)
1 eve - Tu. Oct 24, 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 fulfill 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 - Tu. Sep 05, 17:30-18:30, 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

Fall Courses

Introductory legal courses are listed under "Legal Office Skills" in the Office Administration Certificate Program section.

INSTRUCTORS

Georgina Coustalin is a Vancouver lawyer with a focus on Workers' Compensation practice.

Kyong-ae Kim, B.A., LL.B., practices law with a focus on litigation and administrative law.

Shirley Kay practises civil law with a focus on wills and estates.

Robert King, B.A., LL.B., LL.M., Ph.D. Econ., practices corporate and commercial law with a focus on commercial litigation.

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.

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.

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) \$105
3 mng - Sa. Sep 09, 09:30-14:00 - CC
4 eve - Mo. Oct 16, 18:00-21:00 - CC

Legal Research 1015 (104817)

An introduction to legal research techniques. Students can do hands-on research. (Soroka) \$160
6 eve - We. Sep 06, 18:30-21:30 - CC
6 eve - We. Nov 01, 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) \$120
4 eve - Mo. Sep 11, 18:00-21:00 - CC
3 mng - Sa. Nov 18, 10:00-14:00 - 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) \$160
4 day - Sa. Oct 14, 09:30-14:30 - CC
6 eve - Tu. Nov 14, 18:00-21:00 - CC

Contracts 1060 (104820)

An introduction to contract law, including formation, capacity, breach and remedies. (Van Dorsten) \$160
4 day - Sa. Sep 08, 10:00-15:00 - CC
6 eve - Th. Oct 19, 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) \$160
6 eve - Tu. Oct 03, 18:00-21:00 - CC
4 day - Sa. Nov 18, 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. \$215
Available Winter 1996

Commercial Litigation 2020 (104814)

Learn to manage a commercial litigation file, the usual complications and additional steps required. \$215
Available Spring 1996

Creditors Remedies 2030 (104813)

Covers law and procedure, including Federal Court, applicable statutes, creditors remedies, debtors remedies and defences; pre-judgement and execution proceedings. \$160
Available Spring 1996

Chambers Practice 2040 (104812)

Learn procedures and forms for chambers applications, jurisdiction of master, ex parte applications, desk orders vs. registrar's order. \$140
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. \$215
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) \$140
4 eve - Mo. Nov 20, 18:00-21:00 - 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. (TBA) \$140
Available Winter 1996

Commercial Conveyances 3050 (104808)

Covers commercial conveyancing matters: special issues in commercial conveyances, commercial sales, subdivisions, commercial leases. \$215
Available Spring 1996

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. \$215
Available Winter 1996

Advanced Corporate Administration 4020 (104822)

Learn to do corporate alterations: roll-overs, amendments, change in share structure, amalgamation, continuation, extra-provincial registrations, federal incorporations. \$215
Available Spring 1996

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. \$140
Available Winter 1996

Specialization Courses

Small Claims Court Practice 2050 (104865)

Learn Small Claims Court rules, procedures, documents and strategies. \$140
Available Winter 1996

Criminal Law and Procedure 2070 (104866)

Covers substantive law and procedures and the criminal justice system. (TBA) \$180
6 eve - Th. Oct 19, 18:00-21:00 - CC

Legal Drafting 1032 (104864)

Learn the legal practice, information modern style in drafting contracts and other commercial documents. (Stephens) \$90
2 eve - We. Oct 18, 18:00-21:00 - CC

Labour Law for Legal Assistants 2080 (104868)

Covers the legal practice, information requirements and rules and procedures for arbitrations and labour board proceedings. (TBA) \$180
3 eve - Th. Sep 28, 18:00-21:00 - CC

Interviewing for Legal Assistants 6000 (104870)

Learn skills and techniques for client and witness interviews, class discussion and role playing interviews. (Lazar) \$160
4 eve - Tu. Sep 05, 18:00-21:00 - CC

Buying and Selling a Business 4050 (104871)

Covers legal and procedural issues in buying assets or shares including: due diligence searches and drafting necessary documentation. (King) \$180
4 eve - Mo. Oct 16, 18:00-21:00 - CC

Persuasive Legal Writing for Litigation 1035 (104872)

Learn and practise some strategies, techniques and ethics involved in persuasive writing in litigation documents. Prerequisite: Legal Communications or equivalent. (Team) \$140
Available Winter 1996

Criminal Appeals Process 2080 (104873)

Covers procedures and documentation in appeals and registry practice. Criminal Law and Procedure 2070 recommended. \$160
Available Winter 1996

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) \$160
4 eve - Mo. Nov 20, 18:00-21:00 - CC

Administrative Law and Procedures 2095 (104876)

Administrative tribunals, regulatory agencies, judicial review: their functions and procedures; how to prepare for hearings; and practice will be covered. Mock sessions will be held. (Kim Coustalin) \$215
8 eve - We. Oct 25, 18:00-21:00 - CC

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
• Coinomatic Award

For Property Management Certificate Program graduates:
• Armon 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 267-0476.

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.

Ted Brown, M.B.A. has over 15 years' experience in the business community. He is a staff instructor with Langara College and teaches Conflict Resolution, Negotiation and Mediation 1115 in the Business Administration Certificate Program.

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 arbitrating 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 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. \$425
13 eve - We. Sep 20, 18:30-21:30 - 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. \$65
1 day - Sa. Sep 30, 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) \$65
1 day - Sa. Oct 28, 09:00-13:00 - CC

Selecting and Purchasing a Condominium (109029)

Selecting the right condominium is important. To avoid purchasing a problem unit, the suite and common areas should be carefully inspected. In this seminar, quality of construction will be discussed, with examples of deficiencies. Other information which should be obtained before buying a condominium is also discussed. Bylaws, finances, maintenance, management, location and price are all factors. This seminar includes a review of applicable sections of the Condominium Act. (Witzke/Kelly) \$85
1 day - Sa. Sep 30, 09:00-16:00 - 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) \$65
1 day - Sa. Sep 23, 09:00-13:00 - 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
Not available this term

Dispute Resolution for Property Managers (109030)

In a single day, property managers handle various complaints including roof leaks, security problems and mechanical breakdowns. Many of the people they are in contact with are angry over the situation. This seminar is designed to provide property managers with practical skills in resolving disputes, whether with a tenant, contractor, or condominium owner. Topics covered include listening skills, how to ask questions, and step-by-step instructions on how to diffuse difficult situations. The objective is for property managers to walk away at the end of the day with some new "tools" in resolving conflicts. (Brown) \$100
1 day - Sa. Oct 21, 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.

Information Night

A program information session will be held for Property Management, Real Estate Development and Building Manager on Thursday, September 07, 18:00-19:30 at Langara, Continuing Education office, 100 West 49th Avenue, Vancouver. A formal presentation will begin at 18:00.

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., MCIO, 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
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 license 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. \$320
13 eve - We. Sep 20, 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. Approximately one half of the course deals with financial calculations, with the remaining half devoted to the practical aspects of arranging development financing. Topics include: basic finance mathematics, commercial mortgage underwriting, return on investment analysis, construction financing, equity financing and sources of capital. Course assignments will require students to work through elementary financial and investment problems. A financial calculator is required for the first class. (Note: Your calculator must be able to calculate a monthly mortgage payment, an outstanding balance, periodic and accumulated interest/principal and interest rate conversions. The Texas Instruments BA II or a Hewlett Packard financial calculator are suitable. For students who want extra help with mathematical calculations, an optional one-hour tutorial will be available prior to the second and third class.) (Miller) \$220
8 eve - Tu. Sep 26, 19:00-22:00 - CC

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) \$220
8 eve - Th. Sep 28, 19:00-22:00 - CC

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. Available April 1996

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.

Information Night

A program information session will be held for Property Management, Real Estate Development and Building Manager on Thursday, Sep 07, 18:00-19:30 at Langara, Continuing Education office, 100 West 49th Avenue, Vancouver. A formal presentation will begin at 18:00.

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. \$180
8 eve - Tu. Sep 26, 19:00-21:30 - 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. \$195
10 eve - We. Oct 11, 19:00-22:00 - CC

Building Service Management 1000 (109203)

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. \$245
13 eve - Tu. Sep 19, 18:30-21:30 - 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. \$425 13 eve - We. Sep 20, 18:30-21:30 - 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. \$200
5 day - Sa. Sep 23, 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
Not available this term

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.

Information Night

A program information session will be held for Property Management, Real Estate Development and Building Manager on Thursday, Sep 07, 18:00-19:30 - Langara College, Continuing Education office, 100 West 49th Avenue, Vancouver. A formal presentation will begin at 18:00.

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)
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 Joanne Bydal, 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 must meet the educational requirements to receive the Certified Professional Residential Property Manager (CPRPM) Designation from PAMA. For further information about the PAMA designation call the PAMA office at 267-0476.

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.

Greg Griffiths is a successful realtor and an instructor with the BC Real Estate Association.

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, SCSCM, 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 College, teaching accounting.

LPI Exam (102055)

Language Proficiency Index (LPI) exam. The fee for this course is non-refundable, \$45
1 eve - We. Sep 06, 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. \$320
13 eve - Mo. Sep 11, 18:00-21:00 - Lan (Owen) - No class Oct 09 and Nov 13
13 eve - Th. Sep 14, 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. (Read) \$320
13 eve - Mo. Sep 11, 18:00-21:00 - CC - No class Oct 09 and Nov 13

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) \$320
13 eve - Tu. Sep 12, 18:00-21:00 - CC

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) \$320
13 eve - We. Sep 13, 18:30-21:30 - Lan

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) \$320
13 eve - Mo. Sep 11, 18:30-21:30 - Lan - No class Oct 09 and Nov 13

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. (Lockhart) \$320
13 eve - Th. Sep 14, 18:30-21:30 - Lan

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 salesperson's prelicensing examination to obtain real estate license and Property Management License. 2) PREREQUISITE for this course is a pass grade in Appraisal 1101 and 1102, Property Management 1415 and Real Estate Law 1325. 3) This course fee includes the cost of the text, "Real Estate Salespersons and Sub-Mortgage Brokers Pre-Licensing." Published by UBC and worth \$80. \$320
13 eve - Th. Sep 14, 18:30-21:30 - Lan (Griffiths)

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) \$320
13 eve - We. Sep 20, 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. \$245
13 eve - Tu. Sep 12, 18:30-21:30 - Lan (Wadsworth)
13 eve - We. Sep 13, 18:30-21:30 - Lan (Badley)
13 mg - Sa. Sep 16, 10:00-13:00 - Lan (Katz) - No class Oct 07 and Nov 11

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. Oct 28, 10:00-13:00.
Final exam for all classes of Accounting 1115 will be Sa. Dec 09, 10:00-13:00.

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. \$280
13 eve - Th. Sep 14, 18:30-21:30 - CC (Mathern)
10 mg - Sa. Sep 16, 09:00-13:00 - CC (Tollstam) - No class Oct 07 and Nov 11

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) \$245
13 eve - We. Sep 13, 18:30-21:30 - Lan

Travel & Recreation

Travel Studies

Vancouver Community College, Continuing Education offers a variety of travel study opportunities reaching into every corner of the globe and extending the imagination, learning and life experiences of the participant, many whom join these tours time after time.

Unless otherwise indicated, all tours have several departure dates throughout 1995 and 1996. Please call appropriate phone number for individual tour booking and additional travel information or Wayne Decle, VCC Continuing Education at 871-7065.

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) \$70.62 (includes GST)
1 day - Sa. Oct 14, 09:00-16:00 - Lan

Tours

London Theatre Tour

March 15-24, 1996 (Spring break)
VCC Continuing Education presents its Seventh Annual London Theatre Tour. Always exciting, this year's tour includes seven shows with the possibility for the real theatre buffs to see an additional six shows. You will enjoy Britain's best dramas, comedies, thrillers, and musicals, and sit in the best seats. Besides theatre, you can visit museums, shop, explore the beautiful English countryside, or Chunnel to Paris. And yes, if you so desire, you can stay beyond March 24 at no extra air cost. Banner Travel will take care of your tour needs. The price of \$2499 includes air, eight nights accommodation at the Strand Palace Hotel (within walking distance to most theatres), arrival transfers, and more. Prior to departure, John Parker, your experienced guide, will present four workshops to help you enjoy the shows fully. Every morning after breakfast, while in London, you can participate in discussions about the previous day's show. Book early for special discount! Book by October 1, 1995 and save \$100 per person.
For general information call Wayne Decle, VCC Continuing Education at 871-7165.
For reservations call Toni Poddecki at Banner Travel at 261-6226.
For specific information about the shows call John Parker at 689-1249 or fax him at 689-1279 or E-mail at John Parker@Mindlink.bc.ca

Greece and Turkey - Lands of Legend
This three week tour starts in Athens and travels by ferry and plane to the islands of Santorini, Crete and Rhodes. We cross from Rhodes into Turkey where some of the highlights include Roman Ephesus, the "cotton castles" at Pamukkale, Troy and Istanbul. Cost without flights - from \$2575 CAN. With flights from Vancouver - from \$3375 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

Portugal and Spain
On this two-week tour we visit Lisbon and the wild Atlantic coast of Portugal. In Spain we concentrate on Madrid and the Moorish cities of Andalusia - Cordoba, Seville and Grenada. Cost without flights - from \$2095 CAN. With flights from Vancouver - from \$3295 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

Czech Republic, Slovakia and Hungary
Prague and Budapest are two of the world's most beautiful cities. On this tour we also visit sleepy villages, the Tatras Mountains and the Hungarian Plains. This three-week trip can also be extended to include Romania, Bulgaria and/or Albania. Cost without flights - from \$2595 CAN. With flights from Vancouver - from \$3995 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

South Africa
South Africa is a vast, scenic wonderland. We travel from the sophisticated cities of Johannesburg and Pretoria via Kruger Park and the spectacular beaches of the Indian Ocean coast to incomparable Cape Town - one of the world's most beautifully located cities. This three-week trip includes the independent kingdom of Swaziland and can also include Victoria Falls, Zambia and Botswana. Cost without flights - from \$3195 CAN. With flights from Vancouver - from \$5150 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

Kenya and Tanzania
East Africa provides the setting for "The Ultimate Safari." The plains of the Masai Mara and the Serengeti abound with elephants, lions, giraffes and hundreds of other species of big game animals. On this three-week trip we

also include the Ngorongoro Crater, the Great Rift Valley and the white sand beaches of Mombasa. Cost without flights - from \$2995 CAN. With flights from Vancouver - from \$4895 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

Costa Rica - Land of Eternal Life

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, plus wildlife sanctuaries and towns. 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 flights - from \$899 CAN. With flights from Vancouver - from \$1635 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

Thailand, Malaysia and Singapore

On this two-week tour we journey from the sophistication of Singapore through the wildlife parks and beaches of Malaysia to the south of Thailand. Cost without flights - from \$1595 CAN. With flights from Vancouver - from \$2895 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

Indonesia - Islands of the Gods

Two- and three-week tours are 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. Cost without flights - from \$1920 CAN. With flights from Vancouver - from \$3420 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

Scotland - Discovering the Highlands and Islands

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. On this two-week tour we often stay at small guest houses and bed and breakfasts where we get to know the local people. Cost without flights - from \$2095 CAN. With flights from Vancouver - from \$3045 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

Morocco

With its blend of Africa and Arabia, medieval crafts and culture, there are few more exciting countries to visit than Morocco. We will see famed 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. This tour can be taken for one, two, or three weeks. Cost without flights - from \$595 CAN. With flights from Vancouver - from \$1955 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

India

India, vast and diverse, is 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. India's complex history has endowed it with numberless temples, palaces, forts and other monuments. This tour can also include Nepal. Cost without flights - from \$1880 CAN. With flights from Vancouver - from \$3480 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

New Zealand

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. This two-week trip can also be combined with our two-week Australia trip to provide a four-week tour. We also have a three-week New Zealand/Australia trip. Cost without flights - from \$2490 CAN. With flights from Vancouver - from \$3990 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

Australia

The island continent has so many things that make it special, including Ayers Rock and Sydney. The unique flora and fauna are only part of a staggering variety of attractions. This two-week trip can also be combined with our two-week New Zealand trip to make a four-week trip. Cost without flights - from \$2745 CAN. With flights from Vancouver - from \$4345 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

The Italian Islands

This unique two-week tour visits Rome plus the Italian islands of Elba and Sardinia, and the French island of Corsica. Cost without flights - from \$2395 CAN. With flights from Vancouver - from \$3795 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

Italy

Italy is a romantic country with a rich history. We explore Roman and Etruscan sites, walk the medieval streets of charming hill towns and enjoy relaxing evenings on the piazzas of Venice, Florence and Pisa. Cost without flights - from \$1995 CAN. With flights from Vancouver - from \$3395 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

Southern England and the Channel Islands

This tour concentrates on the Channel Islands, which lie between England and France. We visit the main islands of Jersey and Guernsey and the tiny island of Sark, where no cars are allowed. Cost without flights - from \$2095 CAN. With flights from Vancouver - from \$3040 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

Tunisia

Tunisia, in North Africa, has a rich Roman history which we explore on this two-week tour. We also visit the site of ancient Carthage and travel through the mountains to desert oases in the Sahara. Cost without flights - from \$1595 CAN. With flights from Vancouver - from \$2845 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

Peru and Bolivia

Machu Picchu is the crowning glory of the Inca civilization. On this two-week tour we also visit the Andean country of Bolivia, cross Lake Titicaca - the highest navigable lake in the world - and wander the Spanish colonial streets of Lima and Cuzco. Cost without flights - from \$2049 CAN. With flights from Vancouver - from \$3296 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

Belize

A highlight of any trip to Belize is the coral reefs off shore. On our tour we also visit Mayan ruins such as Ahun Ha and Lamanai plus jungle wildlife reserves. This one-week tour can be combined with surrounding areas such as the Yucatan, Costa Rica, Guatemala and/or Honduras. Cost without flights - from \$995 CAN. With flights from Vancouver - from \$1850 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

The Yucatan

We travel through the ancient Mayan world visiting such beautiful archaeological sites as Chichen Itza and Uxmal. We also stay in charming Spanish colonial towns such as Merida. This one-week tour can be combined with surrounding countries such as Belize, Guatemala, Honduras and/or Costa Rica. Cost without flights - from \$999 CAN. With flights from Vancouver - from \$1799 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

Jordan/Syria

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. Cost without flights - from \$2650 CAN. With flights from Vancouver - from \$4145 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

Egypt

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 of this two-week tour include the Pyramids, Tutankhamen's treasures, and Abu Simbel. This tour can include a three-day Nile cruise. Cost without flights - from \$1850 CAN. With flights from Vancouver - from \$3330 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

Greece - The Poetic Greek Islands

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. This is NOT a cruise. We travel between the islands by ferry and stay in nice hotels on each island. Cost without flights - from \$1795 CAN. With flights from Vancouver - from \$3095 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

Turkey - Romance of a Rugged Land

This tour can be taken for two or three weeks. We visit the major archaeological and natural wonders of Western and Central Turkey including Istanbul, Ephesus, Troy, the "cotton castles" of Pamukkale, and the underground cities of Cappadocia. Cost without flights - from \$1850 CAN. With flights from Vancouver - from \$3250 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

NOTE

Students planning to travel on VCC - CE Study Tours are encouraged to refer to the LANGUAGES section.

Please see NATURAL HISTORY, Travel Tours, pages 12 and 13.

Sailing

INSTRUCTOR

Marcus Kerry is involved full-time in promoting the Canadian Yachting Association Learn to Cruise Program. For the last 15 years Captain Marcus Kerry 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. Sep 02, Labour Day weekend
Sa. Oct 07, Thanksgiving
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

Depart Fr. Dec 08, Return Su. Dec 17
Depart Mo. Dec 18, Return We. Dec 27
Depart Fr. Dec 29, Return Su. Jan 07
Paradise, where the sun 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. If you wish to participate in the optional Skipper's Program for CYA certification, theory in the classroom and home study is necessary. This certification

is recognized locally and internationally for bareboat yacht chartering privileges. Pre-registration is a must. 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 luxurious yacht, skipper/instructor and onboard food provisioning. A 10 percent discount is available for registrations before October 15, 95. Price (with international flights), Vancouver return, \$2,400. Price (without flights), \$1,650. For registration call Sail Train International, Captain Marcus Kerry at 731-1023.

NOTE

Students planning to travel with VCC at CE educational tours are encouraged to refer to the LANGUAGES section.

Please see NATURAL HISTORY, Travel Tours, pages 12 and 13.



Your place or ours?

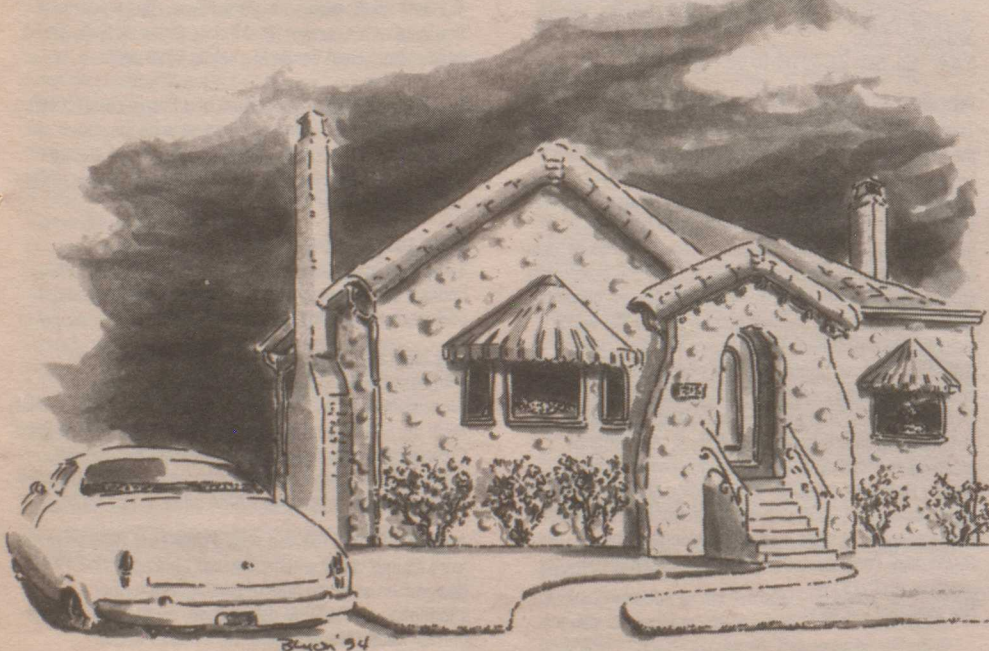
We Train Business

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 Brian Cole, 871-7062 for more information.



Course Listing

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Access, Introduction, Intermediate, Advanced	27
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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. 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.

5 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.

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 foreign domestic worker with valid employment authorization permit.
- 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.
- 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.

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.

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.

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.

Continuing Education Phone Numbers

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

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-TLH-L

Summer English Program for International Students:

CE-INTER-L

Certification is Important in Today's Workplace

Continuing Education 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 CE 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 CE 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 CE certificate is time well spent.

To register or for more information please call 871-7070.

Student Information

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 page 4.

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. Please see page 5.

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 four campuses and various off-campus locations (see map on page 2). 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 unacceptable 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 full 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 52 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 on page 52.

Is financial aid available?

Limited financial aid is available for courses and programs listed in this flyer. Certain certificate programs do have assistance in the form of bursaries and scholarships. Financial assistance issues should be discussed with the program coordinator. 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.). We are pleased to announce that two CE bursaries do exist. Applications can be picked up at Campus CE offices.

CE Certificate Student Bursary

These bursaries will be given each term to students with a financial need who are enrolled in or accepted into CE Certificate Program courses, or programs that lead to a recognized credential. Bursaries of up to \$500 will be given to students who have successfully completed one course/term/module of their program. Bursaries of up to \$250 will be given to students who have formally been accepted into a CE Certificate Program or program leading to a recognized credential.

CE Instructors' Student Bursary

These bursaries will be given each term to students with a financial need who are enrolled in any CE courses. Bursaries of up to \$300 will be given to students who have completed at least one CE course in any program area. Funds are limited.

Your tax deductible donation 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. 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.

Students with Special Needs

Services for students with disabilities who are registered in CE certificate programs may be arranged through Sheila Stickney, senior program coordinator, 874-9923. Services include interpreting, note taking and brailleing.

City Centre, King Edward, King Edward West and Langara campuses and many other CE locations are wheelchair accessible and provide parking for the disabled. For further information, please call Sheila Stickney at 874-9923.



Where to Find Our Brochure

Further copies of this brochure are available in Vancouver, West Vancouver, North Vancouver, Richmond, Burnaby and New Westminster at:

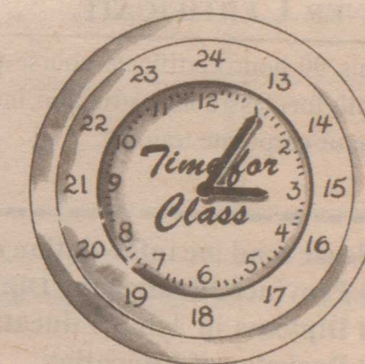
- 7 Eleven Stores
- Save-On Foods
- Community Centres
- Public Libraries

Please call 871-7070 for further information.

Dates Closed

The Continuing Education Division will be closed on the following dates:

September 2 - 4, 1995 inclusive
October 7 - 9, 1995 inclusive
November 11 - 13, 1995 inclusive
December 22 - 31, 1995 inclusive
January 1 & 2, 1996 inclusive



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

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.



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 V5T 1Y8 or FAX: 871-7522

Phone 871-7488 or 871-7499

Be a Gracious Host

International Education Homestay Programs

Langara 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 Langara College 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 at Langara College 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.

Vancouver Community College Alumni Association

Have you attended a VCC program at Langara (prior to 1994), 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 24620, Station 'F'
 Vancouver, BC V5N 5T9
 Phone: 871-7147

Name _____
 Address _____
 Postal Code _____
 Telephone (Res.) _____ (Bus.) _____
 Program _____ Campus _____
 Year Completed _____
 Tell us about yourself: _____

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, BC V5N 5V2

Phone: 871-7070

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

CITY/MUNICIPALITY

PROVINCE

POSTAL CODE

HOME PHONE

BUSINESS PHONE

LOCAL

COURSE INFORMATION

	COURSE NUMBER	COURSE NAME	LOCATION	START DATE	TIME
1	(6 DIGITS)				
2					
3					
4					

TOTAL FEES		METHOD OF PAYMENT	CREDIT CARD INFORMATION <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD
1		\$ _____	NAME ON CARD _____
2		<input type="checkbox"/> MONEY ORDER	CREDIT CARD ACCOUNT NUMBER _____
3		<input type="checkbox"/> CHEQUE	EXPIRY DATE _____
4		<input type="checkbox"/> CREDIT	

SIGNATURE

DATE

Fax & Mail-In Registration

King Edward

871-7070

1155 East Broadway

Langara College

323-5322

100 West 49th

City Centre

443-8380

250 West Pender

King Edward West

874-9923

691 East Broadway

