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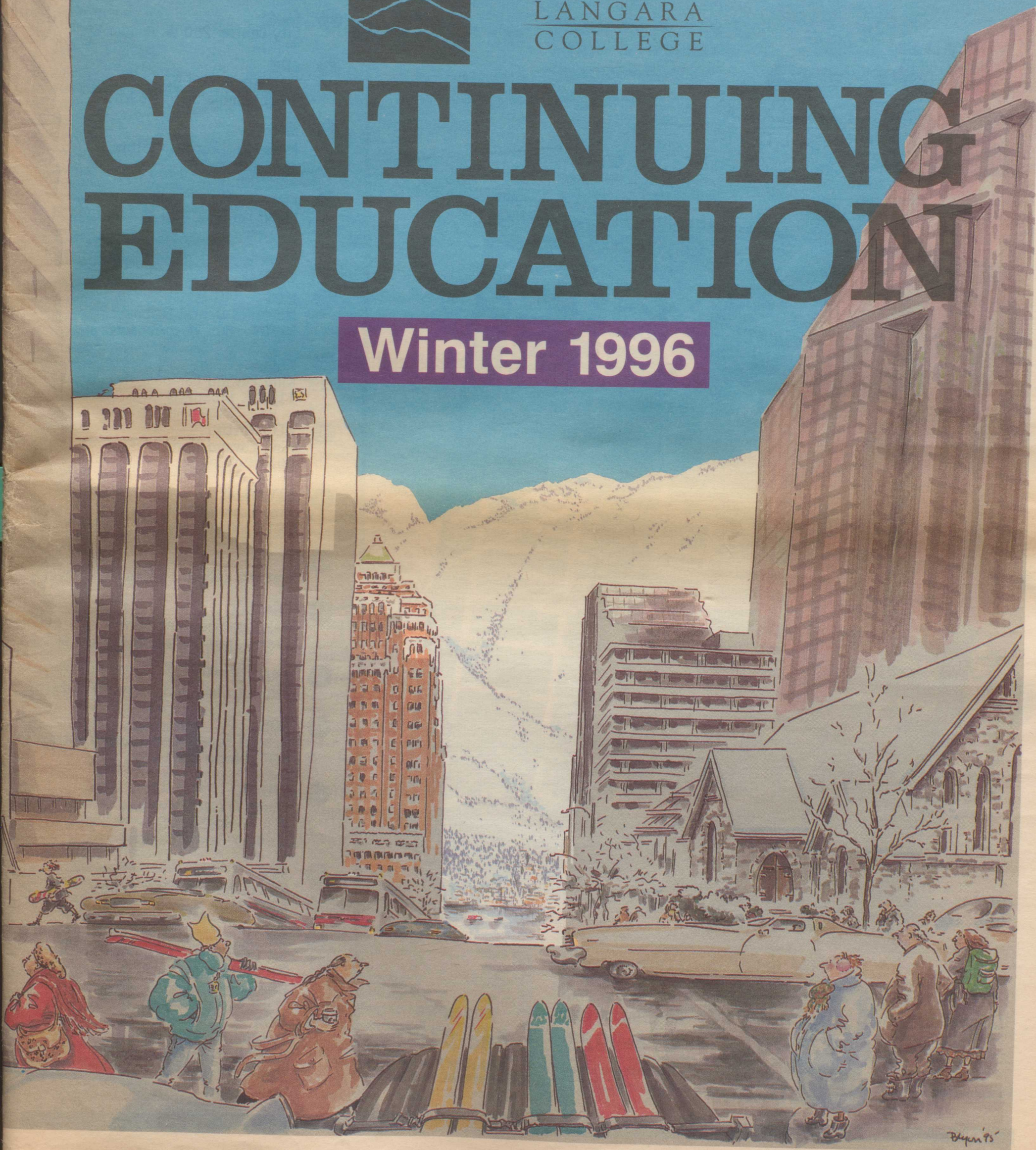
VANCOUVER  
COMMUNITY  
COLLEGE



LANGARA  
COLLEGE

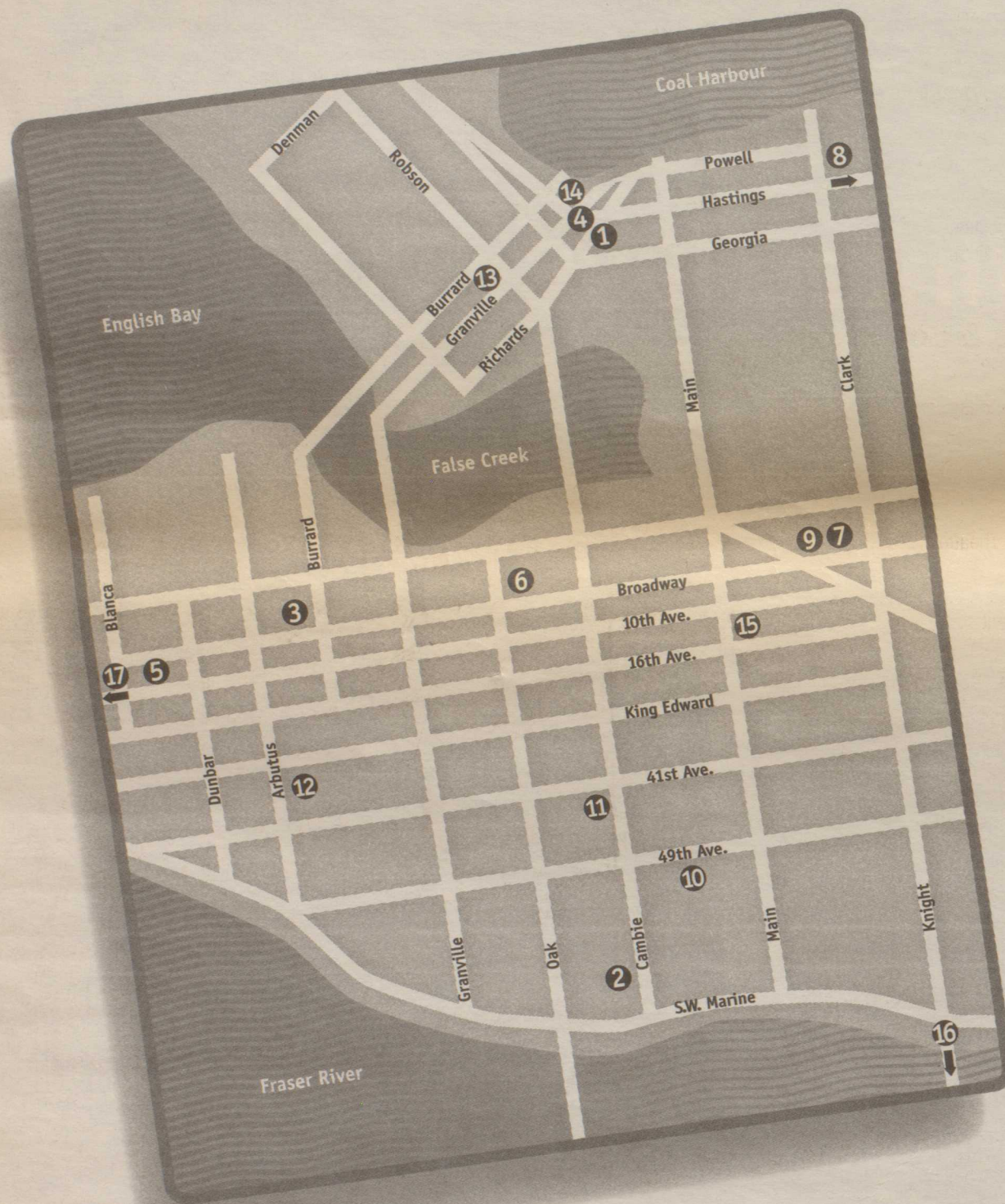
# CONTINUING EDUCATION

Winter 1996





# VCC Continuing Education Locations



**LANGARA COLLEGE**  
**323-5322**  
 100 West 49th  
 Vancouver BC V5Y 2Z6

**KING EDWARD**  
**871-7070**  
 1155 East Broadway  
 Box 24785 Stn. F  
 Vancouver BC V5N 5V2

**KING EDWARD WEST**  
**874-9923**  
 691 East Broadway  
 Vancouver BC V5T 1Z7

**CITY CENTRE**  
**443-8380**  
 250 West Pender  
 Vancouver BC V6B 1S9

- 1 **CC**  
City Centre, 250 W. Pender St.
- 2 **CDG**  
Camgara Dental Group,  
7575 Cambie St. (at 60th)
- 3 **MTI**  
McKay Technical Institute,  
2151 Burrard St.
- 4 **FF**  
Floral Fantasy, 450 W. Hastings St.
- 5 **FP**  
Focal Point, 4474 W. 10th Ave.
- 6 **MDS**  
Mercedes Dental Software  
#1103 - 805 West Broadway
- 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 **ARB**  
Arbutus Club, 2001 Nanton (at 25th)
- 13 **ROB**  
Robson Square Conference Centre,  
800 Robson St.
- 14 **SFU/HC**  
Simon Fraser University,  
515 W. Hastings St.  
Harbour Centre Campus
- 15 **VVC**  
Vancouver Volunteer Centre,  
#301-3102 Main St.
- 16 **3M**  
3M Canada Inc.,  
7100 River Rd. Rmd. (1 block N of  
Dinsmore Bridge)
- 17 **MOA**  
Museum Of Anthropology,  
6393 N.W. Marine Dr.  
North of Gate 4, at U.B.C.

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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  
 Additional Design and Word Processing: Francine Lucas, Orchid Cook  
 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.



## 4 Ways to Register

### 1. By Mail

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

Sorry, NO POSTDATED CHEQUES

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

### 2. By Phone

Charge to your MasterCard or Visa card

City Centre Campus, 443-8380  
King Edward Campus, 871-7070  
King Edward 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 51 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

### Art & Design

#### 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

#### Interior Design Technology

Wayne Decle, 871-7065

#### Jewellery

Maciek Walentowicz, 443-8571

#### 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

#### Library Skills & Information Science

Cindy John, 871-7461

#### Small Business

Peggy Worobetz, 871-7427

#### Training Skills

Brian Cole, 871-7062

### 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

#### CERTESL

Teaching English as a Second Language

#### TESL Inservice Qualification

Jennifer House, 871-7056

### Health Care

#### 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

#### 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, 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

### Humanities & Social Sciences

#### Anthropology/History/Philosophy, Comedy, Film/Television/Theatre, Financial Planning & Investment, Interior Design Technology, Media Writing & Communications, Wine, Writing

Wayne Decle, 871-7065

#### Natural History

Marja de Jong Westman, 323-5322

### Languages

#### English Skills Improvement

Leanne Quirk, 323-5322

#### Modern Languages

Patricia Martin, 323-5322

#### Vancouver First Mandarin School

Jennifer Lo, 871-7070

### Music

Ted Greene, 871-7316

tgrene@sfu.ca

### 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, 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 below address, telling me why you are dissatisfied and your tuition will be refunded—in full, no questions asked. Please write to me within two weeks of the course's normal end date and enclose the original of your tuition fee receipt.

Sincerely,

*Gail Rochester*

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.

For more information call 871-7070

VANCOUVER  
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## Free Career & Information Sessions

Please join us for the following FREE program information sessions:

#### Art

Tu. Jan 09, 17:00-19:30, Level 2 Mall  
City Centre Campus, 250 West Pender Street

#### Business Administration Certificate Program

Tu. Jan 09, 18:00-19:00, Formal presentation at 18:00  
Continuing Education Office, Langara College,  
100 West 49th Avenue

#### Computer Skills for the Workplace Certificate Program

Computer Hardware Assembly  
Local Area Network Administrator  
Certificate Program  
Multimedia Programmer  
We. Jan 10, 18:00-19:00, Continuing Education office  
Langara College, 100 West 49th Avenue

#### Counselling Skills Certificate Program

We. Jan 24, 18:00-19:00  
Continuing Education Office, City Centre Campus,  
250 West Pender Street

#### Court Interpreting Certificate Program

Mo. Jan 15, 19:30  
Continuing Education Office, Langara College  
100 West 49th Avenue

#### Electronic Publishing

Tu. Jan 09, 17:00-19:30, Level 2 Mall  
City Centre Campus, 250 West Pender Street

#### English Skills Improvement

Th. Jan 04, Tu. Jan 09, Th. Jan 11, 17:30-20:00  
Continuing Education Office, Langara College  
100 West 49th Avenue

#### Fashion Arts Certificate Program

Tu. Jan 09, 17:00-19:30, Level 2 Mall  
City Centre Campus, 250 West Pender Street

#### Floral Design Certificate Program

Tu. Jan 09, 17:00-19:30, Level 2 Mall  
City Centre Campus, 250 West Pender Street

#### Gemmology

Tu. Jan 09, 17:00-19:30, Level 2 Mall  
City Centre Campus, 250 West Pender Street

#### Hospitality Supervision

We. Jan 17, 17:30-18:30, Formal Presentation at 17:30  
Continuing Education, City Centre Campus  
250 West Pender Street

#### Interior Design Technology Certificate Program

Th. Jan 11, 19:00-20:00  
Langara College, 100 West 49th Avenue

#### Legal Assistant Certificate Program

Mo. Jan 15, 17:30-18:30, Room 237  
City Centre Campus, 250 West Pender Street

#### Media Writing and Communications Certificate (Pending) Program

We. Jan 10, 19:00-21:00, Room A253  
Langara College, 100 West 49th Avenue

#### Non-Profit Management Certificate Program - Revised

Mo. Jan 04, 19:00-21:00, Room 5025  
King Edward Campus, 1155 East Broadway  
Phone 871-7070 to register for session

#### Office Administration Certificate Program

Tu. Jan 09, 17:30-18:30, Room 237  
City Centre Campus, 250 West Pender Street

#### Property Management Real Estate Development Building Manager

Th. Jan 11, 18:00-19:30, Formal presentation at 18:00  
Continuing Education Office, Langara College  
100 West 49th Avenue

#### Substance Abuse Certificate Program

We. Jan 10, 18:00-19:00  
Continuing Education Office, City Centre Campus,  
250 West Pender Street

#### Telecommunications Management Certificate Program

Th. Jan 04, 17:00-18:30, Presentation at 17:15  
Continuing Education Office, City Centre Campus  
250 West Pender Street

## Courses this Winter!

Vancouver Community College Continuing Education offers thousands of courses each year. The course offerings include Certificate Programs that allow working individuals to develop new careers or improve their present careers. These programs range from Property Management and Nursing Management to Counselling Skills and Fashion Arts. You can find a complete list of Vancouver Community College's Certificate Programs on page 49.

For those who just want to learn about something new and meet new people, VCC offers a wide range of choice in this area too. Here is a sample of some of the new and ever-popular courses offered this winter:

#### The Art of Paper Making (500166)

Learn to make paper at home at this two-day workshop that explores the fascinating world of hand made paper (see page 6).

#### Exploring Fashion (050948)

Examine the dynamic field of fashion. Especially geared toward those thinking about a career in fashion (see page 8).

#### Cross-Cultural Management (102027)

Learn the importance of understanding cultural differences in today's global economy (see page 12).

#### Internet: Finding Jobs - The next Generation (106088)

Learn how you can find a job on the Internet (see page 17).

#### Introduction to the Internet (101141)

A practical, hands-on introduction to the Internet (see page 20).

#### Foundations for ESL Instruction (150202)

Part of the English as a Second Language instructor training Certificate Program. For more information on this program see page 28.

#### Creativity and Healing (202741)

Participants will explore their creative processes and the role of creative healing (see page 29).

#### Wine 'n Wildlife (502879)

On this field trip to the Okanagan, you will get to know the region's wide range of habitats, its wildlife and its wine (see page 36).

#### Spa Cuisine (200414)

From the kitchen and private dining room of the Waterfront Hotel in Vancouver, you will learn about alternative cooking and eating methods from the hotel's executive chef (see page 36).

#### Guitar for Beginners (502507)

Basic theory, note reading and accompaniment styles for contemporary guitar. For this and other music courses see page 39.

#### Strategic Financial Planning - The Secret to Financial Success (503701)

Stop procrastinating and get organized! This one-evening workshop will show you how (see page 40).

#### London Theatre Tour

See page 44 for this and other travel courses and tours.

#### Video Journalism (102917)

The new wave in media - learn how to produce news stories with your own video camera (camera required). See page 45-46 for this and other media writing and communications courses.

#### Program Highlight

##### Hospitality Supervision

This is a new VCC Certificate for part-time learners pursuing careers in the hospitality industry. The Program is endorsed by the Restaurant and Foodservices Association of BC and the Association of Tourism Professionals. Students complete four core courses and three courses in a major area (either food and beverage or accommodation). Non-certificate students may enroll in any individual course. For details see page 18.

## 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.

For more information call 871-7488, fax 871-7511,  
E-mail dchui-chai@vcc.bc.ca



# Art & Design

## Art

These art courses, with an emphasis on drawing, are designed for students wishing to: draw for personal interest and development, 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 skills for professional development. Supply lists will be given on the first evening. If course includes drawing, you will be required to supply your own drawing board.

### Information Session

Tuesday, January 9, 17:00-19:30 - CC Level 2 Mall. See page 5 for details.

### INSTRUCTORS

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

*Andrei Andrianko received his Masters equivalent from the Moscow University of Theatre Arts. His professional experience includes set design and direction for a number of Moscow theatre productions and films. He has taught composition and structure in his position as assistant to the dean of the Moscow Art Theatre. His many awards include the 1994 "Audience Appeal" awarded at the Cannes Film Festival for "Lion with a Grey Beard" for which he was both art director and production supervisor.*

*Margaretha Bootsma, BFA, artist and teacher, has studied art in Mexico and Hawaii. Her mixed media work has been shown in solo and group exhibitions in British Columbia, Alberta and Hawaii.*

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

*Gordon Finlay, BA, BArch, is a painter working in large format oils. He has exhibited widely and is the recipient of a number of awards, two of them international.*

*Hele Kowalek, BED, has been teaching for VCC for 20 years. She graduated from the Vancouver School of Art and completed postgraduate work at the Academy of Art in Munich.*

*Sherri Silcox, BA, has been working and teaching in the area of paper making for several years. She loves the medium of hand made paper and enjoys sharing her knowledge with students. She brings to the workshop a many-faceted creative background.*

*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. Jan 22, 18:30-20:30 - Lan

### Life Drawing (500107)

Explore life drawing using male and female models. The theories of perspective, composition, proportion, colour and abstraction, as they apply to the human figure will be investigated. Please bring a large sketch pad, a pencil and some charcoal to first class. All levels welcome. (Dewar) \$160  
10 eve - We. Jan 24, 18:30-20:30 - Lan

### Figure Drawing - Anatomy (500154)

This figure drawing course is designed to assist you to create more realistic and 3-dimensional figures by learning the basics of anatomy. Slides of masterworks and anatomical details plus a skeleton are used as teaching aids. Each session includes two hours of life drawing from a model. All levels welcome. (Finlay) \$160  
8 eve - Tu. Jan 23, 19:00-22:00 - Lan

### Creative Processes (500165)

Explore beyond the painted image! Combine paint with collage, automatic drawing, wax, picture transfers and photography. Experiment with surfaces such as spackle, wood or cardboard. Starting points for images will be the human figure, music, text, drama, memories, nature, personal or political issues. Realistic and abstract approaches will be explored. The relationship between material, method and meaning in an image will be discussed. All levels of art experience are welcome. (Bootsma) \$140  
8 eve - Th. Jan 25, 18:30-21:00 - Lan

### The Fine Art of Collage (500164)

Collage provides a dimension not possible in most painting mediums by using found materials and objects. Non-traditional materials are collected from lanes, junk yards or one's immediate environment and put to artistic use. Non-traditional materials such as metal scraps, sand, netting, clock parts, old photographs, broken pottery or glass are collected from lanes, junk yards or one's immediate environment and put to artistic use. Projects will include combining collage with painting and drawing, creating a 3-dimensional work, using materials in their natural state and developing meaningful themes in your work. All levels of art experience are welcome. (Bootsma) \$140  
8 eve - Tu. Jan 23, 18:30-21:00 - Lan

### Structure and Composition (500162)

Begin by developing a strong understanding of composition and form and continue into areas of artistic research such as colour, form, proportion and 3-dimensional space. Identify composition for its role in fine art, (painting/drawing) architecture and set design. A variety of media will be used in this synthesis of theory and practice. All levels are welcome. Anyone interested in the arts will enjoy this class. (Andrianko) \$140  
10 eve - Th. Jan 25, 18:30-20:30 - Lan

### Creating Depth: Perspective for Artists (500155)

This course, designed specifically for artists, conveys in simple, comprehensible ways, 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 - Th. Jan 25, 19:00-22:00 - Lan

### Painting (500103)

You will begin with the basics of acrylic painting and expand into related areas of collage, texture and colour relationships. This course includes landscape and figure painting, plus 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. Jan 24, 18:30-20:30 - Lan

### Painting and Colour Exploration (500118)

The purpose of this course is to develop an awareness of colour in painting and how to mix and harmonize colours in a composition. The class will be exploring different colour palettes used from the Renaissance to modern art. A brief history of selected artists and their colour theories will be presented at the beginning of each class. (Alley) \$140  
8 eve - Mo. Jan 22, 18:00-20:30 - 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. Jan 23, 18:00-21:30 - Lan

### Trompe L'oeil (500161)

An introduction to Trompe L'oeil (translates to "Fool the Eye"), 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. Jan 22, 18:00-21:30 - Lan

### The Art of Paper Making (500166)

Have fun exploring the fascinating world of hand made paper. This introductory, two-day workshop goes far beyond the basics. Learn the skills that will enable you to carry on paper creation in your home using a wide variety of materials including: recycled fibres, high quality art materials, and common plant fibres such as rhubarb and onion. Basic sheeting making will be explored, as well as embedding, 3-D casting, pulp painting and large format sheets. The cost of this workshop includes a paper making kit for you to take home. Everyone welcome. (Silcox) \$125  
1 day - Sa. Feb 10, 10:00-16:00 - Lan  
1 day - Su. Feb 11, 10:00-16:00 - Lan

### Water Colour - Level I (500112)

Learn to stretch paper, lay washes of colour and become familiar with the exciting and challenging medium of water colour. Beginners welcome. (Kowalek) \$140  
10 mng - Sa. Jan 27, 09:30-11:30 - Lan

### Water Colour - Level II (500113)

More about water colour for those who have had basic instruction in this medium. Continue to learn in a classroom atmosphere where individual progress will be emphasized. (Kowalek) \$140  
10 aft - Sa. Jan 27, 12:00-14:00 - 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

Vancouver Community College Continuing Education Division is pleased to introduce the Electronic Publishing and Design Certificate Program.

The purpose of this Program is to provide comprehensive training on a part-time, flexible basis for individuals seeking entry into the electronic publishing and communication design industries and to provide professional development opportunities for individuals familiar with graphic design and/or the use of computers.

On completion of the Program, participants should be able to:

1. Demonstrate and apply the basic principles of graphic design as related to the electronic publishing industry
2. Effectively manipulate computer hardware and software programs suitable to graphic design applications
3. Display individual style, creativity and visualization skills
4. Understand and apply the fundamental skills required for the production of various print materials
5. Understand and apply professional practices appropriate to the electronic publishing industry
6. Present a self-marketing portfolio suitable for career or educational advancement

### Program Structure

The Electronic Publishing and Design Program is unique in that it combines both graphic design and computer skills and also provides a thorough understanding of the production of various print materials. Individuals with a background in either skill area can challenge those course components in which they have proficiency. Courses within the Program are taught by a variety of content experts in classroom, lab and on-site locations supported by the latest versions of computer hardware and software. Program participants will be expected to have access to a computer outside of class time and should be prepared to spend a minimum of three hours per week per course on assignments. Upon entry into the Program students will choose a computer platform (Mac or IBM) suited to their needs and will do most course work on that platform.

Courses will include a variety of projects with elements of professional business practices (client meetings, briefings, dockets, production schedules, time sheets, and cost estimating) incorporated throughout. Due to the everchanging nature of the computer industry, this Program will emphasize skill development to support a variety of hardware and software systems so Program graduates can function in a variety of electronic environments.

### Duration and Costs

The Program comprises approximately 240 required hours (eight courses) plus 60 elective hours of direct instruction. Individuals registered in the Program should be prepared to dedicate a minimum of three hours per week per course to their studies outside of class time. Participants may take two courses per term and complete the Program over five terms, however, it should be noted that all courses may not be offered each term. In addition to the course fees (which are subject to periodic revision), participants may also be required to purchase some supplies, eg., notebook, computer disks, etc.

### Entry requirements

The Program is open to all individuals who wish to take one or more courses if they meet the following qualifications:

1. Secondary school completion or equivalent
2. A working knowledge of the English language plus the ability to speak, read and write clearly and accurately. Applicants whose first language is other than English may be required to complete an English language assessment
3. Previous training or work experience in graphic design or computer applications and asset
4. Submit a completed application prior to commencement of the Program
5. Prospective students wishing to challenge a course or courses will be required to demonstrate their skills and knowledge prior to entry into the Program (Students who pass a challenge exam, but are unable to demonstrate requisite skills in class, may be placed in a lower level course.)
6. Independent access to the computer hardware and software systems required of the courses

### Course Evaluation

Students will be evaluated based on assignments, projects, tests and exams and will receive a College Certificate upon successful completion of all required course work.

### Course Structure

Note - not all courses are offered each semester. Certificate courses offered Winter 1996.\* Each course is a minimum of thirty hours in length, comprised of three hour sessions.

### Foundation course requirements:

1. Introduction to Computer (Macintosh) - 050441\*
- OR Introduction to Computer (IBM) - 050442
- OR Computer Applications in Business - 102026\*
2. Introduction to Graphic Design - 050408\*

### Intermediate course requirements:

3. Publication Design & Production (Mac)
- OR Electronic Publishing (IBM) - 102910\*
4. Typography on QuarkXPress - 050434\*
5. Adobe Illustrator (Macintosh) - 050440\*
- OR CoreDRAW! (IBM)
6. Digital Imaging
7. To Camera Ready

### Professional Practices

9. Portfolio and Professional Preparation

Required course hours - 240 hours

## Electives

### Graphic Design

1. Traditional Illustration
2. Advanced Newsletter
3. Logo and Corporate Identity Development
5. Perspective Drawing

### Computer Studies

1. Advanced Page Layout
2. Photoshop I - 050443\*
3. Photoshop II - 050444
4. Photoshop Intensive - 050445\*
5. Internet
6. Beyond the Printed Page (Multimedia)

Elective course hours - 60 hours  
Total hours required for Certificate - 300 hours

### Application Procedures

All prospective students must complete an Electronic Publishing and Design application form and return it to the College by January 9, 1996. Students meeting the entrance requirements may be contacted to supply further information. Application forms are available by calling 443-8396 or you can apply to the program by attending the Information Session.

### Information Session

Tuesday, January 09, 17:00 to 19:30, CC Level 2 Mall. For details see page 5.

### INSTRUCTORS

*Janet Russell, program coordinator, BFA, University of Victoria, works as a graphic designer specializing in book design. She is also a computer consultant and a document design instructor at Douglas College, Langara College and Simon Fraser University.*

*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.*

*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.*

*Maureen Johnston holds a BA in English and Journalism from Washington State University. Her many years of journalism and advertising experience includes 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.*

*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 publishers, book publishers, greeting card companies and package design firms.*

*Richard Rodak is a graphic artist with almost 15 years' experience in the graphics industry. He has an extensive background in traditional methods of design, typography and production, supplemented with computer skills.*

*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.*

*Raphaël Thiessen is a graduate of Mohawk College of Applied Arts and Technology and spent several years illustrating for clients like the Toronto Star and the London Free Press. He completed a diploma in Graphic and Visual Design at Kwantlen College, as well as the computer graphics technician course at VCC. Raphaël now freelances full time in computer graphics and electronic prepress. Besides numerous design competition awards, he has also been published in MacArtist.*

## Foundation Courses

### Graphic Design - An Introduction (Non-computer) (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. Students are 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. Jan 25, 18:30-21:30 - CC  
10 mng - Sa. Jan 27, 10:00-13:00 - CC

### Introduction to Computers - Macintosh (Computer) (050441)

This beginner's course provides a broad overview of the Macintosh computer and its operating system and how it is used in the graphic design industry. You learn file hierarchy and effective file management; troubleshooting techniques and shortcuts. In addition, you 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. Jan 23, 18:30-21:30 - CC

### Computer Applications in Business 2000 (Windows) (102026)

This course is taught with Windows-based software. Participants will learn how to use computers effectively to solve business problems and improve business efficiency. Practical exercises will focus on three specific computer applications: database management, spreadsheets and word processing, with an introduction to Windows fundamentals and theory. A knowledge of typing is highly recommended. \$280

13 eve - Th. Jan 11, 18:30-21:30 - CC  
13 eve - We. Jan 17, 18:30-21:30 - CC  
10 mng - Sa. Jan 20, 09:00-13:00 - CC

## Intermediate Courses

### Electronic Publishing (Computer) (102910)

PageMaker 5.0. Students will learn to produce computer graphics. Through PageMaker, students will be introduced to computer-generated layout, design production and commercial printing requirements. We will focus on projects that reflect the demands of professional communications. Using PageMaker you will produce advertisements, brochures, newsletters, and magazine/newspaper features. Classroom projects will add to your professional portfolio. (Hurst) \$355  
10 eve - We. Jan 24, 19:00-22:00 - CC

### Typography on QuarkXPress (Computer) (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 you will study type history, design and usage including essential typesetting "do's and don'ts." In the second part you 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). 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. Jan 22, 18:30-21:30 - CC

### Adobe Illustrator - Introductory Workshop (Computer) (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 is an asset.) You will be evaluated by two exams. (Thiessen) \$410  
10 eve - We. Jan 24, 18:30-21:30 - CC

### Photoshop Workshops (Computer)

Explore the unlimited creative possibilities of Adobe Photoshop 3.0. It is the leading image editing and photo manipulation computer program. Through a series of projects, this intensive hands-on workshop will lead you through all of Photoshop's major capabilities. Conducted on state-of-the-art Macintosh computers, you will learn all the basic tools and how to create layers. Advance to experimenting with Photoshop's layering, channel and masking capabilities. Try your hand at making duotones, tritones and even quadtones. Retouch and restore old or new photographs. Create collages using clipping paths. Adobe's slogan is "If you can dream it, you can do it." Familiarity with the Macintosh and it's operating system is mandatory. (Thiessen)

### Photoshop - Level I (050443)

30 hours \$365  
10 eve - Th. Jan 25, 18:30-21:30 - MTI

### Photoshop Intensive (050445)

60 hours \$730  
10 day - Sa. Jan 27, 09:00-16:00 - MTI

*Other ELECTRONIC PUBLISHING and DESIGN related courses can also be found in these sections: ART, FASHION ART, COMPUTERS.*

## Non-Certificate Courses Graphic Design

### Advanced Layout and Design (Non-computer) (050429)

Beyond the fundamentals, this hands-on course is for individuals who wish to improve their design and visualization skills. Learn how to create powerful, 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 - Tu. Jan 23, 19:00-22:00 - CC

### Logo Design (Non-computer) (050436)

Learn the fundamentals of creating an effective logo. Using a step-by-step approach, you will proceed from initial research and logo concept, through to making a corporate presentation, to the final creation of camera-ready art. You will apply your knowledge by creating a logo for a number of newly-formed businesses. (Lim) \$95  
5 eve - Tu. Jan 23, 19:00-22:00 - CC

### Newsletter Design and Production (Non-computer) (050438)

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! This 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. (Johnston) \$140  
8 eve - Th. Jan 25, 18:00-21:00 - CC

## Drawing Courses

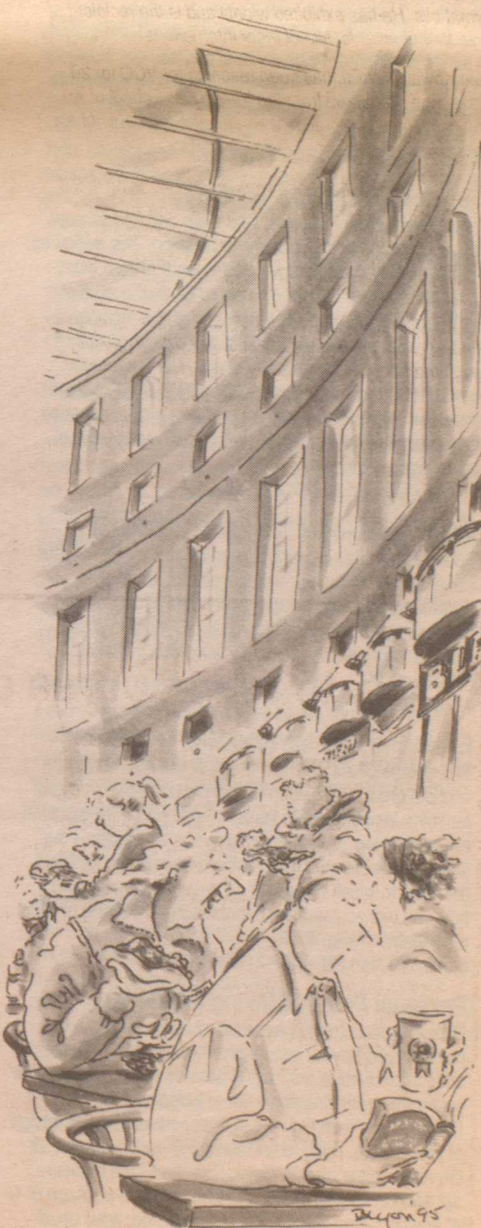
### Perspective Sketching and Drawing - An Introduction (Non-computer) (050415)

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 this course also includes the use of tint, tone, shade, shadow, etc. Bring a large sketch pad and a variety of coloured pencils to first class. (Beaulieu) \$130  
8 eve - We. Jan 24, 19:00-22:00 - CC

### Creative Illustration (Non-computer) (050410)

Do you have 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? This is an opportunity for beginners to learn about illustrating as a profession and for others an opportunity to add new pieces to your portfolio. You will learn how to work quickly and creatively. Three projects are designed to show your drawing and painting style, and to reassure the potential client of your ability to meet their special needs in illustration. The business side of illustration is also 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. Jan 23, 18:30-21:30 - CC

*Other ELECTRONIC PUBLISHING and DESIGN related courses can also be found in these sections: ART, 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, assist those planning to apply for the Fashion Arts Certificate Program, upgrade the skills of those already experienced in Fashion Arts and introduce new fashion-related courses. These courses have limited enrollment – early registration is advised. Call 443-8380 to register.

### INSTRUCTORS

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

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

Yolanta Tang, BFA, Art Institute of Chicago, is a nationally recognized designer known for original and unique designs. She has successfully managed her own retail and wholesale companies.

Ellen Vaillancourt obtained her formal fashion arts training through Kwantlen College, the Chambre Syndicate – Paris, and VCC. She has successfully conceptualized and launched two clothing companies, done custom work for theatre and private clientele, and design work for Club Monaco – Youth.

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 since 1987.

### Kick-start Your Own Business (050952)

Learn the key elements of being able to conceptualize, launch and operate your own business venture. This course is geared for entrepreneurs in fashion and the arts. A series of lectures will be given to address the "how to's" of business and eliminating potential risks. Assignments will be given weekly to kick-start a business plan. (Vaillancourt) \$150

8 eve - We. Jan 24, 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 - Mo. Jan 15, 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. Feb 03, 09:30-16:00 - CC

### Exploring Fashion (050948)

This course offers a dynamic look at the field of fashion and is a great introduction for people who are thinking of pursuing their interest in fashion. The course will examine the work of top international designers and analyse the latest trends. You will learn about sources of inspiration, the ways in which designers carry out their ideas, and how you can acquire your own personal style and fashion philosophy. (Tang) \$105

6 eve - Tu. Jan 23, 18:30-21:30 - 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 fibreglass 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. Jan 18, 09:30-12:30 - CC

### Millinery – Level I (050937)

Hats are In! Learn the basic millinery skills from a professional designer in her studio. This 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. Jan 23, 09:00-12:00 - CC

## Fashion Arts

## Certificate Program

The Fashion Arts Certificate Program is designed for individuals entering the fashion industry and for those already in the industry who need to upgrade their skills. This flexible part-time program is offered evenings and is taught by discipline experts who emphasise the development of technical skills and individual creativity. Program graduates are often sought by companies to work in design, pattern making and grading. Many graduates are also making their marks on the local, national and international fashion scenes. Others have successfully launched their own companies, are working freelance, have become illustrators, costume designers or instructors. The curriculum for this program was developed by experienced educators with the assistance of a program advisory committee.

### Information Session

Tuesday, January 9, 17:00-19:30 - CC Level 2 Mall. See page 5 for details.

### NOTE

All terms are not offered each semester

### 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.

### INSTRUCTORS

Evelyn May, BHE, is the Fashion Arts coordinator at VCC and has been an instructor for the program since 1986. Having worked in the fashion industry since 1984, she is experienced at every level of the design process in each discipline. 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 Art in 1986.

Lisa Gellert, AAS, 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.

Peggy Morrison, BA, ARCT., 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, BHE, has worked as a pattern maker and grader for fashion manufacturers in Winnipeg and Vancouver. She has trained personnel in the use of computerized pattern design, markers, grading and cutting systems. She graduated in Home Economics at the University of Manitoba, 1981, Provincial Instructors Diploma, VCC, 1991.

Concetta Sciarretta 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 Certificate, VCC, 1989.

Wanda Sustersich, B.App.Sc., is a couturier and sewing instructor. In 1982 she made a 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.

Yolanta Tang, BFA, Arts Institute of Chicago, is a nationally-recognized designer known for original and unique designs. She has successfully managed her own retail and wholesale companies.

Marg Zibin is a freelance pattern maker and has been teaching the subject since 1987. She graduated in Fashion Arts, VCC, 1987; Provincial Instructors Diploma, VCC, 1989.

### Application Process

Applications for the next entry to the Fashion Arts Certificate Program must be received by February 15, 1996. Interviews will be scheduled shortly thereafter. Term One beings on Monday, April 15, 1996. To request a Fashion Arts Certificate Program brochure and application form, call the Continuing Education office at City Centre – 433-8380.

### Entry Requirements

1. Have secondary school completion or equivalent.
2. Have a working knowledge of the English language, plus the ability to speak, read and write clearly and accurately.
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.

## Floral Design

## Certificate Program

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

Students will learn standard, fundamental design principles, become proficient in constructing common floral arrangements and have the opportunity to develop their unique style. They will understand and apply the more complex elements of construction and design included in wedding, funeral and custom work; will become proficient in all aspects of customer service, the use of wire services and the services of wholesalers. Tuition includes flowers and materials.

The Floral Design Certificate Program is taught by floral industry practitioners and is recognized by the floral industry. Throughout the program students are evaluated on their technical and design skills and their knowledge of business practices pertaining to the floral industry.

### NOTE

All certificate courses may not be offered each term

### Certificate Requirements

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

### Registration Information

No formal application is required. Students are accepted into Design Level I (250105) on a first-come basis. Students wishing an exemption from Level I based on prior learning experiences, are required to successfully complete the Floral Design Evaluation (250104).

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

For detailed brochure, call the Continuing Education office at City Centre Campus – 443-8080.

### Information Session

Information session will be held on Tuesday, Jan 09, 17:00-19:30 - CC Level 2 Mall

### INSTRUCTORS

The Floral Design Certificate Program instructors have combined 80 plus years of knowledge and experience in the floral industry: wholesale, retail, freelance, business consultation and business owner/operator: Margaret Davis, Rick Portice, Gail Stanton, and Joyce Jackson, program coordinator.

### Floral Design Evaluation (250104)

This evaluation is designed for individuals with previous training and/or experience who wish to be exempted from Floral Design Level I. The participant is required to make one of five basic floral arrangements and successfully complete a written examination. The Floral Design Evaluation is held before the first class of Floral Design Level II. Pre-registration is required. (Jackson) \$30

1 aft - Sa. Jan 06, 13:00-15:00 - FF

### Floral Design – Level I (250105)

Using basic floral design principles, students learn to construct five floral arrangements, including posy/ nosegay, one-sided triangle, 3D triangle, crescent and gift baskets using appropriate tools and equipment. 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. They will also learn basic selling techniques to better service customers. Flowers included. Students are required to purchase floral knife and cutters, available from instructor. (Davis) \$760

22 eve - Mo/Tu. Jan 15, 18:30-21:30 - CC

22 eve - We/Th. Jan 17, 18:30-21:30 - CC

### Floral Design – Level II (250106)

Students will demonstrate and apply the fundamental principles and constructional mechanics to more complex designs, including: specialty, asymmetrical, small funeral spray, hand-held nose gay, wreaths, holiday and special occasion arrangements, and presentation bouquets. 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. (Stanton) \$815

24 eve - We/Th. Jan 10, 18:30-21:30 - CC

### Floral Design – Level III (250107)

Students will learn and apply advanced design principles common to weddings and funeral tributes and to custom floral arrangements. This course also provides students with the opportunity to develop their personal style. Students will also learn costing procedures, selling techniques, and how to familiarize customers with exotic flowers. Flowers included. (Portice) \$830

24 eve - Mo/Tu. Jan 08, 18:30-21:30 - CC

### Basic Flower Shop Procedures (250108)

Students will learn procedures specific to the daily flower shop operations including the importance of computers in floral businesses, wire services, wholesaler services, shop maintenance, health and safety considerations, ethical behaviour, and the importance of setting priorities. Students will also learn how to provide professional customer service and effective selling techniques using skills relevant to the floral industry. (Portice) \$355

12 eve - Th. Jan 11, 18:30-21:30 - FF

## Gemmology

Continuing Education offers both the Preliminary year and the Diploma year of the Canadian Gemmological Association's professional course in Gemmology. This is a demanding and intensive course that requires a considerable amount of home study, weekly written papers and comprehensive final examinations. On successful completion of the two year program, the student will be certified as an internationally recognized gemmologist.

Students will attain proficiency with a wide range of gemmological equipment including refractometers, microscopes, dichroscopes, spectroscopes and polariscopes and 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.

Preliminary year classes begin September 11 and run Wednesday evenings, 18:30-21:30, until June. Diploma year classes begin September 10 and run Tuesday and Thursday evenings 18:30-21:30, until June.

### NOTE

Fees are subject to periodic revision. Fees include membership in the Canadian Gemmological Association and all course notes. Full tuition is expected upon registration. Preliminary year – \$1000; Diploma year – \$1790

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

The required textbook for Preliminary year is *Gemmology* by Peter Read and students are expected to own a good 10x loupe and a set of stone tweezers. The two required Diploma year textbooks are *Gems: Their Sources, Descriptions and Identification* by Robert Webster and *The Handbook of Gem Identification* by Richard Liddicoat.

### Information Session

January 09, 17:00-19:30 - CC Level 2 Mall. See page 5 for details.

Individuals who have successfully completed the Preliminary year of either the Canadian or British Gemmological Association programs are invited to apply for admission to the Diploma year at VCC. Documentation of successful completion is required for admittance.

Applications for the next entry (September 1996) are now being accepted.

For a complete program guide and application form contact the CE office at City Centre or call 443-8380.

## Extension Courses

### GIA Coloured Stone Grading (051116)

Learn how to grade coloured stones in this internationally recognized course presented by the Gemological Institute of America. During this 28-hour course you will become proficient in GIA's Coloured Stone Grading System for colour, clarity and cut-quality factors in a wide range of coloured stones. You will benefit from extensive hands-on practice using coloured stones from GIA. You will learn consistent terms for all transparent coloured stone value factors. Under the watchful eye of a GIA instructor, you will learn good techniques for using the latest gem microscopes and how to use GIA's colour comparator, the ColorMaster, and GIA's new colour communication tool, GIAGemSet. The course is augmented with a variety of multi-media including videos, slides and specimens from GIA's collection. Other topics include: the relationship between light and colour; developing your colour memory; how to grade and describe colour; clarity grading; how cut affects light return in coloured stones; how translucent and opaque gems are judged; phenomenal gems. This course is designed for salespeople, managers, owners, buyers, appraisers, wholesalers, designers, graders and gem lab personnel. GIA will issue a Letter of Completion after you have completed this stand alone course. The course also counts toward GIA's Graduate Gemologist diploma. NOTE: Class size is limited to 20 participants. Registration deadline is Feb 02, 1996. Full payment is expected upon registration. No refunds will be issued if you withdraw after Feb 02, 1996. If you cancel on or before Feb 01, a cancellation fee of \$30 will be levied. The course will be cancelled by VCC on Feb 02 if the required minimum number of students is not attained. You will receive a full refund if VCC cancels the course. For further information or a registration form, contact 443-8380. \$1095

4 day - Tu/We/Th/Fr. Mar 5-8, 09:30-17:30 - CC

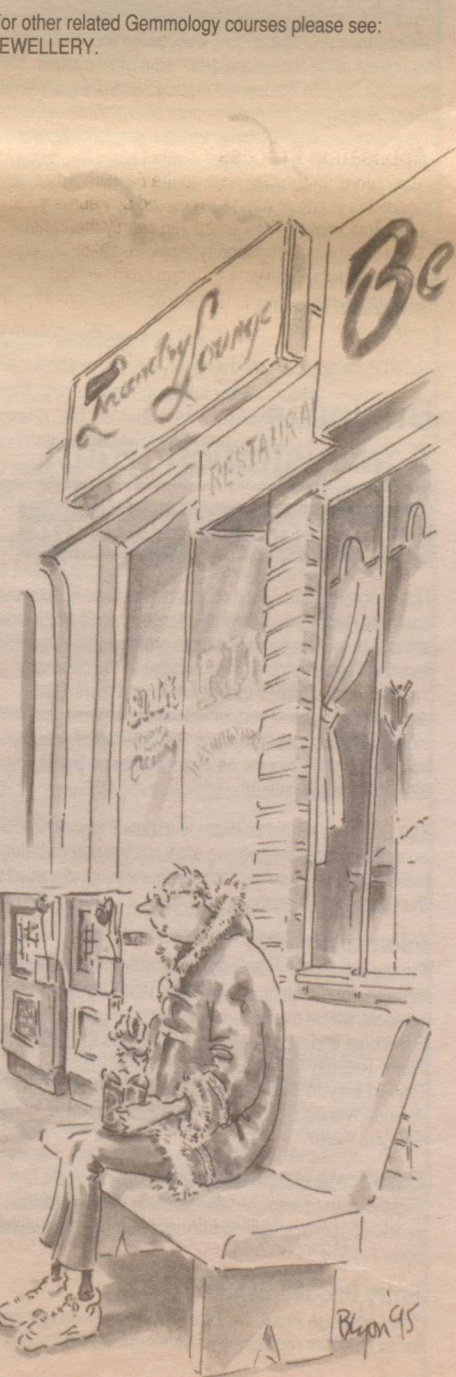
### GIA Diamond Grading (051115)

Learn how to grade diamonds in this internationally recognized course presented by the Gemological Institute of America. During this 28-hour course you will become proficient in GIA's Diamond Grading System for colour, clarity and cut. You will discover time-saving short cuts to determine a variety of grading factors easily. You will also gain experience grading rounds, fancy shapes and mounted diamonds. You will spend more than 15 hours practising grading techniques at your own work station using carefully selected and graded stones from GIA's Gem Trade laboratories. By the end of the class you will have seen and examined a diverse sampling of the most common features encountered in the industry. The course, taught by a GIA instructor, is augmented with a variety of multi-media including videos, slides and specimens from GIA's collection. Other topics include the GIA Diamond Grading System; how to find, grade and plot clarity characteristics (inclusions and blemishes), how to grade diamonds in the normal colour range; fancy coloured diamonds; how cut affects light return, beauty and value; how to determine table, crown angle, pavilion and depth measurements; how to compare proportions, grading fancy shaped diamonds; diamond simulants and imitations. This course is designed for salespeople, managers, owners, buyers, appraisers, wholesalers, designers, graders and gem lab personnel. GIA will issue a Letter of Completion after you have completed this stand alone course. The course also counts toward GIA's Diamond Graduate and Graduate Gemologist diplomas. Class size is limited to 20 participants. Registration deadline is Feb 08, 1996. Full payment is expected upon registration. No refunds will be issued if you withdraw after Feb 09. If you cancel on or before Feb 08, a cancellation fee of \$30 will be levied. The course will be cancelled by VCC on Feb 09 if the required minimum number of students is not attained. You will receive a full refund if VCC cancels the course. For further information or a registration form, contact 443-8380. \$1095

4 day - Tu/We/Th/Fr. Mar 12-15, 1996, 09:30-17:30 - CC

For other related Gemmology courses please see: JEWELLERY.

For other related Gemmology courses please see: JEWELLERY.



## Jewellery

### INSTRUCTORS

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

Katharina Zaltnai is a painter, illustrator and jewellery designer. She has worked for several companies in Montreal and Vancouver and has been teaching for six years.

### 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. Jan 23, 18:00-21:00 - CC

5 day - Sa. Jan 27, 09:00-15:30 - 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 - We. Jan 24, 18:00-21:00 - CC

### Jewellery Illustration (051133)

This course will introduce the materials and techniques used to illustrate jewellery and will cover rendering, composition, perspective, colour theory and presentation. A variety of tools, materials and techniques will be used to create special effects that give the illusion of metallic surfaces and gemstones. (Zaltnai) \$190

10 eve - We. Jan 24, 18:00-21:00 - CC

## Photography

## Visual Arts Certificate Program – Photography Major

## Certificate Program

This certificate program is designed for individuals employed in the photographic industry and for those who use photography in their work. Amateur photographers may take these courses for general interest.

### Information Session

Tuesday, January 09, 17:00-19:30 - CC Level 2 Mall. See page 5 for details.

### Entry Requirements

Students wishing entry into the program or interested in taking advanced level courses may be required to have a portfolio interview. Students wishing entry into basic courses will not require a portfolio interview.

### 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, January 02, 1996

Registration may be done either by phone using a VISA/MasterCard or in person with cash, cheque, or VISA/MasterCard. Due to the prerequisite requirements of some courses, FAX's and mail-in registrations cannot be accepted.

Registration is ONLY available at Focal Point, 4474 West 10th Avenue.

For those unable to register during the time, evening registration is available Tuesday, January 02 or Wednesday, January 03 from 19:00-20:30.

Early registration is advised as the courses are very popular and fill quickly. For information please contact Focal Point ONLY at 224-3636.

### INSTRUCTORS

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

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

Stuart Davis is a Vancouver-based, freelance photojournalist.

Tim Harvey is a commercial photographer specializing in fashion photography.

Susan Hayes, BFA, MFA, is a commercial photographer specializing in brochure designs and slide presentations.

Mary Jensen, BAPPOC, is a professional portrait photographer and retoucher working independently.

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 competent pictures in a variety of situations. Through lectures, workshops, demonstrations, field trips and critiques, students will develop a solid 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. Jan 15, 19:00-22:00 - FP

10 aft - Tu. Jan 16, 12:30-15:30 - FP

10 eve - Tu. Jan 16, 19:00-22:00 - FP

10 eve - Fr. Jan 19, 19:00-22:00 - FP

10 eve - Fr. Jan 19, 19:00-22:00 - FP

10 eve - Fr. Jan



### Photography (con't)

#### Advanced Studio Lighting (300133)

This course branches off from the theory and practical experience gained in Practical Lighting. Experiment with unconventional lighting techniques and the manipulation of sunlight in relation to a variety of subjects: still life, people, editorial, automobiles, buildings. Course has many demonstrations and practical shooting sessions. Prerequisite: Practical Lighting or equivalent. (Blue) \$300  
10 aft - Sa. Jan 20, 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 covered. Prerequisite: Intermediate Photography or equivalent. (TBA) \$300  
10 eve - We. Jan 17, 19:00-22:00 - FP

#### Commercial Photography (300116)

Students gain practical experience in the field of commercial photography with emphasis placed on advertising. Assignments will be guided by the instructor assuming the role of an art director/client. Topics 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 - Th. Jan 18, 12:30-15:30 - FP  
10 eve - Th. Jan 18, 19:00-22:00 - FP

#### Fashion Photography (300117)

This course will introduce the various styles and types of this special field of photography, including history, specific lighting techniques and the relationship between the model and photographer. Students will have practical demonstrations in fashion styling and make-up. Shooting sessions with professional models are included. Prerequisite: Intermediate Photography or equivalent. (Harvey) \$300  
10 aft - We. Jan 17, 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 and will cover a great deal of technical material. Prerequisite: Intermediate Photography or equivalent. (Blue) \$300  
10 mng - Jan 20, 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. Jan 20, 15:00-17:00 - FP

#### Getting the Most from Custom Labs (300119)

This seminar will teach you how labs work, what standards they work to and how to get the best results. Basic colour theory, 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. (Bernsard) \$180  
4 aft - Sa. Jan 20, 14:00-17:00 - FP

#### Composition and Design (300143)

This course will help the student become a competent photographer. Through exploration and application, students 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 aft - Tu. Jan 16, 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 unique personal style. Prerequisite: Intermediate Photography and Composition and Design. (McEwen) \$300  
10 aft - We. Jan 17, 12:30-15:30 - FP  
10 eve - We. Jan 17, 19:00-22:00 - FP

#### Business Practices (300126)

This course will introduce students to the business of photography. Topics include: 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 working and aspiring professionals. Prerequisite: Intermediate Photography or its equivalent. NOTE: This course can be taken concurrently with Business Management (300131). (Blue) \$275  
10 eve - Mo. Jan 15, 19:00-22:00 - FP

#### Business Management (300131)

Designed to complement the Business Practices course, this course introduces the student to the daily 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 - Fr. Jan 19, 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 by giving the students a thorough knowledge of the production techniques used in the industry. 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 aft - Mo. Jan 15, 12:30-15:30 - FP

#### Photo Retouching (300110)

Learn to restore, correct or enhance photographic prints. You will learn to modify black and white or colour photographs with the use of dyes or several different pigments. You will be required to purchase additional supplies. (Jensen) \$275  
10 eve - Tu. Jan 16, 19:00-22:00 - FP

## 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, BA, 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. Jan 20, 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 Canadian Building Servicing Association (CBSA) for credit within the CBSA Professional Certification Program. (Neuls) \$245  
13 eve - Tu. Jan 23, 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, preventive 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. Jan 24, 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 relations as well as maintenance and operations. Successful completion of this course fulfills the educational requirement for achieving IREM's Accredited Residential Manager (ARM) 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  
Not available this term

### 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.

#### 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. Time: Tuesday, January 09, 1996, 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. Jan 10, 18:30-21:00

#### Recognition of BAC Courses

Some courses are recognized by the following associations:

- CGA (Certified General Accountants)
- CMA (Certified Management Accountants)
- CBSA (Canadian Building Servicing Association)

#### Educational Institutions

Some BAC courses may be accepted for transfer credit by the following institutions:

- Langara College
- BCIT
- Open Learning Agency

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

#### The Vancouver Board of Trade

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

#### INSTRUCTORS

*Rob Badley, CGA, has over 30 years' experience in private industry and government.*

*Oren Breitman, LLB, is a practising lawyer in corporate and commercial law.*

*Ted Brown, MBA, 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, MBA, 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, BA Mathematics, CMA, currently instructs in the CMA and CGA Program, teaching finance and cost accounting.*

## 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 January to March 1996

#### Yeast Dough Products (1753 & 1754)

The theory and practice 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, January 20 to March 23  
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, January 20 to March 23  
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 molding 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, January 20 to March 23  
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. Wednesdays, 18:30-21:00 (Room 212)  
10 sessions, January 17 to March 20  
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 molding of chocolates. Tuesdays, 18:30 to 21:00 (Room 211)  
10 sessions, January 16 to March 19  
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, January 16 to March 19  
Cost: \$65  
Decorating tools: \$20

#### General Baking (2291 and 2619)

Includes: cookies, quick breads, slices, pies, puff pastry and savoury items. Saturdays, 08:00 to 13:30 (Room 214)  
10 sessions, January 20 to March 23  
Cost: \$122.50  
Text: VCC Recipe Book

#### Sugar Crafting (7130)

This hands-on course includes the cooking of sugar, sugar casting, sugar pulling, sugar blowing and the making of display pieces. Mondays, 18:30 to 21:00 (Room 211)  
10 sessions, January 15 to March 18  
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.

### Business Administration (BAC) (con't)

*Kenneth King, ASCT, MCQS 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, BA, MA Psychology/English, has over 25 years' experience in the communications business, ranging from corporate strategic planning to direct broadcasting and education.*

*Eric Murray, BA, MBA, 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, CA, has over seven years' teaching experience on microcomputers using Lotus, DOS, dBase and word processing software.*

*Bob Wadsworth, B.Commerce, CA, 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  
Cross-Cultural Management 1000  
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 - We. Jan 17, 18:30-21:30 - Lan (Badley)  
13 mng - Sa. Jan 20, 10:00-13:00 - Lan (Katz) - No class Apr 06

#### 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, Mar 02, 10:00-13:00.  
Final exam for ALL classes of Accounting 1115 will be Saturday, Apr 13, 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. A standing of C+ or higher in Accounting 1115 is required for transfer to other institutions, e.g., CGA, CMA, Langara College. \$245  
13 eve - Tu. Jan 16, 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. A standing of C+ or higher in Accounting 2215 is required for transfer to other institutions, e.g., CGA, CMA, Langara College. (Badley) \$245  
Available September 1996

#### 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. A standing of C+ or higher in Accounting 3321 is required for transfer to other institutions, e.g., CGA, CMA, Langara College. (Badley) \$245  
13 eve - Th. Jan 18, 18:30-21:30 - Lan

#### 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. (Brolman) \$245  
13 eve - Mo. Jan 15, 18:30-21:30 - Lan - No class Apr 08

#### 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. Jan 16, 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  
Available September 1996

#### 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. Jan 23, 18:30-21:30 - CC

#### Communications 1118 - 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. Jan 16, 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. Jan 17, 18:30-21:30 - Lan



### Business Administration (BAC) (cont)

#### 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. Class size is restricted to 19 students. Every student will have their own work station. A knowledge of typing is highly recommended. Cost includes text book. \$295

13 eve - Th. Jan 11, 18:30-21:30 - CC (Mathern)  
13 eve - We. Jan 17, 18:30-21:30 - CC (Nizar)  
10 mng - Sa. Jan 20, 09:00-13:00 - CC (Tollstam)

#### 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

13 eve - Mo. Jan 15, 18:30-21:30 - Lan – No class Apr 08

#### 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. Jan 18, 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  
13 eve - Tu. Jan 16, 18:30-21:30 - Lan

#### Cross-Cultural Management (102027)

Today's "New World of Business" demands that professionals understand the significant effects cultural differences have on the success or failure of both local and international business ventures. This course is designed to help the participant develop skills to improve communications with foreign nationals and local work force minorities, master international business protocol, negotiating tactics, and cross-cultural courtesy. Information which will help the participant capitalize on international business opportunities and successfully prepare for Canada's role in the "global economy" will also be presented. (Morris) \$220  
13 eve - Th. Jan 18, 18:30-21:30 - Lan

#### 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

Available September 1996

#### 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

Available September 1996

#### Management Policy and Practices 1321 (102024)

This course provides a survey of methods used to manage a private enterprise or public institution. Emphasis will be placed on the personal and strategic skills necessary to organize and manage an enterprise of 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

13 eve - We. Jan 17, 18:30-21:30 - Lan

## Business English Skills

### INSTRUCTORS

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

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.

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. Mar 16, 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. Jan 27, 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. Feb 10, 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. Feb 24, 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. Mar 09, 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  
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

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 courses/s from OAC section totalling - 42 hours

**Total minimum course hours - 117 hours**

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

\* Exemptions permitted  
\*\* Challenge exam

## Medical Office Skills

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

### Level I

\* Typing/Keyboarding for Beginners (104404) - 18 hours  
First three courses from Business English Skills section - 18 hours

\*\* Office Automation (104502) - 18 hours  
Any course from Accounting, Bookkeeping, Budgeting section - min. 18 hours

Medical Terminology I (104417) - 30 hours

**Total minimum course hours - 102**

### Level II

Medical Office Procedures/Administrative Assistant (104424) - 24 hours  
Medical Terminology II (104420) - 30 hours  
Medical Office Billing (104520) - 12 hours

Computer Applications in Business (102008 or 102026) - 39 hours  
Additional course/s from OAC section totalling - min. 12 hours

**Total minimum course hours - 117 hours**

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

\* Exemptions permitted  
\*\* Challenge exam

## Office Supervisory Skills

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

### Level I

\* Typing/Keyboarding for Beginners (104404) - 18 hours  
Any three courses from Business English Skills Section - 18 hours

\* Office Automation (104502) - 18 hours  
Twelve Challenges 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 871-7021. 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 - Tu. Jan 09, 17:30-18:30 - CC Room 237

## Typing/Keyboarding

### INSTRUCTORS

Claire Dombey, MEd, 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 (Dombey/Makortoff) \$90

6 mng - Sa. Jan 27, 09:00-12:00 - CC

6 eve - Mo. Jan 29, 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 (Dombey) \$95

6 eve - We. Jan 31, 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. Cost includes textbook. \$295  
13 eve - We. Jan 17, 18:30-21:30 - CC (Nizar)  
13 eve - Th. Jan 18, 18:30-21:30 - CC (Mathern)  
10 mng - Sa. Jan 26, 09:00-13:00 - CC (Tollstam)

#### Medical Office Billing II - 1415 (104520)

(See Medical section for details)

## Administrative/Management

### INSTRUCTORS

Alexandra Bradley, CFM, 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. Jan 22, 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. Jan 29, 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. Jan 31, 18:30-21:30 - CC

#### Records Management – 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 - Will be offered in Spring term

#### Records Management – 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. Feb 01, 18:30-21:30 - CC

## Accounting/Bookkeeping/Budgeting

### INSTRUCTORS

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

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

#### Introduction to Payroll (Manual and 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. Feb 01, 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 textbook is "Accounting Fundamentals Fourth Edition," Hoffman Pacey Flashner. This text should be purchased from the City Centre Bookstore before the first class. - 24 hours (Sliziak) \$145  
8 eve - Tu. Jan 30, 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



## Office Administration (cont.)

**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 - Will be offered in Spring term

**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. Mar 23, 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 - Will be offered in Fall term

**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 - Will be offered in Spring term

**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 - Will be offered in Spring term

**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. Mar 02, 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. Jan 13/20, 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 - Will be offered in Spring term

**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 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 - Will be offered in Spring term

**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. Jan 31, 18:30-21:30 - 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. Jan 30, 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  
8 eve - Mo. Jan 29, 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. Feb 03/10, 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. Feb 24, Mar 02, 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 \$80 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) - Tu. Mar 19, 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. Jan 30, 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. Feb 01/08/15, 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. Feb 06/13/20, 18:30-21:30 - Lan

**Matrimonial 1515 (104429)**

Discuss the "Family" court system in British Columbia and the various procedures and forms used in matrimonial law. Focus will be on Divorce Act Application and Family Relations Act proceedings. - 9 hours (Dean) \$80  
3 eve - Th. Feb 22/29, Mar 07, 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. Feb 27, Mar 05/12, 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 - Will be offered in Spring term

**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 - Will be offered annually each Winter term

**Legal Terminology 2015 (104530)**

This course will cover the rules of legal language, terminology unique to each area of law. This course consists of mini-workshops to familiarize students with the main area of law. Informative handout included. Please bring a dictionary. - 9 hours (Komorowska) \$95  
2 eve - We. Feb 14/21/28, 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. Mar 19/26, Apr 02/09/16, 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 - Will be offered in Fall term.

**Wills and Estates 1615 (104430)**

Review the importance of having a will. Take client instructions and set up simple wills. The course will guide you through the necessary steps and legal forms leading to grant of Letters Probate and Letters of Administration. - 12 hours (Komorowska) \$105  
4 eve - We. Mar 06/13/20/27, 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.

**Executive Assistant Program**

This program will provide graduates with the advanced communication skills, business administration concepts, human relations and supervisory techniques required in today's rapidly changing global market.

Graduates will be equipped for career paths leading to professional office administration at the executive level. Career opportunities may be in a variety of business, government and service sectors.

The program includes a total of eight part-time (evening) courses:

1. Accounting
2. Business Communication
3. Business Law
4. Business Management
5. Economics
6. Office Administration
7. Office Technology
8. Organizational Behaviour

**NOTE**

These courses are also available by correspondence through Professional Secretaries International®.

**Unique Features of this Program**

Professional executive administration skills are further developed in the program by preparing students to write the examinations for the designation of Certified Professional Secretary® once all CPS® criteria and prerequisites are met. These examinations are administered by the Institute for Certification, a department of the Professional Secretaries International®. The Certified Professional Secretary designation is recognized internationally. It stands alone as the highest level of accreditation that a secretary can attain.

**Required Qualifications for Admission**

The program follows a direct admissions policy, which means that students may enroll directly in any course offering which meets their career needs, subject to prerequisites in some cases.

**Information and Registration**

For registration and general information call Continuing Education at 443-8380. For detailed course and program information, call Roberta Collins at 443-8525.

You may register in person or by telephone, mail or fax. A mail/fax form is included with this flyer. You may register in person at the Continuing Education office, 250 west Pender Street, Vancouver. Office hours are Monday to Thursday, 09:00-20:00 and Friday 09:00-15:00.

**Texts**

A total of three textbooks and two study guides are required for the eight courses within the program. The texts for the Office Administration course offered this term are as follows: (1) *Office Systems and Administration*, by Schroeder and Graf, Third Edition and (2) *Self-Study Guide for Office Systems and Administration*, by Janet Cherry, Third Edition.

**Office Administration (104443)**

The objective of this course is to enhance proficiency. Participants will develop an understanding of how to exercise initiative and judgement in setting priorities, making decisions and delegating workload. Topics include: records management, reference materials, conferences and meetings, information distribution, office management, time management, supervision, and project management. Group and individual research and projects will be a major component of the course. \$260  
12 eve - Th. Jan 25, 18:00-21:00 - CC

**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 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 MBA 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 techniques, 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. Jan 26, 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. Feb 23, 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 - Fr. Mar 15, 09:00-16:30 - ROB

**Finding Time for Results 1319 (104555)**

There never seems to be enough time in a day! Learn how to get daily results through practical techniques. Manage your day, your projects and yourself. In this course you will learn the following time "diet" techniques:

- analyzing your day
- setting goals and priorities

- delegating
  - creating productive meetings
  - handling interruptions
  - understanding your self-motivation to complete your day and projects.
- You will gain a new confidence by taking control of your work day and improving the productivity and the success rate of your team and yourself. - 6 hours (Cuzzetto) \$155  
1 day - Will be offered in Spring term

**Leadership****Certificate Program**

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.

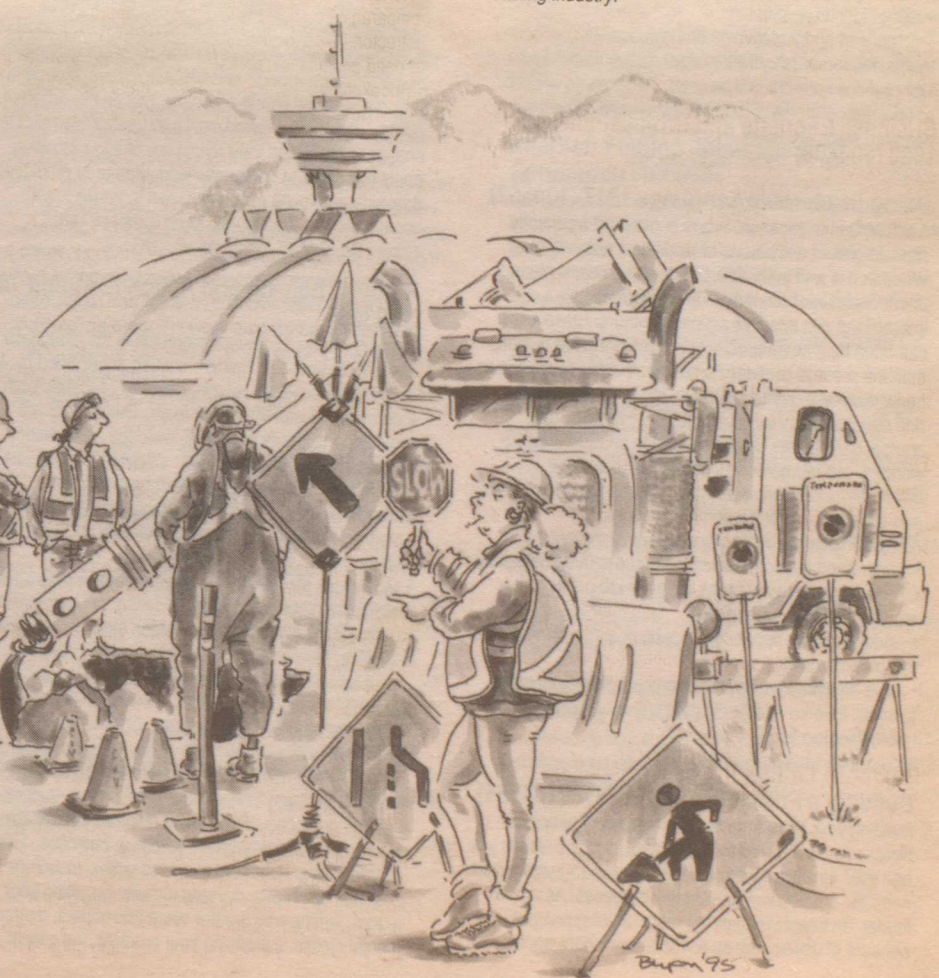
Leadership positions are complex. A leader requires many new skills as well as an understanding and acceptance of new roles. Preparation and support are vital for new leaders. This certificate program will help develop knowledge, skills and confidence to lead, supervise and manage others. Topics in this program are current and up to date. The program consists of 72 hours. Participants may register for courses individually. To complete the certificate program, participants must complete a combination of core and elective courses. 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**

Effective Memo and Letter Writing 2030 (100301) - 6 hours  
Report and Proposal Writing 2040 (100302) - 6 hours  
\* Hiring the Right People 2050 (100309) - 6 hours  
Managing Effective Meetings 2051 (100305) - 6 hours  
Public Speaking for Leaders 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

\* These courses will be available in the Spring term. Descriptions, times, date and location will be available in our Winter brochure.

Additional elective courses may be offered in coming terms 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.

**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.

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

**TRAINERS**

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



### Leadership (con't)

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

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, Jenny was responsible for management training and development at Royal Trust.

Maureen Hannah holds an MBA 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 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, BEd, 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.

### 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. Jan 26, 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:

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- analyzing your day
- setting goals and priorities
- delegating
- creating productive meetings
- handling interruptions
- understanding your self-motivation to complete your day and projects.

You will gain a new confidence by taking control of your work day and improving the productivity and the success rate of your team and yourself. - 6 hours (Cuzzetto) \$155  
1 day - Will be offered in Spring term

### 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 of 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 - Will be offered in Spring term

### 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. Feb 17, 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 practice sessions 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. Mar 23, 09:00-16:30 - CC

### Effective Memo and Letter Writing 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 letters and memos. 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. Mar 09, 09:00-16:30 - CC

### Report and Proposal Writing 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. This course will be offered annually in the Winter term. - 6 hours (Swankey) \$140  
1 day - Sa. Mar 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 - Will be offered in Spring term

### Public Speaking for Leaders - 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. During 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. Feb 24, 09:00-16:30 - CC

### Performance Management: Goals and Reviews 2080 (100308)

Performance management involves working with employees in setting and reaching agreement on goals, action plans and follow-up reviews. Through discussion and practice you will gain the knowledge, skills and confidence to be able to:

- understand the key aspects of an effective performance
- write performance goals, measures and action plans
- provide positive and constructive performance feedback, leadership, training, information and support required for successful achievement of goals
- conduct an annual review meeting that summarizes employees' overall performance results - 6 hours (Hannah) \$140  
1 day - Sa. Mar 09, 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 - Will be offered in Spring term

### 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 - Will be offered in Spring term

### 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. Mar 02, 09:00-16:30 - CC

## Management Skills for Supervisors

### 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 modules totalling 72 hours. Training techniques include individual, small and large group experiences and lectures/discussions 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 Management Skills Certificate.

#### INSTRUCTOR

Lorna Guenard is highly qualified in human resources. She has many years' experience training at various levels of administration in the field of health, retail, education and government agencies. She is a graduate of the University of Victoria with a BA Public Administration, Executive Development Training Program. She currently works as a trainer and facilitator for various businesses.

#### Interpersonal Skills - Part I (100115)

Objectives: On completion participants will be able to:

1. Effectively use both verbal and non-verbal communication skills
2. Conduct organized interviews
3. Use decision-making methods in individual and group situations
4. Utilize appropriate assertiveness techniques
5. Make win/win decisions one on one and in groups. (Guenard) \$295  
8 eve - Mo. Jan 29, 18:00-21:00 CC

#### Group Skills - Part II (100116)

Objectives: On completion you'll be able to:

1. Identify personal leadership styles
2. Demonstrate appropriate and flexible leadership skills to meet various situations
3. Identify things that motivate and demotivate work groups
4. Develop and implement strategies to improve employee motivation
5. Display leadership and group participatory skills in meetings
6. Determine personal and organization stress factors
7. Implement stress reduction techniques. (TBA) \$295  
8 eve - Will be offered in Spring term

#### Administrative Skills - Part III (100117)

Objectives: On completion you'll be able to:

1. Develop and implement performance management strategies
2. Use effective business writing skills
3. Develop and institute a goal setting/achievement plan
4. Manage time and priorities efficiently and effectively. (TBA) \$295  
8 eve - Will be offered in Fall term

#### Course Location

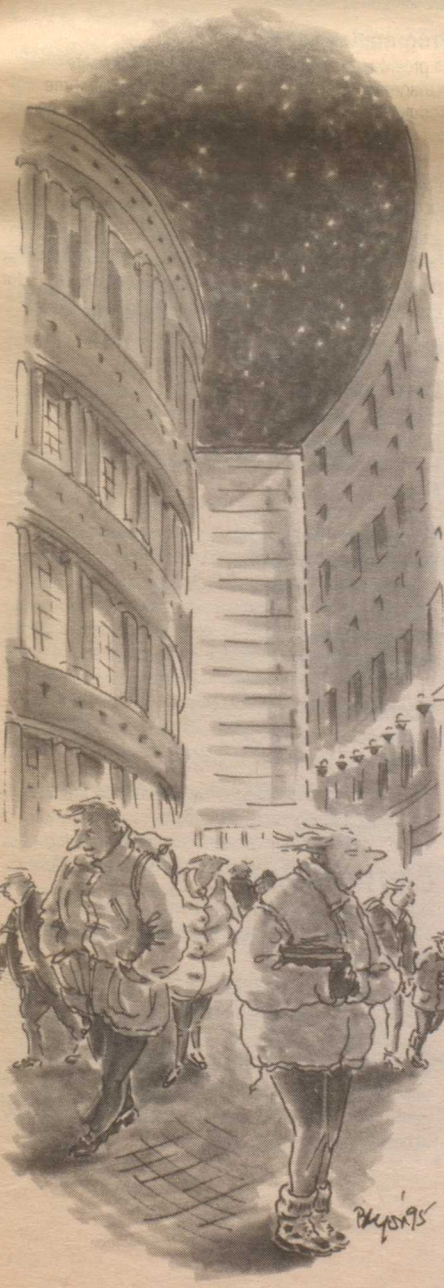
For information call Anne Tollstam, program coordinator - 871-7021. For registration and invoicing call Lynda Boothby - 871-7070. Registrations will be accepted up to one week prior to the course start date.

#### Course Fees

\$295 for each part. Course fees are subject to change.

#### Withdrawal and Refund Policy

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 course withdrawals received less than ten days before the start date.



## Library Skills & Information Science

#### INSTRUCTORS

Claudia Craig, BA, MLS, has 18 years' experience in public libraries, including extensive experience in public service and the acquisition of materials.

Carol Elder, MLS, is the manager of technical services and responsible for computer systems at Surrey Public Library.

Sriani Fernando, BA, MLS, has extensive and varied experience as public librarian in both children and adult services. She is currently manager of Public Services at Surrey Public Library.

Philip Hall, MLS, is a field work librarian at the Legal Services Society. He is responsible for the Society's public library program and consults with public and college libraries across BC.

Donna Hanson, BEd, DipEd, MLS, has extensive experience as a teacher-librarian, currently owns her own cataloguing consulting business and is a sessional instructor at UBC.

Melanie Houlden, BA, MLS, has over ten years' experience in public libraries and is currently manager of two branches of the Surrey Public Library.

Robert Scales, BA, is experienced with educational communication technologies and Internet applications. He works with the Open Learning Agency and the Ministry of Education, responsible for instructional systems used by teachers and students around the province in distance education.

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

Stewart Shui, B.Comm, is completing his MBA at UBC. He is an Internet marketing consultant with Pro Net Communications Inc. and has provided Internet consulting services to many corporate clients.

Jason Xu, BSc, MSc, MBA, is currently network and system administrator at Pro Net Communications. He has many years' experience in programming and networking and been involved with the Internet for over five years.

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

### Library Skills Courses

#### Computers - "Information Toolboxes" for Librarians (106089)

Do you find yourself using computers only for software-specific applications, i.e. online catalogues or word processors? This course will teach you how to incorporate computers into your daily work, storing and processing information traditionally kept on paper or in your head. Using commonplace programs (e.g. WordPerfect) you will learn how to: use your computer as a file cabinet, create online reference logs, files and cheat-sheets and then retrieve the stored information quickly and accurately, "on the fly." This basic course will appeal to those uncomfortable with, or having little experience with, computers. Access to a computer at work or at home is essential. (Hall) \$125  
3 eve - Tu. Feb 13, 18:30-21:30 - CC

#### 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 and 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. (Houlden/Fernando/Elder/Hanson) \$220  
8 eve - We. Feb 07, 18:30-21:30 - CC

### 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 - Collections and Acquisitions (106088)

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. The latest on-line and CD-ROM systems will be covered. (Craig) \$215  
7 eve - Tu. Jan 23, 18:30-21:30 - CC

#### 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 - Tu. Jan 30, 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 - We. Feb 14, 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 - We. Mar 13, 13:00-16:00 - KEC

### Information Science Courses

#### Internet Workshops (106077, 106084, 106085, 106086, 106087, 106088)

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 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. (Scales) \$175  
1 day - Sa. Jan 27, 09:00-16:30 - SFU/HC, Main floor  
1 day - Sa. Mar 09, 09:00-16:30 - SFU/HC, Main floor

#### Internet: Web Design and Development (106084)

An in-depth look at the various factors involved when developing a World Wide Web site. This course teaches students how to author Web pages using HTML programming. No previous programming experience is required. Lecture and hands-on, one student per computer. (Shui/Xu) \$195  
1 day - Sa. Feb 10, 09:00-16:30 - SFU/HC, Main floor  
1 day - Sa. Mar 02, 09:00-16:30 - SFU/HC, Main floor

#### Internet: Netscape and Next Generation Web Browsers (106085)

This course teaches students how to use Netscape, the most widely used Web browser in the world. As well, it will introduce the new generation of Web browsers, including Hot Java. Hands-on, one student per computer. (Shui/Xu) \$195  
1 day - Sa. Feb 17, 09:00-16:30 - SFU/HC, Main floor

#### Internet: Small Business Applications (106086)

This course emphasizes how small businesses can gain practical benefits from being on and using the Internet. Learn how to advertise, communicate and globalize small business through the Internet. Lecture and hands-on, one student per computer. (Shui/Xu) \$195  
1 day - Sa. Feb 10, 09:00-16:30 - SFU/HC, Main floor  
1 day - Sa. Mar 02, 09:00-16:30 - SFU/HC, Main floor

#### Internet: The Technical Side (106087)

An advanced course on the technical aspects of the Internet. Explains how the Internet and various services function, including TCP/IP, HTTP, SMTP, FTP, TELNET and DNS. Hands-on, one student per computer. (Shui/Xu) \$195  
1 day - Sa. Mar 16, 09:00-16:30 - SFU/HC, Main floor

#### Internet: Finding Jobs: The Next Generation (106088)

Get a jump on the competition. Learn how to use the Internet to find jobs. Bring your resume and discover how to stay a step ahead in the job market. Hands-on, one student per computer. (Shui/Xu) \$195  
1 day - Sa. Feb 24, 09:00-16:30 - SFU/HC, Main floor

#### Records Management I - 1615 (104509)

See Records Management (Office Administration Certificate) listings for course description. (Henderson) \$160  
10 eve - We. Jan 13, 18:30-21:30 - CC

#### Records Management/Advanced Topics - 1617 (104556)

See Records Management (Office Administration Certificate) listings for course description. (Bradley) \$160  
Will be offered in Spring term

#### Records Management/Specialized Functions - 1618 (104557)

See Records Management (Office Administration Certificate) listings for course description. (Bradley) \$150  
8 eve - Th. Feb 01, 18:30-21:30 - CC



## Training Skills

Successful organizations need well-trained, up-to-date employees. Whatever the training needs of your organization, one fact remains – 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 and feedback is provided during all courses to help you 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 Brian Cole, senior program coordinator at 871-7062. 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 - Th/Fr. Jan 18/19, 09:00-16:30 - ROB

### Principles of Training Program 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. (Yunker) \$295  
2 day - Th/Fr. Feb 08/09, 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 - Th/Fr. Mar 28/29, 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 Brain Cole, senior 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 Business Development Bank of Canada 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. Jan 30/Feb 01, 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.  
2 eve - Tu/Th. Feb 06/08, 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. Feb 13/15, 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. This course teaches you how to read them and what needs to be controlled.  
Part 2: Thursday – Forecasting and Cash Budgeting  
Preparing a realistic forecast and using it as a basis for your budget to measure how well the business is doing and keeping it in line.  
2 eve - Tu/Th. Feb 20/22, 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.  
2 eve - Tu/Th. Feb 27/29, 19:00-22:00 - Lan

Other courses being offered are:

### INSTRUCTOR

*Richard 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 MBA (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) \$96.30 (Includes GST)  
2 eve - We. Feb 07/14, 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) \$96.30 (Includes GST)  
2 eve - We. Feb 21/28, 18:30-21:30 - CC

For information on Internet courses, please call Cindy John at 871-7461.

### Internet: Small Business Applications (106086) \$195

1 day - Sa. Feb 10, 09:30-16:30 - SFU Harbourside (Shui/Xu)  
1 day - Sa. Mar 02, 09:30-16:30 - SFU Harbourside (Shui/Xu)

## 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, January 17, 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  
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

*Mark Andrew is currently general manager of the Hyatt Regency and president of the Vancouver Hotel Association. He is a certified meeting planner with over 20 years' experience in the hotel industry.*

*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 and 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  
Not available this term

### 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  
Not available this term

### 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, productivity improvement and supervisory training will be examined. A management simulation game developed by Cornell University will also be covered in class. (Andrew) \$260  
12 eve - We. Jan 24, 18:00-21:00 - CC

### Finance for Managers (250505)

Content includes cost controls, expenditure controls, renovations and repairs, financial management, spreadsheets, inventory and cost benefit analysis. \$260  
Not available this 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  
Not available this term

### Catering Management (250507)

Intended to provide the student with an understanding of the planning, control and management of catering and special events. \$260  
Not available this term

### 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  
Not available this 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  
Not available this 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  
Not available this 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  
Not available this 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  
Not available this term

### 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, room salesmanship, and the handling of customer complaints. \$260  
Not available this 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 have a maximum of 20 students. The VCC City Centre Lab has a maximum of 16 students. Classes at the Oakridge Microcomputer Lab permit a maximum of six 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) is 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

Time: We Jan 10, 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

Courses are available under this heading. Also 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 these areas:

1. Introduction to Computer Courses
2. DOS, Windows and Office
3. Local Area Networks
4. Internet

5. Computer Applications: Word Processing, Spreadsheets/Charts, Database Management, Accounting, and Desktop Publishing

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

Introductory courses at the Oakridge Microcomputer Lab and the City Centre Lab are designed to give you a "running start" in the software programs of your choice. Other classes are available to further round out your skills. Our classes provide maximum benefit when you have access to practise on a computer with the appropriate software. Notes are provided for use both as in-class material and as a reference guide to serve you long after the class has been completed.

Every student will have a personal work station. Classes at Oakridge are limited to six or 12 students. Course materials, including take-home reference notes, are provided for all classes.

Our courses will 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) has been a full-time computer instructor for 1*



## Computers (con't)

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

## 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. Jan 06, 09:00-17:00 - Oak  
1 day - We. Jan 10, 09:00-17:00 - Oak  
1 day - Su. Jan 21, 09:00-17:00 - Oak  
3 eve - Mo. Jan 29, 18:30-21:30 - Oak  
1 day - Mo. Feb 05, 09:00-17:00 - Oak  
1 day - Sa. Feb 17, 09:00-17:00 - CC  
1 day - Th. Mar 14, 09:00-17:00 - Oak  
1 day - Su. Mar 24, 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 - Th. Jan 25, 09:00-17:00 - Oak  
1 day - Th. Feb 15, 09:00-17:00 - Oak  
1 day - Sa. Mar 02, 09:00-17:00 - CC  
1 day - Tu. Mar 19, 09:00-17:00 - Oak

## Introduction to Windows 3.1 (100914)

Windows is a graphic environment for file, disk and program management. 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, Write, Cardfile and Paintbrush. Introduction to Microcomputers (100605) is strongly recommended as a prerequisite for those with little or no microcomputer experience. If you have Windows 95, please see Introduction to Windows 95 (101138) \$190

1 day - Su. Jan 07 09:00-17:00 - Oak  
1 day - Th. Jan 11, 09:00-17:00 - Oak  
1 day - Mo. Jan 22, 09:00-17:00 - Oak  
3 eve - We. Jan 24, 18:30-21:30 - CC  
1 day - We. Jan 31, 09:00-17:00 - Oak  
1 day - Th. Feb 08, 09:00-17:00 - Oak  
1 day - Sa. Feb 10, 09:00-17:00 - CC  
1 day - We. Feb 21, 09:00-17:00 - Oak  
1 day - Sa. Mar 02, 09:00-17:00 - Oak  
1 day - Mo. Mar 18, 09:00-17:00 - Oak  
1 day - Fr. Mar 29, 09:00-17:00 - Oak

## Introduction to Windows 95 (101138)

This course is designed for new or inexperienced Windows' users. Investigate the new Windows 95 operating environment. Learn window manipulation and screen navigation using the mouse. Use the new Explorer and My Computer Programs to find, copy delete and move files and folders. Examine the new backup feature included with Windows 95, work with the taskbar, and organize your electronic Desktop. Also included is a brief overview of several "applets" such as the WordPad, Paint and Cardfile. Introduction to Microcomputers (100605) is a strongly recommended prerequisite for those with little or no computer experience. Those with experience in Windows 3.1 should consider taking the Windows 95 Upgrade (101139) course. \$190

1 day - Tu. Jan 23, 09:00-17:00 - Oak  
1 day - Fr. Feb 16, 09:00-17:00 - Oak  
1 day - Sa. Feb 24, 09:00-17:00 - Oak  
1 day - We. Mar 06, 09:00-17:00 - Oak  
1 day - Sa. Mar 16, 09:00-17:00 - Oak

## 2. DOS, Windows and Office

## 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 - Th. Jan 25, 09:00-17:00 - Oak  
1 day - Th. Feb 15, 09:00-17:00 - Oak  
1 day - Sa. Mar 02, 09:00-17:00 - CC  
1 day - Tu. Mar 19, 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 - We. Feb 07, 09:00-17:00 - Oak  
1 day - Su. Mar 17, 09:00-17:00 - Oak

## Advanced DOS (100916)

The focus of this course is the control and customization of DOS operations. Build your own menu system using batch files and the DOS Text Editor. Learn how to sort directory listings, find files anywhere on the hard disk, free hard disk space and protect files from accidental deletion. Understand and use file attributes. Learn new and updated DOS 6 commands for defragmenting files, optimizing use of upper memory and using multiple Config.sys files. Experience with DOS is essential. Intermediate DOS (100912) is strongly recommended. \$190

1 day - Tu. Feb 13, 09:00-17:00 - Oak

## Introduction to Windows 3.1 (100914)

Windows is a graphic environment for file, disk and program management. 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, Write, Cardfile and Paintbrush. Introduction to Microcomputers (100605) is strongly recommended as a prerequisite for those with little or no microcomputer experience. If you have Windows 95, please see Introduction to Windows 95 (101138) \$190

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1 day - Mo. Jan 22, 09:00-17:00 - Oak  
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1 day - We. Jan 31, 09:00-17:00 - Oak  
1 day - Th. Feb 08, 09:00-17:00 - Oak  
1 day - Sa. Feb 10, 09:00-17:00 - CC  
1 day - We. Feb 21, 09:00-17:00 - Oak  
1 day - Sa. Mar 02, 09:00-17:00 - Oak  
1 day - Mo. Mar 18, 09:00-17:00 - Oak  
1 day - Fr. Mar 29, 09:00-17:00 - Oak

## Intermediate Windows 3.1 (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 - Th. Feb 01, 09:00-17:00 - Oak  
1 day - Tu. Mar 12, 09:00-17:00 - Oak

## Introduction to Windows 95 (101138)

This course is designed for new or inexperienced Windows' users. Investigate the new Windows 95 operating environment. Learn window manipulation and screen navigation using the mouse. Use the new Explorer and My Computer Programs to find, copy delete and move files and folders. Examine the new backup feature included with Windows 95, work with the taskbar, and organize your electronic Desktop. Also included is a brief overview of several "applets" such as the WordPad, Paint and Cardfile. Introduction to Microcomputers (100605) is a strongly recommended prerequisite for those with little or

no computer experience. Those with experience in Windows 3.1 should consider taking the Windows 95 Upgrade (101139) course. \$190

1 day - Tu. Jan 23, 09:00-17:00 - Oak  
1 day - Fr. Feb 16, 09:00-17:00 - Oak  
1 day - Sa. Feb 24, 09:00-17:00 - Oak  
1 day - We. Mar 06, 09:00-17:00 - Oak  
1 day - Sa. Mar 16, 09:00-17:00 - Oak

## Windows 95 Upgrade (101139)

Do you have Windows 95? Are you thinking of upgrading? Explore the improvements and new features of this new operating system. This course is designed for Windows 3.x users who want to make a quick and easy transition to Windows 95. It is also valuable for those who are undecided about switching and would like to investigate this program in a hands-on setting. Experience with Windows 3.x is a prerequisite. \$190

1 day - Su. Feb 04, 09:00-17:00 - Oak  
1 day - Tu. Feb 20, 09:00-17:00 - Oak  
1 day - Th. Mar 21, 09:00-17:00 - Oak

## Introduction to Microsoft Office

Microsoft Office Professional is a software suite that has several programs in it. We offer introductory classes for the individual programs in Office. For information on introductory courses for the specific Microsoft Office program of your choice, please see the following sections: the Word Processing section for Introduction to Word for Windows (100796); Spreadsheet/Charts section for Introduction to Excel (100795); the Database section for Introduction to Access (101131); and the Desktop Publishing section for Introduction to PowerPoint (101137). For information on using Office as an integrated package, please see Intermediate Microsoft Office (101136).

## Intermediate 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 into Word documents. Create PowerPoint presentations based on Word documents, Excel graphics 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 - Tu. Jan 30, 09:00-17:00 - Oak  
1 day - Th. Feb 22, 09:00-17:00 - Oak  
1 day - Sa. Mar 09, 09:00-17:00 - Oak

## 3. Local Area Networks

## 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. Previous experience with microcomputers is a prerequisite. \$190

1 day - Sa. Jan 13, 09:00-17:00 - CC  
3 eve - Th. Feb 08, 18:30-21:30 - CC  
1 day - Th. Feb 22, 09:00-17:00 - Oak

## Introduction to Novell NetWare 3.1x (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. Jan 20, 09:00-17:00 - CC  
1 day - Fr. Feb 23, 09:00-17:00 - Oak  
3 eve - Th. Feb 29, 18:30-21:30 - CC

## Intermediate Novell NetWare 3.1x (100922)

As a continuation of the Introduction to Novell NetWare 3.1x, this course explores Novell NetWare operating system commands for LAN administrators and supervi-

sors. Topics include: creating and deleting users, account restrictions, mapping search drives, printing, and basic login scripts. Introduction to Novell NetWare 3.1x (100921) and Intermediate DOS (100912) are recommended prerequisites. \$190

1 day - Sa. Jan 27, 09:00-17:00 - CC  
1 day - Fr. Mar 01, 09:00-17:00 - Oak

## Advanced Novell NetWare 3.1x (100923)

This course builds on concepts and commands from Intermediate Novell NetWare for LAN administrators and supervisors. Advanced login script commands, remove 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 3.1x (100922) and Advanced DOS (100916) are recommended prerequisites. \$190

1 day - Sa. Feb 03, 09:00-17:00 - CC  
1 day - Th. Mar 07, 09:00-17:00 - Oak

## Novell NetWare Server Management 3.1x (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. Mar 15, 09:00-17:00 - Oak

## Introduction to Novell NetWare 4.x (101144)

This course introduces basic Novell NetWare 4.x operating system commands to users and supervisors. Login and Logout procedures, network security, passwords, rights, directory structures, and drive mapping are explored. Learn about NDS, the Netware Directory Services, the directory services tree, context, containers and objects. Introduction to Windows (100914) is a prerequisite for those with little or no experience in Windows. Introduction to Local Area Networks (100920) is recommended. \$190

1 day - Sa. Feb 24, 09:00-17:00 - Oak  
1 day - Fr. Mar 22, 19 09:00-17:00 - Oak

## 4. Internet

## Introduction to the Internet (101141)

This course is a practical, hands-on introduction to the Internet. Get an overall perspective on the net and the skills to find what you need. Learn about selecting an Internet service provider, configuring software, finding, subscribing, reading and posting to newsgroups. Use E-Mail effectively. Browse the World Wide Web, search for specific topics and go to a specific web page. Learn about "netiquette" - etiquette on the Internet; what to do, what not to do and the standard ways of communicating. Introduction to Windows (100914) or Introduction to Windows 95 (101138) is a recommended prerequisite. \$190

1 day - Fr. Jan 12, 09:00-17:00 - Oak  
1 day - Su. Jan 14, 09:00-17:00 - Oak  
1 day - Fr. Jan 26, 09:00-17:00 - Oak  
1 day - We. Feb 14, 09:00-17:00 - Oak

3 eve - Mo. Feb 19, 18:30-21:30 - Oak  
1 day - Su. Feb 25, 09:00-17:00 - Oak  
1 day - Mo. Mar 11, 09:00-17:00 - Oak  
1 day - Sa. Mar 30, 09:00-17:00 - Oak

## 5. Computer Applications

## Word Processing

This course is a practical, hands-on introduction to the Internet. Get an overall perspective on the net and the skills to find what you need. Learn about selecting an Internet service provider, configuring software, finding, subscribing, reading and posting to newsgroups. Use E-Mail effectively. Browse the World Wide Web, search for specific topics and go to a specific web page. Learn about "netiquette" - etiquette on the Internet; what to do, what not to do and the standard ways of communicating. Introduction to Windows (100914) or Introduction to Windows 95 (101138) is a recommended prerequisite. \$190

1 day - Fr. Jan 12, 09:00-17:00 - Oak  
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1 day - We. Feb 14, 09:00-17:00 - Oak

3 eve - Mo. Feb 19, 18:30-21:30 - Oak  
1 day - Su. Feb 25, 09:00-17:00 - Oak  
1 day - Mo. Mar 11, 09:00-17:00 - Oak  
1 day - Sa. Mar 30, 09:00-17:00 - Oak

## 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 - Sa. Jan 20, 09:00-17:00 - Oak  
1 day - Fr. Feb 23, 09:00-17:00 - Oak  
1 day - Mo. Mar 25, 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 - Fr. Feb 23, 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 - Sa. Jan 27, 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 - Fr. Feb 02, 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. Feb 26, 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. Jan 29, 09:00-17:00 - Oak  
1 day - Su. Feb 18, 09:00-17:00 - Oak  
1 day - Fr. Mar 22, 09:00-17:00 - Oak

1 day - Mo. Jan 29, 09:00-17:00 - Oak  
1 day - Su. Feb 18, 09:00-17:00 - Oak  
1 day - Fr. Mar 22, 09:00-17:00 - Oak

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1 day - Su. Feb 18, 09:00-17:00 - Oak  
1 day - Fr. Mar 22, 09:00-17:00 - Oak



## Computers (con't)

**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 - Th. Jan 25, 09:00-17:00 - Oak  
1 day - Th. Feb 29, 09:00-17:00 - Oak  
1 day - Tu. Mar 12, 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 - Fr. Feb 09, 09:00-17:00 - Oak

**Introduction to PageMaker Desktop Publishing (100746)**

Learn fundamental PageMaker skills for setting up a document, typesetting and editing. Develop skills in using PageMaker's tools, working with text blocks, saving and filing publications, setting up master pages for multi-page publications, creating a two-fold, two-colour brochure, and adjusting and editing text. Class exercises include the production of a two-sided brochure. Familiarity with a mouse and experience with other programs is essential. Introduction to Windows (100914) is strongly recommended as a prerequisite. \$190

1 day - We. Jan 24, 09:00-17:00 - Oak  
1 day - We. Feb 28, 09:00-17:00 - Oak  
1 day - Sa. Mar 23, 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 - Tu. Mar 05, 09:00-17:00 - Oak

**Advanced WordPerfect for Windows (101116)**

Explore the power of WordPerfect for Windows' WYSIWYG environment. Desktop publishing features are explored through the use of lines, boxes, incorporating graphic images within a document and style sheets. Also learn how to create tables of contents, indexes, and basic macros. Experience with WordPerfect for Windows is essential. \$190

1 day - Tu. Feb 27, 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 - Tu. Mar 19, 09:00-17:00 - Oak

For other desktop publishing courses see the ELEC-TRONIC PUBLISHING AND DESIGN section.

**Database Management****NOTE about Office and Access**

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

**Introduction to Access (101131)**

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 - Mo. Jan 08, 09:00-17:00 - Oak  
1 day - Fr. Feb 02, 09:00-17:00 - Oak  
1 day - Tu. Mar 12, 09:00-17:00 - Oak

**Intermediate Access (101132)**

This course builds on the foundation laid in the Introduction to Access. Learn how to use filters, complex sorts, field properties including input masks, data entry validation, primary keys and indexes. Learn about action queries and queries with calculated fields. Create, modify, and use a variety of forms for data input and display. Build basic reports for data printouts. Experience with Access is essential. Introduction to Access (101131) is recommended as a prerequisite. \$190

1 day - Fr. Jan 26, 09:00-17:00 - Oak  
1 day - Tu. Feb 27, 09:00-17:00 - Oak

**Advanced Access (101133)**

Learn how to create, customize, modify and delete relationships between tables. Understand different types of relationships, join types; primary tables, primary and foreign keys, and related tables. Use relational tables to store and find data in different tables through specialized queries. Understand referential integrity and the impact it has on adding, changing, and deleting records. Use the options cascade update and cascade delete. Create and use AutoLookup queries for easier data entry in queries and forms. Customize forms with key field combo boxes. Create main/subform displays for related records. Intermediate Access (101132) is strongly recommended as a prerequisite. \$190

1 day - Tu. Jan 30, 09:00-17:00 - Oak  
1 day - Th. Feb 29, 09:00-17:00 - Oak

**Introduction to dBASE IV (100771)**

Learn fundamental dBASE commands to create, use and maintain a database. This course covers catalogs; creating and changing a database structure; displaying, adding, changing and deleting records; basic indexing; and queries to select records. All commands are given through the Control Centre. Experience with other programs is essential. \$190

1 day - Tu. Jan 16, 09:00-17:00 - Oak

**Intermediate dBASE IV (100781)**

This course builds on the knowledge gained in Introduction to dBASE IV. Topics include multiple search conditions, dates and memos, use of various filters and query files, and complex index keys. Also explored are the creation and maintenance of a variety of reports and mailing labels, and the creation and use of input screens. Experience with dBASE IV is essential. Introduction to dBASE IV (100771) is recommended. \$190

1 day - Th. Jan 18, 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)**

1 day - Sa. Feb 17, 09:00-17:00 - CC

**Introduction to DOS (100903)**

1 day - Sa. Mar 02, 09:00-17:00 - CC

**Introduction to Windows (100914)**

3 eve - We. Jan 24, 18:30-21:30 - CC

1 day - Sa. Feb 10, 09:00-17:00 - CC

**Introduction to Local Area Networks (100920)**

1 day - Sa. Jan 13, 09:00-17:00 - CC

3 eve - Th. Feb 08, 18:30-21:30 - CC

**Introduction to Novell NetWare 3.1x (100921)**

1 day - Sa. Jan 20, 09:00-17:00 - CC

3 eve - Th. Feb 29, 18:30-21:30 - CC

**Intermediate Novell NetWare 3.1x (100922)**

1 day - Sa. Jan 27, 09:00-17:00 - CC

**Advanced Novell NetWare 3.1x (100923)**

1 day - Sa. Feb 03, 09:00-17:00 - CC

**Introduction to Word for Windows (100796)**

3 eve - We. Feb 14, 18:30-21:30 - CC

**Introduction to Excel (100795)**

1 day - Sa. Mar 16, 09:00-17:00 - CC

**Intermediate Excel - Worksheets and Charts (100798)**

1 day - Sa. Mar 23, 09:00-17:00 - CC

**Computer Skills  
for the Workplace****Certificate Program****Information Night**

Wednesday, January 10, 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 - Understanding 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

**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 - Understanding 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 for all other courses. Course manual is included in fee. \$260

5 eve - Tu. Jan 16, 19:00-22:00 - Lan  
5 eve - We. Jan 17, 19:00-22:00 - Lan  
5 mng - Su. Jan 21, 09:00-12:00 - Lan  
5 eve - Fr. Feb 26, 19:00-22:00 - Lan

**CSW4A - Introduction to MS-WORD 6.x - Microsoft Office (100515)**

This course covers fundamental Word for Windows commands and concepts. Topics include: creating and editing documents, moving around, saving and closing documents. In addition, inserting, deleting, moving and copying text are covered, as well as: formatting, setting tabs and margins, and previewing and printing documents. The course also covers more advanced features including: spell and grammar checker, using the thesaurus, creating and using Auto Text, templates styles, page numbering, creating and formatting tables and editing newspaper columns. Prerequisite: Introduction to Windows (CSW19 - 100523) or comparable experience is strongly recommended. Course notes included in fee. \$290

5 eve - Th. Jan 18, 19:00-22:00 - Lan  
5 mng - Sa. Mar 02, 09:00-12:00 - 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 eve - Mo. Jan 15, 19:00-22:00 - Lan

5 eve - Th. Jan 18, 19:00-22:00 - Lan

5 mng - Su. Mar 03, 09:00-12:00 - Lan

**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. Feb 27, 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 - 100523) or comparable experience is strongly recommended. Course notes included in fee. \$290

5 mng - Sa. Jan 20, 09:00-12:00 - Lan

5 mng - Su. Mar 03, 09:00-12:00 - Lan

**CSW17 - Accounting Using ACCPAC PLUS G/L A/R A/P for DOS and Windows (100522)**

This course is intended for those interested in the new ACCPAC PLUS accounting system. G/L modules will be covered with reference to A/R and A/P modules. Learn how to set up a chart of accounts, enter transactions and prepare financial statements. Prerequisite: CSW1. Course manual included in the fee. \$290

5 mng - Sa. Mar 02, 09:00-12:00 - Lan

**CSW7B - Simply/Bedford Accounting for DOS and 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. Jan 19, 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 - Sa. Jan 20, 09:00-12:00 - Lan

5 mng - Su. Jan 21, 09:00-12:00 - Lan

5 eve - Fr. Mar 01, 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 - Fr. Jan 19, 19:00-22:00 - Lan

5 mng - Su. Jan 21, 09:00-12:00 - Lan

5 eve - We. Feb 28, 19:00-22:00 - Lan

5 eve - Fr. Mar 01, 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 SYSOON 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 eve - Tu. Jan 16, 19:00-22:00 - Lan

5 mng - Sa. Jan 20, 09:00-12:00 - Lan

5 eve - Th. Feb 29, 19:00-22:00 - Lan

5 mng - Su. Mar 03, 09:00-12:00 - Lan

**Professional Development**

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

**CSW40 - Understanding the Internet (100540)**

A course for first-time users of the Internet, the world-wide network which makes possible the exchange of information for all manner or purposes: electronic mail, searching databases anywhere in the world on virtually any topic, marketing, shopping, to mention just a few. The theory and hands-on coverage of the following topics are also covered: "Netiquette," using e-mail, mailing lists, news groups, introduction to the WorldWideWeb (WWW), finding information on the Internet by using Netscape and Web search engines, and options for accessing the Internet through local service providers. Prerequisites: CSW19 - Introduction to Windows or equivalent experience. Course notes included in fee. \$260

5 eve - Mo. Jan 15, 19:00-22:00 - Lan

5 eve - Mo. Feb 26, 19:00-22:00 - Lan

**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: Understanding the Internet (100540) under Library Skills or familiarity with the Internet and WorldWideWeb. Course notes included in fee. \$290

5 eve - Tu. Feb 27, 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 commonly available shareware. You will be able to produce effective and attractive Web pages for a variety of audiences using Netscape and other browsers. 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 image maps, CGI scripts (Common Gateway Interface), interactive image formats (client side) and adding client side helper applications. Prerequisite: CSW19 - Introduction to Windows or equivalent experience. Course notes included in fee. \$290

5 eve - We. Jan 17, 19:00-22:00 - Lan

5 eve - We. Feb 28, 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. Feb 29, 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 environment 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 eve - Tu. Jan 16, 19:00-22:00 - Lan

5 mng - Su. Jan 21, 09:00-12:00 - Lan

5 eve - Th. Feb 29, 19:00-22:00 - Lan

5 mng - Su. Mar 03, 09:00-12:00 - 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. Jan 18, 19:00-22:00 - Lan

5 eve - Th. Feb 29, 19:00-22:00 - Lan

**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 - Tu. Feb 27 09:00-12:00 - 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



### Local Area Network Administrator (con't)

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 - Sa. Jan 20, 09:00-12:00 - Lan  
5 mng - Su. Jan 21, 09:00-12:00 - Lan  
5 eve - Fr. Mar 01, 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 - Fr. Jan 19, 19:00-22:00 - Lan  
5 mng - Su. Jan 21, 09:00-12:00 - Lan  
5 eve - We. Feb 28, 19:00-22:00 - Lan  
5 eve - Fr. Mar 01, 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. Topics such as: backup, security, power protection, cabling, performance considerations of networks will be covered. The theory will be supplemented with hands-on practice with the Novell Network Operating System. 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 eve - Tu. Jan 16, 19:00-22:00 - Lan  
5 mng - Sa. Jan 20, 09:00-12:00 - Lan  
5 eve - Th. Feb 29, 19:00-22:00 - Lan  
5 mng - Su. Mar 03, 09:00-12:00 - 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. Jan 15, 19:00-22:00 - Lan  
5 eve - Fr. Mar 01, 19:00-22:00 - Lan  
5 mng - Sa. Mar 02, 09:00-12:00 - 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, NetWare 4.x as well as other network systems, where relevant. 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. Jan 17, 19:00-22:00 - Lan  
5 eve - We. Feb 28, 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. Jan 27, 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 analysers 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. Feb 24, 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 days Sa/Su. Jan 20/21, 09:00-16:00 - Lan  
2 days Sa/Su. Feb 03/04, 09:00-16:00 - Lan  
2 days Sa/Su. Mar 02/03, 09:00-16:00 - Lan  
2 days Sa/Su. Mar 16/17, 09:00-16:00 - 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 days Sa/Su. Feb 17/18, 09:00-16:00 - Lan  
2 days Sa/Su. Mar 23/24, 09:00-16:00 - 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 days Sa/Su. Mar 30/31, 09:00-16:00 - Lan

### CSW16D – Windows NT Administratio (100533)

This course covers the fundamental concepts of Microsoft Windows NT operating system version 3.5. Topics include: planning and installation of Windows NT, selecting and implementing the appropriate file system, managing user and group accounts, managing network resources, implementing security on resources and setting up remote access services. Prerequisite: CSW9 – DOS and Hard Disk Management, CSW12 and CSW12A – Lan Management Level I and II, CSW19 – Microsoft Windows, or equivalent experience. Enrolment is limited to ten students. Student will use IBM-PC computers for hands-on installation and testing of NT software. \$295  
1 day - Sat Mar 09, 09:00-16:00 - Lan

## Multimedia Programmer

## Certificate Program

### Information Night

Wednesday, January 10, 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 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. CSW90B – Video Scriptwriting (optional course) is for those who would like to embark on the road to producing professional-looking video clips. A good video production begins with a good script.
4. 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.
5. 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, dataware controls, MS-Access Database, SQL and ODBC. The project component of this course entails developing a full fledged multimedia application.
6. 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

Five 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. Jan 16, 19:00-22:00 - Lan  
5 eve - Tu. Feb 27, 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 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 eve - Tu. Jan 16, 19:00-22:00 - Lan  
5 mng - Su. Jan 21, 09:00-12:00 - Lan  
5 eve - Th. Feb 29, 19:00-22:00 - Lan  
5 mng - Sa. Mar 03, 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. Jan 18, 19:00-22:00 - Lan  
5 eve - Th. Feb 29, 19:00-22:00 - Lan

### 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 - Tu. Feb 27 09:00-12:00 - Lan

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

The course will cover the controls in the professional edition of Visual Basic for Windows. Particular attention will be paid to the use off the Multimedia Control (MCI) and the use of the Windows API to access all the

### 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. Participants will derive greater benefits from this course by taking CSW90B (Video Scripting) in advance, or have equivalent experience. Course manual/notes is included in fee. \$425  
5 eve - Fr. Jan 19, 19:00-22:00 - Lan  
5 eve - Mo. Feb 26, 19:00-22:00 - Lan

### CSW90B – Video Scriptwriting (100598)

Although this course is designed to fit with CSW90A (Multimedia Video Production) as an extension, it can be useful to anyone wanting to create a video script. A good video production must have a good script. Without it, the most sophisticated technology creates nothing more than "home movies." The course will begin with and explanation of the script writer's place in the video production team and continue with a look at the relationship between image and sound. After clarifying the goals of the production, we shall explore ways to creatively present the subject matter, plan the audio aspects of the script, bring visuals and audio together, and find ways to use the medium to full effect. As a class, we shall view and critique a number of videos for the effectiveness of their scripts. Participants will plan, write, and workshop a script. \$220  
5 eve - Tu. Jan 16, 19:00-22:00 - Lan  
5 eve - Tu. Feb 27, 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 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 eve - Tu. Jan 16, 19:00-22:00 - Lan  
5 mng - Su. Jan 21, 09:00-12:00 - Lan  
5 eve - Th. Feb 29, 19:00-22:00 - Lan  
5 mng - Sa. Mar 03, 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. Jan 18, 19:00-22:00 - Lan  
5 eve - Th. Feb 29, 19:00-22:00 - Lan

### 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 - Tu. Feb 27 09:00-12:00 - Lan

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

The course will cover the controls in the professional edition of Visual Basic for Windows. Particular attention will be paid to the use off the Multimedia Control (MCI) and the use of the Windows API to access all the

available multimedia functions in Windows 3.1. Emphasis will also be placed on the extensions to the MS-Access database engine and its use to produce multimedia databases. The participants will also be introduced to the Communications control. At the end of this course the participant will have been equipped to use Visual Basic to develop sophisticated multimedia application as powerful as those developed in C, and do so in considerably less time. Prerequisite: CSW90, CSW93. Course notes included in fee. \$290  
5 mng - Su. Mar 03, 09:00-12:00 - Lan

## Telecommunications Management

## Certificate Program

This program offers you the opportunity to enhance your telecommunications knowledge and improve your management skills in this constantly changing field. All course instructors are practising telecommunications professionals providing you, the student, with up-to-date "real life" experience and knowledge. The Telecommunications Management Certificate Program will provide you with a unique combination of technical knowledge and management skills enhancing your potential for leadership in this evolving profession.

Non-certificate students may enroll in any course. For registration and general course information call 871-7070. For detailed course information call Peggy Worobetz at 871-7427

### Certificate requirements

Students must successfully complete all five courses in no more than two years and one term (seven terms).

### Courses include

- Course 1 – Understanding Telecommunications – 102208 \*
- Course 2 – Telecommunications Management I (Voice) – 102201 \*\*
- Course 3 – Telecommunications Management II (Voice) – 102202
- Course 4 – Data Communications – 102204
- Course 5 – Managing the Integrated Office – 102205

\* Understanding Telecommunications is a prerequisite for courses 2, 3, 4 and 5.

\*\* Telecommunications Management I (Voice) is a prerequisite for courses 3, 4 and 5.

### Entry requirements

No formal educational requirements are necessary other than successful completion of Grade 12 English or equivalent.

### Evaluation

Certificate students shall be evaluated on the basis of assignments, tests, and a final exam. Upon successful completion of all five courses, a student may apply for a college certificate.

### Scheduling

The five VCC courses in this program are offered in each of the three semesters, September (Fall), January (Winter) and April (Spring).

### Information Session

To learn more about this program and/or meet the instructors, a free "drop-in" Information Session is being held on Thursday, Jan 04, 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  
10 eve - Mo. Jan 22, 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, assess an appropriate system, and monitor and manage the system selected using a case study approach. (Giles) \$325  
12 eve - Th. Jan 18, 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. Jan 18, 18:00-21:00 - CC

### \* Data Communications (102204)

Participants in this course will learn the basics of data terminology. Designed for the telecommunication manager, this course is also a good introduction for the sales or technical representative. Guest speakers from the telecommunications industry bring this content into immediate use. Topics include: products and services associated with LANs, MANs and WAN. Learn the basics of multiplexing, packet switching, Frame Relay and ATM. (Paul) \$325  
12 eve - We. Jan 17, 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. Jan 18, 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. Jan 09, 18:30-20:30 - KEC

### Challenge Examination – Telecommunications Management I (Voice) (102206)

\$175  
2 hrs - Tu. Jan 09, 18:30-20:30 - KEC

### Challenge Examination – Data Communications (102209)

\$175  
2 hrs - Tu. Jan 09, 18:30-20:30 - KEC

### Fee Allocation for Challenge Examinations

1. Participants must pay \$175 BEFORE writing any examination.
2. Seventy-five dollars (\$75) of the \$175 is charged for writing an examination.
3. At the end of the examination, participant will advise invigilator if he/she wishes examination marked.
4. If the examination is marked, the balance (\$100) will be charged as a marking fee.
5. If the participant chooses not to have the examination marked, he/she may: a) request a "deferred fee credit" for 100 percent of the balance of \$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.

### The TCP/IP Protocol Suite (102248)

This seminar has been developed and will be presented by Gary Zielke, President of Infotel Systems Corp., a Vancouver-based consulting firm specializing in the development and presentation of telecommunications-based seminars. Mr. Zielke holds an electrical engineering degree from UBC, is a registered professional engineer in BC and Ontario and a member of the IEEE. Mr. Zielke's 25 years of experience has included engineering and marketing positions with Xerox Corporation, General Electric and BC Telephone Company. While at BC Tel, Mr. Zielke participated in the development and implementation of two nationwide digital networks in Canada: Dataroute and Datapac.

In his position with Infotel he has given hundreds of public seminars on various data communications topics in Canada, the USA and Europe. In addition, Mr. Zielke has conducted in-house presentations for organizations like IBM, Digital Equipment Corp., Bell Canada, British Telecom, Bellcore, NATO, US Defence Department, to name a few.

With the rapid development of LANs and their connections to wide area networks, the need has arisen for protocols which can support a multi-host internetworking environment. This need is being met by a set of protocols, originally developed for the US Department of Defence (DOD), commonly known as the TCP/IP protocols. This seminar begins with a brief overview of the historical development of the DOD architecture. This is followed by a detailed examination of the TCP/IP family of protocols comparing them with their ISO equivalents. In addition, practical implementation considerations are discussed to assist those who will be installing TCP/IP software from different vendors. Wheelchair accessible. \$850.65 (Includes GST)

3 day - Feb 19/20/21, 08:30-16:30 - ODH

### NOTE

1. Price subject to change without notice.
2. Special cancellation policy in effect.
3. All seminars are non-credit and non-transferable to the Telecommunications Management Certificate Program.



# ESL 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 1996 TESL Summer School is scheduled for June 3 to August 30, 1996. 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, BA, BEd, MEd, 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, BA, Teaching Certificate, TESL Certificate (Vancouver Community College), 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 Acosta, BA, TESL Certificate (San Francisco State University), 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, BPE, TESL Certificate (Vancouver Community College), 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*.

Emma Chang, BA, MA (in progress), has taught at VCC since 1991, English Language Institute at UBC, and overseas in Taiwan, China, Hong Kong and Portugal. Her MA 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*.

Joann Chernen, BA, has been teaching ESL since 1981. She has taught at the YMCA Language Institute, the Western Language Institute of Japan, the Canada Language Centre, and most recently at VCC. She has been involved in curriculum design and teacher training, and has been given numerous workshops and presentations on the subject of pronunciation. Joann teaches the TESL Certificate Core Course, *Teaching Pronunciation*.

Chris Clark, BA Speech Sciences, TESL Certificate (Vancouver Community College), 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, BEd, RSA/Cambridge Diploma TEFLA, 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*.

Marie Louise (Lou) Danneberg, RSA TEFLA Dip, RSA Cert, BSc, has taught ESL/EFL in Japan, Tunisia, Spain and Vancouver since 1988. Special areas of interest include CALL (computer-aided language learning), ESG/ESP, materials development and Cambridge exam courses (PET, FCE, CAE, CPE). Lou teaches the TESL Certificate Core Course, *Teaching Grammar One* and in the TESL Inservice Qualification Program.

Janet Essig, MA TESL, 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, BA, BEd, MA, 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 Courses, *An Introduction to ESL Tutoring and Tutoring for the LPI (Language Proficiency Index)*.

Jane Forward, BA English Language, 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*.

Fran Garner, BRecEd, MEd, has taught at VCC since 1981. She has taught at all language levels and her special areas of interest include graphic arts and resource development for the ESL classroom. Fran teaches the TESL Elective Course, *Creative Arts in the ESL Classroom*.

Barbara Gerber, BSc, MEd, 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*.

Douglas Grant, BA, TESL Certificate (Vancouver Community College), co-developed and wrote a 72-episode bilingual ESL TV series for SUCCESS and Cathay International Television. Douglas has developed educational materials for BCIT and the Knowledge Network. Douglas teaches the TESL Elective Course, *Video Production and ESL Instruction*.

Christine Hoppenrath, BA, MEd, 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, BEd, 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, 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, BA, MEd, 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, BA, Teaching Credential, has taught ESL in the public school system, Capilano College, the Guangzho Institute of Foreign Language in China and at VCC in the ESL Outreach Department since 1980. Her special areas of interest included community-based English language classes and multi-level ESL classes. Alice teaches the TESL Prerequisite Course, *An Overview of Teaching ESL*.

Nina Kozakiewicz, BA, MA Language Education, 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, BA Teaching Certificate, BA, MA Cross-Cultural Education, 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, BA, BEd, MEd, TESL Certificate (Vancouver Community College), is currently teaching in the ESL College Preparatory Department at VCC and has published poetry in several anthologies. Marion teaches the TESL Certificate Core Course, *Teaching English for Academic Purposes*, the TESL Elective Course, *An Introduction to Curriculum Development*, and in the TESL Inservice Qualification Program.

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

Wendy McAlister, BA, is a former journalist and teaches at the English Language Institute at UBC. She has also taught in Spain, Germany, and South Africa. She is currently completing her MA in Social and Educational Studies. Wendy has presented workshops at the TEAL, Tri-TESOL, and TESOL Conferences. Wendy teaches the TESL Elective Course, *Social Issues and the ESL class*.

Michael Pidgeon, BA, MA, TESL Certificate (Vancouver Community College), 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, MA, RSA, TEFLA Diploma, 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*.

Leanne Quirk, BA Linguistics, 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*.

Mandana Rastan-Schnepp, BA, is currently teaching in the ESL Vocational Department at VCC and has taught a range of language levels. She has presented workshops at VCC. Mandana teaches the TESL Elective Course, *Developing an ESL Unit Using Authentic Materials*.

Eugene Sayson, BA, TESL Certificate (Vancouver Community College), taught EFL in China from 1987 to 1989 and has taught ESL at VCC since 1989. His special areas of interest include the use of computers and multi-media in the area of ESL instruction. Eugene teaches the TESL Elective Courses: *An Introduction to the Computer Lab for ESL Instructors* and *An Introduction to Word Processing for ESL Instructors*.

Andrea Scott, BA, TESL Certificate (Vancouver Community College), has worked at the Vancouver School Board and developed ESL workplace curricula. She presented at the TESOL and TEAL Conferences. She also designs and facilitates workshops on cross-cultural relations. Andrea teaches the TESL Elective Course, *Planning a Successful VESL Program*.

Richard Sim, BEd, 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*.

Chris Stechishin, BA, MA Language Education, has been an ESL instructor at VCC since 1986. She has presented numerous workshops at conferences in the Lower Mainland. Areas of interest include teaching pronunciation, content-based instruction, and using jazz chants in the ESL classroom. Chris teaches the TESL Core Course, *Teaching Pronunciation*, the TESL Elective Course, *Unit Planning Using Content Based Instruction*, and the TESL Prerequisite, *An Overview of Teaching ESL*.

Patricia Steiner, TESL (Carleton University), MA English, has taught business communication programs including CJS-ESL/Accounting and Introduction to Computers. Pat has developed ESL workplace curricula and materials. She has presented at the TESOL and TEAL Conferences and facilitates cross-cultural workshops. Pat teaches the TESL Elective Course, *Planning a Successful VESL Program*.

Ann Talbot, BA, MEd (in progress), has taught ESL since 1986, and is currently teaching English for Academic Purposes at Kwantlen University College. Ann has been involved in a range of professional development courses and has a special interest in language proficiency testing. Ann teaches the TESL Elective Course, *Placement Testing for ESL Students*.

Judy Taylor, BA Linguistics, TESL Certificate (Vancouver Community College), 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, BEd, MEd, 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 University College.

Rose Marie teaches the TESL Certificate Core Courses, *Teaching Reading and Teaching English for Academic Purposes*.

Martyn Williams, BA RSA/Cambridge Diploma TEFLA, 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  
6 sessions - Fr. Jan 12/26, Feb 09, 18:30-21:30, Sa. Jan 13/27, Feb 10, 09:00-17:00 - KEC (Kilian/Kozakiewicz/Stechishin)

7 sessions - Fr. Jan 26, Feb 02/16/23, 19:00-22:00, Sa. Jan 27, Feb 03/17, 09:00-16:00 - KEC (Kennedy/Sim)  
10 sessions - Fr. Jan 12/19/26, Feb 02/09/16/23, Mar 01/08/15, 08:30-11:30 - KEC (Howard)  
5 day - Mo/Tu/We/Th/Fr. Feb 19/20/21/22/23, 09:00-16:00 - KEC (House/Sawkins)

### 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. \$300

10 eve - Th. Jan 11/18/25, Feb 01/08/15/22/29, Mar 07/14, 18:30-21:30 - CC (Plumb)  
10 eve - Mo. Jan 08/15/22/29, Feb 05/12/19/26, Mar 04/11, 18:30-21:30 - CC (Plumb)  
10 eve - Tu. Feb 27, Mar 05/12/19/26, Apr 02/09/16/23/30, 19:00-22:00 - CC (Dannenbergh)

#### 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. It is recommended that students register in Teaching Grammar Two as soon as possible after completing Teaching Grammar One. \$300  
9 sessions - Fr. Jan 05, 09:30-16:30, Jan 12/19/26, Feb 02/09/16/23, Mar 01, 13:30-16:30 - KEC (Pidgeon)  
10 eve - We. Jan 10/17/24/31, Feb 07/14/21/28, Mar 06/13, 18:30-21:30 - KEC (Van Bryce)

#### 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. \$300  
10 eve - Mo. Jan 08/15/22/29, Feb 05/12/19/26, Mar 04/11, 19:00-22:00 - KEC (Taylor)  
10 eve - Tu/Th. Feb 13/15/20/22/27/29, Mar 05/07/12/14, 19:00-22:00 - KEC (Chernen)

#### Teaching Listening and Speaking (150817)

This 36-hour course concentrates on the techniques and resources used for teaching oral communication and listening skills. This course will also examine grammatical, situational, functional and thematic approaches to integrated language teaching. Participants are advised that access to a tape recorder is required to complete the first course assignment. (Clark) \$350  
10 sessions - Tu. Jan 09/16/23/30, Feb 13/20/27, Mar 05, 18:30-21:30 AND 2 Sa. Jan 13, Feb 03, 09:00-16:00 - KEC

#### Teaching Reading (150818)

This 30-hour course provides students with an understanding of the methodology and instructional techniques used to teach reading in an ESL class, as well as an opportunity to gain a working knowledge of the instructional tools necessary to develop a reading program for an ESL class.) \$300  
10 mng - Fr. Jan 12/19/26, Feb 02/09/16/23, Mar 01/08/15, 09:30-12:30 - KEC (Forward)  
10 eve - Th. Jan 04/11/18, Feb 01/08/15/22/29, Mar 07, 18:30-21:30 - KEC (Watson)

#### Teaching Writing (150813)

This 36-hour course provides an overview of writing, focusing primarily on the techniques used in the process approach to teaching writing in the adult ESL classroom. Course participants will experience techniques for integrating all language skills, generating ideas, revising, editing and assessing ESL student writing. (Lovelace) \$350

12 eve - We. Jan 10/17/24/31, Feb 07/14/21/28, Mar 06/13/20/27, 18:30-21:30 - KEC

#### 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. (Watson) \$300  
10 eve - We. Jan 03/10/17/24/31, Feb 07/14/21/28, Mar 06, 18:30-21:30 - KEC

### 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. Jan 13, 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. Jan 27, 13:00-16:00 - KEC

#### Teaching TOEFL Using an Interactive Approach (150842)

This six-hour workshop will explore teaching strategies and language learning activities for developing an interactive and student-centred approach for instructing a TOEFL Preparation class. Workshop participants will be involved in demonstration activities during this workshop. (E. Chang) \$60  
1 day - Sa. Jan 27, 09:00-16:00 - KEC

#### Teaching ESL Using Storytelling (150838)

This six-hour workshop explores a variety of teaching techniques for teaching storytelling in the ESL classroom. Learn techniques for eliciting stories from your ESL students. (Gerber) \$60  
1 day - Sa. Mar 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. Mar 01/08, 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. (Flader) \$55  
1 day - Sa. Jan 06, 09:30-15:30 - KEC  
1 day - Sa. Jan 13, 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. Mar 15, 13:00-16:00 - KEC

#### Using Games in the ESL Classroom (150896)

This 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) \$50  
1 day - Sa. Feb 10, 09:00-12:30 - KEC

#### An Introduction to the Computer Lab for ESL Instructors (150883)

This four-hour hands-on workshop will introduce ESL instructors to the use of the computer lab as a tool for teaching ESL. It will provide those unfamiliar with computer labs with a brief introduction to computer jargon and an overview of the ESL software programs for IBM computers. This workshop will be held in the Computer Lab at the KEC (North) Campus located at 2019 Dundas Street, Vancouver. (Sayson/Jabaji) \$55  
1 aft - Sa. Feb 03, 13:00-17:00 - KEC North

#### 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 presentation; look at practical techniques; 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. Mar 02/16, 09:30-16:30 - KEC

#### Planning a Successful Combined ESL and Vocational Program (150894)

In this six-hour workshop participants will examine current issues regarding VESL (Vocational English as a Second Language) program. Participants will discover how language and vocational instructors can collaborate to create a consistent and cohesive curriculum for ESL students registered in modern technology programs such as computerized accounting, secretarial and computer skills. Participants will receive handouts on terminology and the interactive functional approach to teaching vocational English as a Second Language programs. (Steiner/Scott) \$85  
1 day - Sa. Feb 24, 09:00-16:00 - KEC

#### 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. Feb 03, 09:00-16:00 - 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. (Lovelace) \$55  
1 day - Sa. Feb 17, 09:00-15:00 - 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 day - Sa. Feb 10, 09:30-12:30 - KEC

#### Tutoring for the LPI (Language Proficiency Index) (150899)

This practical, five-hour workshop will focus on the tutoring methodology used for preparing students to write the LPI. Emphasis will be placed on student preparation in the test areas of reading comprehension, grammar, vocabulary, and essay writing in a one-to-one tutorial situation. (Flader) \$55  
1 day - Sa. Jan 20, 09:30-15:30 - KEC

#### Creative Arts in the ESL Classroom (150862)

This three-hour workshop will be an introductory exploration of teaching techniques derived from the arts that can be applied to the ESL classroom. (Garner) \$30  
1 mng - Sa. Mar 23, 09:30-12:30 - KEC

#### Testing Speaking and Listening Skills (150790)

This six-hour elective course will examine the basic principles of teacher-made classroom tests, and techniques for constructing tasks for assessing listening and speaking skills. (Gerber) \$60  
1 day - Sa. Jan 13, 09:30-16:30 - KEC

#### Testing Reading and Writing Skills (15079



### Teaching English as a Second Language (cont')

#### Interactive Multi-Media ESL Educational Materials (150893)

The emergence of interactive multi-media materials has had a huge impact on textbooks and all AV resources, as well as the way ESL instructors interact with their students. This workshop is for anyone interested in having a look at making and using interactive multi-media in the ESL classroom. This four-hour workshop will examine:

- interactive multi-media and how it can be used as a teaching resource for ESL instruction
- student language levels and student-learning profiles best served by interactive multi-media
- practical, technical and business considerations in interactive multi-media production. (Grant) \$75

1 day - Sa. Mar 23, 13:00-17:00 - CC

#### Social Issues and the ESL Class (150895)

Over the past few years the trend has been towards learning ESL through content-based curricula. This three-hour workshop incorporates the latest techniques in presenting content, stimulating discussion and encouraging critical thinking. The techniques have been successfully used in the classroom. They are based on a student-centred, communicative approach encouraging active participation. Through an exploration of topical issues such as racism, pollution and medical ethics, the participants will learn how to teach language skills using a variety of activities including role plays, guest speakers, community projects and contact assignments. Presenters will lead the participants through a unit, beginning with brainstorming, introducing new content, using the material, and finally reviewing and reinforcing information. (Hoppentrath/McAlister) \$45

1 mng - Sa. Feb 10, 09:30-12:30 - KEC

#### Placement Testing for ESL Students (150792)

This three-hour workshop will look at standardized language proficiency tests that are used for the placement of MTELP ESL students. The CELT, SLEP and Michigan Tests of English Language Proficiency will be used as examples when discussing issues such as format, administration, feasibility and compatibility. Other tests and methods of evaluating levels of English will also be discussed during this hands-on workshop. (Talbot) \$45

1 aft - Sa. Jan 20, 13:00-16:00 - KEC

## Teaching English as a Second Language Inservice Qualification Program

The VCC TESL Inservice Qualification Program has been developed for experienced ESL instructors who do not have a recognized TESL teacher-training credential. The TESL Inservice Qualification Program is 136 hours long and consists of six instructional components. The six components are Foundations for ESL Instruction, Teaching Grammar, Teaching Speaking and Listening Skills, Teaching Pronunciation, 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.

The VCC TESL Inservice Qualification Program is scheduled for Saturdays and Sundays in the Winter term, beginning on January 27 and ending on March 30, 1996.

#### 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, BA Speech Sciences, TESL Certificate (Vancouver Community College), 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, BEd, RSA/Cambridge Diploma TEFLA, 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, BA, BEd, MEd, 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, BA, BEd, MEd, TESL Certificate (Vancouver Community College), 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, BA Linguistics, TESL Certificate (Vancouver Community College), 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 six 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 are available throughout the year. All applications will be reviewed by the staff and a short list will be interviewed and selected for the Winter term (1996). \$1085

## CERTESL Program

### 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 to learn to teach English. 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 and wish to teach English as a Second Language or English as a Foreign Language. 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, telephone 871-7070, fax 871-7300. Each course has a tuition fee of \$297 and a materials fee ranging from \$20 to \$35.

### CERTESL Courses

#### TESL 21 Overview of Teaching English as a Second Language (150301)

Designed to introduce teachers of children, adolescents, and adults to the teaching of English as a second language or standard dialect. The various contexts of ESL teaching and learning, with a particular emphasis on Canada, are considered. First and second language teaching and learning are compared. Students are also introduced to the sound system and structures of English. The emphasis is on application of concepts to actual ESL/ESD teaching situations. Note: Students will require access to ESL learners. \$297

#### TESL 31 Teaching English as a Second Language: Theory and Skill Development (150302)

This course is designed to prepare teachers of children, adolescent, and adults to teach ESL. The focus is on developing skills for the ESL classroom. Topics include principles of language teaching and learning, ethical issues, learning styles, setting objectives in the ESL classroom, and ESL techniques and materials. Prerequisite: TESL 21. \$297

#### TESL 32 Teaching English as a Second Language: Materials Selection and Development (150303)

Students will learn how to evaluate, select, and adapt materials for teaching ESL. They will be exposed to various media used in developing ESL materials, including print, video, audio cassette, blackboard, overhead, felt board, and visual aids. Approaches to involving students in materials development are discussed. Prerequisite or co-requisite: TESL 21, TESL 31. \$297

#### TESL 33 Applied English Grammar and Phonetics (150304)

Elements of English grammar, discourse structure, sound system, and supra-segmental features will be examined in more depth. Techniques of instruction will be discussed. \$297

Prerequisite or co-requisite: TESL 21, TESL 31. \$297

#### TESL 34 Teaching English as a Second Language/Teaching English as a Second Dialect for Indian and Metis Students (150305)

This course presents information, concepts, and skills intended to assist teachers of Indian and Metis students. Topics include an overview of Indigenous languages in Canada, the education needs of minority students,

models of bilingual/bicultural education, some contrasts between Cree and English, instructional approaches and techniques, and assessment of minority students. Prerequisite or co-requisite: TESL 21, TESL 31. \$297

#### TESL 35 TESL Methods (150306)

This course encourages teachers to critically examine the many approaches and methods of teaching second languages, through a solid understanding of the principles behind each approach. Topics include the development of materials; techniques used in the various methods; and the assessment, development and evaluation of language skills in the ESL classroom. Teachers are encouraged to develop a personal, eclectic approach. Prerequisite or co-requisite: TESL 21, TESL 31. \$297

#### TESL 41 Program Planning and Evaluation in Teaching English as a Second Language (150307)

This course introduces the teacher to procedures necessary to identify the needs of ESL learners, to plan appropriate programs for their needs, and to evaluate such programs. Issues relating to the evaluation of students' language proficiency are discussed. The course also includes practical assignments in the planning and evaluation of ESL programs. Prerequisite or co-requisite: TESL 21, TESL 31. \$297

## Health

## 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, BA, DVATI, 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.

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.

Robyn Brown, RN, BScN, 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, MSW, 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, RN, MSN, 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, RN, has extensive experience in practice and teaching (both in Canada and the USA) in CCU, ICU, open-heart surgery and cardiac cath labs. Before joining Electronics she was a research associate in clinical electrophysiology at University Hospital.

Alice Dueck, MSW, RSW, has many years of clinical practice in adult psychiatry. Her specialization includes adult survivors of sexual and physical abuse, depression, relationship and family issues. She has extensive experience leading groups and workshops on family of origin, child issues and other related topics. Alice has provided numerous personal growth-oriented workshops and has conducted training sessions for other practitioners. She also operates a small, private practice.

Anne Earthy, RN, BN, MA, is a clinical nurse specialist currently employed by the Geriatric Program at Richmond Hospital. She has many years' experience in the field of gerontology, particularly with the frail, institutionalized elderly.

Jean Henson, MSW, RCC, is trained as a clinical, social work counsellor and therapist. She is presently employed as a child and youth therapist at Ridge Meadows Hospital. She has considerable counselling experience with children, adolescents and adults and has specialized in play therapy and in the treatment of sexual abuse. As well, Jean has significant experience in couple and family therapy and maintains a private practice on a part-time basis.

Tracy Hodson, BSN, 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, RN, MSN, has clinical experience in acute care and community health nursing, and has teaching experience in community nursing.

Marion Malcolmson, MSW, RSW, 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.

N. McCoy, RN, BSN, MEd, 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).

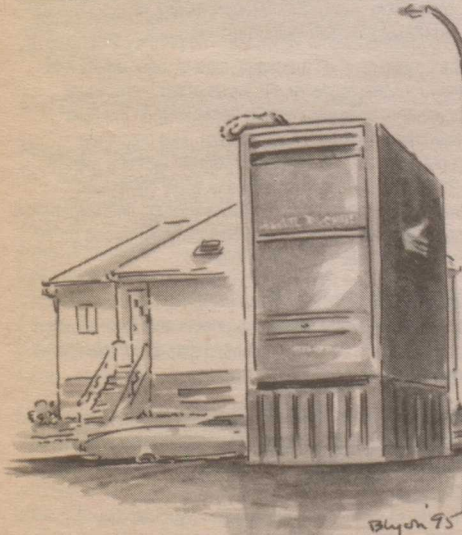
M. Mogg, RN, BA (Soc.), MA (Women's Studies), is a community mental health nurse with a wealth of knowledge about multicultural health issues. Along with several years' experience as a college instructor, she is a Vancouver Multicultural Society member and a member of the Vancouver Society of Immigrant and Visible Minority Women.

P. Moore, BA, RN, MEd, 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, BA, MSW, 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.

Heather Narod, RN, graduated from the Westcoast College of Massage Therapy in 1987. She presently has a general private practice with specialties in pediatrics, rehab, infant massage and labour and delivery. She is the assistant director of Outreach Services at the Westcoast College of Massage Therapy on a part-time basis.

Jim Olson, RN, BSN, MEd, has extensive experience as a nurse and instructor in a variety of clinical settings. He has a firm belief in the integration of theory with practice and has successfully done so with nursing, instruction and leadership.



Chris Shirley, BA, is a principal of the Pacific Institute of Reflexology and has been practising and teaching reflexology since 1978.

Jan Spilman, RN, MEd, is a registered nurse, registered clinical counsellor and mental health educator with a private practice in West Vancouver. She specializes in designing and delivering education programs related to trauma and loss. Jan worked for 13 years as a critical care staff nurse, nurse-clinician and nurse-manager. Her experiences in opening a new surgical unit, expanding an existing unit and coping with her own job deletion have made her particularly sensitive to the transition needs of others.

L. Thorson, RN, 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.

#### Fifth 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.

#### When Transition Hurts: Coping with Changes in Health Care (201062)

Organizational change is a fact of life in the 1990s. Nonetheless, many employees and managers are having difficulty dealing with the resulting transition or psychological process people go through to come to terms with new situations. This workshop, enthusiastically received in health care settings, responds to the anxiety, confusion, frustration and grief that accompany both positive and negative change. You will use the Bridge's Model of Transition to better understand your current situation and the Myers-Briggs Type Indicator to guide you to a more positive and hopeful future. (Spilman) \$175

2 day - Fr/Sa. April 19/20, 09:00-16:00 - KEC

#### 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 - Fr/Sa. Mar 01/02, 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 outside of class to complete learning modules. Course texts are required - available at KEC Bookstore. Five Monday format. Eligible for three credits in BCIT's Advanced Diploma Program. (Moore) \$375

5 day - Mo. Mar 04/11/25, Apr 01/15, 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. Feb 23, 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. Feb 23, 09:00-16:00 - KEC West

#### Issues and Needs in Multicultural Health Care (200725)

Keeping abreast of health care challenges in the 1990s involves learning more about culture. Through exercises, group discussion, media and case studies you will learn about the impact of socio-cultural factors such as language, values, beliefs and customs on health-related 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. Mar 11, 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. Mar 25, 09:30-16:30 - KEC

#### Introduction to Art Therapy (202785)

What is art therapy? What does an art therapist do? This experiential workshop will familiarize you with the field of art therapy, the creative process and the role of art within the healing process. Through exercises, discussion and hands-on exploration of art materials, you will gain an understanding of how to respond to and encourage another person's expression of self through art. You will learn to identify clients who could benefit from the use of expressive arts and recognize therapeutic qualities of different art media. (Beesack) \$100

1 day - Fr. Mar 15, 09:00-16:00 - KEC West

#### Introduction to Family of Origin (202742)

This course is designed for individuals in the health and social service field who have an interest in developing an understanding of family systems. It is also relevant and recommended for others who want to gain more insight into their own family of origin. The focus will be on applying family systems theory to gather, organize and understand family history. You will learn how to create a

genogram; a visual "map" of your intergenerational family. This process will provide an opportunity to stand outside your family and evaluate patterns and emotional forces that have shaped and guided your early life. You will also explore recurrent issues and themes that continue to have an impact on your experience. (Dueck/Henson) \$190

6 eve - We. Feb 21/28, Mar 06/13/20/27, 19:00-21:00 - 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. Feb 03, 10:00-16:00 - Langara Nursing Lab - \$100

Level II - 1 day - Sa. Mar 02, 10:00-16:00 - 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 2,000 hours of clinical experience and are teaching assistants or instructors at the West Coast College of Massage Therapy and Registered Massage Therapists in BC. (Narod) \$130

3 eve - We. Feb 14/21/28, 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, T.M.J. 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. Mar 27, 18:30-21:30 - Thorson Pain Rehabilitation Clinic

#### Creativity and Healing (202741)

Creative expression brings us into direct contact with our emotional experiences and physical bodies. In bringing awareness to these aspects of ourselves, we awaken to the complexity of who we are and enter the world of creativity, art and spirit. Through discussion, group activities and exercises involving the use of art, movement, rhythm, visualization and body awareness, participants will explore their own creative process and the role of creativity in healing. This workshop will be of interest to members of the health and healing professions as well as those interested in learning how to nurture creative expression in self and others. (Beesack) \$150

2 day - Sa/Su. Mar 30/31, 09:00-16:00 - KEC

#### The Many Facets of Reflexology (202799)

This six-hour course provides a comprehensive introduction to reflexology. Topics include: history, theories, applications, benefits and research. Participants, working with a partner, will be shown some pleasurable foot-loosening techniques, basic techniques used in foot reflexology, and how to apply them to the reflexes of the feet to benefit the corresponding parts of the body. (Shirley) \$100

1 day - Sa. Feb 10, 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. Feb 27, Mar 05/12, 09:00-16:00 - KEC West



### Professional & Allied Health Care (cont')

#### 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 - Mo. Mar 25, 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. Mar 26, 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; parasytyle. Fee includes lunch. (Cooper) \$105\*  
1 day - Fr. Mar 01, 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.

#### 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 - Fr. Mar 08, 09:00-16:00 - KEC West

#### Caring for Persons with a Terminal Illness (200727)

A unique opportunity for facility care aides and home-support workers to learn about palliative care from a team of clinical nurse specialist and social worker. You will learn: about your attitudes, beliefs and feelings about death; how to provide care that is sensitive to clients' and families' needs; how to listen and respond to a dying person's emotional needs; how to provide physical comfort and what to do if death occurs. This course is co-sponsored with the Continuing Care Division of the Vancouver Health Department and is for experienced home-support workers and facility care aides who are fluent in English and understand blood and body fluid precautions. Building on this basic course, you can pursue additional specific training in Levels I & II courses of the Caring for People Living with AIDS or HIV. (Carr/Hodson) \$75  
1 eve - Fr. Mar 29, 17:45-20:30 AND 1 day - Sa. Mar 30, 09:00-16:00 - KEC

#### Caring for People Living with HIV or AIDS – Level I (201058)

This three-hour session builds on what you learned in the course Caring for Persons With a Terminal Illness. Intended for experienced home-support workers this course introduces issues around HIV and AIDS, and home-centred care. You will learn about the impact of AIDS and HIV on home-centred care and will gain awareness to increase your comfort level while working with AIDS and HIV clients. (Co-sponsored with Vancouver Person's with AIDS Society, the Positive Women's Network, and AIDS Vancouver). \$45  
1 eve - Th. Feb 29, 17:45-20:45 - KEC West

#### Caring for People Living with HIV or AIDS – Level II (201063)

This Level II course examines specific knowledge and skills related to working with people experiencing HIV/AIDS. Topics: standards of care; opportunistic infections and treatment issues; pain management; the home support workers role in HIV/AIDS care; impact of attitudes toward sexuality on quality of care; community resources; support networks, and the importance of incorporating self care into your work. (Prerequisites 200727 and 201058.)

(Co-sponsored with Vancouver Person's with AIDS Society, AIDS Vancouver, and the Positive Women's Network.) \$75  
3 eve - Th. Mar 14/21/28, 17:45-20:30 - KEC West

#### Foot Care for the Elderly (200711)

Healthy feet are literally the foundation of mobility and independence. Designed for home-support workers, facility care aides and family care givers, this course covers theory relating to structure and function of the foot, common nail and skin conditions, preventive and palliative foot care, and foot care for clients with diabetes and peripheral vascular diseases. (Olson) \$90  
2 eve - Tu. Feb 13/20, 18:30-21:30 - KEC West

#### Physical and Functional Assessment of the Older Adult (202784)

Increase your assessment skills with the older adult who experiences a combination of chronic health problems. Learn to apply knowledge of age-related changes in systematic physical and functional assessment. Pre-reading component. Prerequisite: Head to Toe assessment (202710) (Earthy) \$100  
1 day - Mo. Mar 04, 09:00-16:00 - KEC West

#### Series: Common Chronic Problems of Older Adults

Courses in this series are for nurses who want a clinical update on assessment and management of selected problems commonly encountered among frail older adults. Teaching method includes case studies and emphasizes practical application of knowledge. All instructors are clinical nurse specialists in gerontology.

#### Stroke: A Nursing Care Update (202832)

(M. Shaw, RN, MN) \$50  
1 eve - Mo. Feb 26, 18:30-21:30 - KEC West

#### Diabetes Mellitus in the Older Adult (202773)

(A. McAuley, RN, MN) \$50  
1 eve - We. Mar 27, 18:30-21:30 - KEC West

#### Urinary Incontinence: Assessment and Intervention (202834)

(S. Galloway, RN, MN) \$60  
1 mng - Tu. Apr 16, 09:00-13:00 - KEC West

### 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  
4 day - Th/Fr/Sa/Mo. Apr 11/12/13/15, 09:00-16:00 - KEC West

For course information and registration phone 874-9923.

### Childbirth Educators

## Certificate Program

This certificate program is designed to prepare registrants to teach childbirth preparation classes. The three courses provide the knowledge and skills necessary to select appropriate content, develop lesson plans, use effective teaching techniques and manage the learning situation.

Participants should be eligible for RNABC registration or have a health or education background. Previous maternal-child experience is an asset.

#### Course Description

The certificate program consists of three courses – two independent (guided) study and one classroom course. Participants have one year to complete Course I and two years to complete the entire program. Courses I and II may be taken independently by persons already teaching childbirth education classes.

#### Course I – Core Content for Childbirth Educators (202502)

Guided study – 14 modules, 110 hours (Donaldson) \$300

#### Course II – Teaching Skills for Childbirth Educators (202504)

24 hours in classroom, 49 hours total (Donaldson) \$380  
4 day - Th/Fr/Sa/Mo. Apr 11/12/13/15, 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, RN  
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

Karen Jonson, RN, MHCs, 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, RN, BScN, MSN, 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.

Monica Mogg, RN, BA (Soc.), MA (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, RN, BSN, MEd, 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, RN, BSN, MSN 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 (RN) or Registered Psychiatric Nurse (RPN) 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

#### Length of Program

One to two courses per term: Five terms – 18 months. The program must be completed in two years.

#### Application

Contact the program assistant at 874-9923 for brochure and application form. Qualified students are accepted in order of receipt of application.

### Courses offered this term

Open only to certificate program students who have met entry requirement:

#### Introduction to Gerontology (203601)

An overview of individual and population aging in Canada. Participants distinguish facts from myths in relation to aging and older people and gain a holistic understanding of the aging process. Class exercises involve reflection on personal views about aging and professional practice with older people. Emphasis is on considering the older adult's experience within the broader context of family, community and society; developing critical thinking skills; and, using gerontology knowledge to promote the older adult's autonomy and quality of life. (Hodgins) \$270  
6 day - Th. Jan 11, 09:00-16:00 - KEC West

#### Introduction to Gerontological Nursing (203604)

Provides an overview of the gerontological nursing specialty in Canada: history, philosophical underpinnings, roles, functions, standards and current issues. Emphasis is placed on theory-based practice and on mutual problem solving with older adults and their families. Participants examine their role in quality and risk management. (Jonson) \$270  
6 day - We. Jan 10, 09:00-16:00 - KEC West

#### 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. Mar 07, 09:00-16:00 - KEC West

#### Gerontological Nursing I (203605)

This course is the first of two in which participants integrate knowledge of aging, health, communication and nursing and apply it to comprehensive-care management with frail older adults and their family members. Emphasis in both courses is on: theory/research based assessment and intervention; and, clinical application of knowledge and skills to improve care management and enhance the older adult's quality of life. For teaching/learning purposes, content in Gerontological Nursing I focuses on aspects of nursing care related to the older adult's biological functioning, safety and security. Participants learn facts and strategies for assessment and intervention with the frail older adult who experiences difficulties with: cardiorespiratory function; rest and activity patterns, nutrition, elimination, skin integrity, comfort, mobility and activities of daily living. The course includes a "clinical think tank" component in which participants share and reflect on problems or successes from their practice settings and, together, generate further directions or possible solutions. (Stanbury) \$270  
6 day - We. Mar 06, 09:00-16:00 - KEC West

#### Practicum (203607)

With a focus on application, the student integrates theory and skills learned in the previous six courses with experiences and judgement acquired only in a practice setting. The practicum involves 122.5 hours which must be completed within 12 weeks. The primary emphasis of the practicum is on managing care of older adults and their families; however, the focus of each practicum placement varies somewhat depending on the host agency's philosophy and program. The practicum represents 35 percent of the program learning experience. The student is expected to apply classroom learning and refine practical skills through field experience in an approved clinical practice setting. Arranged on an individual basis. (Kerzner) \$270

#### Electives offered this term

Open to certificate program students and other health professionals. For course descriptions see Professional and Allied Health Care.

#### Multicultural Health Care Series – Issues and Needs in Multicultural Health Care (200725)

(Mogg) \$100  
1 day - Mo. Mar 11, 09:30-16:30 - KEC West

#### Differing Health Care Needs of Ethnic Groups (200728)

(Mogg) \$100  
1 day - Mo. Mar 25, 09:30-16:30 - KEC West

### Continuing Care Management

## Certificate Program

Piloted in Vancouver in 1994, this one-year, part-time certificate program has been developed in collaboration with the British Columbia Association of Community Care. 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.

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

#### Management Processes (201601)

This course provides an overview of management theory and processes, including management principles and styles, organizational structures, management skills, power and change theory, strategic planning, and team building within the organization. (Goodall) \$435

#### Vancouver offering

4 day - Tu/We/Th/Fr. Mar 12/13/14/15, 09:00-16:00 - KEC  
Kootenay offering  
4 day - Tu/We/Th. Fr. Mar 26/27/28/29, 09:00-16:00 - TBA

#### Communications (201602)

This course provides an overview of communication concepts and skills necessary in developing team work, with emphasis on assertiveness and conflict resolution skills, managing group processes, team building, and verbal and written communication skills. (Goodall) \$435

#### Vancouver offering

4 day - Tu/We/Th/Fr. Apr 09/10/11/12, 09:00-16:00 - KEC  
Kootenay offering  
4 day - Tu/We/Th/Fr. Apr 23/24/25/26, 09:00-16:00 - TBA

### 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

As per the College of Dental Surgeons of BC (CDSBC) and the College of Dental Hygienists of BC (CDHBC) "Guidelines for Mandatory Continuing Education," members must report their own CE credits to all licensing bodies on their own behalf, in order to obtain credit.

Members of the CDSBC or the CDHBC are required to bring their licensing/registration number to class. Participants are responsible for picking up their own Statement of Completion at the end of each class.

#### INSTRUCTORS

Linda Adam, RN, BSN, CIC, is infection control practitioner, Richmond Hospital. Linda has many years of experience in nursing in a variety of areas. Currently, she is an executive member of the BC Practitioners of Infection Control (BCPIC), the local chapter of The Community and Hospital Infection Control Association of Canada (CHICA – Canada).

Sue Berman is a senior trainer with Mercedes Integrated Dental Systems. Sue has 14 years' experience as a CDA and office manager.

Myma Breikss, RDH, ID, AdEd, graduated from Dalhousie University Dental Hygiene, 1964. Myma has taught in dental auxiliary programs for the past 18 years, was previously department head of VCC Dental Auxiliary Programs, and is a full-time instructor at VCC.

Paddy Briggs' career began in the retail sector and has since encompassed dental reception, office management, practice consulting, corporate and dental office training.

Ashifa Dharamsi, RDH, ID, is an instructor with the VCC Dental Assisting and Reception Department. Currently she is completing her BSc (Disability Studies) through Senior University.

Shafik Dharamsi, BA, BEd, BSDH, RDH, is completing his MSc (Dental Science) at UBC. He is a part-time instructor with the VCC Dental Assisting and Dental Hygiene programs and with the UBC Dentistry and Dental Hygiene Degree programs; is senior faculty advisor and assistant to Dean of Faculty, Senior University.

Steve Fletcher, BSc, Dip.Tech., is the orthodontic representative for 3M Unitek, an orthodontic appliance and adhesive manufacturer. He is experienced at giving seminars on bonding and adhesive technology to study groups and orthodontic offices.

Gail Kilmer has been a dental assistant, practice manager, consultant and trainer, who over the years has devoted her expertise exclusively to the dental field.

Carole McLeod is president of Mercedes Integrated Dental Systems and teaches dental practice management.

Dr. Teri-Lee Norfolk, Dip. DH, DMD, graduated in Dental Hygiene, UBC in 1984 and DMD, UBC in 1992. For six years, Teri-Lee has been a clinical instructor and lecturer in local anaesthesia, UBC Continuing Education Department. She is currently working part-time in a community health centre.

Louise Nyeste, RDH, has practised dental hygiene for five years. She has also worked as a senior trainer for Mercedes Integrated Dental Systems for over two years.

Toni Pieroni, RDH, MA (Psych. Counselling), 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 Knowell Therapeutics Technologies, a 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.

Johanna Robbins, RDH, has practised dental hygiene for 11 years. She has been practising full time in the field of periodontics since 1987 and has facilitated courses on advanced ultrasonic therapy. Presently, she practises clinically and consults for Dr. Holbrook's technique of ultrasonic instrumentation.

Denise Rogers, CDA, is a training consultant with a diploma in Marketing Management from BCIT and teaches communications 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.

#### Promoting Oral Health in Developing Countries: Opportunities to Serve (203558 and 203559)

More and more dental professionals are becoming interested in volunteering opportunities, either independently or through non-profit organizations to provide health services to developing countries. Volunteering can bring immense personal satisfaction and travelling to new places and meeting different people can be exciting. The chance to do something worthwhile at the same time is even more rewarding. But volunteering is more than just a short term "tooth extraction" expedition. Effective volunteerism can help bring sustainable change to a community. This six-hour course is provided in two parts

**Part One – Promoting Oral Health in Developing Countries: Opportunities to Serve (203558)**  
Part One introduces you to the status of dental health in developing countries in general; researching health information about the country you want to visit; non-profit governmental and non-government organizations supporting volunteers; the presenters personal experiences of volunteering in a developing country. – 3 hours (A & S Dharamsi) \$60  
1 mng - Su. Jan 14, 09:00-12:15 - KEC

**Part Two – Promoting Oral Health in Developing Countries: Opportunities to Serve (203559)**  
Prerequisite: Part One (203558). Part Two is conducted as a workshop to explore concepts in oral health promotion and education in developing countries; personal and cultural assumptions of health and oral health; techniques to determine the oral health needs of a target population; and writing program proposals for developing countries. – 3 hours (A & S Dharamsi) \$60  
1 mng - Su. Jan 28, 09:00-12:15 - KEC

Prerequisite: Part One (203558). Part Two is conducted as a workshop to explore concepts in oral health promotion and education in developing countries; personal and cultural assumptions of health and oral health; techniques to determine the oral health needs of a target population; and writing program proposals for developing countries. – 3 hours (A & S Dharamsi) \$60  
1 mng - Su. Jan 28, 09:00-12:15 - KEC

#### Computereze I (203410)

This hands-on beginner's workshop introduces the dental professional to all components of dental management software, including: hardware – what is it? how does it work? how much power do you need? what makes on computer more powerful than another? Limited enrollment. – 3.5 hours (McLeod/Berman) \$85  
1 mng - Sa. Jan 20, 09:00-12:45 - MDS  
1 eve - Mo. Feb 19, 17:30-21:15 - MDS  
1 eve - Mo. Mar 25, 17:30-21:15 - MDS

#### Computereze II (203412)

Prerequisite: Computereze I. After a short review of lessons learned in Computereze I, participants will spend another hands-on session with the computer. Knowledge and exposure will be expanded to include: how to find your way around the system; help screens, menus, maintaining files – patient, insurance, procedures; entering claims; scheduling appointments; recall appointments – how does the computer prevent patients from slipping through the cracks; recall letters and PR; what is to come? Limited enrollment. – 3.5 hours (McLeod/Berman) \$85

1 mng - Su. Jan 21, 09:00-12:45 - MDS  
1 eve - Tu. Feb 20, 17:30-21:15 - MDS  
1 eve - Tu. Mar 26, 17:30-21:15 - MDS

#### Computereze for Windows 1 (203553)

In the near future, many dental practices will be taking advantage of software written for Windows. Learn how to schedule appointments, track the dentist's time, track the assistant's time, handle pending appointments. This course takes you from booking to billing. Meet production goals using software that makes you a booking expert.

Limited enrollment. (McLeod/Berman) \$85  
1 eve - Mo. Jan 22, 17:30-21:15 - MDS  
1 mng - Sa. Feb 17, 09:00-12:45 - MDS

#### Computereze for Windows II (203554)



### Continuing Care Management (con't)

#### 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 - Su. Feb 11, 09:00-16:00 - Camgara  
1 day - Sa. Mar 30, 09:00-16:00 - Camgara

#### 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
- Chlorzox; 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 20 per class. – 3 hours of half theory, half clinical. (Plinvidic) \$45

1 eve - We. Feb 21, 18:00-21:00 - Camgara  
1 eve - Tu. Mar 19, 18:00-21:00 - Camgara

#### 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 delivering 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. Mar 09, 09:00-16:00 - KEC

#### Managing Job Stress in the Dental Office (203547)

The focus of this one-day workshop will be on gaining awareness about the sources of stress related to work activities and the ways they affect you physically, emotionally and mentally. You will learn a variety of experiential exercises, techniques and skills to help you respond in effective ways to these stressors and increase your sense of well-being, job performance and satisfaction. – 6 hours (Pieroni) \$85

1 day - Sa. Mar 02, 09:00-16:00 - CC

#### Application of Fissure Sealants (203529)

Prerequisite: CDA or RDH. This course is designed for dental auxiliaries who are preparing for their BC Board Examination or those who wish to upgrade their skills in the precise art of applying fissure sealants. Included will be a didactic component and hands-on clinical experience. – 4 hours (Breikss) \$140

1 eve - Mo. Mar 04, 17:30-21:30 - CC

#### The Intra-Oral Camera: A Hygienist's Perspective (203541)

Here's a new focus in dentistry. This hands-on workshop presents techniques to integrate an amazing camera and patient education video into your treatment planning and presentations. Limited enrollment. – 3.5 hours (Nyeste) \$110

1 eve - Tu. Mar 05, 18:00-21:30 - MDS

#### Applications of Ultrasonics in Periodontal Therapy (203557)

Prerequisite: RDH or dentist. Recent publications and advances in instrument design have renewed interest in ultrasonic instrumentation. Today, it is regarded as an alternative approach for non-surgical therapy in the treatment of periodontal disease. This course introduces participants to the theory and application of ultrasonic instrumentation. Case scenarios will be employed to

illustrate specific treatment approaches. – 3 hours (Robbins) \$60

1 eve - We. Mar 06, 18:30-21:45 - CC  
1 mng - Sa. Mar 23, 09:00-12:15 - CC

## Interpersonal Development

#### INSTRUCTORS

Wendy Hilliard, BA, LLB, 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.

#### Conflict Resolution – Level I (202802)

Designed for health professionals, this course combines theory with practice to help health care workers 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 a variety of communication techniques to resolve conflicts more successfully. (Hilliard) \$100

1 day - Fr. Feb 16, 09:00-15:00 - KEC

#### Assertiveness Training (202715)

Assertion is an essential component of effective communication and interpersonal relationships, key to all health care professions. You will learn methods for effectively expressing your thoughts, feelings, opinions and beliefs to others; you will also 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. Mar 08, 09:00-15:00 - KEC West

#### Conflict Resolution/Assertion – Level II (202828)

For those who have completed Assertiveness Training or Conflict Resolution – Level I. This course begins with a practice review of the skills of active listening, self-disclosure and assertion. Small group role plays will help students integrate these skills into their communication in conflict situations. Emphasis will be on managing anger and defensiveness in oneself and others. (Hilliard) \$100

1 day - Fr. Mar 29, 09:00-15:00 - KEC

For additional courses see PROFESSIONAL AND ALLIED HEALTH CARE and CUISINE sections.

## 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. Jan 13, 09:00-18:00 - CC  
1 day - Sa. Jan 20, 09:00-18:00 - CC  
1 day - Sa. Jan 27, 09:00-18:00 - CC  
1 day - Sa. Feb 03, 09:00-18:00 - CC  
1 day - Sa. Feb 10, 09:00-18:00 - CC  
1 day - Sa. Feb 17, 09:00-18:00 - CC  
1 day - Sa. Feb 24, 09:00-18:00 - CC  
1 day - Sa. Mar 02, 09:00-18:00 - CC  
1 day - Sa. Mar 09, 09:00-18:00 - CC  
1 day - Sa. Mar 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. Jan 27/Feb 03, 09:00-16:00 - CC  
2 day - Sa. Mar 16/23, 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. Feb 10, 09:00-18:00 - CC

1 day - Sa. Mar 30, 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; must be in supervisory or management position. 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. Jan 27, 09:00-18:00 - CC

1 day - Sa. Feb 24, 09:00-18:00 - CC

1 day - Sa. Mar 30, 09:00-18:00 - CC

For additional courses see CUISINE section.

## Human & Social Services

## Counselling Skills

#### INSTRUCTORS

Tamara Adilman, MA Women's Studies, MEd 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.

Shirley Coomber, MA Counselling Psychology, is director of Student Counselling at BCIT.

Nathan Krakow, MA Counselling Psychology, is a counsellor working with individuals, groups and families for several organizations in the Lower Mainland.

Ross Laird, MA 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. Ross worked with substance abusing clients at the Columbia Centre. He now has a private practice in Vancouver.

Rhonda Margolis, MA Counselling Psychology, is a counsellor and educator who specializes in vocational counselling and cross-cultural counselling. She consults widely with public and private sector organizations on workplace diversity issues.

Lee McLeod, MA Therapy and Counselling, PhD 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, MEd Counselling Psychology, is a counsellor with an employee assistance program. She has taught counselling skills courses at VCC for several years. She has trained with the Gestalt Institute in Vancouver.

Selina Robinson, MA, teaches in the Substance Abuse Certificate Program of VCC and is a therapist working for various Lower Mainland agencies. Selina is also in private practice and utilizes solution-focused ideas enriched with narrative practices. Selina will be presenting at next year's Narrative Ideas and Therapeutic Practices Conference in Vancouver.

Susan Rungta, MA Counselling Psychology, is a counsellor in private practice and is experienced in training and development. She is a graduate of the Gestalt Training Institute of Vancouver.

Colin Sanders, MA, teaches in the Substance Abuse Certificate Program of VCC, is program manager of Peak House Substance Misuse Program in Vancouver, and works as a trainer and in private practice at Yaletown Family Therapy in Vancouver. Colin is interested in the clinical application of post-modern thinking, particularly as this thinking relates to the construction and deconstruction of "problem" identities.

Sally Shamaim, MEd Counselling Psychology, Dip Gerontology, is a counsellor, trainer and educator. She has a practice in the Lower Mainland.

#### 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. Jan 08, 18:30-21:30 - CC (McLeod)  
12 eve - We. Jan 10, 18:30-21:30 - CC (Adilman)  
12 eve - Th. Jan 11, 18:30-21:30 - CC (Krakow)  
12 eve - Th. Jan 11, 18:30-21:30 - CC (Shamaim)  
10 mng - Fr. Jan 12, 10:00-13:00 AND 1 day - Fr. Jan 19, 10:00-17:00 - 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 Shebib'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 Shebib, (McLeod) \$240

10 eve - Th. Jan 18, 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. Mar 16/23/30, 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 OR permission of program coordinator. Text: *Trauma and Recovery* by Judith Lewis Herman, MD, available at City Centre Campus bookstore. (Adilman) \$190

4 day - Sa. Feb 17/24, Mar 02/09, 09:30-16:30 - 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

3 day - Fr/Sa/Su. Jan 26/27/28, 09:30-16:30 - KEC

#### 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. (Coomber/Margolis) \$285

Due to instructor illness, this course is postponed until April 1996. Please check the Spring flyer for details.

#### Family Counselling II (101840)

This course (24 hours) builds on the Family Systems theory concepts covered in Family Counselling (101833). You will review Family Systems theory and practise family assessment techniques and intervention methods. The focus in this course is on skill development, using experiential learning and role play. Prerequisite: Family Counselling (101833). Family Counselling for Substance Abuse (200117), OR an introductory course in Family Systems theory (with permission of program coordinator). (Pierce) \$190

8 eve - Tu. Jan 23, 19:00-22:00 - KEC

#### Solution-Focused and Narrative Therapy Approaches to the Problem of Substance Misuse (200140)

This new workshop is open to both graduates and currently registered students of the Counselling Skills and Substance Abuse Certificate Programs of VCC. Solution-focused therapy listens carefully for, and punctuates, what clients do differently when challenging problems within their lives and relationships. It is concerned with the "here and now" of a client's life, rather than with exploring the historical details. It is goal directed and encourages clients to become expert in discovering their own solutions. Narrative, reauthoring, therapy seeks to assist clients in separating from stories that have become oppressive, or act as restraints, to the client's life and relationships. Narrative therapy objectifies problems, not persons, and proposes ways of bringing alternate stories to problem-saturated identity descriptions. It also seeks to be accountable to clients relative to gender, race, class, sexuality, age and culture. Participants will be able to practise specific skills associated with solution-focused and narrative-clinical practices, as these practices pertain to substance misuse. Participants will view video tapes and discuss transcripts, based on solution-focused and narrative therapy with youth, families and adults. There will be time for role playing, focusing on dilemmas participants face in their clinical work. (Robinson/Sanders) \$125

2 day - Th/Fr. May 16/17, 09:30-16:30 - CC

## 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 support 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; An 80-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: January, April, September 1996

#### Information Meetings

For more information attend the following meeting: 1 eve - We. Jan 24, 18:00-19:00 - CC

#### NOTE

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

#### INSTRUCTORS

Ross Laird, MA Counselling Psychology.

Kathy Pierce, MSW, is a counsellor specializing in family therapy, group work and sexual abuse counselling.

Karen Rose, MA Psychology, is a counsellor with a practice in Vancouver. She also works in the areas of employee assistance programs and substance abuse.

Joe Rosen, MSW, is a social worker in private practice.

Joanne Rykers, MA 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, MA 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. Dec 16, 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. \$285

12 eve - Tu. Jan 09, 18:30-21:30 - CC (Rykers)

12 eve - Th. Jan 11, 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 - We. Jan 10, 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. (Rose/Rosen) \$285

12 eve - Tu. Jan 09, 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 - We. Jan 10, 19:00-22:00 - KEC

#### Assessment, Referral and Community Resources (101838)

This course examines the procedures and skills which are used in assessment and referral. Content will include: understanding the purpose of assessment in the referral process; acquiring skill in assessing various issues which require specialized referral, e.g. sexual/physical abuse, substance abuse, suicide risk, crisis intervention, psychiatric problems, depression, stress/burn-out, understanding the referral process, and how to make a good referral; knowledge of community counselling resources; understanding of the legal/ethical issues involved in assessment and referral. (Rosen) \$285

12 eve - Mo. Jan 08, 18:30-21:30 - CC

#### 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. (Laird) \$220

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## 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



### Counselling Skills (con't)

#### Group Counselling for Substance Abuse (200116)

This course examines the knowledge and skills required when counselling in a group setting, individuals affected by substance abuse. Content includes: an exploration of group dynamics, stages of group development, leadership styles, member roles, types of groups, particular applications to working with substance abuse populations. The experiential component of the course will include an extended group experience as well as the opportunity to lead structured groups. (Robinson) \$285  
12 eve - Th. Jan 11, 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. Jan 10, 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 immigrant 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 everyone working with culturally diverse clients.

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.

Elizabeth Honsberger, BEd, is the manager of the Employment Programs Department at MOSAIC. With over 11 years of experience in the non-profit sector and a background in education, she has had the opportunity to develop, implement, teach and manage a broad array of programs in both community and immigrant service agencies.

Stephen Makkappallil-Knowles, BSW, RSW, currently works with the Immigrant Services Society of BC as an employment counsellor and project coordinator. He brings over six years of group work experience, particularly focusing on unemployment and has facilitated numerous workshops.

Mohezin Tejani has a Masters in International Development and is the executive director of the North Shore Multicultural Society. He has worked in senior management positions overseas on three continents for 15 years.

#### Supporting Clients in Their Employment Search (150515)

Finding appropriate employment is a commonly identified need by newcomer clients, yet the clients employment search experience is often characterized by frustration and stress. This six-hour workshop explores ways to assist clients in a variety of areas, such as resume development and employer contacts. (Makkappallil-Knowles) \$60  
2 eve - Tu. Feb 06/13, 18:30-21:30 - KEC

#### An Overview of the Canadian Federal Government (150514)

This six-hour workshop is designed to introduce you to the operations and procedures used by 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 - Tu. Feb 20/27, 18:30-21:30 - KEC

#### Program Development in the Multicultural/ Settlement Sector (150517)

This workshop will provide an overview of the steps involved in developing programs including the following: needs assessments, labour market research, funding options, proposal writing and format, budget development, and negotiations with funders. (Honsberger) \$30  
1 eve - Tu. Feb 27, 18:30-21:30 - KEC

#### Program Management in the Multicultural/ Settlement Sector (150518)

This workshop provides practical information and examples that allow you to understand the basics of managing programs: marketing, hiring, recruitment, administrative activities, financial management, program implementation and evaluation. (Honsberger) \$30  
1 eve - Tu. Mar 05, 18:30-21:30 - KEC

#### Cross-Cultural Issues in Working Overseas with Development or Relief Agencies (150516)

This workshop will explore many of the international work variables and how to adjust to them in different cultural settings. Strategies for creating a strong cross-cultural staff team will be developed, enhancing community development methodologies through utilizing cultural norms will be discussed. (Tejani) \$60  
2 eve - Th. Mar 07/14, 18:30-21:30 - KEC

### Multicultural/Settlement

## Certificate Program

Continuing Education is pleased to offer a certificate program for adults working in the multicultural/settlement sector. 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 who meet the requirements for entry. You may apply for the entire program or with the approval of the program coordinator, register for individual courses. 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  
Towards Understanding Organizations and Government Procedures  
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

Alexandra Charlton is the coordinator of the Storefront Orientation Services (SOS) and has worked for many years as an instructor and trainer in a variety of contexts.

Liz Strayski, BA TESL, has worked as a trainer and consultant for the past 12 years, specializing in oral and written communication skills. She has provided training programs for a variety of businesses, not-for-profit organizations including MOSAIC, adult ESL classes and the Court Interpretation Program.

#### Towards Understanding Organizations and Government Procedures (150503)

(Formerly Working Within Organizational Systems) This course examines organizational systems and models for inter-organizational collaboration. The content includes an introduction to systems theory and models of collaboration. You will examine the theoretical framework for establishing staff, management and volunteer relationships. Appropriate uses of interpreters and translators and liaison and referral procedures to public and government institutions most used by immigrants will be explored. (Charlton) \$250  
12 eve - Th. Jan 11, 18:30-21:30 - KEC

#### Business Communication (150505)

This course examines business writing, administrative skills in oral presentation, writing memos, letters, reports and grants proposals, organizing filing systems and record keeping within the context of multicultural/settlement work. (Strayski) \$250  
12 eve - We. Jan 10, 18:30-21:30 - KEC

### Spring 1996 Courses

#### 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 evaluation. This course provides an opportunity to explore current issues in advocacy and techniques dealing with racism. (Riano) \$250  
12 eve - Th. Apr 11, 18:30-21:30 - KEC

#### 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 I) (Klassen) \$250  
12 eve - Tu. Apr 09, 18:30-21:30 - KEC

## Court Interpreting

## Certificate Program

#### PROGRAM COORDINATOR

Silvana E. Carr, PhD, 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 17-May 13, 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 systems 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, 1996. Late applications may be accepted subject to space availability. Call 323-5322 for brochure and application form.

#### Information Session

An information session will be held at 19:30 on January 15, 1996 at Langara College. Come to the Continuing Education office.

Applicants who are interested in working as multicultural settlement workers please note the Multicultural Settlement Worker Program.

### Workshops for Interpreters and Translators

#### INSTRUCTORS

Markus Meisl is a professional conference interpreter and translator, trained at the University of Heidelberg, Germany. He is accredited with the federal government and STIBC as an interpreter and translator.

Courtney Searls-Ridge is an experienced freelance translator who teaches multilingual interpretation and translation courses at the Translation and Interpretation Institute at the Academy of Languages in Seattle, Washington, where she is also the administrative director. She has also taught at New York University. German is her second language.

#### Note-taking for Consecutive Interpreting (150145)

This workshop will give an introduction to a note-taking system that combines different kinds of symbols and abbreviations and concentrates on the meaning/message of what was said by the speaker in order to facilitate the actual task of the interpreter. For experienced and interested interpreters with a certain understanding of the problems involved in the interpreting process. Deadline for registration is January 19. (Meisl) \$36.81 (Includes GST)  
1 mg - Sa. Jan 27, 09:00-12:00 - Lan

#### Introduction to Professional Translation (150146)

The purpose of this course is to familiarize the student with basic translation techniques and the process of translation. Students will be introduced to translation theory in readings. Students will explore basic translation techniques and the process of translation including source-text analysis, target-reader analysis, non-traditional resources, glossary development, editing and proofreading techniques. They will be able to identify problems encountered in a variety of types and levels of translation. Required textbook: *In other Words* by Mona Baker. Routledge. 1992. Suggested reading: *Copysediting* by Karen Judd. Crisp Publications, Inc. Los Altos, CA.

1990. Please bring to class: Best bi-directional dictionary you can find, best target-language dictionary you can find, best source-language dictionary you can find. Handouts provided. Registration deadline is March 1, 1996. \$149.80 (Includes GST)  
3 day - Sa. Mar 09/23, Su. Mar 10, 09:00-16:00 - Lan

## 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 Educator Training

This one-year, post-basic program prepares already qualified ECE graduates with the specialized skills and knowledge to supervise infant and toddler group day care settings. Applications for September 1996 are now being accepted. Please call for further details.

#### C. Administration of Early Childhood Services

This one-year, post-basic program provides qualified ECE graduates with the specialized skills and knowledge to effectively manage and administer programs for young children. Applications for September 1996 are now being accepted. 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 this term's offerings is available upon request.

#### E. School Age Child Care

#### INSTRUCTORS

Pete Dubinsky is well-respected in the school age child care field as both a caregiver and trainer. He has presented a number of workshops for school age child care staff and been involved in several exciting projects related to leadership and innovation in this field. He holds a BA from UBC in Child Psychology and is currently completing studies in the Professional Development Program at SFU.

Richelle Leckey is out of school care coordinator at Douglas Park Community Centre and brings over seven years of practical experience to the classroom. She is an active board member of the School Age Child Care Association and currently serves as chair of the SAAC Conference Planning Community. She also represents SACCA on the board of directors of the Westcoast Child and Resource Centre.

This certificate program is designed for those who currently work or wish to work with 5-12 year old children in out-of-school care facilities, recreation programs, community centres or leadership, service and church groups. The program consists of 150 hours of instruction divided between 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 are:

- Working with 5 Year Olds
- Working with 6-9 Year Olds
- Working with 9-12 Year Olds
- Working with Children with Extra Support Needs
- Leadership and Organizational Skills

This term the following core courses will be offered:

#### Working with 6-9 Year Olds (150656)

The focus here is on the growth and development of children in this age group and the ways in which effective planning and guidance can promote positive self-esteem. (Leckey) \$110  
6 eve - We. Jan 10, 19:00-22:00 - Lan  
1 day - Sa. Feb 18, 09:30-16:00 - Lan

#### Working with 9-12 Year Olds (150657)

Key topics will include the maturing child, the concept of personal challenge, the role of field trips for this age group and effective supervision skills. (Dubinsky) \$110  
6 eve - We. Feb 15, 19:00-22:00 - Lan  
1 day - Sa. Mar 04, 09:30-16:00 - Lan

#### Family Day Care

#### INSTRUCTORS

Isolde Hager is well respected in the community for her expertise in family day care. She is currently an Outreach coordinator for the Vancouver Child Care Support Program located at Collingwood Neighbourhood House. Isolde is a director of education for Western Canada Family Day Care Association

Judy Labrin is a very experienced family day care provider and instructor. In addition to her work with Continuing Education at VCC, Judy also offers workshops throughout the Lower Mainland to provide ongoing professional development in family day care.

#### Introduction to Family Day Care: Good Beginnings (103801)

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! 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  
6 eve - We. Jan 24, 18:45-21:45 - Lan  
2 day - Sa. Feb 03, Mar 02, 09:00-15:00 - Off campus

## Humanities & Social Sciences

## 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.

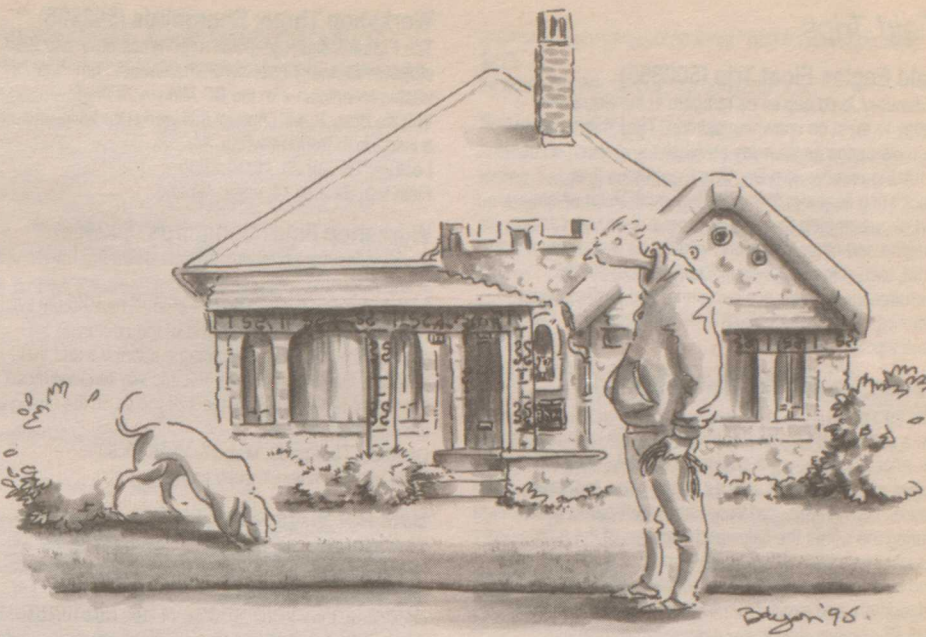
Anna Rodgers is a graduate of Home Economics at Belfast College of Domestic Science. For the past eight years she has operated a custom design and sewing business both in Toronto and Vancouver.

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.

Marta Wnorowska is an interior designer with a Masters degree in Interior Design from Academy of Fine Arts in Warsaw, Poland. She has 20 years of work experience in commercial interior design and taught Design Fundamentals at UBC's day and Continuing Education programs, as well as History of Design and Furniture, at North Shore Continuing Education.

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, 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

Design Fundamentals (051601) is the program prerequisite. Upon completion of this course, students can determine their own course of study from the program electives and workshops that they consider most relevant to their career needs and goals.

Students will receive the certificate on completion of 24 units of instruction. Drafting is a prerequisite for: Residential Design, Commercial Design and Perspective Drawing and Rendering. To receive a certificate, all course work should be completed within a three-year period.

Students who wish to take courses in the program should have a solid understanding of the English language. Certificate students 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 Thursday, January 11, Langara College, 100 West 49th Avenue, Vancouver, 19:00-20:00.

### Winter 1996 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 - \$310  
12 eve - Tu. Jan 23, 19:00-22:00 - CC (Houston)  
12 eve - Th. Jan 25, 19:00-22:00 - Lan (Saatkamp)

#### Textiles for Interior Design (504215)

This course will familiarize students with textiles, their properties, production and specialized uses in interior design. Topics covered will include textiles in history (from fibre to finished product), textiles in interior design, safety precautions and maintenance. Students will learn through the mediums of text, group discussion, research, group projects, hands-on experience, and visual aids. Evaluation of understanding the topic will be done through assigned projects and class participation. Prerequisite: Fundamentals of Design (051601) (Rodgers) \$210  
8 eve - We. Feb 14, 19:00-22:00 - Lan

#### History of Design (504214)

This course provides an overview of art history, from antiquity to the 20th century, with an emphasis on classical design styles and its influence on later periods. It will include historical background as well as description of techniques used to create art work, architecture, interiors and crafts. Prerequisite: Fundamentals of Design (051601) (Wnorowska) \$310  
12 eve - Tu. Jan 30, 19:00-22:00 - Lan

#### Colour (504218)

Colour harmony and contrast, colour symbolism and the psychological effects of colour. The course introduces traditional and contemporary colour theory, colour mixing and colour schemes. Prerequisite: Fundamentals of Design (051601) (Houston) \$310  
12 eve - Th. Jan 25, 19:00-22:00 - CC

### Courses Under Development

#### Dates TBA

Drafting Techniques (3 units) 36 hours  
Residential Design (3 units) 36 hours  
Commercial Design and Space Planning - 36 hours  
Colour (3 units) 36 hours  
Materials and Interior Finishes (3 units) 36 hours  
Furniture Styles (3 units) 36 hours  
Freehand Drawing (2 units) 24 hours  
Perspective Drawing and Rendering (2 units) 24 hours  
Lighting (2 units) 24 hours  
Business Practice (2 units) 24 hours

### Workshops Spring 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.

## 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.

### Travel Lectures

These illustrated slide lectures, presented by biologists, will introduce you to the natural history of the world's unusual wild areas. In addition to receiving an informative lecture you will have the opportunity to meet the biologists who conduct our educational travel programs for the Natural History section. Cost per lecture - \$15.35 Free for tour registrants.

#### Galapagos and Ecuador (502876)

With naturalist, David Stirling.  
1 eve - Tu. Feb 20, 19:30-21:00

#### Canada's Galapagos - the Queen Charlotte Islands (502877)

With the Vancouver Aquarium's director of education, Nancy Baron.  
1 eve - We. Mar 06, 19:30-21:00



## Field Trips

### Bald Eagles Float Trip (502855)

In January, bald eagles congregate in the Squamish Valley 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 float trip down the Squamish River 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. \$90.25 (includes lunch, resource personnel and professionally manned rafts).  
Field trip: Sa. Jan 20

### 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: Sa. Feb 03, 09:00-13:00

### Carmanah Valley Weekend (502837)

Hike with naturalist, Keith Wade, into the valley revered world-wide for its expanse of old-growth forest. Some of its massive Sitka spruce are over 800 years old. Weekend includes a visit to a selectively logged forest near Ladysmith, a tour of the Mesachie Lake forestry research station, and the hike into Carmanah Valley. Ferry, van charter, accommodation at station and most meals included in cost. \$270 (subject to change)  
Weekend field trip: May 11/12

### Gulf Islands Easter Weekend Cruise (502803)

Aboard the luxurious yacht, Island Roamer, cruise the ecological reserves, marine parks, and areas of historical interest in the Gulf Islands. The tour starts and finishes at Canoe Cove, within walking distance of Swartz Bay. Trip highlights include visits to Sydney Spit Marine Park (home to large herds of fallow deer, lagoons full of seabirds and eel-grass seashores), Mandarte Island Seabird colony (a rocky crag teeming with nesting double-crested and pelagic cormorants, and gulls), and Princess Margaret Island (an absolute jewel with its rich tidepools, flower-laden meadows, Indian midden sites and wonderful walking paths). \$535 (subject to change)  
Field weekend: Apr 05/06/07

### Wine'n Wildlife (502879)

Join well-known naturalist and author Dick Cannings and anthropologist Margaret Holm in their new surroundings in the Okanagan Valley. With its wide range of habitats including ponderosa pine, sage brush, desert and endangered grassland, this unique valley is home to a wonderful collection of wildlife. The tour includes bird watching, big-horn sheep stalking, and plant identification during the day and vineyard tours, wine-tastings and gourmet dinners in the evening.  
Field weekend: late September  
Cost: TBA

## 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 a two-hour lecture using slides and museum specimens and a four-hour field trip. Workshops are conducted by experienced birders.

### Workshop One: Owls (502846)

Several species of these nocturnal birds of prey live in the Vancouver area. Learn to recognize their distinctive hoots and whistles as well as where and how to locate owls. Join Tom Plath for an illustrated lecture and an evening of owl watching.  
Lecture: Feb 21, 19:30-21:30  
Field trip: Sa. Feb 24, evening

### Workshop Two: Gulls (502870) \*\*

Gull identification presents a challenge to even experienced birders. A lecture and field trip to the Fraser River Delta, will focus on the identification of the different gull species most likely seen in the Vancouver area. Experienced birder, Tom Plath, will emphasize how to recognize the various plumages of immature and mature gulls. \$40.12  
Lecture: Tu. Mar 19, 19:30-21:30  
Field trip: Sa. Mar 23, early morning

### Workshop Three: Shorebirds (502865) \*\*

The Fraser Delta is of global importance as a migration stopover for many species of shorebirds. Tom Plath, a wildlife technician with the BC Ministry of the Environment Wildlife Branch, will conduct this workshop which includes a field trip to Boundary Bay. \$40.12  
Lecture: Tu. Apr 23, 19:30-21:30  
Field trip: Sa. Apr 27, early morning

### Workshop Four: Songbirds (502866) \*\*

Many species of songbirds migrate down the Pacific coast in late August and September. Tom Plath, a wildlife technician with the BC Ministry of the Environment Wildlife Branch, will try to sort out some of the confusing fall plumages of warblers, flycatchers, sparrows and their relatives. Destination of the field trip will be announced at the first of two lectures, since it depends on the timing of the migration. \$55.47  
Lectures: Tu. Apr 30, May 07, 19:30-21:30  
Field trip: Sa. May 11, early morning

### Bats Not Birds (502869)

Teachers take note – bat researcher, Chris Harris, will introduce you to some of the 16 species of insectivorous bats which regularly appear in BC, many of which are considered threatened because of their slow reproductive rates and vulnerability to environmental changes. Lecture will be supplemented with slides, bat specimens and ideas on how to make bat houses. \$24.07  
Lecture: Tu. Mar 20

### Naturescape: Planning Your Native Garden (502880)

As human development continues, native plants and animals become increasingly threatened. With a little knowledge and planning you can make your own garden more supportive of native flora and fauna. The course will cover life in the soil, habitat requirements of wildlife, indigenous plants and horticultural varieties useful for wildlife and plans for a "habitat garden." Instructor, Sylvia Pincott, is an avid gardener, a naturalist and member of a province-wide stewardship program partnered by BC Ministry of Environment, Wildlife Habitat Canada, Habitat Conservation Fund and Canadian Wildlife Service. The course includes three evening lectures and a weekend garden tour. \$72.21  
Lectures: Tu. Feb 27, Mar 05/12  
Garden tour: Sa. Mar 30

## Travel Tours

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

## For 1996 . . .

### 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. The trip starts and ends 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, an oceanside community with many fine examples of late 1700's architecture, and a huge variety of breeding songbirds. You will also visit rugged Grand Manan Island 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 Ninistarts are protected as world treasures. Aug 1-8, 1996

### Galapagos and Ecuador – led by David Stirling

Andean highlands, Indian villages, subtropical rainforests and the legendary Galapagos Islands. See the amazing flora and fauna which so inspired Darwin over 100 years ago, from the Amazon jungle lodge of La Salva, to the paramo regions and volcanoes on Mt. Cotopaxi, to a week exploring the Galapagos islands aboard the Andando, a 90' brigantine. Nov 24–Dec 13, 1996

### Southeastern Arizona "Sky Islands" – led by Dick Cannings

Arizona is one of the most exciting places for naturalists in North America. This tour concentrates on the "sky islands," where mountains rise out of the desert and plants and animals here are otherwise only found in the Mexican Sierra Madre. We'll visit the Grand Canyon for its spectacular scenery, the Madera Canyon for its oaks, pines, junipers and birds, the Ramsay Canyon for its hummingbirds and the Sonora desert for its towering saguaros. We'll also enjoy a few days in the biological field station in the Chiricahua Mountains, an outlier of the Mexican Sierra Madre, and as an added bonus . . . given summer rains the desert may be in bloom. Mid-September 1996

## For 1997 . . .

### Florida – David Stirling

See Everglades National Park, a river of grass teeming with White Ibis and alligators. Walk the beaches and lagoons of the Gold Coast for flocks of seabirds. Visit Corkscrew Swamp for its bald cypress and moss-covered forests, and snorkel among colourful fish at John Pennekamp State Park. February 1997

### Galapagos and Ecuador – Keith Wade

Six days in the Amazon jungle and 11 days on the early unique Galapagos Islands – follow biologist, Keith Wade in Darwin's footsteps. May 1997

### Nepal and India Wildlife Trek – Nancy Baron

From the highlands of the Himalayas to the rich jungles of Terai, Nepal and India offer the world's best wildlife viewing. Ride an elephant to see rhinoceros and tiger and float in search of freshwater dolphins. Visit the Taj Mahal and the amazing wildlife of Bharatpur. Sep–Oct 1997

## Anthropology/History/Philosophy

### INSTRUCTORS

Kurt Preinsperg earned his PhD 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.

### Introduction to Existentialism (505612)

A course for those who wish to learn about the most influential philosophy of the 20th century. Existentialism centers on the lived experience of the individual and stresses his or her freedom and responsibility. Existentialist ideas suggest a fascinating alternative to the world view of scientific determinism. We will read and discuss excerpts from Nietzsche, Kierkegaard, Sartre, Camus, deBeauvoir, Koestenbaum and others. (Preinsperg) \$ 129.47 (Includes GST)  
6 eve - Mo. Feb 12, 19:00-21:30 - Lan

### 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. (Preinsperg) \$129.47 (Includes GST)  
6 eve - Tu. Feb 13, 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 - Th. Feb 15, 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 - We. Feb 14, 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. Feb 01, 18:30-21:00 - Lan

## Cuisine

### INSTRUCTORS

Jacqueline Ehler, RDN, has performed menu analysis for various restaurants and colleges, worked as a nutrition counsellor for athletes and as a hospital nutritionist. She guest lectures and is a regular contributor to various columns and magazines. Jacqueline is currently the director of Food Services at VCC.

## Nutrition 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. (Ehler)

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

Learn to develop your own low fat/low sodium recipes. Learn practical tips on reducing fat from your favourite recipes. This course covers: nutrient content of foods; carbohydrates, proteins and fats; working through a sample menu; and cutting fat and sodium out of a recipe. You will sample a variety of regular and low-fat products. \$40  
1 day - Sa. Jan 20, 09:30-13:30 - KEC

### Spa Cuisine (200414)

An evening of learning about alternative methods of cooking and eating. This course will take place in the kitchen and private dining room of the world-renowned Waterfront Centre Hotel. Executive Chef Daryl Nagata will show you innovative methods of cooking and use of enticing ingredients to achieve an exciting light menu. Jacqueline Ehler will guide you through nutritional components that make up the evening's food choices. Course includes a four-course dinner. \$75  
1 eve - Mo. Jan 22, 17:00-21:00 - Waterfront Centre Hotel

### Nutrition and a Healthier Life Style (200415)

For individuals who are interested in nutrition and its contribution to a healthier life style, whether you want to lose pounds or simply improve your eating. On a weekly basis you will put nutrition principles into practice by developing a menu designed specifically for you. Each week you learn additional information on how to make significant changes in the way you look at and consume food. Topics: food choices, eating patterns, serving sizes, nutrients (carbohydrates, protein and fat), daily selection of foods, meal and snack planning, food selection at the grocery and produce store, food labelling, vegetarianism and organic products. \$125  
4 eve - Tu. Feb 06/13/20/27, 18:30-21:30 - KEC

### Nutrition and Vegetarianism (200143)

Learn and practise vegetarian nutrition and cookery. This course provides information on the following topics: what is vegetarianism? how to incorporate a vegetarian diet into your life; how to meet nutritional requirements while being vegetarian, and resources on vegetarian nutrition and cookery. Included is a hands-on demonstration with meatless cuisine. You will have an opportunity to savour vegetarian foods as well as learn optimum cooking techniques. \$65  
1 day - Sa. Feb 10, 09:00-16:00 - KEC

### Sports Nutrition (201066)

Designed for athletic individuals who wish to increase their knowledge of nutrition. It will provide an overview of the nutritional requirements of athletes, including carbohydrates, proteins, fats, iron, fluids, as well as various training schedules. \$65  
2 eve - Th. Mar 07/14, 18:30-21:30 - KEC

## Wine

### INSTRUCTOR

Paul Warwick has been teaching wine courses for VCC for the past 15 years. He is a certified wine educator, trained 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. Vancouver Community College is one of only two colleges in Canada that teaches these courses.

### 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), will be offered Fall term 1996. (Warwick) \$650  
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. Jan 29, 1995, 19:30-21:30 - KEC  
4 eve - Mo. Apr 29, 1996, 19:30-21:30 - KEC

### The Great White Wines of the World (505214)

White Burgundy, Riesling, Gewurztraminer, Chardonnay and Sauvignon, 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

### Great Red Wines of the World (505221)

Cabernet Sauvignon, Pinot Noir, Barolo, Chianti, Hermitage and of course Port, just to name a few, are considered the best red wines in the world. This evening course gives you the chance to taste and compare – and decide for yourself which one is the best. 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. During this one-evening course 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. (Warwick) \$40.66 (Includes GST)  
1 eve - Tu. Mar 26, 19:30-21:30 - KEC

### 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 through the entire creative process. Using clips from recent blockbuster films such as *Sleepless in Seattle* and *Speed*, you will master the secrets of successful film writers. (Borden) \$150  
6 eve - Th. Feb 15, 19:00-21:30 - Lan

### Screen Writing Tutorial (102784)

This screen-writing tutorial is designed for students who have either an idea, an outline for a film or a first draft. This course will allow each student to move on step closer to a finished product. Enrollment is limited to seven students. Prerequisite: Writing for Movies: The Basics (104111) or special permission from the instructor. (Borg) \$285  
6 eve - Tu. Feb 06, 19:00-21:30 - CC

### Comedy Improvisation – Level I (102847)

Designed to feed 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. Feb 05, 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. Feb 05, 20:15-22:15 - CC

## Film, Television & Theatre

### INSTRUCTORS

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

Alan Borden, MA, has been a professional writer for more than 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 and 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. Jan 27, 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, and names and phone numbers you need. The day is a combination of practical work, discussion and information. This course is appropriate for beginning actors, those interested in knowing more about auditioning, and those making a transition from theatre to film. (Lysell) \$64.20 (Includes GST)  
1 day - Sa. Jan 27, 10:00-16:00 - Lan  
1 day - Sa. Feb 10, 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. Feb 06, 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 through the entire creative process. Using clips from recent blockbuster films such as *Sleepless in Seattle* and *Speed*, you will master the secrets of successful film writers. (Borden) \$150  
6 eve - Th. Feb 15, 19:00-21:30 - Lan

### Screen Writing Tutorial (102784)

This screen-writing tutorial is designed for students who have either an idea, an outline for a film or a first draft. This course will allow each student to move on step closer to a finished product. Enrollment is limited to seven students. Prerequisite: Writing for Movies: The Basics (104111) or special permission from the instructor. (Borg) \$285  
6 eve - Tu. Feb 06, 19:00-21:30 - CC

## Personal Development

### INSTRUCTORS

Phyllis Loher has more than 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.

### 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)  
6 eve - We. Jan 31, 19:00-21:30 - Lan

### Self-Management Training (102878)

How much more could you enjoy your life and relationship, or 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 are examples. This course will help you develop greater self-esteem and you'll get more done with less effort! (Loher) \$186.18 (includes GST)  
8 eve - Mo. Feb 05, 19:00-21:30 - Lan

## Languages

## English Skills Improvement

Three information sessions will be held for all students interested in any English Skills Improvement courses: Thursday, January 04, Tuesday, January 09; and Thursday, January 18, at Langara College from 17:30-20:00. Students must attend one of the sessions in order to be interviewed by an instructor and placed in the appropriate level. Please come to the Continuing Education office at Langara College.

NOTE  
The English Skills Improvement courses are non-transferable, non-credit courses. All courses require texts. The average text price is \$40-\$45. 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, BA, MA, has taught ESL in Japan and Canada since 1986.

David Bouvier, BA, MA, has taught in Britain, the United States and Canada since 1969.

Kirsten Bunton, BED, has taught ESL since 1987.

Terence Demers, BED, has taught ESL in Saudi Arabia, Korea and Canada since 1972.

Nora Ferrera, BA, received her degree in English and French and has taught in Africa, Israel and Canada since 1972.

Liz Strayski, BA (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 - Mo/We. Jan 22, 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. (Ferrera) \$275  
24 eve - Mo/We. Jan 22, 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 - Tu/Th. Jan 23, 18:00-20:00 - Lan

### English Writing Skills Improvement I (103007)

Learn to write fluently, skilfully and correctly. This introductory course stresses punctuation, sentence and paragraph structure and grammar. There will be some in-class writing and weekly homework assignments. This course is designed for English as a second language speakers who speak English fluently, but want to improve their writing skills. Text required. (Durrieu) \$185  
12 eve - Tu. Jan 23, 18:00-20:00 - Lan



### English Skills Improvement (cont')

#### Conversational Skills Improvement III for Advanced ESL Speakers (103022)

Learn to express your ideas more clearly in the work place, at school or in social situations. This course is designed for ESL speakers with a high degree of fluency in English who want to expand their skills. Topics to be covered include oral presentation skills, pronunciation, stress, intonation and vocabulary building. Participants are videotaped and given feedback by the instructor. Text required. (Strayski) \$250  
12 eve - Mo. Jan 22, 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. (Burton) \$360  
18 eve - Mo/We. Jan 22, 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 February 10, 1996. The fee is \$85 per course. (GST is applicable for students age 15 and older - fees will be \$90.95.)

All students from four years old and up will be accepted. All students will be assigned to the appropriate class at registration time.

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 February 10, 1996. The fee is \$85 per course. (GST is applicable for students age 15 and older - fees will be \$90.95.)

#### Course numbers and descriptions follow:

505814 - Kung-Fu  
505815 - Chinese Brush Painting  
505816 - Mathematics  
505817 - Cartoon Drawing (under age 12)  
505826 - Pencil and Charcoal Drawing (over age 8)

Pre-registration for children's classes will be held at KEC on Saturday, January 6/13/20, 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 January 13, 1996. The fee is \$155.15 per course (GST included).

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 communicational skills in the language. It exposes the student to more written or spoken Mandarin language materials and prepares the students to express themselves in the language.

#### Adult Advanced Conversational Mandarin (505824)

This course will be ideal for individuals who can read and write in the Mandarin language but seek to improve their spoken Mandarin. The emphasis is on the phonetics of Mandarin language and the proper intonation of words. Through conversation, discussion, debates and other activities, it prepares the student to speak better Mandarin. Students are allowed to bring tape recorders to the course. Pre-registration for adult classes will be held at KEC on Saturday, December 02/09/16, 10:00-12:00.

## 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

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 BA from the University of Hong Kong. He is fluent in Cantonese and Mandarin. Eric has been teaching adults using different methodologies for a number of years.*

*Chun Yang Lu comes from Nan Kai University, Tietsin, China. He has a degree in Chinese Language and Literature as well as a teaching certificate from BC. He has been teaching for several years in schools and institutions in Canada and China. His native tongue is Cantonese.*

##### French

*Lucy Hassaine has been teaching elementary school and adults for a number of years. She comes from France. Lucy also makes a point to introduce Canadian content in the class.*

##### Italian

*Elizabetta Visscher has extensive experience in teaching French and Italian to adults. She holds degrees in both languages from France. Elizabetta utilizes standard accents and expressions which will allow the student to function in 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.*

*Megumi Oba is originally from Tokyo. She has a diploma in English Language from Cambridge University, England. She has, through the many years of teaching, developed her own materials and methods.*

*Reiko Louie has a BA 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.*

##### Spanish

*Irma Colomé holds teaching certificates from Mexico, France and Canada. She taught at Simon Fraser University for a number of years before coming to VCC.*

*Esther Erickson is originally from Chile. She has a teaching certificate from BC and many years of teaching Spanish as a Second Language at Simon Fraser University and other institutions. She uses a standard accent.*

*Ana Maria Espinel comes from Ecuador with good experience in second language acquisition. She uses a variety of techniques to enhance second language learning.*

*Martha Miskurka received her teaching education in her homeland, Mexico. She has experience teaching English and Spanish as a second language in Mexico and Canada.*

*Nieves Moure received her elementary teacher's certificate in Spain, her country of origin. As well, she holds a BC teacher's certificate and a teaching diploma from the Spanish Ministry of Science and Education.*

##### Thai

*Pontip Placzek is originally from Thailand and has taught Thai for many years. Pontip has written a beginner's book for the Thai language with her husband.*

##### Vietnamese

*Giang (John) Vu comes from Vietnam with a background in ESL teaching and translation. John has worked also in social programs to help with the resettlement of new immigrants.*

#### Cantonese Conversation - Level I (501903)

\$155.15 (Includes GST)  
10 eve - Tu. Jan 23, 18:30-20:30 - Lan (Lu)  
10 eve - We. Jan 24, 18:30-20:30 - CC (Au)

#### Cantonese Conversation - Level II (501904)

\$155.15 (Includes GST)  
10 eve - Mo. Jan 22, 18:30-20:30 - CC (Au)

#### French Conversation - Level I (501913)

\$145  
10 eve - Tu. Jan 22, 18:30-20:30 - Lan (Hassaine)

#### French Conversation - Level II (501914)

\$145  
10 eve - Th. Jan 25, 18:30-20:30 - Lan (Hassaine)

#### German Conversation - Level I (501919)

\$155.15 (Includes GST)  
10 eve - Mo. Jan 22, 18:30-20:30 - Lan (Rommel)

#### German Conversation - Level II (501920)

\$155.15 (Includes GST)  
10 eve - We. Jan 24, 18:30-20:30 - Lan (Rommel)

#### Italian Conversation - Level I (501923)

\$155.15 (Includes GST)  
10 eve - Tu. Jan 23, 18:30-20:30 - Lan (Visscher)

#### Italian Conversation - Level II (501924)

\$155.15 (Includes GST)  
10 eve - We. Jan 24, 18:30-20:30 - Lan (Visscher)

#### Japanese Conversation - Level I (501926)

25-hour course. \$192.60 (Includes GST)  
10 eve - Mo. Jan 22, 19:00-21:30 - Lan (Egawa)

10 eve - We. Jan 24, 19:00-21:30 - CC (Oba)

10 eve - Th. Jan 25, 19:00-21:30 - CC (Louie)

#### Japanese Conversation - Level II (501927)

25-hour course. \$192.60 (Includes GST)  
10 eve - Tu. Jan 23, 19:00-21:30 - Lan (Egawa)

#### Mandarin Conversation - Level I (501937)

\$155.15 (Includes GST)  
10 eve - Mo. Jan 22, 18:30-20:30 - Lan (Huang)

#### Mandarin Conversation - Level II (501938)

\$155.15 (Includes GST)  
10 eve - Mo. Jan 22, 18:30-20:30 - Lan (Shao)

#### Mandarin for Cantonese Speakers - Level I (502016)

\$155.15 (Includes GST)  
10 mng - Sa. Jan 27, 09:00-11:00 - CC (Lu)

#### Mandarin for Cantonese Speakers - Level II (502023)

\$155.15 (Includes GST)  
10 mng - Sa. Jan 27, 11:00-13:00 - CC (Lu)

#### Spanish Conversation - Level I (501949)

\$155.15 (Includes GST)  
10 eve - Mo. Jan 22, 18:30-20:30 - CC (Miskurka)  
10 eve - Tu. Jan 23, 18:30-20:30 - Lan (Colomé)  
10 eve - We. Jan 24, 18:30-20:30 - CC (Espinel)  
10 eve - Th. Jan 25, 18:30-20:30 - Lan (Erikson)

#### Spanish Conversation - Level II (501950)

\$155.15 (Includes GST)  
10 eve - Mo. Jan 22, 18:30-20:30 - CC (Espinel)  
10 eve - We. Jan 24, 18:30-20:30 - Lan (Colomé)

#### Spanish Conversation - Level III (501951)

\$155.15 (Includes GST)  
10 eve - Th. Jan 25, 18:30-20:30 - CC (Maure)

#### Thai Conversation - Level I (501990)

\$155.15 (Includes GST)  
10 eve - We. Jan 24, 18:30-20:30 - Lan (Placzek)

#### Thai Conversation - Level II (501993)

\$155.15 (Includes GST)  
10 eve - Mo. Jan 22, 18:30-20:30 - Lan (Placzek)

#### Vietnamese Conversation - Level I (502019)

\$155.15 (Includes GST)  
10 eve - We. Jan 24, 18:30-20:30 - Lan (Vu)

#### Vietnamese Conversation - Level II (502022)

\$155.15 (Includes GST)  
10 eve - Mo. Jan 22, 18:30-20:30 - Lan (Vu)

## Music

These music courses are for individuals who wish to develop and expand their musical talents, increase their skills and pursue professional development training in support of their careers in the music industry. The courses are taught and led by a dedicated and talented group of instructors.

#### INSTRUCTORS

*Ted Greene is the program coordinator and member of the VCC music faculty. 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: instruction, performing ensembles, and new technologies in music.*

*Daryl Jahnke - Guitar. Daryl studied at VCC before embarking on a very successful performing career in Japan. He taught for a number of years at VCC. He is heard frequently throughout the Lower Mainland, leading the Daryl Jahnke Trio.*

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

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

*Jeannie Lee - Piano. Jeannie studied in the Keyboard Program at VCC and continued her studies at the Manhattan School of Music. 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 professional entertainer and author of 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 completed 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 completed 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 many years, as the sole proprietor of McReid Music. He has worked as a producer, engineer, publisher, writer, arranger, performer and educator, and 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 Vancouver Chamber Choir. In addition to his duties with the chamber choir and VCC, he has also taught at the Vancouver Academy of Music, and has been a regular participant at the Summer Master Class at Oberlin College.*

## Piano

#### Piano: Beginners (502517)

Class instruction on individual pianos. You will learn notation, basic playing skills and chording techniques and should have access to piano for home practice. Enrollment limited to eight per class. In the event of insufficient enrollment in a particular class, classes may be combined. Seniors discount not available due to limited enrollment. (Lyster) \$135.89 (Includes GST)  
10 eve - Mo. Jan 22, 18:00-19:00 - KEC  
10 eve - Mo. Jan 22, 19:00-20:00 - KEC

#### Piano: Intermediate (502518)

Further instruction in reading, playing skills and chording techniques. You 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. Jan 22, 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. Jan 24, 18:00-19:00 - KEC  
10 eve - We. Jan 24, 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. (Lae) \$135.89 (Includes GST)  
10 eve - We. Jan 24, 20:00-21:00 - KEC  
10 eve - We. Jan 24, 21:00-22:00 - KEC

## Instrumental

#### NOTE

Students wishing to register for the instrumental music courses must have an instrument before the first class of each course. 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. You will learn appropriate breathing techniques, tone control and musical skills, including some small ensemble playing. Each student must have a flute. (Lutz) \$70.62 (Includes GST)  
10 eve - Mo. Jan 22, 18:00-19:00 - KEC

#### Flute: Intermediate (502506)

Continuing instruction in flute performance study, you will expand technical skill development and participate in small ensemble playing. Music provided. Each student must have a flute. (Lutz) \$70.62 (Includes GST)  
10 eve - Mo. Jan 22, 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. Jan 24, 18:00-20:00 - KEC

#### Guitar: Intermediate (502508)

If you have had a few lessons in the past, or are you a self-taught player, this class will help you learn to use the wide range of materials to improve your technique and musically. 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. Jan 24, 20:00-22:00 - KEC

#### Saxophone/Clarinet: Beginners (502519)

Learn appropriate 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. Jan 24, 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. Jan 24, 19:00-20:00 - KEC

## Vocal

#### Singing - Level I (102614)

Designed to give beginner singing students, or those who have studied less than two years, a 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. (Tompkins) \$235.40 (Includes GST)  
8 eve - Mo. Jan 22, 18:00-20:00 - KEC  
8 eve - Tu. Jan 23, 18:00-20:00 - KEC

## Ensembles

#### 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. Jan 06, 12:30-14:30 - KEC

#### Concert Band (502548)

Put the skills you have learned in the woodwind, instrumental classes to use by joining this performance ensemble. Players of all woodwind and brass instruments are welcome



## 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 a new program which offers five core courses and four specialty streams. Information gathered from consulting with stakeholders was used in the revision process.

The Non-Profit Sector Management Certificate Program offers essential and comprehensive training for adults seeking to launch or advance their management career in the not-for-profit sector. Courses will be of interest to individuals in entry to middle management positions who want 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

#### Application Process

- Submit:
- application form
  - statement of motivation (approximately 250 words)
  - letter of reference
- Register for group orientation (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 specialty courses will be offered each term. Choose from one of the following specialty streams:

1. Non-Profit Management
2. Volunteer Management
3. Fundraising 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.

#### Program Coordinator

Bonnie Denford-Nelson, 871-7061, Tuesdays and Thursdays

#### Winter term 1996

##### INSTRUCTORS

Bill Bean is the executive director of the Langara College Foundation. He previously taught in the Fundraising Management Certificate Program.

Chloé Lapp is executive director of the Kidney Foundation of Canada, BC branch with vast experience in all facets of the not-for-profit sector. She was a previous instructor in the Non-Profit Management Certificate Program.

Veronika Metelch is project coordinator for the Vancouver Community College Educational Foundation.

Kathleen Porter is in private practice, Sequola Consulting and consults in facilitator training and group development skills. She is an educator with over 20 years' experience in the not-for-profit sector.

Rosemary Rawnsley is director of Resource Development at the Heart and Stroke Foundation of BC and the Yukon. She was a previous instructor in the Volunteer Management Certificate Program.

Elaine Stoll is in private practice, Westside Counseling and Consulting Services and provides training to a number of non-profit organizations. She is an instructor at other colleges and at the Justice Institute.

Jane Westheuser is associate director of Development for the Vancouver Community College Educational Foundation.

#### 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. Jan 04, 19:00-21:00 - KEC Room 5025

#### Fundamentals of Non-Profit Management (101902)

This course covers the basic principles, philosophy and structure of not-for-profit organizations. It emphasizes the function, purpose, roles and responsibilities of the 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 while maintaining the organization's mission and mandate. (Lapp) \$290

12 eve - Mo. Jan 08, 18:30-21:30 - KEC

#### Interpersonal Communication – Building Bridges (101903)

Interpersonal communication skills are critical to effective managers and therefore provide the foundation for working with many different groups in the not-for-profit sector. This course enhances participants' communication skills with emphasis on interpersonal awareness, effective communication, cross-cultural communications and barriers to communication. Participants will examine their own interpersonal communication as well as interpersonal communication in others. Text: *Building Bridges, Interpersonal Skills for a Changing World*. (Stoll) \$275

12 eve - Mo. Jan 08, 18:30-21:30 - KEC  
 12 eve - We. Jan 10, 18:30-21:30 - KEC

#### Specialty Streams

##### Volunteers: Protect Them from Becoming an Endangered Species (101951)

This course is designed for students in the volunteer management specialty stream. In addition, interested individuals who are currently volunteer managers are encouraged to register. Participants will examine the current issues and trends affecting volunteerism and the impact on the volunteer manager. This course focuses on four essential elements of volunteer management:

- understanding the motivation and recruitment challenges faced by volunteer managers
- understanding and practising the interviewing process for volunteers
- identify strategies for supporting, recognizing and challenging volunteers

Those with no experience are encouraged to take Introduction to Volunteer Coordination (101601) offered by Volunteer Vancouver in conjunction with VCC. (Rawnsley) \$150

3 day - Sa. Jan 27/ Feb 10, Fr. Feb 23, 09:00-16:00 - KEC

##### Principles of Fundraising (101961)

This course is designed for students in the non-profit and fundraising management specialty streams. In addition, this course stands alone and interested individuals working/volunteering in the not-for-profit sector are encouraged to register. This course explores fundraising approaches by examining the various aspects and trends occurring with donor relations in BC and in the not-for-profit sector in Canada. Participants will examine organizational and environmental impact on fundraising and will focus on some techniques used today. Topics include motivation for giving, grantmanship, face-to-face solicitations techniques, major gifts and donor cultivation. (Bean) \$150

3 day - Sa. Feb 03/Mar 02, Fr. Feb 16, 09:00-16:00 - KEC

## Workshops

### The Self-help/Support Group Model – Basics, Benefits and Transition (101970)

Self-help is an integral and growing part of the community fabric and is viewed as a vital adjunct to community health. This experiential workshop will include the basic development and maintenance of a group. Participants will explore the bridging process from professionally led to volunteer led groups. (Porter) \$84.20 (Includes GST)

1 day - Fr. Mar 08, 09:00-16:00 - KEC

### Non-Profits Having a Ball: Special Event Management (101971)

From lotteries to gala balls, special events are an important function of the not-for-profit organizations. Learn the various business, organizational and creative tools needed in producing a successful event to raise funds and profile. Topics include: marketing and promotion, committee recruitment, planning and follow-up. (Metelch/Westheuser) \$84.20 (Includes GST)

1 day - Fr. Mar 08, 10:00-16:00 - KEC

### Introduction to Volunteer Coordination (101601)

Volunteer Vancouver, in cooperation with VCC, Continuing Education is offering this introductory course designed for volunteer leaders and paid staff of non-profit organizations. You will learn the basic skills needed by a coordinator of volunteers. The sessions will enable you to examine and practise the organizational and human relations skills necessary to develop and operate a successful volunteer program. Facilitators are experienced managers and/or trainers in volunteerism. Limited to 18 participants. \$180

8 eve - Tu. Jan 30, 18:00-20:30 - VV

### Libraries in Community Organizations – Assessing Your Situation (106072)

(Shaskin) \$41.20 (Includes GST)

1 aft - We. Feb 14, 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 - We. Mar 13, 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, BA, BComm, CFP, is a registered financial planner. He has 13 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, BComm, CFP, is a registered financial planner. He has 13 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; analyse 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. Feb 06, 19:00-21:30 - ARB

### Strategic Asset Management (503702)

Ninety percent of investment "rate of return" comes from being in the right asset type rather than in a specific investment! In this three-hour session we will determine your investment profile – a combination of your financial goals, 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 discuss asset types, not specific investments. 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. Feb 13, 19:00-22:00 - ARB

## 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.

#### Information Night

Please join us for a "Drop-In" evening to learn about these programs. Instructors will be available to answer questions. RSVP 443-8380.

1 eve - Mo. Jan 15, 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

Cathy Barzo, BA, Legal Asst Dip, is a legal assistant with ten years' experience in litigation.

Jobst Bode practices general civil and commercial law.

Karen Howatson is a legal assistant with 11 years experience in corporate finance with a major law firm.

Shirley Kay practises general civil law.

Robert King, 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.

Michael Ritzker is a criminal defence lawyer.

Allen H. Soroka, BSc, LLB, MLS, is Assistant Law Librarian at the UBC Law Library.

Cheryl M. Stephens, BA, LLB, a legal educator for seven years, is a legal writing specialist.

Katharine Wellman, QC, has 30 years law practice experience in BC, Alberta, and Saskatchewan.

## Core Courses

### Canadian Legal Process 1000 (104816)

An introduction to Canada's legal system, legal institutions, and basic legal principals. Examine the sources of law and the structure of the court system. \$105

4 eve - Th. Jan 18, 18:00-21:00 - CC (Kay)

3 mng - Sa. Feb 10, 09:30-14:00 - CC (Bode)

### Legal Research 1015 (104817)

An introduction to legal research techniques. Students can do hands-on research. (Soroka) \$160

6 eve - We. Feb 21, 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 - We. Feb 07, 18:00-21:00 - CC

### Torts 1050 (104819)

An introduction and overview of tort law in Canada: civil wrongs where an individual's conduct interferes with another's person or property. (Kay) \$160

6 eve - Th. Feb 15, 18:00-21:00 - CC

### Contracts 1060 (104820)

An introduction to contract law, including formation, capacity, breach and remedies. \$160

6 eve - Tu. Jan 16, 18:00-21:00 - CC (King)

4 day - Sa. Mar 09, 10:00-15:00 - CC (Bode)

### 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. (Wellman) \$160

6 eve - Mo. Feb 19, 18:00-21:00 - 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. (Lazar) \$215

4 eve - Tu. Jan 09, 18:00-21:00 - CC

### 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. (Barzo) \$140

4 eve - We. Mar 06, 18:00-21:00 - CC

### 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. (Bode) \$215

8 eve - Th. Jan 11, 18:00-21:00 - CC

### 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

Will be offered in Spring term

### Mortgages 3020 (104809)

Covers nature of mortgage, legal and equitable interests, features, principles of interest, priorities, assignment and extinguishment, insurance issues and payout statements. (Bode) \$140

4 eve - Th. Mar 07, 18:00-21:00 - CC

### 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. (Wellman) \$215

8 eve - We. Jan 10, 18:00-21:00 - CC

### 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. (Howatson) \$140

4 eve - Th. Mar 0



## Real Estate (con't)

### Program Coordinators

Building Manager Certificate Program – Sharon Kelly (443-8380)  
Property Management Certificate Program – Chuck Dunn (323-5511)

Real Estate Seminars – Sharon Kelly (443-8380)  
Real Estate Development Certificate Program – Brian Pink (443-8388)

### Vancouver Community College Realty Scholarships

Through generous contributions from the real estate industry, Vancouver Community College has created an endowment fund to provide scholarships in perpetuity to reward those students with the highest academic achievement in our real estate programs.

### Annual Scholarship Awards

For Building Manager Certificate Program graduates:  
• Greater Vancouver Apartment Owners' Association Award  
• Coinamatic Award

For Property Management Certificate Program graduates:  
• Amos 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 Professional Association of Managing Agents (PAMA)

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 267-0476.

### Institute of Real Estate Management (IREM)

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 Accredited Residential Manager (ARM) award. See "Building Manager" or "Real Estate Seminars" section of this flyer for course description. For further details, contact IREM's, 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

These seminars are primarily one-day events focused on specialized topics. While lectures are given, time is provided for questions and discussion. Instructors are industry practitioners.

### INSTRUCTORS

*Maury Dubuque, BA, Dipl. (Urban Land), ALO, is currently senior lease negotiator for Torode Realty Ltd. Maury's diverse background includes teaching high school and four years as a senior lease negotiator for Public Works Canada.*

*Ted Brown, MBA, has over 15 years' experience in the business community. He teaches Conflict Resolution, Negotiation and Mediation 1115 in the Business Administration Certificate Program.*

*Sharon Kelly, BA, CPRPM, is a property management consultant with over 14 years' experience in the industry. She is the president of her own real estate company, which provides property management consulting and arbitration services to handle disputes between owners and strata corporations. Sharon has extensive teaching experience.*

*Ed Witzke, BA, 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 Accredited Residential Manager (ARM) 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's BC Chapter 50 at 683-9106). Students who successfully complete the IREM 101 course will earn elective points towards becoming a Certified Property Manager (CPM) member of IREM and may apply for course credit towards the VCC Building Manager Certificate. \$425  
Not available this term

### 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 Torode Realty, this professional seminar will take the mystery out of leasing procedures. \$65  
1 day - Sa. Jan 27, 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. (Kelly) \$65  
1 day - Sa. Feb 24, 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. Feb 10, 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. Feb 17, 09:00-16:00 - CC

### Applied Manager Skills (109028)

This one-day course is designed for students completing the Building Manager Certificate Program. This course will become mandatory for students graduating after June 1995. Students currently enrolled in the program, previous graduates and/or experienced residential building managers are welcome to register. Through lectures, case studies, problem-solving exercises and guided discussion, students will explore key issues and challenges currently facing the residential building manager. Specific topics include: the Residential Tenancy Act including new legislation; human rights laws and example cases, successful strategies for dispute

resolution, creative problem-solving, interpersonal skills, preparing letters to tenants, responding to tenant requests, maintenance planning and liability issues. Prerequisites: Law and Tenant Relations (109001) and Building Maintenance and Cost Control (109002), or permission from the instructor. Participants must have a good knowledge of the Residential Tenancy Act and building maintenance practice. (Kelly) \$110  
1 day - Sa. Mar 09, 09:00-16:00 - CC

### 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 with tenants, contractors, or condominium owners. Topics covered include listening skills, how to ask questions, and step-by-step instructions on how to diffuse difficult situations. (Brown) \$100  
Not available this term

### Building an Office in Your Home (109031)

Many real estate professionals are now operating their business from home. Realtors, appraisors and property managers are among the professionals who have made this move. Improved technology now allows realtors, appraisors and property managers to run their business from a laptop computer! This seminar reviews what the home-office operator should consider when converting home space to an office environment. An independent building inspector will discuss planning, wiring, structural concerns, finish and furniture. (Witzke) \$65  
1 day - Sa. Jan 20, 09:00-13:00 - CC

### Rental Property and Changing Laws (109009)

The Rent Protection System, security deposits and suite access are just some of the challenges facing investors who manage their residential rental property. Find out the facts and update your knowledge. This short course will focus on new legislation covering rental properties and review important areas such as selecting tenants, eviction and attending an arbitration hearing at the Residential Tenancy Branch. (Kelly) \$65  
1 day - Sa. Jan 27, 09:00-13:00 - CC

## Real Estate Development

## Certificate Program

The Real Estate Development Program provides students with a practical understanding of the principles and practices which characterize the real estate development business. The student gains a foundation of applicable real estate development knowledge that he or she can build on through professional experience.

### Information Night

A program information session will be held for Property Management, Real Estate Development and Building Manager on Thursday, January 11, 18:00-19:30 at Langara, Continuing Education office, 100 West 49th Avenue, Vancouver. A formal presentation will begin at 18:00.

### INSTRUCTORS

*Thomas Knight, BA (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, he has extensive experience in the development approval process. He has six years' teaching experience in land development.*

*Kenneth King, ASoT., MCIQS, is chief project estimator for the Housing and Properties Department of the City of Vancouver. He 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, BSc (Economics), MSc (Planning) is a development manager with Adera Developments Ltd., responsible for feasibility studies, land use evaluations, site acquisitions and 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 the City of Victoria. He has a range of experience in teaching adults, including development, real estate finance and three summers as a sailing instructor.*

### Who Should Attend?

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  
Residential Property Management 1415\*  
Accounting 1115  
Communications 1118

\* Property Management 2415 (Commercial/Industrial) or 3415 (Shopping Centre Management) may be substituted.

### Plus TWO of the following

Macro Economics 221  
Micro Economics 220  
Any course in the Business Administration Certificate Program other than Accounting 1115 and Communications 1118

### Transfer Credit

Transfer credit for previously completed courses will be considered for Accounting 1115, Communications 1118, Economics 220 and Economics 221 where students have received a grade higher than 65 percent. Students with a current real estate sales licence will be exempt from Real Estate Marketing 1420 only.

Economics 220 and 221 must be taken through one of the community colleges, as they are university credit courses. They are available at Langara College.

### Advisory Committee

The program is subject to ongoing review through the counsel of a select committee of property development professionals and those in related fields.

## Core Courses

### NOTE

Students without experience in the real estate development business are strongly advised to enroll in Introduction to Real Estate Development before enrolling in either Real Estate Development Finance or Public Approval Process for Real Estate Development. In the latter two courses, the instructor will assume that students have a basic knowledge of the real estate development process. The introductory course is designed to help students understand how the overall development process works.

### Introduction to Real Estate Development (109201)

A broad introduction to the real estate development industry, the development process and related issues. Major topics include: the economics of property development, steps in the development process, feasibility studies, government approvals, types of developments, design in development, development companies, public planning and environmental issues in

development. This overview course will give each participant a foundation of applicable real estate knowledge, upon which he or she can build through professional experience and/or subsequent development courses offered through VCC. \$320  
13 eve - We. Jan 24, 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. Jan 30, 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. Jan 25, 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 resident managers and caretakers who wish to improve their skills. Graduates of the program will be trained in basic landlord-tenant law as it applies in British Columbia, 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 and supported by The Professional Association of Managing Agents (PAMA), which is strongly committed to the overall improvement of educational standards within the property management industry.

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, January 11, 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 four courses plus a language skills test. The required courses are: (1) Law and Tenant Relations, (2) Building Maintenance and Cost Control, (3) Building Service Management or IREM 101: Successful Site Management, and (4) Building Service Worker – Level I. These courses may be completed in any order. Program students must pass the exam for each course in order to qualify for the program certificate. Upon successful completion of all required courses and the LPI Exam (unless exempt – see below), the student may apply for a College certificate.

### Language Skills Requirement

The Language Proficiency Index (LPI) Exam must be taken by all students who wish to complete the Building Manager Certificate. (NOTE: Required after January 1996) The LPI Exam may be written at any time prior to applying for the Program certificate. The purpose of the LPI requirement is to ensure that all Certificate holders have adequate language skills. Basic language skills are essential to competent performance as a professional building manager. 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 or business communications course from an English-language college or university

Students who feel that their English skills need improvement before writing the LPI Exam may enroll in an English upgrading course through VCC Continuing Education. Students must attend one of three information sessions prior to enrollment, to be interviewed by an instructor and placed in the appropriate level. For details, see the English Skills Improvement section under Languages in this flyer. Students who want to prepare for the LPI on their own should read the book "Preparing to Write the Language Proficiency Index" available in many libraries and college bookstores.

### Evaluation

Program students shall be evaluated on the basis of assignments, tests and a final exam.

### 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. Jan 30, 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. Jan 24, 19:00-22:00 - CC

### 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 Canadian Building Servicing Association (CBSA) for credit within the CBSA Professional Certification Program. \$245  
13 eve - Tu. Jan 23, 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 Accredited Residential Manager (ARM) 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's, BC Chapter 50, at 683-9106). Students who successfully complete the IREM 101 course will earn elective points towards becoming a Certified Property Manager (CPM) member of IREM and may apply for course credit towards the VCC Building Manager Certificate. \$425  
Not available this term

### 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. Jan 20, 09:00-16:00 - CC

### LPI Exam (102055)

The fee for the exam is non-refundable. For additional LPI dates and locations please call EMRG at 822-4145. \$45  
1 eve - We. Jan 10, 18:30-21:00 - Lan

### Applied Manager Skills (109028)

This one-day course is designed for students completing the Building Manager Certificate Program. 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. Participants must have a good knowledge of the Residential Tenancy Act and building maintenance practice. (Kelly) \$110  
1 day - Sa. Mar 09, 09:00-16:00 - CC

## Property Management

## Certificate Program

Property Management is a comprehensive training program designed to provide participants with the concepts, techniques, knowledge and skills necessary to perform as a Professional Property Manager.

For information call program coordinator, Chuck Dunn at 323-5409.  
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, January 11, 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

Residential Property Management 1415  
Commercial Property Management 2415  
Shopping Centre 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.

### Distance Education Option

The three core courses of the Property Management Certificate Program may be taken by correspondence, (i.e. Residential Property Management 1415, Commercial Property Management 2415 and Shopping Centre Management 3415). For details contact Joanne Bydal, program assistant, at 323-5214.

### 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 Licence 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 The Professional Association of Managing Agents (PAMA). 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 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 683-910



## Property Management (cont')

Eric Murray, BA, MBA, 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, FRICS, CPM, SCSM, RIBC, 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, CA, has over seven years' teaching experience on microcomputers using Lotus, DOS, dBase and word processing software.

Bob Wadsworth, B.Comm., CA, 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. For alternative dates and locations call EMRG at 822-4145, \$45  
1 eve - We. Jan 10, 18:30-21:00

### Residential 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. (Kelly) \$320  
13 eve - Th. Jan 18, 18:00-21:00 - Lan

### Commercial 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. Jan 15, 18:00-21:00 - CC

### Shopping Centre 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. Jan 16, 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. (Brellman) \$320  
13 eve - We. Jan 17, 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 Course Appraisal 1101. (Lockhart) \$320  
13 eve - Mo. Jan 15, 18:30-21:30 - Lan

### 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 for Appraisal 1102. Note: Prerequisite - Successful completion of Appraisal 1101. (Lockhart) \$320  
13 eve - Th. Jan 18, 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 prelicensing examination to obtain the real estate sales license and/or the 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. \$320  
13 eve - Th. Jan 18, 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. Jan 24, 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 - We. Jan 17, 18:30-21:30 - Lan (Badley)  
13 mng - Sa. Jan 20, 10:00-13:00 - Lan (Katz) - No class Apr 06

### 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. Mar 02, 10:00-13:00.  
Final exam for all classes of Accounting 1115 will be Sa. Apr 13, 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. Class is restricted to 19 and every participant will have their own work station. A knowledge of typing is highly recommended. Manual included in course fee. \$295  
13 eve - Th. Jan 11, 18:30-21:30 - CC (Mathern)  
13 eve - We. Jan 17, 18:30-21:30 - CC (Nizar)  
10 mng - Sa. Jan 18, 09:00-13:00 - CC (Tollstam)

### Communications 1118 - Business Correspondence (102016)

This course prepares 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. Pre-requisite: Successful completion of the LPI Exam. (Murray) \$245  
13 eve - We. Jan 17, 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 Deale, VCC Continuing Education at 871-7065.

### Courses

#### INSTRUCTOR

Peter Walton is a Vancouver public relations consultant and Continuing Education instructor who teaches a number of courses, including a successful bed and breakfast, public relations writing, managing your news media messages and effective speech writing.

### 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 growing in popularity. Whether it's a comfortable country inn perched high above the pounding surf, 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 course includes valuable B&B tips, tricks, techniques, touches and trade secrets. 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. Feb 24, 09:00-16:00 - Lan

### The Country Life: A Guide to Owning Recreation Land (504651)

This is a course for anyone who has ever dreamed of a weekend getaway in the mountains, or the peace and quiet of a wilderness retreat. The workshop will provide practical information, advice and tips on what to look (and look out) for when locating and buying recreational land in British Columbia. This course is targeted to those interested in gaining a solid knowledge of recreational land ownership. Topics include property values, popular and undiscovered locations, land size and road access, drinking water, septic fields, light exposure and power poles. Participants will be introduced to determining investment potential and selecting the best building site. (Walton) \$70.62 (includes GST)  
1 day - Sa. Feb 17, 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 Channel to Paris. And you can stay beyond March 24 at no extra air cost. Banner Travel will take care of your tour needs. The price of \$2395 includes air, eight nights accommodation at the Imperial Hotel (within walking distance to most theatres), arrival transfers, and more. The tour includes four theatre workshops prior to departure and several open discussion sessions during the tour. For general information call Wayne Deale, VCC Continuing Education at 871-7165. For reservations call Janet Brittain at Banner Travel at 261-0226.

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 \$2675 CAN. With flights from Vancouver - from \$4075 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 Granada. Cost without flights - from \$2195 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).

#### 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 \$2695 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).

#### 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 media messages and effective speech writing.

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 \$3095 CAN. With flights from Vancouver - from \$4995 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 \$3950 CAN. With flights from Vancouver - from \$1685 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 \$1695 CAN. With flights from Vancouver - from \$2995 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 \$2195 CAN. With flights from Vancouver - from \$3145 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 Marrakech, 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 \$2080 CAN. With flights from Vancouver - from \$3580 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 \$2590 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 \$2845 CAN. With flights from Vancouver - from \$4445 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 \$2095 CAN. With flights from Vancouver - from \$3495 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 \$2095 CAN. With flights from Vancouver - from \$3495 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. We also visit the Isle of Wight. Cost without flights - from \$2195 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 \$1895 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 Altun 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 \$1045 CAN. With flights from Vancouver - from \$1895 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 \$1849 CAN. With flights from Vancouver - from \$1849 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 Krak des Chevaliers, and the great cities of Aleppo and Damascus. Cost without flights - from \$3295 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 \$1950 CAN. With flights from Vancouver - from \$3350 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

#### Summer Workshops in France

July 12-30, 1996  
Enjoy painting and drawing, French language or photography workshops at Paul and Babette Deggan's Summer Centre for the Arts in Montajut-le-Blanc, a medieval hill village in the ruggedly beautiful Auvergne region of France. Overlooking a panorama of orchards, vineyards and fields of giant sunflowers, the centre is a charming complex of restored buildings dating from the 17th century. An optional week in Paris is also available. Price of \$2495 (without international flights) includes accommodation, meals, beverages and local excursions. A portion of the tour qualifies for a tax receipt. Phone Infinity Travel at 986-2262 or Liz Morton, Capilano College at 984-4907.

#### NOTE

Students planning to travel on VCC - CE Study Tours are encouraged to refer to the LANGUAGES section.

Please see HUMANITIES & SOCIAL SCIENCES section for NATURAL HISTORY.

### 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.

#### British Virgin Islands Caribbean Sailing 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 different, with a great variety of places to visit ashore both day and night. We will explore some six 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 (CYA) cruising instructor with many years' experience bringing friends together with sailing tours. An optional CYA certification program is available (course work necessary prior to departure). Pre-registration is necessary. Space is 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. Price (with international flights), Vancouver return, \$2,400 (without flights), \$1,650.

For registration call Sail Train International, Captain Marcus Kerry at 731-1023.

NOTE  
Students planning to travel with VCC - CE educational tours are encouraged to refer to the LANGUAGES section.

Please see HUMANITIES & SOCIAL SCIENCES section for NATURAL HISTORY.

## Writing

### Media Writing & Communications

#### Certificate Program

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 may be 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. The 20 units must also be completed within three years to receive a certificate.

The Fundamentals of Journalism (102904) is a prerequisite for the following courses:

- The Craft and Business of Feature Writing (102911)
- Investigative Journalism (102912)
- Video Journalism (102917)

All other courses do not require any prerequisite.

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

#### Information Session

Open house program information - January 10, 19:00-20:00, Langara College, 100 West 49th Avenue

#### INSTRUCTORS

Judith Comfort, a freelance writer and teacher, is the author of seven food and travel books including *Some Good, a 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 more than 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 MacDonnell owns and operates 2M Media Services, a print communications consulting firm. He is a freelance writer/editor with extensive experience in corporate communications and community newspapers.

Paul Patterson is an award-winning investigative journalist with more than 20 years experience in print and television. He is the former executive producer of regional television news for the CBC in BC. He created and managed CBC's top investigative unit, the I-Team, and is now writing a book entitled *Trust Me, I'm a Reporter*.

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 operates a home-based business that includes writing for magazines, newsletters, promotional brochures and catalogues, preparing strategic marketing presentations and editing services. Nancy has also taught for the Langara College, Department of Journalism.

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 Walls is a journalism instructor at Langara College. He has been a reporter for the Calgary Herald, Vancouver Province and newspapers in California and Idaho.

Peter Walton is a public relations and communications consultant with 15 years' experience in journalism, public relations, corporate communications and community relations.

#### 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 - Mo. Jan 29, 18:30-21:30 - Lan Room 283 (Rains)  
12 eve - Th. Feb



## Media Writing (cont')

## Electronic Publishing (102910)

PageMaker 5.0. Students will learn to produce computer graphics. Through PageMaker, students will be introduced to computer-generated layout, design production and commercial printing requirements. We will focus on projects that reflect the demands of professional communications. Using PageMaker you will produce advertisements, brochures, newsletters, and magazine/newspaper features. Classroom projects will add to your professional portfolio. - 3 units (Hurst) \$355  
10 eve - We. Jan 24, 18:30-21:30 - CC

## The Craft and Business of Feature Writing (102911)

Learn research and writing techniques that add creativity and scope to your journalistic skills. Topics include developing story ideas, outlining, conducting research, writing colourful leads, and using logic and drama to captivate the reader. You will also learn marketing strategies that will enable you to turn magazine writing into a lucrative career. Techniques explored in this course can also be applied to public relations, newspaper and broadcast writing. - 3 units (Rains) \$310  
12 eve - Th. Feb 01, 18:30-21:30 - 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 (Patterson) \$185  
7 eve - Th. Feb 22, 19:00-22:00 - 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. - 1 unit (Walton) \$95  
2 day - Sa. Feb 10, 10:00-15:00 - Lan

## Video Journalism (102917)

In this course, students learn how to use their own video cameras to produce actual news stories designed to be aired on professional news programs. The course puts students on the cutting edge of the latest trend in broadcast journalism, the video journalist. Increasingly, budget demands and technological advances have newsrooms searching for the journalist who can do it all, shoot, write, perform and edit his or her own news story. This course covers the main aspects of video journalism, with hands-on experience leading to the production of a finished edited news story, ready for broadcast. Topics include getting started, the equipment, writing for pictures, production and shooting, editing video and how to sell your story to a news show. Prerequisite: Fundamentals of Journalism or prior approval by program coordinator. Students must also provide their own video camera; any format is acceptable. - 3 units (Patterson) \$310  
12 eve - Tu. Jan 30, 19:00-22:00 - Lan

## Creative 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 will be evaluated on the basis of assignments, participation and course projects.

## INSTRUCTORS

Dale Adams-Segal is a writer and a teacher. Trained from very early in her childhood both in television and theatre, she completed a BA in Dramatic Arts at the University of California, Berkeley and completed an MA in Theatre Arts at San Francisco State College, San Francisco.

Frank Borg is an award-winning stage writer and producer. He was also recipient of a CBC prize for play writing.

Judy E. Corser is a former journalist and editor. Judy has published six novels since 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 has a formal education in English Literature and Creative Writing. He is presently senior program coordinator for a variety of writing and art programs at VCC, Continuing Education Division.

Jonathan Furst, BA, MFA, is an award-winning Julliard-trained writer/director whose works have been produced on stage and television. His screenplay, *The Boardwalk*, was a semi-finalist at Robert Redford's Sundance Film Festival and his teleplay, *Camilla*, was produced by Shelley Duval and starred Meg Tilly and Ione Skye. He is also 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 and a National Magazine award.

Deanna Levis teaches essay writing at Capilano College. She is a Master's degree candidate, and she has been a teaching assistant for SFU's English department.

Maureen Medved, MFA Creative Writing, has written for theatre, film, radio and print. Her writing has appeared in literary journals and magazines and she has performed her monologues, *The Tracy Fragments*, for many years. 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 more than 800 stories published in Canadian and US periodicals.

Dona Sturmanis, BFA, MFA, is a long-time freelance writer who has written, photographed more than 1,000 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 *Sumnerland*, *Penticon*, the *Okanagan* and *Richmond in the Lower Mainland*.

Jill Williams' writing career covers a wide variety of subject, including the *Broadway* musical *Rainbow Jones*, numerous published poems, articles, celebrity profiles, a record album, and several trade paperbacks.

## Writing Skills Improvement (102811)

In this course you will rediscover forgotten writing abilities or learn new techniques that will make your 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 sentence: 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, \$165

6 eve - Mo. Feb 05, 18:30-21:00 - CC (Medved)

6 eve - Tu. Feb 06, 19:00-21:30 - Lan (Levis)

6 eve - Th. Feb 08, 18:30-21:00 - CC (Medved)

6 eve - Th. Feb 08, 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 provide you with 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) \$12

3 eve - Tu. Mar 12, 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. Attention will be paid 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 would like to write a play but don't know how to get started. This writing assignment will be a short one-act play (20-30 pages). (Borg) \$126

6 eve - Th. Feb 22, 19:00-22:00 - CC

## How to Write for Television (102714)

This course teaches you how to develop and write a television script. Classes will cover such areas as character development, story structure, dialogue, and "visual" camera-oriented narration. You will study TV scripts from such shows as *Hill Street Blues*, *Golden Girls*, and *LA Law*. You will also learn how to successfully "pitch" your completed story ideas to a network "showrunner". (Bordon) \$126

6 eve - Tu. Mar 05, 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) \$145

4 mng - Sa. Feb 17, 09:30-12:30 - Lan

## The Courage to Craft (102787)

A beginner's guide to creative writing. This workshop/class is designed for people who would like to write but have never done so, or for writers who suffer from "writers block". Through this innovative course, you will learn to write and shape your stories, poems, and personal experience pieces. Specific techniques will be offered, enabling you to discover their authentic inner voice and to translate this source into concrete literary forms. Through enjoyable writing exercise, you will learn how to bypass the negative inner critic and integrate writing into your daily life. (Adams-Segal) \$126

6 eve - Tu. Feb 06, 18:30-21:30 - Lan

6 eve - Th. Feb 08, 18:30-21:30 - KEC

## College and University Essay Writing (102719)

Prepare yourself for success in college and university courses that include formal essays. Mastering the essay format 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, and 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. Feb 07, 19:00-21:30 - Lan

4 day - Sa. Feb 24, 10:00-14:00 - Lan

## Creative Writing I - An Introduction to Fiction Writing (102802)

It has been said that all of us have at least one good story to tell. This course is designed to help you discover that story - and others - in a supportive atmosphere. Through lectures on specific craft issues, short writing exercises, assignments and discussion of these assignments, you will learn the nuts and bolts of fiction writing. Topics include plot, conflict, characterization, dialogue, narrative voice and other fundamentals. The goal is for students to draft one short story. (Dacle) \$126

6 eve - Mo. Feb 12, 19:00-21:30 - Lan

## Getting Started: An Introductory Writing Workshop (102710)

You've always wanted to write. Perhaps you even keep 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, but 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. Feb 03, 10:00-12:30 - Lan

## Creative Writing II - Writing and Marketing Your Work (102830)

"Selling is the final step in the creative process." Whether you are interested in publishing a novel, collection of short stories, 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. Feb 21, 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 book, as well as short pieces of actual writing. (Furst) \$180

8 eve - We. Feb 07, 18:30-21:00 - Lan

## The Advanced Novel (102723)

For those students with a novel-in-progress, this workshop will focus on the craft and the vision of the novel - particularly character, structure and emotional content - to gear you towards completing a fully finished novel of professional calibre. This workshop is progressive. 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. (Furst) \$180

8 eve - Tu. Feb 06, 18:30-21:30 - Lan

## Writing for Magazines (102817)

This course is designed as an 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, the course 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) \$120

6 mng - Sa. Feb 03, 09:30-11:30 - Lan

## Magazine Article Marketing (102701)

There are more than 5,000 publications in Canada and more than 50,000 in the US. 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) \$88

1 day - Sa. Feb 18, 10:00-16:00 - 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. The course reviews structure and focus, style and form, as well as grammar, punctuation, spelling, sentence construction, paragraphs, leads and endings. (Sturmanis) \$88

1 day - Su. Feb 04, 10:00-16:00 - Lan

## Research Made Easy: Write Like an Expert (102715)

How and where to discover the key information you need for your writing. This course researches philosophy, research sources, documenting. (Sturmanis) \$88

1 day - Sa. Feb 03, 10:00-16:00 - Lan

## Publish Your Own Book or Magazine (102726)

Why wait for someone else to publish your book or hire you as an editor for their magazine? Do it yourself! With the advent of desktop publishing, it's more affordable than ever! Discussion includes editing, design, printing, promotion, distribution, financing and everything else. (Sturmanis) \$88

1 day - Sa. Mar 02, 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 day - Sa. Feb 17, 10:00-16:00 - Lan

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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

- Ask**  
A simple verbal request is usually all it takes. A written memo is better.
- Show this Flyer**  
Ask your employer to read it. Attach it to your memo.
- Stress the Benefits**  
Additional skill training will make you a more productive employee who is ready to meet new job challenges.
- 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.
- 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.
- 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:

- 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.

- The waiver of course fees shall not include the waiver of materials or equipment rentals.

- 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-TLI-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 48.

### 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:

December 22, 1995 to January 1, 1996 inclusive  
April 5 to 8, 1996 inclusive

## Earn a Certificate

If you need training to get ahead in your job, to broaden your career path or embark on a new career, a Vancouver Community College Continuing Education Certificate Program is designed to specifically meet your needs.

Representatives of industry and the professions help plan these programs for adults who want to get a thorough background in a particular field but who do not want to undertake a degree program. Each Certificate Program must meet the following criteria:

- An established, sanctioned curriculum with a logical grouping of courses.
- A Program Advisory Committee composed of members with expertise in that field.
- A program based on an employer, outside agency or industry standard.
- A formal procedure for evaluation.

Administration of Early Childhood Services  
Building Manager  
Business Administration  
CERTESL  
Childbirth Educators  
Computer Skills for the Workplace  
Continuing Care Management  
Counselling Skills  
Court Interpreting  
Customer Care  
Electronic Publishing and Design  
Early Childhood Education:  
Level 1  
Fashion Arts  
Fashion Design  
Floral Design  
Fundraising Management  
Garment Construction  
Gerontology - Nursing  
Infant-Toddler Educator  
Leadership

Legal Assistant:  
Conveyancing  
Corporate  
Litigation  
Local Area Network Administrator  
Management Skills for Supervisors  
Media Writing and Communications  
Multicultural/Settlement  
Multimedia Programmer  
Non-Profit Management  
Nursing Management  
Office Administration  
Pattern Making  
Post Anaesthesia Nursing  
Property Management  
Real Estate Development  
School Age Child Care  
Sterile Supply Processing Aide  
Substance Abuse  
Teaching English as a Second Language  
Telecommunications Management  
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Vancouver Community College Alumni Association

Have you attended a VCC program at King Edward, Langara (prior to 1994), VVI/City Centre or King Edward Campuses over the last 30 years?

If the answer is YES, the VCC Alumni Association is your organization for keeping in touch with the college, former classmates and instructors; also, activities which keep members up-to-date on current techniques for career planning.

Members receive a bi-annual newsletter highlighting Alumni and college events, profiling past graduates and much more. In addition, the Alumni Association offers members who have completed a diploma or certificate program a 10 percent discount on Continuing Education courses, library privileges and bookstore discounts. Discount on Continuing Education courses is only available at time of registration and must be in-person registration. NO RETROACTIVE DISCOUNTS AVAILABLE. (Some restrictions apply, contact office for details.)

For more information, please contact:

VCC Alumni Association  
1155 East Broadway  
Box 24620, Station F  
Vancouver, BC V5N 5T9  
Phone: 871-7173  
Fax: 871-7200

Fax & Mail-In Registration

FAX & MAIL-IN REGISTRATION

VANCOUVER COMMUNITY COLLEGE

Continuing Education Division

FAX 871-7300

(for VISA or MasterCard use only)

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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 <input type="checkbox"/> CHEQUE <input type="checkbox"/> CREDIT	CREDIT CARD ACCOUNT NUMBER	
3			EXPIRY DATE	
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