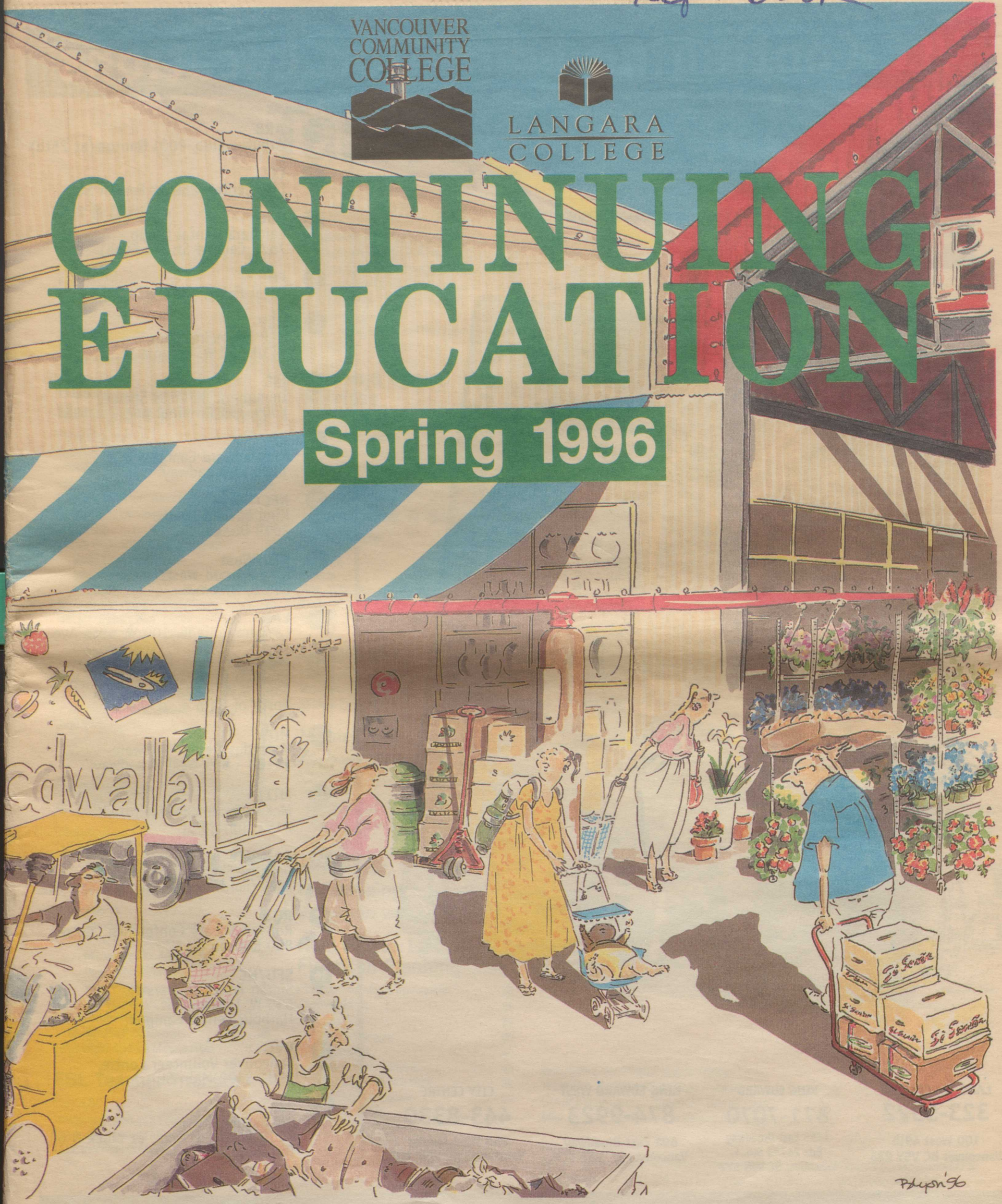


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# CONTINUING EDUCATION

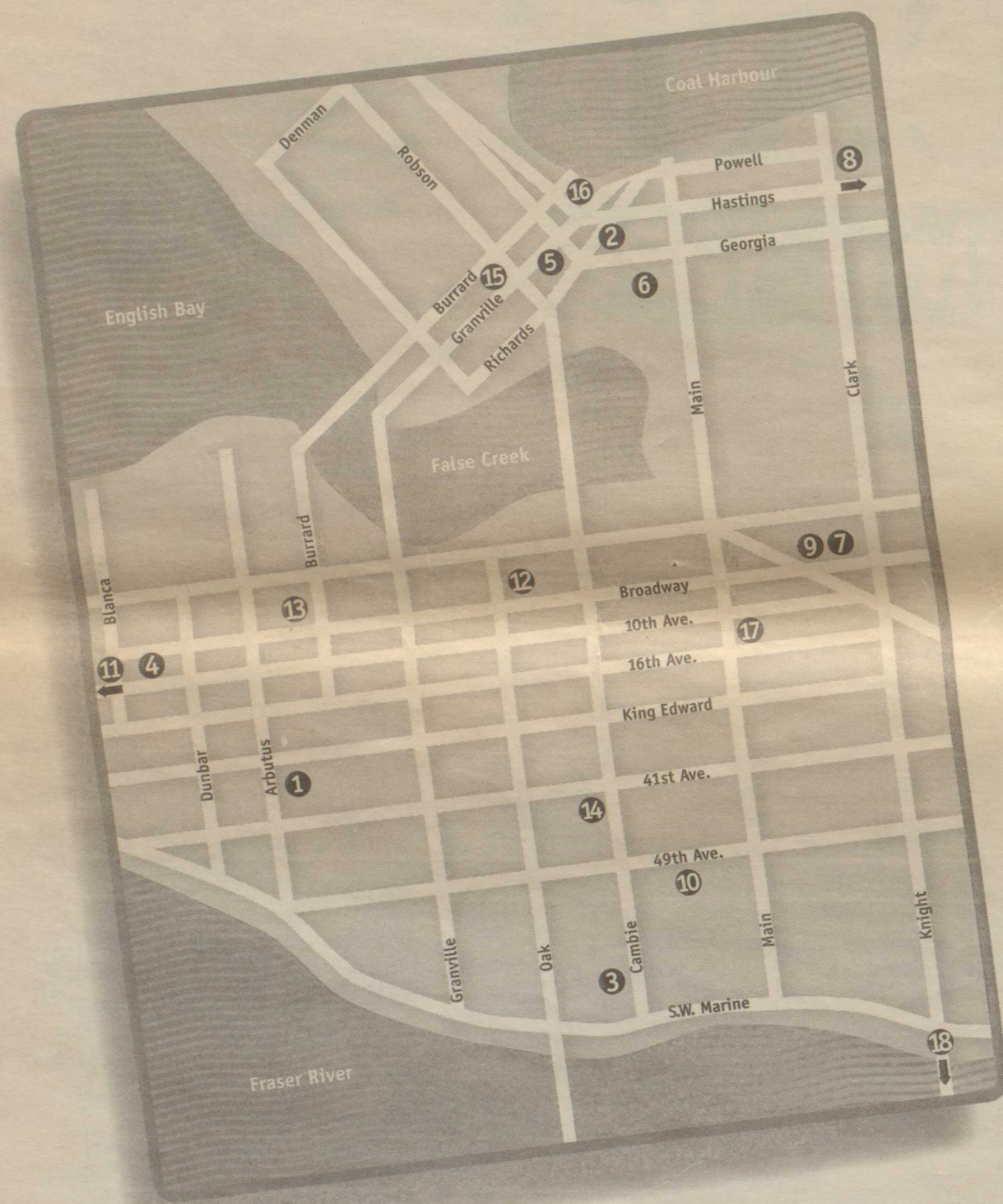
Spring 1996



Phyllis '96



# 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 ARB**  
Arbutus Club, 2001 Nanton (at 25th)
- 2 CC**  
City Centre, 250 W. Pender St.
- 3 CDG**  
Camgara Dental Group,  
7575 Cambie St. (at 60th)
- 4 FP**  
Focal Point, 4474 W. 10th Ave.
- 5 HLP**  
HLP Financing Corp,  
#410-650 W. Georgia St..
- 6 ISS**  
Immigrant Services Society  
#501-333 Terminal Ave.
- 7 KEC**  
King Edward Campus,  
1155 E. Broadway
- 8 KEC/North**  
King Edward North,  
2019 Dundas St.
- 9 KEC/West**  
King Edward West,  
691 E. Broadway
- 10 LAN**  
Langara College, 100 W. 49th Ave.
- 11 MOA**  
Museum Of Anthropology,  
6393 N.W. Marine Dr.  
North of Gate 4, at U.B.C.
- 12 MDS**  
Mercedes Dental Software  
#1103 - 805 West Broadway
- 13 MTI**  
McKay Technical Institute,  
2151 Burrard St.
- 14 OAK-VCC**  
Oakridge Shopping Centre  
#320 (north tower), Cambie & 41st Ave.
- 15 ROB**  
Robson Square Conference Centre,  
800 Robson St.
- 16 SFU/HC**  
Simon Fraser University,  
515 W. Hastings St.  
Harbour Centre Campus
- 17 VVC**  
Vancouver Volunteer Centre,  
#301-3102 Main St.
- 18 3M**  
3M Canada Inc.,  
7100 River Rd. Rmd. (1 block N of  
Dinsmore Bridge)

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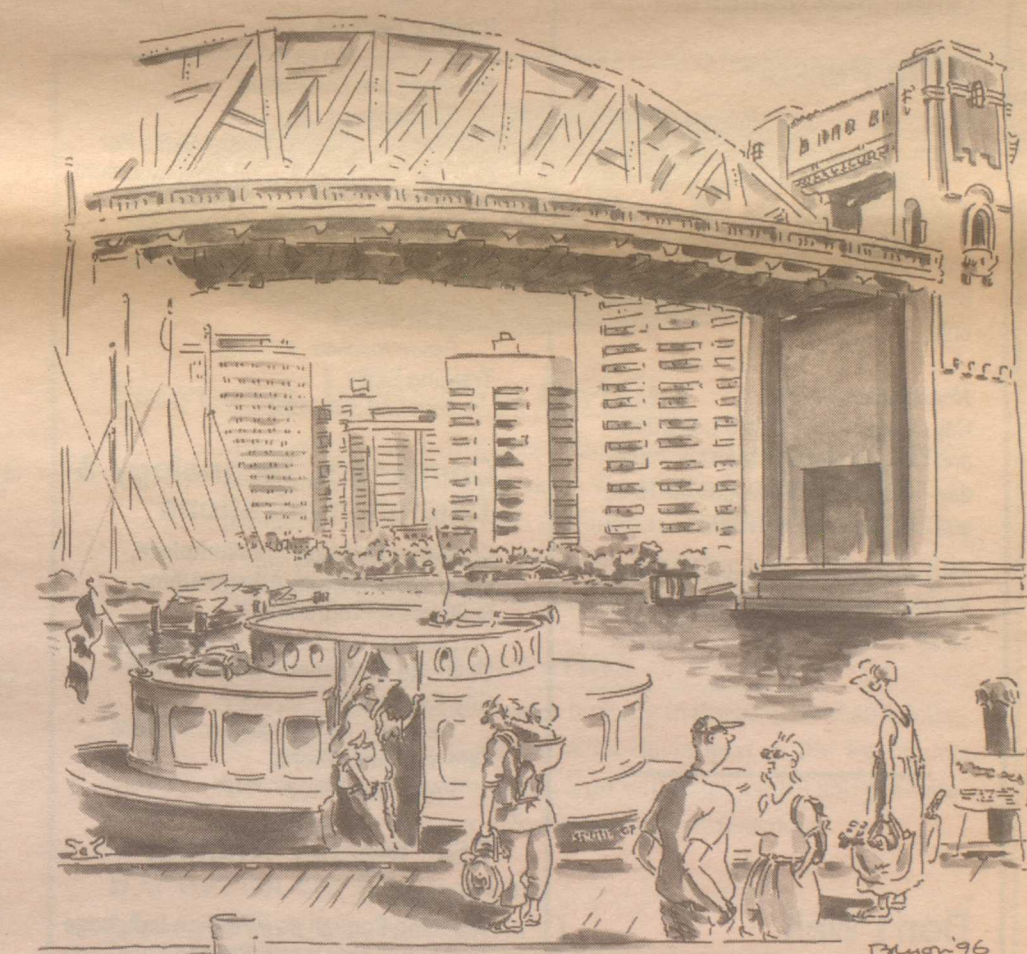
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Brochure Coordinator: Gayle Thody  
 Word Processing and Desktop Publishing: Iola Pagnossin  
 Cover Design and Illustrations: Bernie Lyon  
 Map Design: Chatham Publishing and Design

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-Thurs-  
day, 10:00-19:30; 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

Barbara Houston, 985-6074

### Jewellery

Maciek Walentowicz, 443-8571

### Photography

Walter Evans, 224-3636

## Career, Business, Management & Training

### Building Services

Brian Pink, 443-8388

### 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

### 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 Foreign Language  
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

### Comedy, Film/Television/Theatre, Media Writing & Communications, Wine, Writing

Wayne Declé, 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

tgreene@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 Declé, 871-7065

### Building Manager

Brian Pink, 443-8388

### 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 Declé, 871-7065

For more information call 871-7070

VANCOUVER  
COMMUNITY  
COLLEGE

LANGARA  
COLLEGE

# 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

This class will introduce you to the many and varied techniques of pastels. A variety of techniques and effects will be explored from the soft ethereal qualities of chalk pastels to the textural paint-like quality of oil pastels and oil sticks. (see page 6)

**Kitchen Design (051605)**  
Although the basic issues involved in interior design are the same for every kind of space, the areas for food preparation and storage merit special attention from the points of view of both user and designer. (see page 9)

**Publishing Web Pages (101143)**  
One of the hallmarks of the Internet is the ease with which you can present your products, services, business or even yourself to the rest of the world through a Web site. Learn how to design an interesting and effective Web page. (see page 20)

**Introduction to Java Language (100571)**  
The Java language is presently receiving considerable attention. The idea behind Java is quite simple - create a new programming language and build an interpreter for it into a Web Browser. (see page 23)

**Introduction to Art Therapy NADA Training Program for Acupuncturists (200739)**  
The NADA Training Program trains practising acupuncturists to meet the basic standards as acupuncturists to detoxification specialists. (see page 28)

**Infant Massage (202837)**  
Moms, dads and/or caregivers, help provide a warm nurturing environment for your baby by learning massage techniques that may assist your baby's growth and development, calm a fussy baby, decrease colic, increase bonding and increase weight gain in premature infants. (see page 28)

Please call 871-7070 for further information.

# Free Career & Information Sessions

Please join us for the following FREE program information sessions:

### Business Administration Certificate Program

Tu. Apr 23, 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. Apr 03, 18:00-19:00, Continuing Education Office Langara College, 100 West 49th Avenue

### Counselling Skills Certificate Program

Th. Apr 16, 18:00-19:00

Continuing Education Office, City Centre Campus,  
250 West Pender Street

### Court Interpreting Certificate Program

Th. May 09, 19:30

Continuing Education Office, Langara College  
100 West 49th Avenue

### English Skills Improvement

Th. Apr 18, Tu. Apr 23, Th. May 02, 18:00-20:00  
Continuing Education Office, Langara College  
100 West 49th Avenue

### Gemmology

Mo. Apr 15, 19:00, Room 164

City Centre Campus, 250 West Pender Street

### Gerontology and Home Care Nursing

Th. May 23, 19:00-20:30

King Edward West, 691 East Broadway

### Interior Design Technology Certificate Program

Th. Apr 18, 19:00-20:00

Continuing Education Office, Langara College  
100 West 49th Avenue

### Legal Assistant Certificate Program

Tu. Apr 09, 17:30-18:30, Room 237

City Centre Campus, 250 West Pender Street

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

We. Apr 17, 19:00-20:00, Continuing Education Office  
Langara College, 100 West 49th Avenue

### Non-Profit Management Certificate Program - Revised

We. Jun 12, Th. Sep 05, 18:00-19:30

Continuing Education Office, King Edward Campus  
1155 East Broadway

Phone 871-7070 to register for session

### Office Administration Certificate Program

Th. Apr 04, 17:30-18:30, Room 237

City Centre Campus, 250 West Pender Street

### Photography

Information/Registration

Tu. Apr 02 to Fr. Apr 05, 10:00-16:00

Tu. Apr 02 and We. Apr 03, 19:00-20:30

Focal Point ONLY, 4474 West 10th Avenue

### Substance Abuse Certificate Program

Tu. Apr 16, 18:00-19:00, 18:00-19:00

Continuing Education Office, City Centre Campus,  
250 West Pender Street

### Telecommunications Management Certificate Program

Tu. Apr 02, 17:00-18:30, Presentation at 17:15

Continuing Education Office, City Centre Campus  
250 West Pender Street

# 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 [dehui-chai@vcc.bc.ca](mailto:dehui-chai@vcc.bc.ca)



## Art & Design

### Art

These art courses, with an emphasis on drawing, are designed for students wishing to: draw for personal development, practise professional drawing skills, prepare a portfolio or explore a career change into a related art field. Supply lists will be given on the first evening. If course includes drawing, you will be required to supply your own drawing board.

#### 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 taught composition in his position as assistant to the dean of the Moscow Art Theatre. His professional experience includes production, set design and direction for Moscow Art Theatre and film productions including a 1994 Cannes award-winning film.*

*Margaretha Bootsma received her BFA from Emily Carr Institute of Art & Design. She has also studied art in Mexico and Hawaii. Her mixed media work has been exhibited and collected in Canada, USA, Mexico and Japan.*

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

*Linda Findlay, a graduate of Ontario College of Art has exhibited her own work in both Vancouver and Toronto. She has taught for several years as well as freelanced as a costumer and a scenic painter.*

*Gordon Finlay, BA, B.Arch., 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 Kowallek, 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.*

*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  
8 eve - Mo. Apr 29, 18:00-20:30 - 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  
8 eve - We. May 08, 18:00-20:30 - 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. (G. Finlay) \$160  
8 eve - Th. May 09, 19:00-22:00 - Lan

#### Paint, Surfaces and Collage (500164)

Explore non-traditional art materials and ways of working. Projects will include combining painting and drawing with found materials and experimenting with unusual surfaces such as spackle, vellum cardboard or wax. Materials may be found in one's immediate surroundings or from places you have visited. This may include photographs, bus tickets, bits of cloth or scrap metal. Themes, symbols and expediences related to the place of collection will be developed. The physical properties and "language" of the materials will shape student projects. All levels of experience are welcome. Bring sketch book, scissors, manonite board, paint or drawing materials to the first class. (Bootsma) \$130  
6 eve - Th. May 09, 18:30-21:30 - Lan

#### 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  
8 eve - Th. May 09, 18:30-21:00 - Lan

#### Portraiture (500167)

Focus on the beauty of the human form and in particular the form of the face. Draw with pencil, charcoal, conté, ink and pastels to produce strikingly different results. Learn to be observant of light and shadow and how to use it in your drawings. All levels welcome. Supply list given out at first class. (Kowallek) \$140  
8 eve - Mo. Apr 29, 18:00-20:30 - Lan

#### Pastels (500166)

This class will introduce you to the many and varied techniques of pastels. A variety of techniques and effects will be explored from the soft ethereal qualities of chalk pastels to the textural paint-like quality of oil pastels and oil sticks. You will be encouraged to develop your own style using either a representational or abstracted language while investigating a variety of subject matter from the natural world. Instruction will be provided on composition, colour theory, concept development, basic drawing skills and mixed applications. Bring a sketch pad to first class. Beginners welcome. (L. Findlay) \$140  
8 eve - We. May 08, 18:30 - 21:00 -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  
8 eve - We. May 08, 18:00-20:30 - 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. Apr 29, 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) \$180  
8 eve - Tu. May 07, 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) \$180  
8 eve - Mo. Apr 29, 18:00-21:30 - Lan

#### 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. Jun 08, 10:00-16:00 - Lan  
1 day - Su. Jun 09, 10:00-16:00 - Lan

#### Water Colour – Level I (500112)

In this introductory course to watercolour painting, you will learn aspects of watercolour painting such as stretching paper, laying washes, colour mixing, painting methods and techniques. The course is suitable for both beginners and students who wish to improve their painting skills. A list of supplies will be given out at the first session. (Kowallek) \$140  
8 mng - Sa. Apr 27, 09:00-11:30 - Lan

#### Water Colour – Level II (500113)

This course is designed for students who have had some experience in water colour painting. The emphasis of the course is on the practical application of water colour with the concentration being on each individual student's artistic goal. Areas of study include traditional and unconventional methods of water colour use. List of supplies given out on the first day of class. (Kowallek) \$140  
8 mng - Sa. Apr 27, 12:00-14:30 - Lan

Other Art related courses can also be found in these sections: FASHION ARTS and ELECTRONIC PUBLISHING AND DESIGN.

## Electronic Publishing & 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. Due to the ever changing 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.

On completion of the Program, you 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.

#### 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 have access to a computer and be prepared to dedicate a minimum of three hours per week per course to their studies outside of class time. You 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 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 an 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 in the courses

#### Course Evaluation

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

#### Course Structure

Certificate courses offered Spring 1996 are identified with an asterisk.\*

#### Foundation course requirements (60 hours):

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

#### Intermediate course requirements (180 hours):

3. Publication Design & Production (Mac) OR Electronic Publishing (IBM) – 102910\*
4. Typography on QuarkXPress – 050434\*
5. Adobe Illustrator (Macintosh) – 050440 OR CorelDRAW! (IBM)
6. Adobe Illustrator – Advanced – 050446\*
7. Digital Imaging
8. To Camera Ready
9. Portfolio and Professional Preparation

### Electives (60 hours)

#### 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)

#### Application Procedures

All prospective students must complete an Electronic Publishing and Design application form and return it to the College by April 12, 1996. Students meeting the entrance requirements may be contacted to supply further information. Application forms are available by calling 443-8386.

#### 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. He is currently employed with one of Vancouver's leading design firms.*

*Roland Clifford has 30 years' experience in the production of high-quality typography using hot metal, photo-mechanical, digital and laser technologies. Currently he is studio manager of Karacters at Palmer Jarvis Advertising, Vancouver.*

*Lynda Hurst graduated with honours from the Humber College Advertising and Graphic Design Program in Toronto in 1972. She has worked as a graphic designer/illustrator in marketing and communications, as well as 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 include copy editing, news writing and advertising. As advertising manager of the Bay's Western Region, Maureen is responsible for the production of a number of company newsletters. She also produces newsletters for corporations and associations on a freelance basis.*

*Evelyn Kirkaldy is a graduate of the Ontario College of Art. She was a senior art director at Palmer Jarvis Advertising for three years and has been working in the field for 15 years as a graphic designer and illustrator.*

*David Lim has been working as a graphic designer/art director/educator for the past 16 years. David also works as a training consultant, teaching graphic design to large and small corporations.*

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

*Richard Rodak is a graphic artist with almost 16 years' experience in the graphics industry. He has an extensive background in traditional methods of design, typography and production, supplemented with computer skills. He has worked as a freelance designer, art director and production coordinator for various companies.*

*William Stockmann 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 mng - Sa. Apr 20, 10:00-13:00 - CC  
10 eve - Th. Apr 25, 18:30-21:30 - 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 basic drawing techniques on Adobe Illustrator. Evaluations consist of in-class work and two exams. (Thiessen) \$310  
10 eve - Tu. Apr 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 - We. May 01, 18:30-21:30 - CC  
10 mng - Sa. May 04, 09:00-13:00 - CC – No classes May 18 and June 29

### Intermediate Courses

#### Electronic Publishing (Computer) (102910)

PageMaker 5.0 IBM platform. You will learn to produce computer graphics and will be introduced to computer-generated layout, design production and commercial printing requirements. You 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. May 01, 18:30-21:30 - CC

#### Typography on QuarkXPress (Computer) (050434)

This comprehensive course comprises three evenings of type theory, followed by seven evenings of practice using Macintosh computers. You will learn 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. In the second part you will complete a series of typesetting/layout projects designed to improve typographic skills. All exercises will be critically examined 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. Apr 22, 18:30-21:30 - CC

#### Adobe Illustrator – Advanced (Computer) (050446)

Building on the basics of Adobe Illustrator (050440), experiment with scaling, rotating, reflecting, shearing and blending. Create patterns, learn how to average and join points. Discover the advantages of locking and hiding items and try out different line caps and joins. Learn the correct file formats in order to import and export images between programs and round out your new expertise with the advanced techniques of layering, filters and the creation of complicated-appearing masks and compounds. (Thiessen) \$410  
10 eve - We. Apr 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 II (050444)**  
30 hours \$365  
10 eve -Th. Apr 25, 18:30-21:30 - MTI  
**Photoshop Intensive (050445)**  
60 hours \$730  
10 day - Sa. Apr 20, 10:00-16:00 - MTI

### 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. Apr 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. Apr 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 namelplate, 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. Apr 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. Apr 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. Apr 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 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

*Rosemary East, BHE, has been teaching for over 25 years in the Lower Mainland and Ottawa. She graduated in Home Economics and Education at UBC in 1970.*

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

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

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

*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.*

## How to read course description

#### 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, dramas, 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

#### Course name

#### Course number

#### Course description

#### Instructor

#### Total due

#### Start date

#### Time

#### Location





## Fashion Arts (cont')

*Natanna 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, is a graduate of the VCC Fashion Arts Certificate Program, a freelance pattern maker and has taught this course since 1987.*

### Millinery – Level II (050953)

Continue to develop your individual design skills in this advanced course which covers more complex millinery techniques for fabric, felt and straw hats. You will make at least two hats of your own design. All necessary materials may be purchased directly from the instructor. Prerequisite: Basic Millinery Skills. Bring to first class: ideas for your own designs, tape measure, scissors, needles, thread, and dressmaker's extra long pins. (Wardel) \$260 7 aft - Tu. May 07, 13:00-16:00 - CC

### Introduction to Fashion Design (050951)

This course is geared for people who want to pursue their interest in fashion and is an excellent foundation course for those interested in entering the Fashion Arts Certificate Program. Topics include: principles of design, colour theory, textiles, fashion terminology, fashion trends and influences. (Tang) \$115 6 eve - Tu. Apr 23, 18:30-21:30 - CC

### Design Studio (050950)

Taught by a professional designer, this course will cover the many aspects involved in owning and operating your own design studio. Highlights include topics such as: how to get started, resources for business counselling, finding your studio/showroom, custom design/wholesaling/retailing, pricing, holding your market – keeping your customer. This course is developed to provide you with knowledge and skills essential to success in business. (Saunders) \$95 5 eve - Tu. Apr 23, 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: newspaper 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. Apr 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. May 11, 09:30-16:00 - CC

### Personal Pattern Making (050924)

Patterns becoming too expensive? Learn to make your own patterns to your own measurements with a perfect fit ensured. Individual instruction enables you to work at your own pace in constructing a set of personal Blocks (Slopers) and learning how to draft patterns for any design of your choice. Bring to first class: HB pencil, eraser, 38 cm ruler – clear plastic, metric 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. Apr 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. (Wardel) \$260 7 mng - Tu. May 07, 09:00-12:00 - CC

### Dress Form Workshop (050947)

Learn to make your own individual dress form with a professional custom fit from an instructor who has taught this unique method for 15 years. Apply this method to create perfectly fitting dress forms for your clients. Supplies and preparation will be discussed during the

preliminary evening session. This class meets both times listed. (East) \$45 1 eve - We. May 01, 19:00-21:00 - AND 1 day - Sa. May 11, 10:00-15:00 - 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.

### 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.*

*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.*

*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.*

*Concetta Sclarretta 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.*

*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 Deadline

Applications for the next entry to the Fashion Arts Certificate Program must be received by October 12, 1996. Interviews will be scheduled shortly thereafter. Term One begins on Monday, January 06, 1997. 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 and 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.

### INSTRUCTORS

*The Floral Design Certificate Program instructors have combined 60 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. Mar 30, 13:00-16:00 - CC

### 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 - We/Th. Apr 03, 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. Apr 03, 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. 24 eve – Not offered Spring term

### 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 - We. Apr 03, 18:30-21:30 - CC

### Summer Session

Sections of the Floral Design Program will be offered during the day in July and August. For further program information contact Joyce Jackson, program coordinator, 871-7462. To register call 443-8380.

## 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, part-time 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 enhancements. 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.

### Information Session

Anyone interested in further details concerning the CGA Gemmology Program is invited to attend an information session to be held at 7:00 pm, Monday, April 15, Room 164 of the City Centre campus.

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.

For other related Gemmology courses please see: JEWELLERY.



## Interior Design Technology Certificate Program

(Certificate Pending)

### INSTRUCTORS

*Catherine Campbell, RID, has alternated between the twin specialties of interior design and production design in her 20 years of practice in Canada and Italy. She holds a degree in the first from University of Manitoba, and a diploma in the second from Milan's Scuola Politecnica.*

*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.*

*Judith Thomson holds a Bachelors degree from UBC in Art History. She has spent several years living and working in England where her research and studies in the history of furniture began. Currently she teaches history of furniture classes and conducts tours to England to study antique furniture.*

*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

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. To receive a certificate, all course work should be completed within a three-year period. The Fundamentals of Design (051601) is a prerequisite only where indicated.

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, April 18, Langara College, 100 West 49th Avenue, Vancouver, 19:00-20:00.

## Spring Courses 1996

### 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 Available Fall term 1996

### 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. May 08, 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/Campbell) \$310 12 eve - Tu/Th. May 07, 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. (Houston) \$310 12 eve - Available Fall term 1996

### Courses Under Development

Dates TBA  
Drafting Techniques (3 units) 36 hours – Fall 1996  
Residential Design (3 units) 36 hours – Fall 1996

Commercial Design and Space Planning – 36 hours – Fall 1996  
Perspective Drawing and Rendering (2 units) 24 hours – Fall 1996  
Lighting (2 units) 24 hours – Fall 1996

### Materials and Interior Finishes (051603)

This course introduces a variety of materials and finishes used in residential and commercial interiors. Topics include furniture, floor, wall and ceiling finishes, windows, doors and accessories – their origin (history), characteristics, manufacturing methods, installation and maintenance. (Saatkamp) \$310 6 eve - May 15, We. 19:00-21:00 AND 6 day - May 18, Sa. 09:30-12:30 - Lan

### Kitchen Design (051605)

Although the basic issues involved in interior design are the same for every kind of space, the areas for food preparation and storage merit special attention from the points of view of both user and designer. To begin, we start with design and planning, including how to identify and assess our client's needs and tastes in kitchen design, then we proceed to the contracts and agreements that assure a productive relationship with trades persons. Planning, design, contracts, demolition/framing, plumbing and electrical, heating, ventilation, lighting, floors, equipping the kitchen, storage, counters and finishing touches. (Houston) \$210 8 eve - Apr 30, 19:00-22:00 - CC

### Business Matters and Professional Issues (051606)

The business of interior design has become more and more complex. The scope of practice today encompasses not only the planning of space to function as a supportive environment as well as to please the aesthetic senses; provision of accurate budgets and design cost, the production of design and construction drawings, the coordination, scheduling and expediting of trades, deliveries and installations and the maintenance of financial accounts, time records and project files. Case study and work projects relating to: preparation for the profession, professional organizations, NCIDQ examination, ethics, licensing, future of the profession. (Houston) \$210 8 eve - Th. May 02, 19:00-22:00 - CC

### Freehand Drawing for Design (051604)

Drawing skills are integral to successful communication to our clients. In this studio class you'll be encouraged to experiment with expressive use of media, to develop an understanding of composition and to build your rendering skills. In-class drawing exercises will emphasize developing and integrating a wide range of drawing techniques. You will learn how to use line, line weight and contour, space and form, proportion and relationship, light and dark values. These fundamentals will help your perception of the whole and begin to communicate your ideas in this visual medium. (Houston) \$210 8 eve - We. May 01, 19:00-22:00 - CC

### Furniture Design and Style (051602)

This course provides students the essential knowledge and background required to identify and distinguish various furniture styles. Originating with the classics (Egyptian, Greek and Roman), and carrying through to the 20th century, students will examine the work of important designers. Thomas Chippendale, Thomas Sheraton, William Morris, Frank Lloyd Wright, etc. Field trips to cabinet shops of master craftsmen, antique stores, and retail outlets on the cutting edge of contemporary design will be included. – 2 units (Thomson) \$185 Available Fall 1996

For program information please call Barbara Houston, program coordinator, at 985-6074.

For course outlines or to register, please call Jackie Scheepbouwer, program assistant, at 323-5324.

## 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 Zalatai 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, riveting and soldering. Projects will include the making of chains, rings, brooches and other jewellery objects. Students will be required to purchase their own tools and materials (approximate cost \$200). No experience necessary. (Thompson) \$210 10 eve - Tu. Apr 16, 18:30-21:30 - CC 5 day - Tu/We/Th/Fr/Sa. Jul 02-06, 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 - Th. Apr 18, 18:30-21:30 - CC 5 day - Mo/Tu/We/Th/Fr. Jul 08-12, 09:00-15:30 - CC

### Metal Techniques III (051117)

This is a project oriented course designed for students who have completed Level II. The course is designed so that students can further develop their skills in technique and design. Emphasis will be on construction, soldering and basic stone setting. Students will be required to purchase their own tools and materials. (Approximate cost \$100.) Prerequisites: Successful completion of Metal Techniques I or equivalent. \$210 5 day - Sa. Apr 13, 09:00-15:30 - CC 5 day - Mo/Tu/We/Th/Fr. Jul 15-19, 09:00-15:30 - 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. (Zalatai) \$190 10 eve - Tu. Apr 16, 18:30-21:30 - 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.

### 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 and a graduation project.

### NOTE

Not all certificate courses are offered each term

### Application/Registration

Registration will take place from 10:00-16:00, Tuesday through



## Photography (cont')

### INSTRUCTORS

*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, you 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. Apr 15, 19:00-22:00 - FP  
10 aft - Tu. Apr 16, 12:30-15:30 - FP  
10 eve - Tu. Apr 16, 19:00-22:00 - FP  
10 eve - Fr. Apr 19, 19:00-22:00 - FP

### Intermediate Photography (300103)

Improve your knowledge of camera operation while learning compositional and lighting techniques. Learn basic studio lighting techniques for both portraiture and still life, and learn how to get the most out of available light. You will gain hands-on experience with lighting equipment through shooting sessions using professional models. Relevant technical and compositional techniques are stressed throughout the course. Prerequisite: Basic Photography or equivalent. (Weinberger/Weddell) \$260

10 eve - Mo. Apr 15, 19:00-22:00 - FP  
10 aft - Tu. Apr 16, 12:30-15:30 - FP  
10 eve - Tu. Apr 16, 19:00-22:00 - FP  
10 eve - Fr. Apr 19, 19:00-22:00 - FP

### Basic Darkroom (300102)

Through lectures, demonstrations and hands-on experience, learn the basic principles and practices of black and white darkroom use, including film processing, contact prints, enlargements, dry mounting and some print finishing techniques. Prerequisite: None. (Weddell/Tripp) \$250

10 aft - We. Apr 17, 12:30-15:30 - FP  
10 eve - We. Apr 17, 19:00-22:00 - FP  
10 mng - Sa. Apr 20, 10:00-13:00 - FP  
10 aft - Sa. Apr 20, 14:00-17:00 - FP

### Practical Darkroom (300104)

Learn fine quality black and white photographic print making through practical applications of various techniques and individualized instruction. Bleaching and toning procedures are also covered. Prerequisite: Basic Darkroom or equivalent. (Tripp) \$260

10 aft - Th. Apr 18, 12:30-15:30 - FP  
10 eve - Th. Apr 18, 19:00-22:00 - FP

### Practical Lighting (300122)

Learn advanced fundamentals of lighting as it applies to people and still life subjects. Equipment selection and shooting techniques are examined. There are several practical shooting sessions in and out of the studio, some sessions using models. You will learn to recognize the potential of lighting, using it to suit the needs of the subject while treating each set as a completely fresh situation. Prerequisite: Intermediate Photography or equivalent. (Harvey/Weinberger) \$300

10 mng - Sa. Apr 20, 10:00-13:00 - FP

### Advanced Studio Lighting (300133)

This course branches off from the theory and practical experience gained in Practical Lighting. Experiment with unconventional lighting techniques 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. Apr 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 your ability 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. (Davis) \$300

10 eve - We. Apr 17, 19:00-22:00 - FP

### Commercial Photography (300116)

You will 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. Apr 18, 12:30-15:30 - FP  
10 eve - Th. Apr 18, 19:00-22:00 - FP

### Fashion Photography (300117)

This course introduces the various styles and types of this special field of photography, including history, specific lighting techniques and the relationship between the model and photographer including 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. Apr 17, 12:30-15:30 - FP

### View Camera Techniques (300132)

This course is designed to be an extensive exploration of the view camera. You 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 - Sa. Apr 20, 10:00-13:00 - FP

### Stock Photography (300134)

This course will introduce 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. Apr 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. (Bernaerd) \$180

4 eve - Fr. Apr 19, 19:00-22:00 - 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. Apr 16, 12:30-15:30 - FP  
10 eve - Tu. Apr 16, 19:00-22:00 - 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 you recognize and develop a unique personal style. Prerequisite: Intermediate Photography and Composition and Design. (McEwen) \$300

10 aft - We. Apr 17, 12:30-15:30 - FP  
10 eve - We. Apr 17, 19:00-22:00 - FP

### Business Practices (300126)

This course will introduce you 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. Apr 15, 19:00-22:00 - FP

### Business Management (300131)

Designed to complement the Business Practices course, this course introduces you 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 - Th. Apr 18, 19:00-22:00 - FP

### Post Production for Photography (300150)

This course is designed to teach you how to communicate with art directors and graphic designers by providing a thorough knowledge of the production techniques used in the industry. You 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. Apr 15, 12:30-15:30 - FP

## Summer Session

Focal Point will be offering summer classes beginning the last week of June. Classes will run twice a week for five weeks. For further information contact Focal Point the week of May 17 at 224-3636.

# Business, Career, Management & Training

## Business Administration (BAC)

### 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. Apr 27, 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. Apr 30, 18:30-21:30 - CC

### Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family properties. The course will review the primary maintenance responsibilities of the residential building manager. Topics include: maintenance planning and cost control, preventative maintenance, building inspections, supervising on-site work, basic appliance repair, fire safety, security, and an introduction to heating and plumbing systems. Classes include field trips and hands-on demonstrations using a variety of appliances and other equipment. \$195

Available September 1996

### 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, 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, 323-5214 (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, April 23, 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 \$50 and \$70 and are not included in the price of the course. It is advisable for first time students to register in one course only.

### 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 Breittman, 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.*

*Barb Katz, BA Mathematics, CMA, currently instructs in the CMA and CGA Program, teaching finance and cost accounting.*

*Kenneth King, ASCT, MCIQS 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.*

*Naila Nizar, BA, CPL, has been a computer instructor and consultant for five years. Naila is noted for her energy, enthusiasm and dedication when instructing. She teaches Windows, Word, Excel, Access and PowerPoint.*

*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 Law 1115 – Introductory  
Business Law 2215  
Business Planning 1000  
Building Service Management 1000  
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 Behaviour 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. May 01, 18:30-21:30 - Lan (Badley)

### 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. Apr 30, 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

Available January 1997

### Business Law 1115 – Introductory (102006)

Every aspect of conducting business in Canada has been somehow considered, governed and dealt with pursuant to common law principles and precedents as well as statutes. This course is designed as an introduction to the subject of business or commercial law. The emphasis of Business Law 1115 is placed on the sources of law, principles of tort law and contract formation, performance, breach and remedies. (Breitman) \$245

Available September 1996

### 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

Available September 1996

### 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. Apr 30, 18:30-21:30 - CC

### Communications 1115 – Speaking and Listening Skills (102007)

Today's business environment demands exceptional communication skills. This is much more than a public speaking course. It is a "must" for all those who want to succeed in today's business world. The student will work toward improving interpersonal or one-to-one communication, developing skills for successful interaction in small groups or team situations and designing presentations for larger groups. Activities and assignments will require the participant to work in small groups, in pairs and individually. The course will be of real value to those who plan careers in sales and management, direct the work of others or who regularly communicate with clients or co-workers. Prerequisite: Successful completion of the LPI exam. (Morris) \$245

Available September 1996

### 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

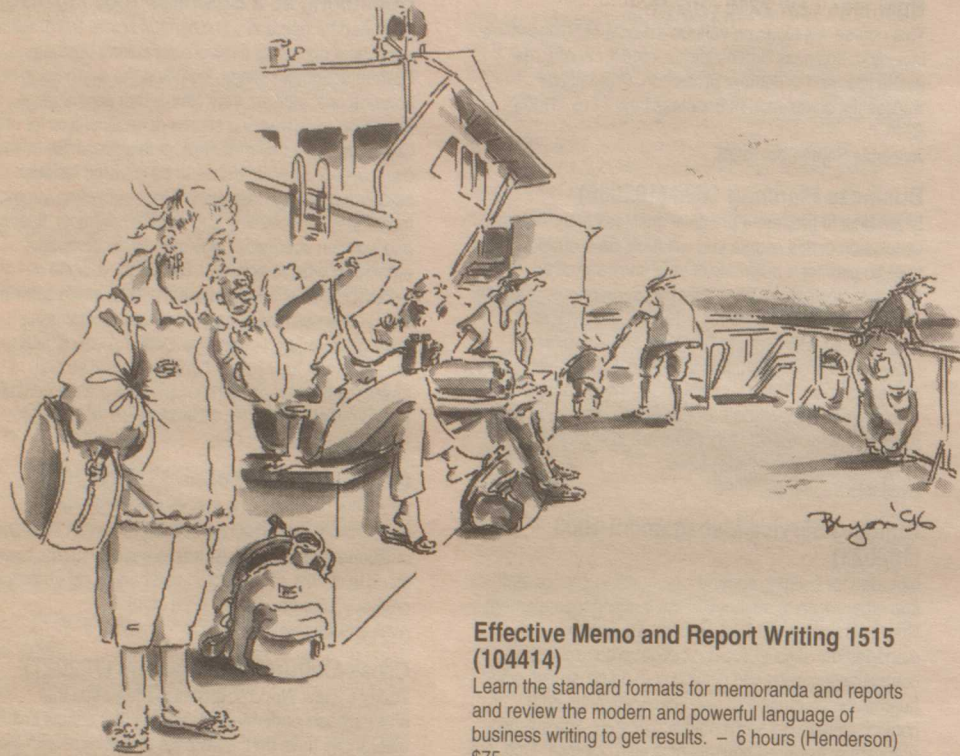
13 eve - We. May 01, 18:30-21:30 - Lan

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

This course is taught with Windows-based software. Participants will learn how to use computers to effectively solve business problems and improve business efficiency. Practical exercises will focus on three specific computer applications: database management, spreadsheets and word processing, with an introduction to Windows fundamentals and theory. The specific software application packages used are: MS Word, MS Access, MS Excel. 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 - We. May 0





## 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. Jun 15, 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. Apr 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. May 11, 09:30-15:30 - Lan

### Writing Dynamic Business Letters 1415 (104406)

Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc.). Some feedback will be given, but this seminar is mainly aimed at giving data on the most up-to-date ways of expressing business communications aimed at getting maximum results. – 6 hours (Rogers) \$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. May 25, 09:30-15:30 - Lan

## 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 destruction.

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  
\*\* Office Automation (104502) - 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 2000 Windows (102008 or 102026) - 39 hours

Additional courses from OAC section totalling - min. 60 hours

Total minimum course hours - 117 hours

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

\* Exemptions permitted  
\*\* Challenge exam

## Legal Office Skills

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

### Level I

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

Total minimum course hours - 102 hours

### Level II

Remaining course from Introductory Legal Office Program - 9 hours  
Legal Ethics and Confidentiality (104532) - 9 hours  
Legal Office Procedures (104531) - 12 hours  
Legal Terminology (104530) - 6 hours  
Computer Applications in Business 2000 Windows (102026) - 39 hours  
Additional course/s from OAC section totalling - 42 hours  
Total minimum course hours - 117 hours

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

\* Exemptions permitted  
\*\* Challenge exam

## Medical Office Skills

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

### Level I

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

### Level II

Medical Office Procedures/Administrative Assistant (104424) - 24 hours  
Medical Terminology II (104420) - 30 hours  
Medical Office Billing (104520) - 12 hours  
Computer Applications in Business 2000 Windows (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 2000 Windows (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 (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 - Th. Apr 04, 17:30-18:30 - CC Room 237

## Typing/Keyboarding

### INSTRUCTORS

Claire Domy, 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 (Domy/Makortoff) \$90

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

6 eve - Mo. Apr 22, 18:30-21:30 - CC

### Typing – Speed Building 1030 (104402)

Designed to help all levels of typists, including word processing operators, develop speed. Course devoted to typing drills and timings. Time will be allotted to cover questions about any typing format. Please bring your own typing paper. Textbook provided for classroom use. - 18

hours (Makortoff) \$95  
6 eve - We. Apr 24, 18:30-21:30 - CC  
6 eve - Tu/Th. Jun 11/13/18/20/25/27, 18:30-21:30 - CC

## Computers

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

This course is taught with Windows-based software. Participants will learn how to use computers to effectively solve business problems and improve business efficiency. Practical exercises will focus on three specific computer applications: database management, spreadsheets and word processing, with an introduction to Windows fundamentals and theory. The specific software packages used are: MS Word, MS Access and MS Excel. A knowledge of typing is highly recommended. Manual included in course fee. \$295  
13 eve - We. Apr 01, 18:30-21:30 - CC (Nizar)  
10 mng - Sa. May 04, 09:00-13:00 - CC (Tollstam) – No class May 18 or Jun 29

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

(See Medical section for details)

## Administrative/Management

### INSTRUCTORS

Alexandra Bradley, CRM, 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. Apr 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 you 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. Apr 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. Apr 24, 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 - Th. Apr 25, 18:30-21:30 - CC

### Records Management – Specialized Functions 1618 (104557)

This course is designed to introduce you to specialized functions within records/information management. You 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 - Will be offered in Fall term

## 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. Apr 25, 18:30-21:30 - CC

### Introduction to Bookkeeping 1115 (104511)

This introductory course in bookkeeping will deal with the procedures that make up the accounting cycle of a service business. You will be introduced to transactions, journals, general ledgers, trial balance, as well as preparing simple financial statements. The text/kit is *Accounting Fundamentals Fifth 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. Apr 23, 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 Fifth Edition*, Hoffman Pacey Flashner. The text should have been purchased for the Introduction to Bookkeeping course. The students should read Chapters 11 and 12 before the first class. - 24 hours (Sliziak) \$145  
8 eve - Will be offered in Fall term

### Accounting for the Non-Accountant 1415 (104510)

Will appeal to those wanting an overview of accounting. Previous knowledge is not required. You will learn about the role of an accountant, the double-entry accounting systems, how to prepare and interpret financial statements, working capital concepts and general accounting terms. It will be accounting made easy and fun! Textbook: *Introduction to Accounting* to be purchased at City Centre Bookstore prior to class. - 18 hours (Sliziak) \$135  
6 eve - Will be offered in Fall term

## Communication/Supervisory

### INSTRUCTORS

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

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

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

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

### Supervisory/Management and Decision Making 1315 (104507)

This course will focus on the techniques and skills required to manage effectively within today's organization. Topics covered will be communication, decision making and leadership skills, all vital components of an effective supervisor/manager. Textbook, *Management*, to be purchased from City Centre Bookstore prior to class. This course will be offered annually each Winter term. - 24 hours (TBA) \$145  
8 eve - Will be offered in Fall term

### Professional Telephone Communication Skills 1215 (104433)

This course is designed for all people who communicate via telephone. Emphasis will be placed on the development of professional call handling skills. You will be provided with strategies for recognizing and dealing with difficult telephone clients. Learn to identify and encourage use of new skills to help display telephone courtesy and professionalism while under pressure. Increase personal effectiveness of telephone communication skills and improve tone of service. - 6 hours (Dean) \$70  
1 day - Will be offered in Fall term

### Time Management Skills 1816 (104566)

Beating the clock! This interactive, participant-centred skill development program is designed to help participants become aware of how they use time and look at specific techniques they can use to establish and accomplish priorities. The focus will be on providing immediately-useful skills. You will also examine concepts of balance and control and develop useful time-managing skills. This program does not promote one method of time management, but rather examines some alternatives to help participants find the method that works best for them. Participants will be provided with specific techniques that they can apply on the job. - 6 hours (Dean) \$70  
1 day - Sa. May 04, 09:30-15:30 - CC

### Leadership and Team Skills 1815 (104564)

Today's team work trend challenges each of us towards personal growth within a changing organizational culture. This class will help you develop skills to become a better team member, enable you to make a valuable contribution to your team's success, persuade others to follow your lead and gain respect up and down the corporate ladder. - 6 hours (Henderson) \$70  
1 day - Will be offered in Fall term

### 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 - Sa. Jun 01, 09:30-15:30 - CC

### Maximizing Leadership Performance 1821 (104572)

You will learn the importance of:

- setting goals
- identifying strategies and tactics to attain goals
- developing positive self-image
- defeating attitudinal barriers and eliminating counter-productive behaviours
- developing strategies for dealing with change and uncertainty
- recognizing impact of stress
- networking and effective communication skills - 18 hours (Henderson) \$135  
6 eve - Tu. Apr 23, 18:30-21:30 - CC



### Business Etiquette and Professionalism 1820 (104408)

Everyone, from junior clerical staff to senior executives, who has questions on appropriate behaviour and a desire to increase their professionalism on the job, will benefit from this program. This course is designed to enhance existing skills and build additional skills in dealing with potentially difficult situations with staff, co-workers and clients. Topics include: projecting professionalism, improving tone of authority and credibility in your business relationships and confidentiality, discretion and ethics in the workplace. - 6 hours (Dean) \$70  
1 day -Will be offered in Fall term

### 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. Apr 20, May 04, 09:30-15:30 - CC

### Business Letters that Get Results 1215 (104537)

This course is recommended for those who have already completed Writing Dynamic Business Letters (104406) and/or those who have attained basic letter writing skills. In this course you will learn to write clear business letters that speak to your reader, discard obsolete formats, reduce clutter and use words that strike a positive note. This course offers in-class practice and feedback and is a reinforcement to Writing Dynamic Business Letters (104406). This is not an ESL course. - 6 hours (Henderson) \$85  
1 day - Sa. Jun 22, 09:30-15:30 - CC

### Effective Oral Communications 1315 (104546)

Become a more effective communicator! At this course you will learn to express yourself with greater clarity, confidence and impact. Learning techniques utilized will include: information sessions, impromptu speaking, delivering prepared speeches, speech evaluation and audience analysis, creative visualization, role playing, acting, evaluation of thinking and learning styles, plus media relations exercises. The program is designed to extend the communication capabilities of every individual and all sessions will be dynamic, highly participatory and creative. The goal of the learning process is for YOU to become more knowledgeable of interpersonal communication barriers and skills, plus be more confident and comfortable in the public forum, and thereby, become a more successful communicator with family, friends, colleagues, clients and supervisors. - 18 hours (Swankey) \$180  
6 eve - Tu. May 07, 18:30-21:30 - CC

## Medical

### INSTRUCTORS

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

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

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

### Medical Terminology I - 1115 (104417)

This program approaches the medical language through the study of word parts, prefixes, stems and suffixes. You will learn the basics of selected body systems, including symptomatic and diagnostic terms. This course is the first half of a two part course designed for people currently working, or who would like to work or study in related medical technology. (Textbook may be purchased from Langara bookstore.) - 30 hours (Rogers) \$145  
10 eve - We. Apr 24, 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. Apr 23, 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 22, 19:00-22:00 - Lan

### Medical Office Billing I - Non Computerized 1415 (104536)

This course will help you 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. Apr 27, May 04, 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. You 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. May 25, Jun 01, 09:30-15:30 - CC

## Introductory Legal Office

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. Jun 11, 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. Apr 23, 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. Apr 25, May 02/09, 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. Apr 30, May 07/14, 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. May 16/23/30, 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. May 21/28, Jun 04, 18:30-21:30 - Lan

## Legal

### Legal Ethics and Confidentiality 1815 (104532)

This program will cover legal ethics as it applies to support staff in the various areas of law. Using case studies reviewed by the Bar Association we will discuss how the ethics of the profession bind you. Emphasis will be placed on the value of confidentiality. - 9 hours (Dean) \$80  
3 eve - Mo. Apr 29, May 06/13, 18:30-21:30 - CC

### Legal Office Procedures 1915 (104531)

This program is designed to provide you with an overview of what goes on in a law office. You will analyze the structure of a law office and the various types of lawyers and areas of law. In addition, you will look at the importance of effective systems and procedures and the ramifications of system failure in the practice of law. A video discussing the law office of the future rounds out a discussion on adapting your general office skills to effective legal office skills. We will also discuss the various types of legal support staff and their specific responsibilities. - 12 hours (Dean) \$105  
4 eve - 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. May 01/08/15, 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 - Will be offered in Fall term

### 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. May 22/29, Jun 05/12, 18:30-21:30 - Lan

For registration call 443-8380 or 323-5322.

For detailed information contact Anne Tollstam, 871-7021.

## 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 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 48 hours notice.

Courses held off-campus: Withdrawals received by telephone, fax, or in writing up to ten working days before the course start date are subject to an administrative penalty of 20 percent of the course fee. Alternatively, a "deferred fee credit" for 100 percent of the course registration fee will be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for withdrawals received at less than ten days notice.

### TRAINERS

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

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

Maureen Hannah holds an 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 you 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. Jun 14, 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. 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 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. Apr 26, 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. - Will be offered in Fall term

### Finding Time for Results 1319 (104555)

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

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

You will gain a new confidence by taking control of your work day and improving the productivity and the success rate of your team and yourself. - 6 hours (Cuzzetto) \$155  
1 day - Fr. May 17, 09:00-16:30 - ROB

## 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 elective may be substituted for a core course.

### 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 Fall or Winter term. Descriptions, times, date and location will be available in our Fall 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.

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

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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.

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1 day - Will be offered in Fall term



### Leadership Skills (con't)

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1 day - Fr. May 17, 09:00-16:30 - ROB

#### Critical Thinking Skills 1010 (100303)

This program uses real-life reasoning processes to emphasize and define your abilities in critical thinking. Critical thinking was identified by the Conference Board of Canada as one 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 - Sa. May 11, 09:00-16:30 - CC

#### Managing Change 1020 (100304)

Change is the only thing that is constant nowadays. 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. - Will be offered in Fall term

#### 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 - Will be offered in Fall term

#### 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 (Svankey) \$140

1 day - Will be offered in Fall term

#### 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 (Svankey) \$140

1 day - Will be offered in Fall term

#### Hiring the Right Person - 1050 (100309)

Interviewing and selecting the best candidates for hire can be a difficult and time-consuming task. Employee turnover, costly hiring expenses and the constantly-changing job market make the role of an interviewer an important one. This program is designed to enhance the interviewing skills of individuals in any organization. During the program participants will increase their awareness of the role of an interviewer, apply a simple five-step process to prepare for an interview, follow a seven-point system when conducting the interview, and practise and obtain written and verbal feedback on their interviewing skills. Each participant is asked to bring to the program a job description of an open position within his or her organization (if possible) and actual resumes received from applicants for this position. These materials allow for immediate application for participants. - 6 hours (Lewis) \$140

1 day - Sa. May 04, 09:00-16:30 - CC

#### 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. You will learn how to organize and practice for the 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 (Svankey) \$140

1 day - Will be offered in Winter term

#### 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 - Will be offered in Fall term

#### From Conflict to Collaboration 2070 (100307)

This course will provide you with practical information, skills and confidence to resolve conflict caused by differences in goals, employee performance and work habits. In this course you will:

- define the causes of conflict
- understand conflict management concepts and styles
- assess your current strengths and areas for improvement in resolving conflicts
- use specific communication skills to clarify and understand issues, interests and concerns
- apply the conflict resolution process to your everyday work situations
- set goals for building competency in the use of conflict resolution skills and methods. - 6 hours (Hannah) \$140

1 day - Sa. May 25, 09:00-16:30 - CC

#### Facilitation Skills for Team Leaders - 2020 (100311)

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

1 day - Sa. Jun 08, 09:00-16:30 - CC

#### Leading Your Team to Empowerment - 2222 (100312)

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

- what is empowerment?
- the role of the empowering leader
- how workers improve productivity and worker commitment through empowerment
- skills and activities for developing an empowered work team
- the readiness of your team to work as a self-directed team. - 6 hours (Oster) \$140

1 day - Will be offered in Fall term

## Project Management

In the business world of the '90s most work is performed in projects. Project management is used by successful companies to get tasks done as planned, on time and on budget. This initial course is being offered in response to requests received from business. For information about this course, please call Brian Cole, senior program coordinator, at 871-7062.

#### Who should attend

This course is application oriented. It is suitable for all persons who have or will have responsibility for planning, control or implementation of projects in their work.

#### INSTRUCTOR

*Cornie Stirlington is a management consultant with 18 years' experience in project management, systems integration and marketing. She holds a degree in Computer Science and has specialized training in project management. She has worked with a number of major corporations in Toronto, Vancouver and the USA.*

#### Fundamentals of Project Management (100168)

This course provides participants with an understanding of the project management discipline, an insight into the application of project management in their job, a framework for successful implementation of project management techniques, recognized tools and techniques for process improvement, team motivation and communication in a project management setting. Case studies illustrate successful applications of project management. The course is presented in four modules:

1. Unique features and overview of project management, project definition
2. Project planning, estimating and scheduling, formation of agreements with project sponsors and team members
3. Project control - meeting the constraints that have been defined, identification of potential problem areas and problem diagnosis, finding solutions
4. The project manager's tool kit (meeting plans, status reports, software and RACI charts), improving the management process. (Stirlington) \$195

4 eve - Mo. Apr 22, 18:30-21:30 - 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 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 - Will be offered in Fall term

#### 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. (Guenard) \$295

8 eve - Mo. apr 22, 18:00-21:00 - CC

#### 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 - 8717070. 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.*

*Siani 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

Will be offered in Fall 1996

#### 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

Will be offered in Fall 1996

### Basic Library Skills Courses

Do you want to work in libraries, but aren't sure what they're 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 (106068)

This course consists of 21 hours of instruction and skill development with assignments in an active library setting to see how it's really done! You will learn: the role of technical services in the library, book selection and collection development, dealing with weeding, gifts and inventory, acquisitions procedures including working with budgets, dealing with publishers and vendors, and

verification and ordering, receiving monographs and serials, and dealing with non-book materials and government publications. The latest on-line and CD-ROM systems will be covered. (Craig) \$215

Will be offered in Fall 1996

#### Basic Library Skills - Circulation, Processing and Catalogue Records (106069)

This course consists of 21 hours of instruction and skill development with plenty of time to practise your skills. Topics include the following: elements of the catalogue record, machine readable catalogue records, filing rules, physical processing and mending, circulation procedures, and interlibrary loans procedures. (Hanson) \$215

7 eve - Mo. Apr 22, 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)

Will be offered in Fall 1996

#### 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)

Will be offered in Fall 1996

### Information Science Courses

#### Internet Workshops (106077, 106084, 106085, 106087, 106072)

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

### Internet Courses

Internet courses are designed to quickly give you the skills needed to communicate on the Internet and find the material and resources that are relevant to you. All courses are taught in a computer lab and provide ample hands-on time.

#### Internet - Introduction to 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 sessions, 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. Apr 20, 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. May 25, 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. Apr 13, 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

Will be offered in Fall 1996

#### Internet and the Non-Profit Sector (101972)

If you work in the non-profit sector, and you're an incurable techno-phobe or merely a "newbie" to the Internet, help is on the way. The first half of this one-day workshop will provide you with an opportunity to have hands-on experience in using the Internet. In the second half of the workshop, you will explore the depth and breadth of the Internet and its potential benefits for a not-for-profit organization. Benefits such as cutting costs, improving communication and member services, marketing, providing education to clients, access to world wide resources and opening new doors to fundraising possibilities, will be explored. (Shui) \$90

1 day - Fr. May 24, 09:00-16:30 - SFU/HC, Main floor

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

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

See Records Management (Office Administration Certificate) listings for course description. (Henderson) \$160

10 eve - We. Apr 24, 18:30-21:30 - CC

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

See Records Management (Office Administration Certificate) listings for course description. (Bradley) \$160

10 eve - Th. Apr 25, 18:30-21:30 - CC

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

See Records Management (Office Administration Certificate) listings for course description. (Bradley) \$150

Will be offered at a later date

For other related courses see the COMPUTER section.

## Training Skills

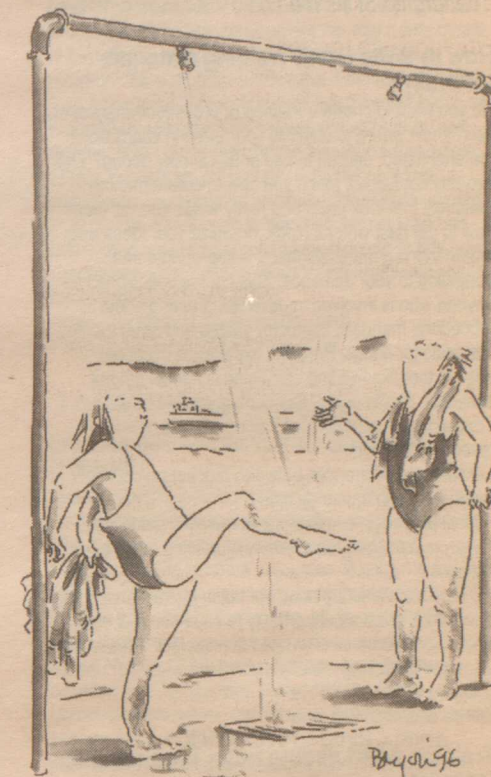
The best trainers are those who feel confident about their skills and the programs they develop. These interactive courses emphasize skill development that can be applied to any training situation on the job. Practice time and feedback is provided during all courses to help you develop and apply newly acquired skills and knowledge.

Courses 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.



#### INSTRUCTORS

*Judy Dibnah has over 25 years' business experience. She has designed and delivered training courses for a number of private and public corporations and 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.*

*Paula Yunker is an adult education consultant with extensive experience in corporate business and industry. 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



### Training Skills (con't)

#### 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  
Will be offered in Fall term

#### Training with Leading Edge Technologies (100167)

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 Brian 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. Apr 30/May 02, 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. May 07/09, 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. May 14/16, 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. May 21/23, 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. May 28/30, 19:00-22:00 - Lan

## Hospitality Supervision

### Certificate Program

#### NOTE

Courses for this program will be offered again in September 1996.

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.

#### Certificate Requirements

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

#### Core Courses

Hospitality Marketing  
Human Resources  
Hospitality Management Principles  
Finance for Managers

#### Food and Beverage

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

#### Accommodation

Convention Management  
Tourism and Group Operations  
Housekeeping  
Front Office  
Independent Study

#### Entry Requirements

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

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

#### Evaluation

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

#### Transferability and Laddering

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

#### 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.

# 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: See above program sections in this flyer for exact date and time

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

## Computer Counselling Guide

### What do you wish to learn?

#### An Introduction to Microcomputers

Students have several choices:

- Introduction to Microcomputers – Oak and CC
- CSW1 – Introduction to Computing Concepts (100501) – Lan
- 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

Students have 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/Mishela 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 practice 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 12 years. Pat is known as an energetic and enthusiastic instructor. She teaches DOS, Windows, Access, Lotus, Excel, LAN and Novell NetWare.

Mishela Mathern (program manager for Oakridge and City Centre) is a full-time computer instructor with 11 years' experience in teaching and curriculum development. She teaches Windows, WordPerfect, Word for Windows, Excel, CorelDRAW!, PageMaker, PowerPoint and MS-Office.

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

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 - Su. Mar 24, 09:00-17:00 - Oak

1 day - Tu. Apr 02, 09:00-17:00 - Oak

1 day - Sa. Apr 13, 09:00-17:00 - Oak

1 day - Mo. Apr 22, 09:00-17:00 - Oak

3 eve - Mo. Apr 29, 18:30-21:30 - Oak

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

1 day - Su. May 26, 09:00-17:00 - Oak

1 day - We. Jun 05, 09:00-17:00 - Oak

1 day - Sa. Jun 15, 09:00-17:00 - CC

1 day - Tu. Jul 09, 09:00-17:00 - Oak

1 day - Sa. Jul 20, 09:00-17:00 - Oak

1 day - Mo. Aug 12, 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 - Mo. Apr 01, 09:00-17:00 - Oak

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

1 day - Th. May 23, 09:00-17:00 - Oak

1 day - We. Jun 12, 09:00-17:00 - Oak

1 day - Tu. Jul 16, 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. 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 - Fr. Mar 29 09:00-17:00 - Oak

1 day - Tu. Apr 09 09:00-17:00 - Oak

1 day - Su. Apr 21, 09:00-17:00 - Oak

1 day - Th. Apr 25, 09:00-17:00 - Oak

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

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

1 day - Mo. May 13, 09:00-17:00 - Oak

1 day - Fr. May 31, 09:00-17:00 - Oak

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

1 day - Mo. Jun 24, 09:00-17:00 - Oak

1 day - We. Jul 10, 09:00-17:00 - Oak

1 day - Sa. Jul 27, 09:00-17:00 - Oak

1 day - Tu. Aug 06, 09:00-17:00 - Oak

#### Introduction to Windows 95 (101138)

This course is designed for new or inexperienced Windows 95 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." 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 - Fr. Apr 12, 09:00-17:00 - Oak

1 day - Sa. Apr 20, 09:00-17:00 - Oak

1 day - Tu. Apr 30, 09:00-17:00 - Oak

1 day - Sa. May 11, 09:00-17:00 - Oak

1 day - Th. May 23, 09:00-17:00 - Oak

1 day - Fr. Jun 07, 09:00-17:00 - Oak

1 day - We. Jun 19, 09:00-17:00 - Oak

1 day - We. July 24, 09:00-17:00 - Oak

1 day - Fr. Aug 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 - Mo. Apr 01, 09:00-17:00 - Oak

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

1 day - Th. May 23, 09:00-17:00 - Oak

#### Intermediate DOS (100912)

Now that you know basic file and disk management, learn the purpose of, and how to write and change Config.sys and Autoexec.bat files. Understand configuration settings, device drivers, internal and external DOS commands, and the command interpretation sequence. Learn about different types of RAM (Random Access Memory) and basic memory management. Create and use a bootable first aid disk for basic trouble-shooting on start-up procedures. Experience with DOS is essential. Introduction to DOS (100903) is strongly recommended. \$190

1 day - Tu. Apr 23, 09:00-17:00 - Oak

1 day - We. Jun 19, 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 - We. May 01, 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

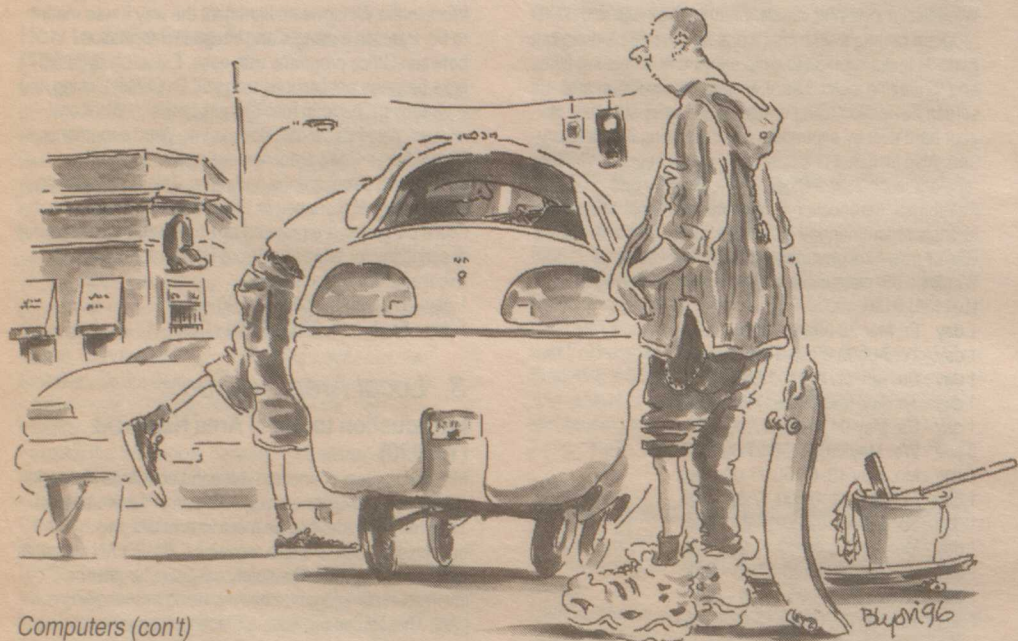
1 day - Fr. Mar 29 09:00-17:00 - Oak

1 day - Tu. Apr 09 09:00-17:00 - Oak

1 day - Su. Apr 21, 09:00-17:00 - Oak

1 day - Th. Apr 25, 09:00-17:00 - Oak





Computers (cont')

#### 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," 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 - Sa. Mar 30, 09:00-17:00 - Oak  
 1 day - We. Apr 03, 09:00-17:00 - Oak  
 1 day - Th. Apr 11, 09:00-17:00 - Oak  
 1 day - Su. Apr 14, 09:00-17:00 - Oak  
 1 day - Tu. Apr 23, 09:00-17:00 - Oak  
 1 day - Su. Apr 28, 09:00-17:00 - Oak  
 1 day - Fr. May 03, 09:00-17:00 - Oak  
 1 day - Su. May 12, 09:00-17:00 - Oak  
 1 day - We. May 22, 09:00-17:00 - Oak  
 1 day - Su. Jun 02, 09:00-17:00 - Oak  
 1 day - Mo. Jun 10, 09:00-17:00 - Oak  
 1 day - Fr. Jun 21, 09:00-17:00 - Oak  
 1 day - Sa. Jul 06, 09:00-17:00 - Oak  
 1 day - Th. Jul 25, 09:00-17:00 - Oak  
 1 day - Th. Aug 08, 09:00-17:00 - Oak  
 1 day - Sa. Aug 20, 09:00-17:00 - Oak

##### Intermediate Internet (101142)

Now that you are comfortable with the basics of sending e-mail, reading news, and using the World Wide Web, move on to more advanced topics. Improve your search strategies. Learn about mailing lists for specialty topics; find the listserv or majordomo lists that interest you, subscribe, post and read messages. Learn to find free software on the Internet such as helper applications for your web browser and anti-virus software. Use FTP to download this software, then install it on your computer. You will also be introduced to gopher and telnet. Experience with the Internet is a prerequisite; Introduction to the Internet (101141) is strongly recommended. \$190  
 1 day - Fr. May 10, 09:00-17:00 - Oak  
 1 day - Mo. May 27, 09:00-17:00 - Oak  
 1 day - Su. Jun 16, 09:00-17:00 - Oak  
 1 day - We. Jul 17, 09:00-17:00 - Oak  
 1 day - Tu. Aug 20, 09:00-17:00 - Oak

##### Publishing Web Pages (101143)

Learn how to write your own World Wide Web pages using HTML - HyperText Markup Language. You will compose pages that incorporate regular text, various levels of headings, bulleted and numbered lists, lines and graphics. Create hypertext links to other web pages. Set up mailto links so readers can send you mail directly from your web page. Learn how to upload your page to a web server to make it accessible to the world. Experience in Windows and the Internet are prerequisites. Introduction to the Internet (101141) is strongly recommended. \$190  
 1 day - Th. Jun 06, 09:00-17:00 - Oak  
 1 day - Su. Jun 23, 09:00-17:00 - Oak  
 1 day - Tu. Jul 23, 09:00-17:00 - Oak  
 1 day - Tu. Aug 20, 09:00-17:00 - Oak

#### 5. Computer Applications

##### Word Processing

##### Introduction to WordPerfect 5.1 for DOS (100710)

Learn fundamental WordPerfect commands for creating and editing documents. Topics include: moving around, saving, retrieving, viewing and printing documents. Blocks, formatting, moving/copying text and basic problem resolution are also covered. Emphasis is placed on WordPerfect's use of codes. \$190  
 1 day - Mo. Mar 25, 09:00-17:00 - Oak  
 1 day - Th. Apr 18, 09:00-17:00 - Oak  
 1 day - We. May 29, 09:00-17:00 - Oak  
 1 day - Th. Jul 11, 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. Apr 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. Apr 15, 09:00-17:00 - Oak  
 1 day - Fr. May 24, 09:00-17:00 - Oak  
 1 day - Tu. Jun 25, 09:00-17:00 - Oak  
 1 day - We. Aug 07, 09:00-17:00 - Oak

##### WordPerfect for Windows Upgrade (101107)

The purpose of this course is to make an easy, quick, and efficient transition to WordPerfect for Windows. Designed for experienced WordPerfect for DOS users, this course explores new features such as: using menus, button bars and rulers. Also covered are concept and vocabulary changes including: save as, open, close, selecting text, cut, copy and paste, and changes to the keyboard template. New and easier ways of performing tasks will also be explored. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190  
 1 day - Th. May 02, 09:00-17:00 - Oak  
 1 day - Mo. Jun 03, 09:00-17:00 - Oak  
 1 day - Mo. Jul 08, 09:00-17:00 - Oak

##### Intermediate WordPerfect for Windows (101108)

Now that you have mastered the WordPerfect for Windows basics, learn how to create newspaper and parallel columns. Set up tables with text and math calculations. Learn merging into form letters, lists, envelopes and mailing labels, sorts and more. Experience with WordPerfect for Windows is essential. Introduction to WordPerfect for Windows (101106) is recommended. \$190  
 1 day - Mo. May 06, 09:00-17:00 - Oak  
 1 day - We. Jun 26, 09:00-17:00 - Oak

##### Advanced WordPerfect for Windows (101116)

This course covers a variety of WordPerfect for Windows capabilities. Learn how to create tables of contents, indexes, and basic macros. Explore desktop publishing features such as lines, boxes, incorporating graphic images within a document and style sheets. Experience with WordPerfect for Windows is essential. \$190  
 1 day - Tu. May 14, 09:00-17:00 - Oak

##### NOTE about Office and Word for Windows

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

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

This course covers fundamental Word for Windows commands and concepts. Introductory topics include: creating and editing documents; moving around; and saving, opening and closing documents. Also covered are: deleting, inserting, cutting, copying and pasting text; formatting, setting tabs and margins, and previewing and printing documents. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. Those with experience in other word processing programs may want to consider Fastrack Word for Windows (101119). \$190  
 1 day - Tu. Mar 26, 09:00-17:00 - Oak  
 1 day - Mo. Apr 29, 09:00-17:00 - Oak  
 1 day - Sa. May 25, 09:00-17:00 - Oak  
 1 day - Mo. Jun 17, 09:00-17:00 - Oak  
 1 day - Fr. Jul 26, 09:00-17:00 - Oak  
 1 day - Th. Aug 15, 09:00-17:00 - Oak

##### Introduction to Word for Windows 95 (101134)

This course covers fundamental Word for Windows 95 commands and concepts. Introductory topics include: creating and editing documents; moving around; saving, opening, and closing documents. Also covered are deleting, inserting, cutting, copying, and pasting text; formatting, setting tabs and margins; and previewing and printing documents. Introduction to Windows 95 (101138) is strongly recommended as a prerequisite for those with little or no Windows experience. Basic mouse skills are essential. \$190  
 1 day - Fr. May 31, 09:00-17:00 - Oak  
 1 day - Fr. Jul 12, 09:00-17:00 - Oak  
 1 day - Fr. Aug 09, 09:00-17:00 - Oak

##### Fast Track Word for Windows (101119)

Do you have experience with another word processing program? Are you switching to Word for Windows? Ease the transition by learning key concepts, commands, and shortcuts. This intensive course is taught at a faster pace and covers more detail than the Introduction to Word for Windows (100796). Topics include: creating and editing documents; moving around; and saving, opening, and closing documents. Also covered are deleting, inserting, cutting, copying and pasting text; formatting; setting tabs and margins; previewing and printing documents; and more. Please note: this course is for experienced users only. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. If you have little or no word processing background, see Introduction to Word for Windows (100796). \$190  
 1 day - We. Apr 17, 09:00-17:00 - Oak  
 1 day - We. Jun 12, 09:00-17:00 - Oak

##### Intermediate Word for Windows (101114)

Now that you have mastered Word for Windows basics, explore some of the more powerful features of this program. Intermediate topics include: using the thesaurus, spell and grammar checkers, creating and using AutoText. Also covered are templates, styles, page numbers, headers and footers, creating and formatting tables and creating and editing newspaper columns. Experience with Word for Windows is essential. Introduction to Word for Windows (100796) is recommended. \$190  
 1 day - We. Apr 24, 09:00-17:00 - Oak  
 1 day - Tu. May 21, 09:00-17:00 - Oak  
 1 day - Mo. Jun 03, 09:00-17:00 - Oak  
 1 day - Mo. Jul 08, 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 - We. May 08, 09:00-17:00 - Oak  
 1 day - Th. Jun 13, 09:00-17:00 - Oak

#### Spreadsheets/Charts

##### Introduction to Lotus 1-2-3 for Windows (101109)

This course covers the fundamentals of Lotus 1-2-3 for Windows including: spreadsheet creation and editing; entering labels, numbers and formulas; relative and absolute addressing; ranges, copying, saving, opening, previewing and printing worksheets; formatting, column widths and improving worksheet presentation. In addition, shortcuts using the keyboard, mouse, and SmartIcons will be explored. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190  
 1 day - Fr. Apr 12, 09:00-17:00 - Oak  
 1 day - Th. May 16, 09:00-17:00 - Oak  
 1 day - Su. Jun 09, 09:00-17:00 - Oak  
 1 day - Th. Aug 08, 09:00-17:00 - Oak

##### Intermediate Lotus for Windows - Worksheets/Charts (101130)

This course is designed to expand your working knowledge of Lotus worksheet capabilities. Intermediate topics include: creating and printing charts and graphs, dates and date math, filling ranges and sorting. Also covered is using a variety of valuable @ functions including @IF to create formulas that make decisions. Students will learn how to create a 3-dimensional worksheet. A working knowledge of basic Lotus functions is required. Introduction to Lotus 1-2-3 for Windows (101109) is recommended. \$190  
 1 day - We. May 22, 09:00-17:00 - Oak

##### NOTE about Office and Excel

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

##### Introduction to Excel (100795)

Learn the fundamentals of Excel including: worksheet creation and editing; entering data and formulas; relative and absolute addressing; saving, opening and printing worksheets as well as improving worksheet presentation. In addition, shortcuts using the keyboard, mouse, and the toolbar will be explored. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190  
 1 day - We. Apr 10, 09:00-17:00 - Oak  
 1 day - Sa. Apr 27, 09:00-17:00 - Oak  
 1 day - Tu. May 07, 09:00-17:00 - Oak  
 3 eve - Th. May 16, 18:30-21:30 - CC  
 1 day - Th. May 30, 09:00-17:00 - Oak  
 1 day - Sa. Jun 08, 09:00-17:00 - CC  
 1 day - Tu. Jun 18, 09:00-17:00 - Oak  
 1 day - Fr. Jul 19, 09:00-17:00 - Oak  
 1 day - Tu. Aug 13, 09:00-17:00 - Oak

##### Introduction to Excel for Windows 95 (101135)

Learn the fundamentals of Excel including: worksheet creation and editing; entering labels, numbers and formulas; relative and absolute addressing; selecting, copying and moving ranges. Also covered are saving, opening, previewing and printing worksheets; formatting, columns widths, and improving worksheet presentation. Introduction to Windows 95 (101138) is recommended as a prerequisite for those with little or no Windows experience. Basic mouse skills are essential. \$190.  
 1 day - Tu. Apr 30, 09:00-17:00 - Oak  
 1 day - Tu. May 21, 09:00-17:00 - Oak  
 1 day - Sa. Jun 22, 09:00-17:00 - Oak  
 1 day - Tu. Aug 06, 09:00-17:00 - Oak

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

Expand your knowledge of Excel worksheets. Intermediate topics include: working with dates and date math, using data series and AutoFill, creating named ranges, and using 3-dimensional workbooks. Students will learn how to create decision-making formulas using the IF function. Building charts using the Chart Wizard and graphics capabilities will also be examined. Experience with Excel is essential. Introduction to Excel (100795) is recommended. \$190  
 1 day - We. Apr 17, 09:00-17:00 - Oak  
 1 day - We. May 15, 09:00-17:00 - Oak

1 day - Sa. Jun 01, 09:00-17:00 - Oak  
 1 day - Th. Jun 20, 09:00-17:00 - Oak  
 1 day - Th. Aug 15, 09:00-17:00 - Oak

##### Intermediate Excel - Databases (100797)

Excel is much more than just a spreadsheet program. Use Excel's database capabilities to analyze data in existing worksheets. Learn how to set up a data form for consistent data input, sort your worksheet into a specified order, and filter records meeting certain conditions. Experience with Excel is essential. Introduction to Excel (100795) is recommended. \$190  
 1 day - Th. Jun 06, 09:00-17:00 - Oak

#### Microcomputer Accounting

##### Accounting with ACCPAC Plus - G/L (DOS) (100701)

Learn how to use ACCPAC - G/L to set up a general ledger system. Students will learn how to convert existing manual data, add transactions in batches, edit transaction batches, post batches to the ledger and print out various financial reports. The financial statement report writer will also be explored. A basic understanding of accounting principles is a prerequisite. \$190  
 1 day - Su. Apr 21, 09:00-17:00 - Oak  
 1 day - Sa. Jun 01, 09:00-17:00 - Oak

##### Introduction to Simply Accounting for Windows (101111)

Learn how to set up the chart of accounts; entering vendors, customers and employees and the history of each. Students will make journal entries; enter purchase invoices; make payments, enter sales invoices and receipts. Also covered is printing the Balance Sheet, Income/Expense Statements, Trial Balances, Ledgers and Journals. A basic understanding of accounting principles is required. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190  
 1 day - Sa. Apr 20, 09:00-17:00 - Oak  
 1 day - Sa. May 25, 09:00-17:00 - Oak  
 1 day - Su. Jun 23, 09:00-17:00 - Oak  
 1 day - Sa. Aug 10, 09:00-17:00 - Oak

##### Advanced Simply Accounting for Windows (101112)

In this more advanced approach to Simply Accounting for Windows, students will learn how to fully utilize each of the subsidiary ledgers and job costing. More detailed accounting functions will be covered for Purchase Discounts, Sales Discounts, NSF Cheques, exporting to a spreadsheet, and manipulation of information in the spreadsheet to create comparative financial statements. Experience with Simply Accounting for Windows is essential. Introduction to Simply Accounting for Windows (101111) is recommended. \$190  
 1 day - Su. May 05, 09:00-17:00 - Oak

#### Desktop Publishing

##### IBM/IBM Compatible

##### NOTE about Office and PowerPoint

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

##### Introduction to PowerPoint (101137)

PowerPoint combines desktop publishing capabilities and graphic design management with tools to organize your work into professional presentations. Use PowerPoint to organize your presentation order and style. Create handouts, outlines, presentations, slides, overheads, and on-screen presentations. Previous computer experience with other Windows programs and familiarity with a mouse is required. Introduction to Windows (100914) is strongly recommended as a prerequisite. \$190  
 1 day - Tu. Apr 16, 09:00-17:00 - Oak  
 1 day - Tu. Jun 04, 09:00-17:00 - Oak

##### Introduction to CorelDRAW! (101103)

Explore various CorelDRAW! concepts and commands such as tools, colour palette, the editing window and status line. Learn object manipulation: stretching, rotating, scaling, skewing and other on-screen alignment aids. Learn curve and node control, and how to set and customize typefaces. Familiarity with a mouse and experience with other Windows programs is essential. Introduction to Windows (100914) is strongly recommended as a prerequisite. \$190  
 1 day - Sa. Apr 13, 09:00-17:00 - Oak  
 1 day - We. May 15, 09:00-17:00 - Oak  
 1 day - Mo. Jun 17, 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 - Th. May 30, 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 - Su. May 05, 09:00-17:00 - Oak  
 1 day - Tu. May 28, 09:00-17:00 - Oak  
 1 day - Sa. Jun 22, 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 - Th. May 16, 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. May 14, 09:00-17:00 - Oak

##### Advanced Word for Windows (101115)

This course focuses on customizing and automating Word for Windows operations, with special emphasis on field codes. Learn tables of contents, indexes, creating and running basic macros, and inserting graphics into documents. Basic merge commands are also covered. Experience with Word for Windows is essential. \$190  
 1 day - Fr. May 03, 09:00-17:00 - Oak  
 1 day - Th. Jun 13, 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 - Tu. Apr 16, 09:00-17:00 - Oak  
 1 day - Sa. May 04, 09:00-17:00 - Oak  
 1 day - Tu. May 14, 09:00-17:00 - Oak  
 1 day - Tu. Jun 04, 09:00-17:00 - Oak  
 1 day - We. Aug 07, 09:00-17:00 - Oak

##### Introduction to Access for Windows 95 (101140)

Introduction to Access for Windows 95 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 95 (101138) is strongly recommended for those with little or no Windows experience. \$190  
 1 day - We. Apr 24, 09:00-17:00 - Oak  
 1 day - Sa. Jun 15, 09:00-17:00 - Oak  
 1 day - Mo. Aug 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 - Th. May 02, 09:00-17:00 - Oak  
 1 day - Fr. Jun 14, 09:00-17:00 - Oak  
 1 day - Tu. Aug 13, 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 - Fr. May 10, 09:00-17:00 - Oak  
 1 day - Fr. Jun 21, 09:00-17:00 - Oak  
 1 day - Fr. Aug 16, 09:00-17:00 - Oak

##### Does our schedule suit your needs?

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

#### City Centre Lab Computer Courses

See previous sections for course descriptions

##### Introduction to Microcomputers (100605)

1 day - Sa. Jun 15, 09:00-17:00 - CC

##### Introduction to DOS (100903)

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

##### Introduction to Windows (100914)

1 day - Sa. May 04, 09:00-17:00 - CC  
 3 eve - We. May 08, 18:30-21:30 - CC

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

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

##### Introduction to Novell NetWare (100921)

1 day - Sa. May 11, 09:00-17:00 - CC

##### Intermediate Novell NetWare (100922)

1 day - Sa. May 25, 09:00-17:00 - CC

##### Advanced Novell Netware (100923)

1 day - Sa. Jun 01, 09:00-17:00 - CC

##### Introduction to Excel (100795)

3 eve - Th. May 16, 18:30-21:30 - CC  
 1 day - Sa. Jun 08, 09:00-17:00 - CC

#### Langara Campus

##### Computer Courses

##### Information Night

Wednesday, April 3, 18:00-19:00, Langara College, Continuing Education office, 100 West 49th Avenue, Vancouver

##### General Information

The Langara College Computer Skills training consists of a number of popular Certificate granting Programs, in addition to carefully prepared professional development courses intended for those interested in the latest computer applications and techniques. Courses in various programs are designed to teach practical operating skills for all levels of microcomputer users. Business

professionals, office personnel as well as home PC users can develop and refine their computer operating skills in one or more of the areas listed below.

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### Computer Skills for the Workplace (cont')

#### 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.

### Professional Development

The following are recommended, optional, Computer Skills courses offered for ongoing professional development:

CSW40 – Understanding the Internet  
CSW40A – Intermediate Internet/World-Wide Web  
CSW41 – Marketing on the Internet  
CSW42 – Advanced Web Page Design  
CSW90 – Understanding Multimedia  
CSW90A – Multimedia Video Production  
CSW90B – Video Scripting  
CSW90C – CD-ROM Authoring with MacroMedia Director

For course description, please refer to LANGARA COLLEGE – INVENTORY OF COMPUTER COURSES, further down.

### Local Area Network Administrator

## Certificate Program

#### Information Night

Wednesday, April 3, 18:00-19:00, Langara College, Continuing Education office, 100 West 49th Avenue, Vancouver

Local Area Networks continue to be one of the high growth areas in computers. World wide approximately 50 percent of all computers are currently networked – this translates to 50 million network nodes. Downsizing from the mainframe/mini world is common practice in industry. What is fuelling this phenomena? What are its advantages? Drawbacks? This certificate program is designed to develop a framework in which to evaluate these questions in the context of the participant's business operations. It will develop and enhance the skills of those who are currently, or are expecting to be responsible for the purchase and/or administration of a local area network, and demonstrate that networks are as much an administrative as a technical challenge. Participants are offered the opportunity to put network theory into action through the availability of a local area network lab. Program features are:

- prepares graduates towards challenging the CNA, CNE certification
- instructors with industry experience
- in-depth coverage of Novell – the LAN operating system of choice for most organizations – from install to advanced theory
- comprehensive Novell Study Guide Manual (\$60 value) included in fee
- coverage of LAN alternatives
- each course consists of 15 hours lecture/workshop plus supervised practice time with lab assistant in attendance
- true proficiency testing with industry recognition
- a variety of industry speakers – hear about the latest trends
- first LAN Certificate Program in Canada, by BC's largest community college
- reasonable fee

For information and registration, call 323-5322.

Enroll early as classes fill up very quickly.

#### Certificate Requirements

Six courses completed successfully in not more than two years, six terms, consisting of:

- CSW1 – Introduction to Personal Computers and DOS
- CSW9 – DOS and Hard Disk Management
- CSW19 – Introduction to MS-Windows 3.1
- CSW12 – Local Area Network Management – Level I
- CSW12A – Local Area Network Management – Level II
- CSW12B – Local Area Network Management – Level III

#### Entry Requirements

No formal educational requirements are necessary.

### Professional Development Certificate Upgrade

At the advice of the Program Advisory Committee, a new program feature is now being offered to address the rapid advances in the Local Area Network field. The Local Area Network Certificate Program is offering the opportunity for program graduates to upgrade their certificate status on a yearly basis by completing one of the courses listed below. These courses are updated regularly to address the latest trends in the industry. These courses are also open to industry professionals who would like to pursue professional development and stay on top of most recent developments.

Certificate upgrade courses: CSW14, CSW15, CSW16A, CSW16B, CSW16C, CSW16D  
Open professional development courses: CSW12B, CSW14, CSW15, CSW16A, CSW16B, CSW16C, CSW16D

#### Course Credit

Credit for previously completed equivalent courses and/or acquired experience will be considered for CSW1, CSW9, and CSW19. Participants who are confident with Hard Disk Management should register in the other courses and not wait for credit confirmation. Application for credit must be made in writing and include a transcript of courses taken and/or documentation of PC related experience. Include contact telephone number/s for follow up. Mail request to Vancouver Community College, Continuing Education, CSW Coordinator, Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6

#### 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

For course description, please refer to LANGARA COLLEGE – INVENTORY OF COMPUTER COURSES, further down.

### Multimedia Programmer

## Certificate Program

#### Information Night

Wednesday, April 3, 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 covers 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 in determining which aspect of multimedia to pursue: using authoring software for designing and implementing multimedia products, using

digital video for nonlinear video editing, or using MS-Windows and Visual Basic for developing interactive multimedia applications for the Windows environment.

2. CSW91 and CSW92 – Visual Basic for Windows I and II prepares participants to develop business oriented windows applications including simple interactive multimedia applications. Visual Basic Level II will also allow the participant to write multimedia databases – required for the production of visual databases, using the built-in advanced Access database extensions.

3. CSW93 – Visual Basic for Windows Level III covers the use of the Professional Edition of Visual Basic to write 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 challenging multimedia application.

4. 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.

#### Professional Development:

Additional multimedia related courses are also available for those who are interested in exploring other aspects of modern multimedia. The list of such courses includes: CSW40, CSW40A, CSW40B, CSW41, CSW42, CSW90A, CSW90B.

For course description, please refer to LANGARA COLLEGE – INVENTORY OF COMPUTER COURSES, further down.

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. Programming experience in BASIC or other procedural language is strongly recommended.

For course description, please refer to LANGARA COLLEGE – INVENTORY OF COMPUTER COURSES.

### Langara College

#### Inventory of Computer Courses

#### 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), afternoons (aft) or all day (day), 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.

#### 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 to all other courses. Course manual is included in fee. \$260

5 eve - We. Apr 10, 19:00-22:00 - Lan  
5 mng - Sa. Apr 13, 09:00-12:00 - Lan  
5 eve - Mo. Apr 15, 19:00-22:00 - Lan  
5 eve - Fr. May 24, 19:00-22:00 - Lan  
5 eve - Mo. May 27, 19:00-22:00 - Lan  
5 eve - Tu. Jul 02, 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. Apr 11, 19:00-22:00 - Lan  
5 mng - Su. May 26, 09:00-12:00 - Lan  
5 eve - Fr. Jul 05, 19:00-22:00 - 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. May 21, 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 eve - Fr. Apr 12, 19:00-22:00 - Lan  
5 eve - Fr. Jul 05, 19:00-22:00 - 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 - Th. Apr 11, 19:00-22:00 - Lan

#### CSW9 – DOS and Hard Disk Management (100509)

Teaches the participant how to control and make the most effective use of the IBM/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 eve - Tu. Apr 09, 19:00-22:00 - Lan  
5 mng - Sa. Apr 13, 09:00-12:00 - Lan  
5 eve - Fr. May 24, 19:00-22:00 - Lan  
5 mng - Su. May 26, 09:00-12:00 - Lan

#### CSW12 – Local Area Network Management – Level I (100518)

This course serves as an introduction to the basics of network systems. It is well suited for end users and those interested in becoming network administrators/managers. Emphasis will be on developing an understanding of what services networks can provide, the theory of their operation and the implications for network management. Participants will be introduced to the Novell operating system commands, with extensive hands-on practice. Login and Logout procedures, network security, passwords, rights, directory structure, drive mapping, creating and editing Login script file through SYSCON utility are covered in detail. Additional practice lab time will be available as indicated by instructor. Prerequisite: CSW1 and CSW9. Course manual included in fee. \$310

#### 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 - Fr. Apr 12, 19:00-22:00 - Lan  
5 eve - Mo. Apr 15, 19:00-22:00 - Lan  
5 eve - Tu. May 21, 19:00-22:00 - Lan  
5 eve - We. Jul 03, 19:00-22:00 - Lan

#### CSW12B – Local Area Network Management – Level III (100525)

This course will involve advanced aspects of network administration. Topics covered will include: cabling considerations of network systems, Novell 3.11 installation, Windows 3.1 installation on the network, and advanced Novell administration topics such as managing Windows on the network. In addition, 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 - Tu. Apr 09, 19:00-22:00 - Lan  
5 eve - We. May 22, 19:00-22:00 - Lan  
5 eve - Th. Jul 04, 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. Apr 20, 09:00-16:00 - Lan  
1 day - Sa. Jul 06, 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 topics 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. Jun 01, 09:00-16:00 - Lan

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

A comprehensive introduction to IBM PC/Compatibles hardware. The course concentrates on identification of basic computer systems (CISC, RISC) and their components (video cards, drive controllers, etc.) Practical assembly disassembly, upgrade and troubleshooting by

each participant on supplied PC. Topics will include: memory upgrade, hard drive installation and preparation and troubleshooting of all basic components. Instructors will be working field-service technicians. Prerequisite: strong familiarity with PC in general and DOS in particular. Knowledge of memory management would also be beneficial. Enrolment limited to ten students. \$425

2 days Sa/Su. Apr 13/14, 09:00-16:00 - Lan  
2 days Sa/Su. May 25/26, 09:00-16:00 - Lan  
2 days Sa/Su. Jul 06/07, 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. Apr 27/28, 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. Jun 08/09, 09:00-16:00 - Lan

#### CSW16D – Windows NT Administration (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 Sa. May 11, 09:00-16:00 - Lan  
1 day Sa. Jun 22, 09:00-16:00 - 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 eve - Th. May 23, 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. Apr 12, 19:00-22:00 - Lan  
5 eve - We. May 22, 19:00-22:00 - Lan

#### 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 covered: "Netiquette" using e-mail, mailing lists, Usenet news, FTP, Telnet, introduction to the WorldWideWeb (WWW), finding information on the Internet by using Netscape and Web search engines. Options for accessing the Internet through local service providers will also be

discussed. Prerequisites: CSW19 – Introduction to Windows or equivalent experience. Course notes included in fee. \$260

5 eve - Mo. Apr 15, 19:00-22:00 - Lan  
5 eve - Mo. May 27, 19:00-22:00 - Lan  
5 eve - Tu. Jul 02, 19:00-22:00 - Lan

#### CSW40A – Intermediate Internet/World-Wide Web (100570)

This course is intended for those who are using the Internet but feel a need for more knowledge in order to take better advantage of the possibilities offered by the Internet. Course begins with a review of Internet followed by indepth coverage of topics such as: HTML – the language of the Web, multimedia on the Web, using the Web for research, research tools: Archie, Gopher, WAIS, Veronica, Jughead. In addition, participants will learn how to: write HTML pages, use on-line Help on HTML, select an HTML editor. More advanced topics such as: scripts, forms, Java, and security will also be discussed.

Prerequisites: CSW40 – Understanding the Internet or equivalent experience. Course notes included in fee. \$290

5 mng - Su. Apr 14, 09:00-12:00 - Lan  
5 eve - Tu. May 21, 19:00-22:00 - Lan  
5 eve - We. Jul 03, 19:00-22:00 - Lan

#### CSW40B – Introduction to Java Language (100571)

The Java language is presently receiving considerable attention. The idea behind Java is quite simple – create a new programming language and build an interpreter for it into a Web Browser. With this addition, the browser becomes extensible and dynamic. Pages come alive with animation, sounds and interaction. The pages will operate on any platform which has a Java-enabled World-Wide Web browser, not just a UNIX, MAC or particular PC. The course is intended for programmers and page creators who have some experience with object-oriented languages and wish to learn more about the "hottest" item on the Internet, the Java language. Prerequisites: CSW40A – Intermediate Internet/World-Wide Web or equivalent experience, familiarity with object-oriented languages. Course notes included in fee. \$290

1 eve - We. Jun 05, 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

#### 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. Apr 10, 19:00-22:00 - Lan  
5 eve - Th. May 23, 19:00-22:00 - Lan  
5 eve - Fr. Jul 05, 19:00-22:00 - Lan

#### 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

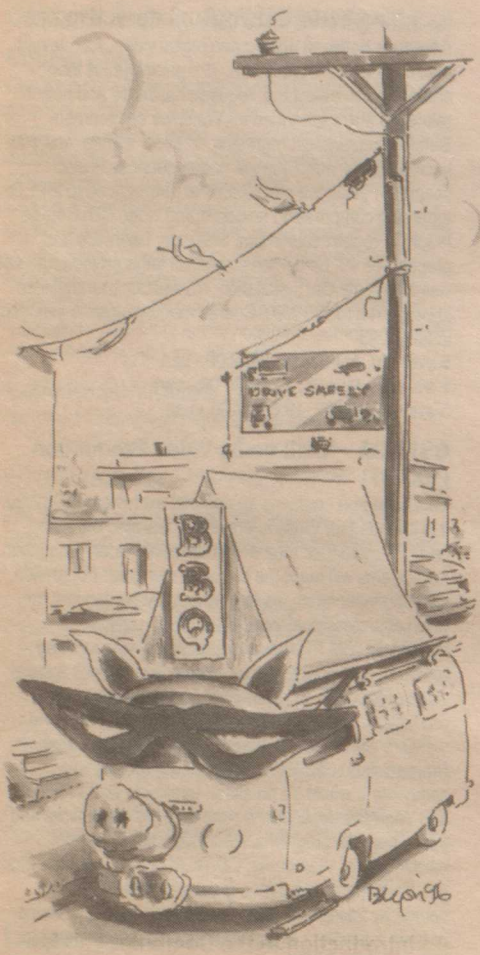
5 eve - Tu. Apr 09, 19:00-22:00 - Lan  
5 eve - Tu. May 21, 19:00-22:00 - Lan  
5 eve - Tu. Jul 02, 19:00-22:00 - Lan

#### CSW90A – Multimedia Video Production (100597)

This hands-on course is an optional extension of CSW90. It is intended for those interested in learning the skills needed to produce their own multimedia video production. Participants will learn the basics of camcorder operation, shooting techniques, as well as an introduction into the world of professional video production. Using a Multimedia IBM PC with powerful digital video editing software, participants will be able to film and edit a small video production. Emphasis will be on business video production. IBM PC digital video editing hardware and software will be demonstrated via hands-on experience. Prerequisites: CSW90, familiarity with the use of camcorders would be an asset, familiarity with Windows and Windows applications such as word processors and basic graphics programs, familiarity with basic MPC hardware e.g. VGA cards, CD-ROM drives, sound cards etc. 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. \$395

5 eve - We. Apr 10, 19:00-22:00 - Lan  
5 eve - Th. Jul 04, 19:00-22:00 - Lan





Computers (con't)

### 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. Apr 11, 19:00-22:00 - Lan  
5 eve - Fr. May 24, 19:00-22:00 - Lan  
5 eve - Th. Jul 04, 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 - Su. Apr 14 09:00-12:00 - Lan  
5 eve - Fr. Jul 05, 19:00-22:00 - 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 - Sa. May 25, 09:00-12:00 - Lan  
5 eve - Tu. Jul 02, 19:00-22:00 - 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.

#### Information Session

To learn more about this program and/or meet the instructors, a free "drop-in" Information Session is being held on Tuesday, April 2, 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. Communications, entered the teaching and independent consulting career in 1981. 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.

#### \* 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. Apr 15, 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, RFP's, and toll networks and facilities. Participants will learn to conduct a system needs assessment, system cost/benefit analysis, determine system selection criteria, select an appropriate system, and monitor and manage the system selected using a case study approach. (Giles) \$325  
12 eve - Th. Apr 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. Apr 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. Apr 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. Apr 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. Apr 09, 18:30-20:30 - KEC

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

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

#### Challenge Examination – Data Communications (102209)

\$175  
2 hrs - Tu. Apr 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.

### Asynchronous Transfer Mode – Technology for the Information Highway (102255)

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.

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.

Asynchronous Transfer Mode is the current dominant theme in high speed networks. The claims made by its proponents are impressive. They include:

- a technology which is scalable with the networking speeds of the future
  - the ability to integrate bursty and isochronous traffic sources
  - a common solution for LANs, MANs, and WANs
  - implementable in high speed silicon
- Along with the impressive features also come the usual problems associated with the introduction of any new technology such as:
- early lack of interoperability because of the lag of the standards process
  - high cost for implementors who want to be technology leaders
  - initial lack of adequate test equipment and management procedures

Therefore the questions confronting corporate planners and potential service and equipment providers are if, when and how to embrace this new technology. This seminar has been developed to assist in answering those questions by providing a detailed look at the technology, the economics and the alternatives to ATM. Wheelchair accessible. \$850.65 (Includes GST)  
3 day \* May 01/02/03, 08:30-16:30 - ODH - ROBERT AN

#### NOTE

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

## Teacher Training

### Teaching English as a Second Language

### Certificate Program

The TESL Certificate Program at VCC is the largest English as a Second Language teacher training program in Western Canada. It is a teacher-training program for instructing English as a Second Language to adults.

Applicants may be planning to teach overseas or at post-secondary educational institutions, community agencies or international schools in Canada. The TESL Certificate Program is 325 hours in length and consists of a prerequisite course, seven Core Courses, 30 hours of Elective Courses and a teaching internship. Courses are offered in the part-time program on week days, weekends and evenings from September to June of each year. There is also a TESL Summer School scheduled in June, July and August of each year. On successful completion of all of the program requirements, graduates receive the Vancouver Community College Teaching English as a Second Language Certificate.

The 1997 TESL Summer School is scheduled from June 2 to August 29, 1997. Application forms for summer school are available throughout the year. The application deadline for the current year is December 31, 1996. Applications will be reviewed by the staff and a short list of applicants will be interviewed in January and February, 1997. 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.

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 prerequisites 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. (Please note: 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. It contains further information, including information about the core courses and instructors.

#### 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

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 and the TESL prerequisite, An Overview of Teaching ESL.

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.

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.

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 Guangzhou Institute of Foreign Language in China and at VCC in the ESL Outreach Department since 1980. Her special areas of interest included community-based English language classes and multi-level ESL classes. Alice teaches the TESL Prerequisite Course, An Overview of Teaching ESL.

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.

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.

Lawrie Timberg, BA, TESL Certificate (University of Toronto), has taught ESL since 1984 at UofT, York University, Seneca College and MOSAIC. She has taught LINC, Workplace ESL, EAP, ESP and distance education. Special areas of interest include test development and teacher training. Lawrie is currently instructional director at MOSAIC, and teaches the TESL prerequisite, An Overview of Teaching ESL.

Maureen Zetter, BA, RSA Preparatory Certificate (International House), MEd, has taught ESL since 1980 in England, Israel, South Africa and Canada. She is currently teaching in the ESL Outreach Department at VCC. Maureen teaches the TESL Prerequisite Course, An Overview of Teaching ESL and the TESL Elective Course, Teaching ESL Using the Visual Arts.

#### TESL Certificate Program Withdrawal, Refund and Course Cancellation Policy

A written request for a refund must be received by VCC, Continuing Education Division, before the second session of the class. A request for a refund must state the reasons and be accompanied by your receipt. If you intend to withdraw, we must be advised that day or the following morning after the class so another student can be contacted from the waitlist to take your place in the class. There will be no refund or fee deferment if this procedure is not followed. In courses of six sessions or less, requests for refunds require a minimum of 48 hours notice before the start date of the course. All refunds are subject to an administrative charge of 20 percent of the course fee or a minimum of \$10. As an alternative, we would be pleased to issue a "deferred fee credit" for 100 percent of the course registration fee. A "deferred fee credit" is valid for one year. Please allow three weeks for processing all refunds. Fees paid by charge card will be refunded by crediting your charge card account. All other refunds will be made by cheque. VCC reserves the right to cancel courses due to unavailability of instructors, lack of facilities or insufficient enrolment. If a course is cancelled by the College, a full refund will be made to all registrants.

#### Prerequisite Course

##### An Overview of Teaching ESL (150802)

An Overview of Teaching ESL provides a practical introduction to the teaching techniques, procedures, and instructional resources used to teach English as a Second Language. This course is the prerequisite for the TESL Certificate Program. The course examines the instructional methodology used for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, role plays, pronunciation, advanced ESL learner, beginning ESL learners, as well as oral testing, and lesson planning. \$215  
5 day - Mo/Tu/We/Th/Fr. Jul 08/09/10/11/12, 09:00-16:00 - KEC (Howard)  
8 sessions - Jul 10/11/12/15/16/17/18, 17:00-21:00, Jul 22, 18:00-20:00 - KEC (Howard)  
7 sessions - Sa. May 04, 13:00-16:00, May 11, 09:00-16:00, Fr. May 24, 19:00-22:00, Sa. May 25, 09:00-16:00, Fr. Jun 07, 19:00-22:00, Sa. Jun 08, 09:00-16:00, Sa. Jun 15, 09:00-12:00 - KEC (Kilian/Kozakiewicz/Kennedy)  
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#### Prerequisite Course

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10 sessions - Fr. Apr 12/19/26, May 03/10/17/24/31, Jun 07/14, 10:00-13:00 - KEC (Zetter)

#### 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

#### 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

#### 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

#### 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

#### 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

#### Teaching Writing (150813)

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

#### 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. \$300

#### TESL Internship (150824)

The TESL Internship is a 45-hour course. It consists of 20 hours of compulsory workshops and 25 hours of practice teaching in an ESL classroom. \$400

#### 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 fulfill 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. May 25, 09:00-16:00 - 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. Jun 15, 09:00-16:00 - KEC  
1 day - Aug 17, 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. May 04, 09:30-16:30 - 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. Apr 13, 09:30-15:30 - KEC  
1 day - Sa. May 04, 09:30-15:30 - KEC  
1 day - Sa. Jul 27, 09:30-15:30 - KEC

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

This four-hour, hands-on workshop is for new ESL teachers who would like to learn a variety of games that can be used to promote the use of English in the ESL classroom. Games for all language levels will be presented as well as adaptations of commercial board games that can be used to teach ESL. (Quirk) \$50  
1 aft - Sa. Jun 22, 13:00-17:00 - KEC

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



Teaching English as a Second Language (cont'd)

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. Jun 01, 09:00-15:00 - KEC

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

This practical, six-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) \$60  
1 day - Sa. Apr 20, 09:30-16:30 - 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. May 25, 09:30-16:30 - KEC

Testing Reading and Writing Skills (150791)

This six-hour elective course will examine the basic principles for the construction of grammar and reading tests as well as the criteria for marking student compositions. (Gerber) \$60  
1 day - Sa. Jun 08, 09:30-16:30 - KEC

Social Issues and the ESL Class (150895)

Over the past few years the trend has been towards learning ESL through content-based curricula. This three-hour workshop incorporates the latest techniques in presenting content, stimulating discussion and encouraging critical thinking. The techniques have been successfully used in the classroom. They are based on a student-centred, communicative approach encouraging active participation. Through an exploration of topical issues such as racism, pollution and medical ethics, the participants will learn how to teach language skills using a variety of activities including role plays, guest speakers, community projects and contact assignments. Presenters will lead the participants through a unit, beginning with brainstorming, introducing new content, using the material, and finally reviewing and reinforcing information. (Hoppentrath/McAllister) \$45  
1 mng - Sa. Jun 15, 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. Apr 20, 13:00-16:00 - KEC

Using Popular Songs to Teach ESL (150794)

This four-hour, hands-on workshop is for everyone interested in exploring the teaching possibilities of popular songs. Following an interactive music lesson, participants will discuss and analyze the methods, techniques and strategies used, and evaluate the learning outcomes. Then, in small groups, they will develop their own lessons based on songs of their choice, and share and critique them with the class. Participants are encouraged to bring along words and/or music to a favourite song. A supply of extra songs will be available. (Funger/Maier) \$55  
1 aft - Sa. Apr 27, 12:30-16:30 - KEC

Rewriting Course Materials into Accessible English for ESL Learners (150888)

Participants will examine the rules and techniques that can be used to rewrite materials ensuring that ESL students will find them more accessible and easier to understand. In this hands-on, four-hour workshop participants will have an opportunity to rewrite a range of articles using the "rules for rewriting" and discuss how to utilize both the rewritten and original materials in an upper-beginner and intermediate ESL classroom. (Kostoff) \$50  
1 aft - Sa. Apr 27, 13:00-17:00 - KEC

Developing a Thematic Unit Plan Using Authentic Materials (150884)

This five-hour workshop will explore how to develop a thematic unit plan for adult ESL students at a range of language levels. Participants will first study a CrimeStoppers video package which will be used as a model to develop a plan for similar video packages created using authentic teaching materials. The workshop will examine a range of learning activities and teaching ideas within the context of thematic units development. (Rastan-Schnepf) \$55  
1 day - Sa. Apr 20, 09:30-15:30 - KEC

Teaching ESL Literacy and the Multi-Level Class (150825)

This 12-hour workshop will focus on teaching adult ESL literacy students within the framework of a beginner level multi-level class. Topics will include a discussion on what "literacy" is, the needs of the adult learner, and introductions to instructional approaches, teaching techniques, materials and resources, and lesson planning. Some samples of lesson plans will be provided for all workshop participants. It is recommended that the participants have volunteer or teaching experience in adult ESL literacy classes. (Massaro/Price-Hosie) \$120  
4 eve - Tu. Jun 04/11/18/25, 18:30-21:30 - Immigrant Services Society, 5th floor, 333 Terminal Avenue, Vancouver

Teaching ESL for Business People (150795)

As the demand for English in the international business community has grown to great proportions, this six-hour workshop will explore this need and how ESL tutors can fill it. Creative business English curricula and lesson planning will be presented to give you the extra edge in teaching in this competitive milieu. This course will be of great interest to those wanting to travel internationally. (Flader) \$60  
1 day - Sa. Jun 08, 09:30-16:30 - KEC  
1 day - Sa. Aug 10, 09:30-16:30 - KEC

ESL Tutoring: Part Two (150796)

This six-hour workshop is designed for tutors who want to expand their expertise in the areas of assessment, resources and lesson planning and who have completed An Introduction to ESL Tutoring (150844). This workshop will be of interest to those in the volunteer sector, as well as those wanting to keep their current tutoring strategies fresh. It is recommended that workshop participants complete An Introductory to ESL Tutoring prior to registering in this workshop. (Flader) \$60  
1 day - Sa. Apr 27, 09:30-15:30 - KEC

Tutoring for the TOEFL (Test of English as a Foreign Language) (150797)

This practical, six-hour workshop will focus on methodology used in preparing students to write this internationally recognized university entrance exam. The exam will be presented and analyzed, as well as the methodology for tutoring the listening, grammar, English usage, reading comprehension, and written short essay components of the TOEFL examination. (Flader) \$60  
1 day - Sa. Jul 13, 09:30-16:30 - KEC

Teaching English as a Foreign Language

The following list of recommended courses has been prepared for people who are planning to teach English overseas. All the recommended courses are available for registration in the Spring and Summer term (1996). Students may qualify for a Vancouver Community College Document of Completion in Teaching English as a Foreign Language by successfully completing An Overview of Teaching ESL and a minimum of 30 hours of the listed short courses. For further information phone 871-7070 or fax 871-7300. Deadline is March 11, 1996.

Core Course

An Overview of Teaching ESL (150802)

An Overview of Teaching ESL provides a practical introduction to the Teaching techniques, procedures, and instructional resources used to teach English as a Second Language. This course is the prerequisite for the TESL Certificate Program. The course examines the instructional methodology used for Teaching communicative skills, listening skills, writing skills, reading skills, dialogues, role plays, pronunciation, advanced ESL learner, beginning ESL learners, as well as oral testing, and lesson planning. \$215  
5 day - Mo/Tu/We/Th/Fr. Jul 08/09/10/11/12, 09:00-16:00 - KEC (Howard)

8 sessions - Jul 10/11/12/15/16/17/18, 17:00-21:00, Jul 22, 18:00-20:00 - KEC (Howard)  
7 sessions - Sa. May 04, 13:00-16:00, May 11, 09:00-16:00, Fr. May 24, 19:00-22:00, Sa. May 25, 09:00-16:00, Fr. Jun 07, 19:00-22:00, Sa. Jun 08, 09:00-16:00, Sa. Jun 15, 09:00-12:00 - KEC (Kilian/Kozakiewicz/Kennedy)  
6 sessions - Fr. May 31, Jun 07/14/21, 18:30-21:30, Sa. Jun 01/08/15, 09:00-12:00 - KEC (Stechishin/Timberg)  
10 sessions - Fr. Apr 12/19/26, May 03/10/17/24/31, Jun 07/14, 10:00-13:00 - KEC (Zetler)

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. Apr 20, 13:00-16:00 - KEC

Using Popular Songs to Teach ESL (150794)

This four-hour hands-on workshop is for everyone interested in exploring the Teaching possibilities of popular songs. Following an interactive music lesson, participants will discuss and analyze the methods, techniques and strategies used, and evaluate the learning outcomes. Then, in small groups, they will develop their own lessons based on songs of their choice, and share and critique them with the class. Participants are encouraged to bring along words and/or music to a favourite song. A supply of extra songs will be available. (Funger/Maier) \$55  
1 aft - Sa. Apr 27, 12:30-16:30 - KEC

Using Games in the ESL Classroom (150896)

This four-hour, hands-on workshop is for new ESL teachers who would like to learn a variety of games that can be used to promote the use of English in the ESL classroom. Games for all language levels will be presented as well as adaptations of commercial board games that can be used to teach ESL. (Quirk) \$50  
1 aft - Sa. Jun 22, 13:00-17:00 - KEC

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

This four-hour hands-on workshop will introduce ESL instructors to the use of the computer lab as a tool for Teaching ESL. It will provide those unfamiliar with computer labs with a brief introduction to computer jargon and an overview of the ESL software programs for IBM computers. This workshop will be held in the Computer Lab at the KEC (North) Campus located at 2019 Dundas Street, Vancouver. (Sayson/Jabaji) \$55  
1 aft - Sa. May 04, 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. May 11/25, 09:30-16:30 - 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. Jun 01, 09:00-15:00 - KEC

Teaching ESL for Business People (150795)

As the demand for English in the international business community has grown to great proportions, this six-hour workshop will explore this need and how ESL tutors can fill it. Create business English curricula and lesson planning will be presented to give you the extra edge in Teaching in this competitive milieu. This course will be of great interest to those wanting to travel internationally. (Flader) \$60  
1 day - Sa. Jun 08, 09:30-16:30 - 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. Jun 15, 09:00-16:00 - KEC  
1 day - Aug 17, 09:00-16:00 - KEC

CERTESL Program

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 for current and prospective teachers of English who plan to teach immigrants, aboriginal people, or international students. This course is designed for those who do not have a university degree. Applicants must take six courses (five compulsory courses – including a three-week summer practicum – and one elective course) in order to successfully complete the CERTESL Program. The CERTESL Program is offered by Vancouver Community College in collaboration with the University of Saskatchewan Centre for Second Language Instruction and Extension Credit Studies. CERTESL application forms and program information can be obtained by phoning 871-7070 or faxing 871-7300. Each CERTESL course has a tuition fee of \$297 and a materials fee ranging from \$20 to \$35. The deadline for application and registration in the Fall term (1997) is July 19, 1996. The Fall term begins on September and ends in December 1996.

CERTESL Courses

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

TESL 21 is 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. 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. Students registered in TESL 21 are required to have 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)

In TESL 32 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 for involving students in materials development are discussed. Prerequisite or co-requisite: TESL 21, TESL 31. \$297

TESL 33 Applied English Grammar and Phonetics (150304)

In TESL 33 elements of English grammar, discourse structure, sound system, and supra-segmental features will be examined in depth. Techniques for ESL 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 First Nations 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

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 \$1200. The deadline for the 1997 TESL Inservice Qualification Program applications is December 1, 1996.

NOTE

The 1997 TESL Inservice Qualification Program is scheduled for Saturdays and Sundays in February and March (1997).

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. A reference form for the TESL Inservice Qualification Program is provided in the information guide, or applicant may submit 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. Applicants must 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 Listening and Speaking (150204)

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

Teaching Pronunciation (150207)

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

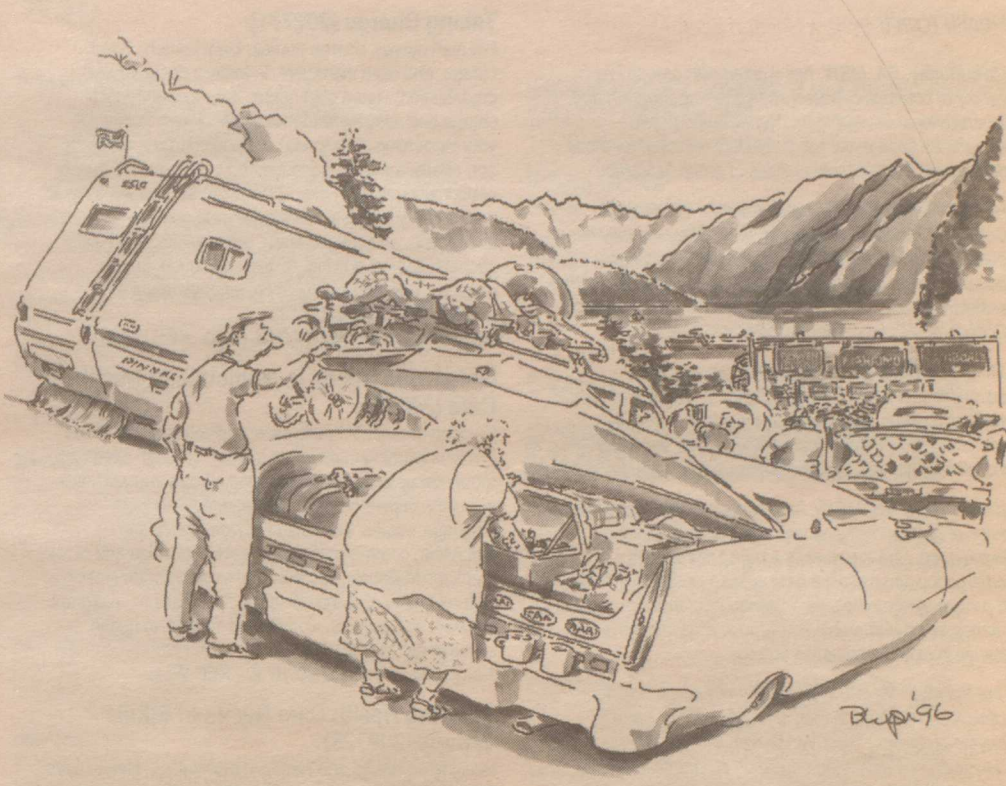
Teaching Reading and Writing (150205)

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. The application deadline for the 1997 TESL Inservice Qualification Program is December 1, 1996. All applications will be reviewed, a short list will be interviewed and a class will be selected by January 1997. \$1200



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. Baesack, 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.

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

Marly 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, Cert. CGCA, is a self-employed nurse who owns three health care companies. She is past-president of the BC Nurses in Private Practice. Robyn was recently nominated for Canadian Woman Entrepreneur of the Year for her experience, education and expertise in assisting nurses across Canada with the search for self-employment opportunities.

Alister Browne, PhD, is an ethicist in the Division of Biomedical Ethics, UBC, and teaches philosophy at Langara College. He is a member of the Ethics Committee of Vancouver Hospital, Burnaby Hospital, Children's Hospital, Barfield Pavilion (Long-term Care, Vancouver Hospital) and a consultant to the Ethics Committee of Holy Family Hospital. He is also on the Board of Directors of the Victorian Order of Nurses, the BC Civil Liberties Association and a member of the Steering Committee for the British Columbia Centre for Excellence of HIV/AIDS, St. Paul's Hospital.

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.

Rachel Diaz is the acupuncture project coordinator at Evergreen Treatment Services, Seattle. She has a Masters degree in Social Work, is trained and licensed as an acupuncturist and is a NADA certified trainer.

Danielle Gagnier, BFPA, is presently a soloist in the Universal Gospel Choir and has been actively studying breath since 1984. Her background is in personal expression and alternative healing energy techniques. She has facilitated workshops in breathing, voice, movement and maskmaking.

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.

Rhonda Malyuk, BSc, PharmD, has over 15 years' experience as a pharmacist in community and institutional settings. She is currently a clinical pharmacist in the Affective and Psychotic Disorders Treatment Program, Geriatric Division of Riverview Hospital. Rhonda is also a clinical pharmacy consultant involved in education and research projects in a range of settings including long-term care.

N. McCoy, 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.



## Health (cont')

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 Nard, 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, BSN, MEd, PhD Gero, 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.

Irene Rohrer, RN, MScN, has management experience in roles of AHN and RN, as well as extensive teaching experience. She is presently a nurse manager in emergency and palliative care at MSA Hospital. She has a proven ability to help participants develop their management and problem-solving skills and resolve issues in their own practice settings.

Jan Spilman, RN, MEd, is a registered nurse, registered clinical counselor and mental health educator with a private practice in West Vancouver. She specializes in designing and delivering education programs related to trauma and loss and she provides long-term therapy for adults raised in chemically dependent families.

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

Organizational change is a fact of life in the 1990s, but many employees and managers are having difficulty dealing with the transitions. This course responds to the anxiety, confusion, frustration and grief that accompany both positive and negative change. You will use 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, Apr 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, the instructors 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) \$175  
2 day - Fr/Sa, May 31/Jun 01, 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 in practice; specific marketing techniques for nurses in private practice; how to connect with a support group and networking avenues. (Brown) \$100  
1 day - Fr, Jun 07, 09:30-16:30 - KEC

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

This course is for nurses in community, facilities, or academic programs who want to increase their confidence and competence as clinical decision-makers. It is designed to enhance their ability to make conscious and deliberate clinical decisions which are grounded in a systematic process, critical thinking, and nursing knowledge. It addresses the relationship between nursing process and clinical decision-making, and how to consistently bring personal experience and acquired nursing knowledge into clinical judgments and decisions. The course involves completion of a self-study module (5-10 hours) followed by participation in a one-day workshop. Through a combination of reading, structured exercises, case studies, a clinical assignment and classroom learning, participants will develop a practical working knowledge of nursing process and clinical decision-making. (Blais) \$150  
1 day - Fr, May 31, 09:00-16:00 - KEC

### Taking Charge (202771)

For staff nurses, charge nurses, team leaders, head nurses, and case managers. In today's decentralized organizations, more staff nurses are required to take charge and assume leadership roles. Learn to develop your leadership skills to make taking charge a satisfying and effective work experience and to improve the quality of your workplace. In this 12-hour course, you will analyze your personality style and learn how to use the information, and you will learn team building strategies such as problem solving, conflict resolution, group process, motivation, delegation, empowerment and assertiveness. (Rohrer) \$135  
2 day - Fr/Sa, Apr 26/27, 09:00-16:00 - KEC West

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

Keeping abreast of health care challenges in the 1990s involves learning more about culture. Through exercises, group discussion, media and case studies you will learn about the impact of socio-cultural factors such as language, values, beliefs and customs on health behaviour, communication, family relationships and reactions to illness. You will learn to incorporate cross-cultural knowledge, including specific needs of immigrant children, adolescents, women and seniors, in health assessment. (Mogg) \$100  
1 day - Mo, Jun 03, 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, Jun 17, 09:30-16:30 - KEC West

### 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, Jun 14, 09:00-16:00 - KEC

### NADA Training Program for Acupuncturists (200739)

The NADA Training Program trains practising acupuncturists to meet the basic standards as acupuncturists detoxification specialists. The scope of practice is in auricular acupuncture exclusively for chemical dependency or substance abuse in multidisciplinary drug and alcohol treatment facilities which meet NADA standards. This program consists of 30 hours of classroom and 40 hours of clinical activities. Supervised clinical practice is scheduled at Seattle Evergreen Treatment Services in Seattle and consists of five hours/day for eight days (together or in blocks of days). Tuition fee includes classroom and clinical activities but does not cover costs for travel, boarding, etc. for clinical practice. Participants need to have good knowledge of written and spoken English and acupuncturist status. Successful participants are eligible for certification as a NADA Acupuncture Detoxification Specialist (Diaz) \$300  
4 day - Fr/Sa, Mar 22/23, Apr 12/13 and 8 clinical days, 08:30-17:00 - KEC West

### 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, May 11, 10:00-16:00 - Langara Nursing Lab - \$100  
Level II - 1 day - Sa, Jun 08, 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. (Nard) \$130  
3 eve - Tu, May 28, Jun 04/11, 18:30-21:30 - KEC West

### 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, Jun 22/23, 09:00-16:00 - KEC

### Infant Massage (202837)

Moms, dads and/or caregivers, help provide a warm nurturing environment for your baby by learning massage techniques that may assist your baby's growth and development, calm a fussy baby, decrease colic, increase bonding and increase weight gain in premature infants. Bring your baby; it's fun and informal. (Nard) \$50  
2 mg - Sa, May 25/Jun 01, 10:30-12:00 - KEC

### Breathing Awareness (202835)

The quality of our breathing affects and is affected by our mental, emotional and physical states. Through breath awareness we can gain greater self-knowledge, increase our quality of life, potency and personal freedom. This slow-paced experiential class provides an opportunity to focus on and explore the vital action of breathing using a range of techniques and explorations synthesized from voice training, yoga, meditation and others. Participants are requested to wear loose, comfortable clothing and bring a blanket. This workshop will be of interest to members of the health and healing professions, as well as those interested in looking at breath as an avenue for well-being. (Gagnier) \$100  
3 eve - We, May 15, 19:00-21:00 - KEC West

### 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, Jun 04/11/18, 09:00-16:00 - KEC West

### Rapid Interpretation of the Twelve Lead ECG (202607)

Unravel the mysteries of the 12 lead ECG and learn to recognize pathologic conditions from ECG interpretation. For CCU and ICU nurses, ECG technicians and paramedics. Fee includes lunch. (Cooper) \$105\*  
1 day - Th, Jun 13, 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 - Fr, Jun 14, 09:00-16:00 - KEC West

\* If registered in two courses (202607, 202616) fee is \$200.

### 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 - Th, Jun 20, 09:00-16:00 - KEC West

### Foot Care for the Elderly (200711)

Healthy feet are literally the foundation of mobility and independence. Designed for home-support workers, facility care aides and family care givers, this course covers theory relating to structure and function of the foot, common nail and skin conditions, preventive and palliative foot care, and foot care for clients with diabetes and peripheral vascular diseases. (Olson) \$90  
2 eve - We, Jun 12/19, 18:30-21:30 - 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.  
**Urinary Incontinence: Assessment and Intervention (202834)**  
(S. Galloway, RN, MN) \$60  
1 mg - Tu, Apr 16, 09:00-13:00 - KEC West

### Series – Medications and Gerontology: Principles of Medication Use with Older Adults (200718); Medications for Psychological and Neurological Disorders (202777); Medications for Treatment of Chronic Pain (202775)

Older adults, particularly older women, have been identified as a group at high risk for adverse drug reactions and over-medication. Update your knowledge about safe and effective drug therapy with older adults. Take the introductory course first; it covers essential information about how drugs are handled in the body, how aging affects this process and the significance of adverse drug reactions in the older adult. Then take subsequent courses for an in-depth look at prescription and non-prescription drug therapy for specific health problems and diseases affecting older adults. (Malyuk) Courses may be taken individually.

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

1 mgg Th, May 23, 09:30-12:30 - KEC West  
**Medications for Psychological and Neurological Disorders (202777) \$100**  
2 mgg - Th, May 30/Jun 06, 09:30-12:30 - KEC West  
**Medications for Treatment of Chronic Pain (202775) \$50**  
1 mgg - Th, Jun 13, 09:30-12:30 - KEC

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

It is now commonly recognized that every significant health care decision has an ethical component. This series is designed so that participants will have ample opportunity for discussion and consideration of cases and will come away with structured information on ethics. Course I takes participants to a state of basic ethical literacy which enables them to read health care ethics literature and organize their ethical thinking. Course II prepares participants for roles in setting up or serving on ethics committees (includes a manual of ethics committee resources). Emphasis is on long-term and community care. Courses may be taken individually. (Browne)  
**Basic Ethics for Health Care (202788) \$100**  
1 day - We, Jun 05, 09:00-16:00 - KEC  
**Ethics Committees (202789) \$100**  
1 day - We, Jun 12, 09:00-16:00 - KEC

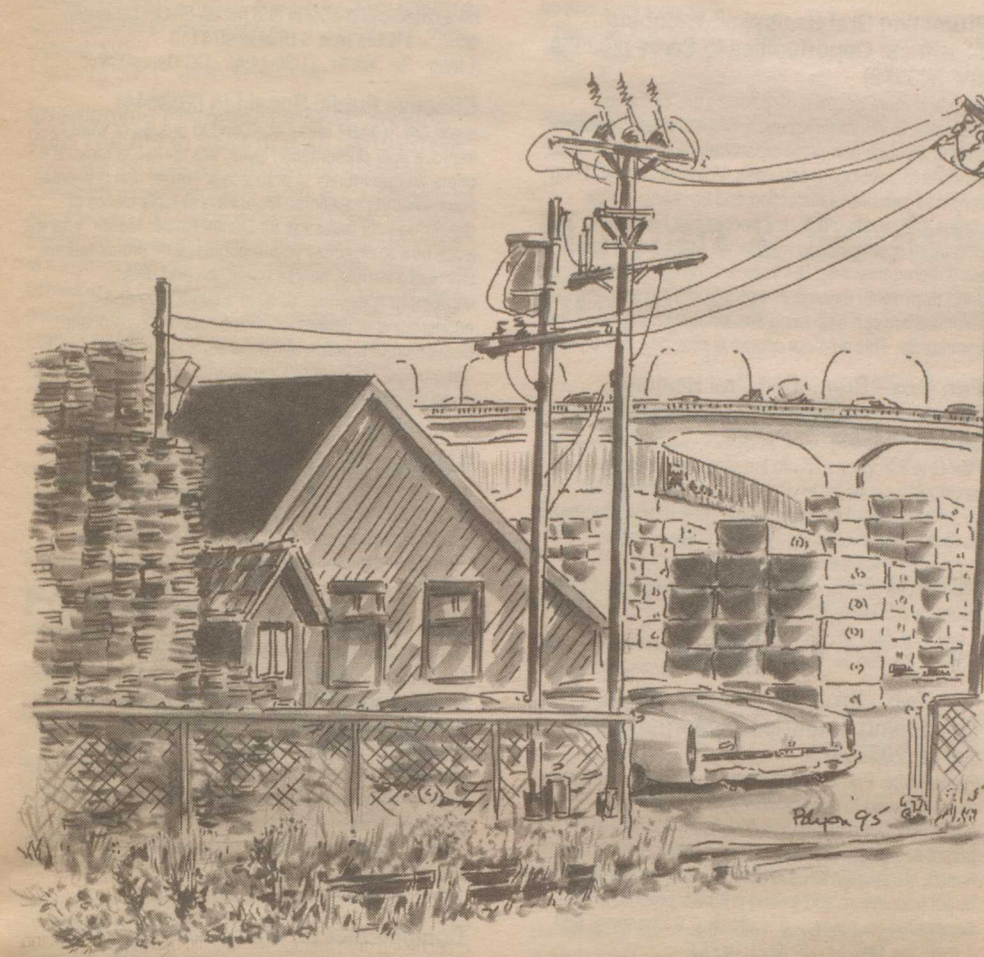
See also TRAVEL STUDIES

### 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

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 introductory (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

#### 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

Barbara Berry, RN, BScN, MA, is a consultant to government and non-profit organizations in program development and evaluation. She has extensive experience in community health and adult education. Her recent consulting projects have involved team building and strategic planning with health system organizations.

Alistair Browne, PhD, is an ethicist in the Division of Biomedical Ethics, UBC, and teaches philosophy at Langara College. He is a member of the Ethics Committee of Vancouver Hospital, Burnaby Hospital, Children's Hospital, Banfield Pavilion (Long-term Care, Vancouver Hospital) and a consultant to the Ethics Committee of Holy Family Hospital. He is also on the Board of Directors of the Victorian Order of Nurses, the BC Civil Liberties Association and a member of the Steering Committee for the British Columbia Centre for Excellence of HIV/AIDS, St. Paul's Hospital.

Karen Kline, RN, MScN, has been a clinical nurse specialist in gerontology for 15 years. She is currently employed in that role at Lion's Gate Hospital. Her past experience includes both acute and long-term care settings and she has been a consultant to several long-term care facilities. Karen's research focuses on enabling the abilities of cognitively-impaired elders and on behavioural problems in older persons. In these topic areas she has published numerous articles and recently co-authored a book.

Rhonda Malyuk, BSc, PharmD, has over 15 years' experience as a pharmacist in community and institutional settings. She is currently a clinical pharmacist in the Affective and Psychotic Disorders Treatment Program, Geriatric Division of Riverview Hospital. Rhonda is also a clinical pharmacy consultant involved in education and research projects in a range of settings including long-term care.

Monica Mogg, 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.

#### 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:
- seven courses (total 222 hours) (Introduction to Gerontology, Health and Health Problems in Later Life; Communication – Level I and II; 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; 24 hours – \$180; 18 hours – \$135

#### 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:

#### Communication – Level I (203608)

Focuses on awareness of self in communication and in one-to-one communication with well/trailed older adults, their families and members of the health team. Key communication variables are examined and participants generate strategies to reduce communication barriers. Participants learn how to adapt communication and interviews with older adults experiencing sensory impairments. (Berry) \$135  
3 day - Th, May 02, 09:00-16:00 - KEC West

#### Communication – Level II (203609)

This course builds on what participants learned in Level I and focuses on awareness of self, communication theory and practice in the small group setting. Emphasis is on communicating proactively and responsibly within small groups in numerous health settings. Self-assessment of leadership knowledge and skills in different circumstances provides a foundation for self-development and change in professional practice. (Berry) \$180  
4 day - Th, May 30, 09:00-16:00 - KEC

#### Gerontological Nursing II (203606)

This course is the second 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 clinical practice. This course focuses on psychosocial assessment and intervention for commonly encountered problems (delirium, depression, dementia) and behavioural difficulties. (Kline) \$270  
6 day - Fr, May 03, 09:00-16:00 - KEC West

#### 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, Jun 03, 09:30-16:30 - KEC West

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

(Mogg) \$100  
1 day - Mo, Jun 17, 09:30-16:30 - KEC West

#### Medications and Gerontology Series Principles of Medication Use with Older Adults (200718) (Malyuk) \$50

1 mgg - Th, May 23, 09:30-12:30 - KEC West  
**Medications for Psychological and Neurological Disorders (202777) (Malyuk) \$100**

2 mgg - Th, May 30/Jun 06, 09:30-12:30 - KEC West

#### Medications for Treatment of Chronic Pain (202775) (Malyuk) \$50

1 mgg - Th, Jun 13, 09:30-12:30 - KEC

#### Ethics Series

#### Basic Ethics for Health Care (202788) \$100

1 day - We, Jun 05, 09:00-16:00 - KEC

#### Ethics Committees (202789) \$100

1 day - We, Jun 12, 09:00-16:00 - KEC

### Continuing Care Management

#### Certificate Program

Piloted in Vancouver in 1994, this one-year, part-time certificate program, which emphasizes the BC context, is industry-specific to continuing care and is practice-based, 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.

Keith Anderson, PhD candidate, is vice-president of Simon Fraser Regional Continuing Care Services and president and CEO of Pacific Health Care Society.

W. Baird Blackstone, a senior consultant, Community Care, with the Health Employers 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

#### NOTE

The 1996 program is being offered in the Kootenays and in Vancouver.



## Continuing Care Management (con't)

## 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

## Personnel Management (201604)

This course provides participants with a working knowledge of human resource development principles and strategies. Focus is on the managers' role in personnel and staff development, management/employee rights within the health care system. Within a holistic and interdisciplinary health care framework, participants examine current trends and issues impacting the field, implications of government acts and agencies, and relevant legal issues. Participants will be actively involved in developing and/or revising philosophy and mission statements, and developing policy statements and applications useful for their own organizations within a strategic planning framework. (Anderson) \$435  
**Vancouver offering** - 4 day - Tu/We/Th/Fr, May 14/15/16/17, 09:00-16:00 - KEC  
**Kootenay offering** - 4 day - Tu/We/Th/Fr, May 21/22/23/24, 09:00-16:00 - TBA

## Introduction to Continuing Care Management (201603)

This course provides an overview of continuing care within the health care system. Within a holistic and interdisciplinary health care framework, participants examine current trends and issues impacting the field, implications of government acts and agencies, and relevant legal issues. Participants will be actively involved in developing and/or revising philosophy and mission statements, and developing policy statements and applications useful for their own organizations within a strategic planning framework. (Anderson) \$435  
**Vancouver offering** - 4 day - Tu/We/Th/Fr, Jun 11/12/13/14, 09:00-16:00 - KEC  
**Kootenay offering** - 4 day - Tu/We/Th/Fr, Jun 18/19/20/21, 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 and 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. She has 14 years' experience as a CDA and office manager.

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 worked in the dental field since 1969. For the past eight years she has run her own company offering practice management training and consulting to the BC dental community.

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

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.

Dr. Walter Sussel, BA, DDS, FAGD, FADJ, was in general practice for 33 years before retiring in 1994. He was a forensic odontologist for the Provincial Coroners Branch and active in hospital dentistry. He is a Fellow of the Academy of General Dentistry and the Academy of Dentistry International.

Susan Thomas, ART, is a medical laboratory technologist with advanced certification in clinical chemistry. Susan was a clinical instructor with the BCIT Medical Laboratory Technology Program for four years. She has held a number of technical and administrative positions in the health care field and currently works as a private consultant.

## Dead Men Do Tell Tales (203543)

Understand the importance of accurate and complete patient records and their application to forensic investigations. Examine the methodology of post-mortem identification; the techniques of obtaining bite mark evidence; ABO serology and DNA evidence from saliva washings; and the methods of photographic recording. Examine and discuss actual case histories and forensic reports involving drowning, fire and murder victims. This workshop will enable dental hygienists and certified dental assistants to understand the rudiments of forensic odontology and provide the foundation for future training and participation in this discipline of dentistry. Lecture, discussion and slides will be used in the classroom. In the clinic, demonstration and "hands on" practice of x-ray techniques on post mortem resected tissues will facilitate skill development. Limited enrollment. - 3 hours (Sussel) \$45  
 1 mng - Sa, Apr 20, 09:00-12:15 - CC  
 1 eve - Th, May 09, 18:00-21:15 - CC

## WHMIS in the Dental Office: An Overview (203515)

The Workplace Hazardous Materials Information System (WHMIS) is a national program designed to reduce the likelihood of disease or injury in the workplace. The responsibilities of employers, employees and suppliers, and key requirements - product labelling, material and safety data sheets (MSDS), worker education and protection of confidential business information will be reviewed and their application discussed in this course. Prior to class please familiarize yourself with any WHMIS information or programs in place in your dental office. - 3 hours (Thomas) \$60  
 1 eve - Mo, Jun 24, 18:30-21:45 - CC

## Managing Conflict - An Interactive Workshop on Communication in the Dental Office (203561)

This hands-on workshop will introduce you to an easy and highly effective four-step approach for improving interpersonal communications. Participants will master techniques to resolve differences and improve communications everyday in the dental environment. Join us and "talk it out" through group exercises and realistic role plays. Limited enrollment. - 4 hours (Briggs/Kilmer) \$60  
 1 mng - Su, May 05, 09:00-13:15 - KEC

## 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 eve - Tu, May 07, 18:00-21:15 - CC  
 1 mng - Sa, Jun 15, 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 eve - Tu, May 14, 18:00-21:15 - CC  
 1 aft - Sa, Jun 15, 13:00-16:15 - KEC

## NOTE

If registered in 203558 and 203559 fee is \$110.

## Light Cure Technology in the Orthodontic Practice (203555)

Prerequisite: CDA or COA. In this course you will learn the basics in light cure bonding through a mixture of theory and hands-on techniques. Questions answered will be: What type of light is emitted from a light cure unit? What makes the adhesive react to light? How are light cure adhesives affecting the orthodontic industry? Topics include:  
 • Light Cure Units: Differentiation between products; cleaning, care and maintenance, practical tips in handling  
 • Adhesives: Differentiation between products; light cure technology; advances in adhesives  
 • Light Cure Bonding Techniques: Light cure vs chemical cure; bonding and banding techniques in orthodontic offices; moisture control, regulations  
 • Hands-on Bonding Techniques: Banding and bonding to models. - 3 hours (Fletcher) \$45  
 1 eve - Tu, Jun 04, 18:30-21:45 - 3M office, 7100 River Road, Richmond (near Cambie Street)

## Infection Control Update (203505)

This course explores how infectious disease is spread, basic principles of infection control, sterilization procedures, and resources for development of effective office-based infection control procedures for the protection of patients and staff. - 3 hours (Adam) \$55  
 1 mng - Su, May 05, 09:00-12:15 - CDG  
 1 eve - We, Jun 19, 18:00-21:15 - KEC

## 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. Bring your lunch. - 6 hours (Rogers) \$85  
 1 day - Su, Apr 21, 09:00-16:00 - CDG  
 1 day - Sa, May 25, 09:00-16:00 - CC  
 1 day - Su, Jun 23, 09:00-16:00 - KEC

## Application of Fissure Sealants for BEC (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. - 3 hours (A & S Dharamsi) \$140  
 1 mng - Sa, Jun 01, 11:30-14:45 - CC Dental Clinic

## 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. Bring your lunch. - 6 hours (Rogers) \$85  
 1 day - Su, Jun 09, 09:00-16:00 - KEC

## Dealing with Difficult People (203560)

In this energetic workshop you will learn the patterns people use to cope with anger. Learn how to build your confidence in order to deal successfully with critical patients and master techniques of defusing that "stressful" situation. - 4 hours (Briggs/Kilmer) \$60  
 1 mng - Su, Apr 28, 09:00-13:15 - KEC

## Computerize for Windows I (203553)

This hands-on workshop introduces dental personnel to the most current Windows-based management software available. You will learn how to reduce lost revenue and save time by handling insurance claims simply and effectively. You will make submissions through CDA Net. Learn how to manage planned treatment and recalls in a new way. Suitable for any member of the dental team. Limited enrollment. - 3.5 hours (McLeod/Berman) \$85  
 1 eve - Mo, Apr 15, 17:30-21:15 - MDS  
 1 eve - Mo, May 06, 17:30-21:15 - MDS

## Computerize for Windows II (203554) !!

Prerequisite: Computerize for Windows I. Learn to use the appointment scheduler, prepare route slips, to manage recall appointments in the Windows way. This course will include an overview of new clinical software including charging, and the integration of x-ray and intraoral photographs. It's amazing, it's fun and it's easy! Limited enrollment. - 3.5 hours (McLeod/Berman) \$85  
 1 eve - Mo, Apr 22, 17:30-21:15 - MDS  
 1 eve - Mo, May 13, 17:30-21:15 - MDS

## Interpersonal &amp; Personal Development

## INSTRUCTORS

Miriam Caplan, MSW, RCC, has over 20 years' experience in both counselling and meditation. She enjoys teaching meditation skills and their integration into daily life. She presently works for an employee assistance program and has a private counselling practice.

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.

Alexandra MacGregor, R.Psych, works as a consultant in health, business and community settings doing program and organizational development. An experienced educator and facilitator with 25 years' experience, she emphasizes experiential, holistic and applied learning in accordance with the principles of adult education. She is a committed student of meditation and maintains a private counselling practice.

## 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 - Tu, May 28, 09:00-15:00 - KEC West

## Assertiveness Training (202715)

Assertion is an essential component of effective communication and interpersonal relationships and 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 - Tu, Jun 11, 09:00-15:00 - KEC

## Overcoming Performance Anxiety/Being Who You Are in Spite of It All (201043)

Being who you really are and feeling comfortable in stressful or anxiety-provoking situations is a challenge for many people. This course is designed to help you clearly identify your fears and areas of personal discomfort and to transform them into creative opportunities and positive behaviours. If you feel uncomfortable with job interviews, presentations, meeting the opposite sex or other similar types of situations, this course is for you. Group discussion, role plays, visualization and relaxation techniques will be utilized in order to build confidence. (MacGregor/Caplan) \$100  
 2 eve - We, Jun 05/12, 18:30-21:30 - KEC West

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

## Foodsafe

Foodsafe is a program in sanitary food handling. Designed for kitchen staff and dining room attendants, 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, Apr 13, 09:00-18:00 - CC  
 1 day - Sa, Apr 20, 09:00-18:00 - CC  
 1 day - Sa, Apr 27, 09:00-18:00 - CC  
 1 day - Sa, May 04, 09:00-18:00 - CC  
 1 day - Sa, May 11, 09:00-18:00 - CC  
 1 day - Sa, May 25, 09:00-18:00 - CC  
 1 day - Sa, Jun 01, 09:00-18:00 - CC  
 1 day - Sa, Jun 08, 09:00-18:00 - CC  
 1 day - Sa, Jun 15, 09:00-18:00 - CC  
 1 day - Sa, Jun 22, 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, Apr 27, May 04, 09:00-16:00 - CC  
 2 day - Sa, Jun 08/15, 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, May 04, 09:00-18:00 - CC  
 1 day - Sa, Jun 22, 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, Apr 20, 09:00-18:00 - CC  
 1 day - Sa, May 18, 09:00-18:00 - CC  
 1 day - Sa, Jun 15, 09:00-18:00 - CC

For additional courses see CUISINE section.

## Human &amp; 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.

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 of Vancouver.

Selina Robinson, MA Counselling Psychology, 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.

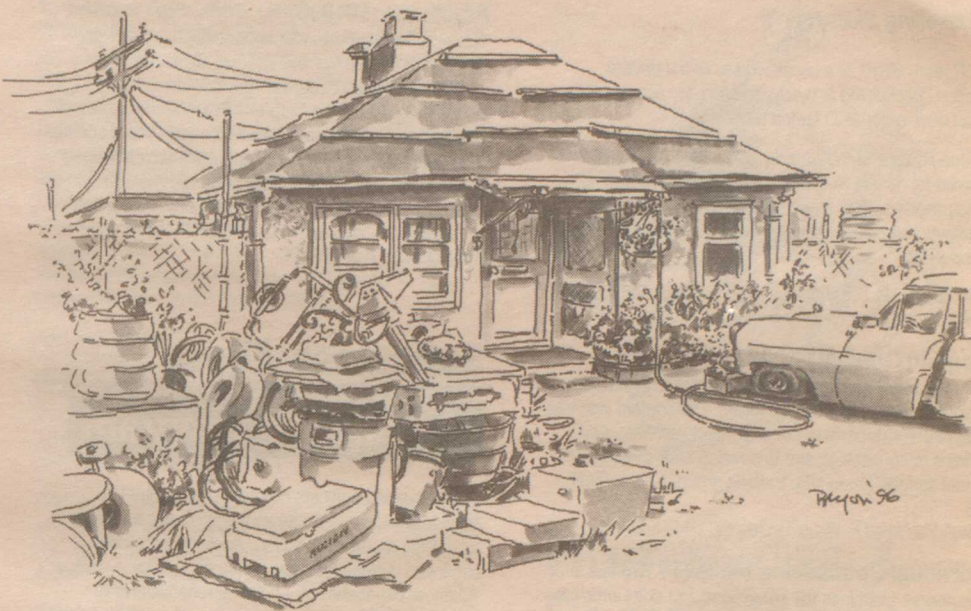
Colin Sanders, MA Anthropology, teaches in the Substance Abuse Certificate Program of VCC, is program manager of Peak House Substance Misuse Program in Vancouver, and works as a trainer and in private practice at Yaletown Family Therapy in Vancouver. Colin is interested in the clinical application of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

Sally Shamai, MEd Counselling Psychology, Dip Gerontology, is a counsellor, trainer and educator with 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 Shebb, available at campus bookstore. \$285

2 eve - We, Apr 10, May 22 AND 10 eve - Mo, Apr 15-Jun 24, 18:30-21:30 - CC (McLeod) - No class Mo, May 20  
 12 eve - We, Apr 10, 18:30-21:30 - CC (Adilman)  
 12 eve - Th, Apr 11, 18:30-21:30 - CC (Krakow)  
 12 eve - Th, Apr 11, 18:30-21:30 - CC (Shamai)  
 12 mng - Fr, Apr 12, 10:00-13:00 - KEC (Menzell)  
 1 eve - Tu, Jul 02 AND 9 eve - Th/Mo, Jul 04-Aug 01, 18:30-21:30 AND 1 day - Sa, Jul 06, 09:30-16:30 - CC (Menzell)  
 10 eve - Tu/Th, Jul 02-Aug 01, 18:30-21:30 AND 1 day - Sa, Jul 06, 09:30-16:30 - CC (Laird)



## Basic Counselling II (101806)

This course is a continuation of Basic Counselling I and is designed for individuals who want to improve their basic counselling skills. Stages I and II of Shebb's Helping model will be discussed and the appropriate skills practised. Class time will be divided into lectures, instructor demonstration and practical experience in the roles of helper and client. Workbook exercises will encourage self-exploration to enhance your effectiveness as a helper. A Statement of Completion is given to those who meet attendance requirements and complete assignments. Prerequisite: Satisfactory completion of Basic Counselling I (101805). Text: *Counselling Skills for Social Service Workers*. Bob Shebb. (McLeod) \$240  
 Will be offered in September 1996

## Vocational Counselling (101839)

This course (36 hours) presents the theory and practice of vocational counselling. Participants will examine the theory of how people make vocational/career decisions, how the counselling relationship facilitates this process and what particular issues special needs population have in this process. Opportunities for skills development will include helping clients in the process of self-discovery, self-esteem building and realistic goal setting. This course is aimed primarily at those working in the field of employment counselling. Prerequisite: Basic Counselling Skills (101805) OR permission of program coordinator. Text, *Career Counselling: A Psychological Perspective*. Yost and Carls, available at campus bookstore. (Coomber/Margolis) \$285  
 4 day - Sa, Apr 13/20, May 11/25, 09:00-16:00 AND 3 eve - Tu, Apr 23/30, May 14, 18:30-21:30 - AND 1 mng - Sa, Jun 01, 09:00-12:00 - CC (Coomber/Margolis)

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

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. This new workshop is open to graduates and current students in the Counselling Skills and Substance Abuse Certificate Programs and to others with permission of the program coordinator. (Robinson/Sanders) \$125  
 2 day - Th/Fr, May 16/17, 09:30-16:30 - CC (Robinson/Sanders)

## 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 course (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 each year

## Information Meetings

For more information attend the following meeting:  
 1 eve - Tu, Apr 16, 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, is a professional counsellor psychotherapist, and educator. His practice uses body-centred and creative modalities to explore a range of therapeutic themes, including substance abuse, trauma, relationship, and spirituality.

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

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



Counselling Skills (con't)

Joe Rosen, MSW, is a social worker with a private practice specializing in family violence. He also teaches social work practice at Langara College.

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. Apr 13, 19:30-16:30 - CC (Rosen/Zettl)

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 - We. Apr 10, 18:30-21:30 - CC (Rykers)

12 eve - Th. Apr 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 - Tu. Apr 01, 18:30-21:30 - CC

Group Counselling Skills (101832)

This course examines the knowledge and skills which are required when counselling in a group setting. Content will include: identifying types of groups; understanding group effectiveness; understanding group structure and organization; selection of group members; explaining roles and responsibilities of group leader, understanding stages of group development; understanding and dealing with group and individual needs during all stages of development; evaluating change. An exploration of legal and ethical issues, particularly competence, will also be included. This course will emphasize an experiential learning approach. (Rosen/Rose) \$285

12 eve - Tu. Apr 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. Apr 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

10 eve - Mo. Apr 15, 18:30-21:30 AND 1 day - Sa. Jun 01, 09:30-16:30 - CC - No class May 20

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 Counseling 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

Substance Abuse

Certificate Program

This part-time certificate program is designed for individuals who wish to develop knowledge and skills in substance abuse counselling. Applicants may be employed in the substance abuse field, or have work or volunteer experience in a helping, rehabilitative or therapeutic role.

Entry Requirements

1. Successful completion of Grade 12 or equivalent
2. Good knowledge of English, both oral and written
3. Relevant experience in social services. (Volunteer experience is credited, providing it is in a structured, supervised setting. Work or volunteer experience must include use of counselling skills.)
4. Satisfactory documented completion of Vancouver Community College Basic Counselling Skills - Level I (101805) - See Counselling Skills
5. Three years of successful recovery for those candidates affected by chemical dependency
6. Maturity and emotional stability
7. Completion of satisfactory entrance interview

Certificate Requirements

The certificate program consists of six courses, a one-day workshop and a practicum, totalling 272 hours of instruction. Courses are offered in the evening, once a week and vary in length.

Course Preparation Workshop (200128) - 6 hours  
Introduction to Substance Abuse (200112) - 24 hours  
Drugs and Human Behaviour (200127) - 18 hours  
Individual Counselling Skills for Substance Abuse (200115) - 36 hours  
Group Counselling Skills for Substance Abuse (200116) - 36 hours  
Family Counselling Skills for Substance Abuse (200117) - 36 hours  
Assessment, Referral and Community Resources for Substance Abuse (200126) - 36 hours  
Substance Abuse Practicum (200119) - 80 hours

Course Fees

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

Information Session

For more information, attend the following meeting:  
1 eve - Tu. Apr 16, 18:00-19:00 - CC

Evaluation

Students will be evaluated on the basis of assignments, tests and demonstrated skills.

Length of Program

Five terms - 18 months. Practicum in addition.  
Program Coordinator: Joanne Rykers

Application

Call 443-8380 for brochure and application form. Qualified students are accepted in order of receipt of application.

Intake dates: April, September each year

NOTE

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

INSTRUCTORS

Julie Chadwick-Wong, MA Psychology, is a substance abuse counsellor with Delta Family Services. Her work includes community prevention and supervision. Her private practice focuses on couple and individual counselling.

Ross Laird, MA Counselling Psychology, is a professional counsellor, psychotherapist and educator. His background includes working with the substance abuse clients at the Columbia Centre. His practice uses body-centred and creative modalities to explore a range of therapeutic themes, including trauma, relationships, spirituality.

David Miller, MA Counselling Psychology, is a substance abuse counsellor at a Vancouver outpatient clinic.

Selina Robinson, MA Counselling Psychology, 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 is presenting at this year's Narrative Ideas and Therapeutic Practices Conference in Vancouver.

Colin Sanders, MA Anthropology, 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.

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

See Counselling Skills section for course details. (Robinson/Sanders) \$125

2 day - Th/Fr. May 18/17, 09:30-16:30 - KEC

Course Preparation Workshop (200128)

This one-day workshop is help at the beginning of the certificate program. The content includes group activities aimed at developing individual self-awareness and building group cohesion in the training group. The intent of this workshop is to allow the participants to develop mutual trust and inter-dependence. (Chadwick/Laird) \$45

1 day - Sa. Mar 30, 09:30-16:30 - CC

Introduction to Substance Abuse (200112)

This course provides an overview of the concepts involved in understanding substance abuse, the factors involved in controlling substance abuse, and counselling strategies for assisting abusers. The content will include an exploration of: terms such as addiction/dependency; history of substance use; patterns of use/abuse; individual, family, societal, cultural and legal factors impinging on substance use; counselling/therapeutic strategies; prevention; factors specific to sub-cultures and minority groups. (Sanders) \$190

8 eve - We. Apr 03, 18:30-21:30 - CC

Drugs and Human Behaviour (200127)

This course provides participants with the basic pharmacological concept needed to understand the action of psychoactive drugs in the human body. The course also provides an overview of the medical and non-medical use of commonly used drugs, including long and short-term effects on the human body. (Sanders) \$145

6 session - 1 eve - Mo. May 27 AND 5 eve - We. May 29, 18:30-21:30 - CC

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. (Laird) \$285

10 eve - Mo. Apr 15, 18:30-21:30 AND 1 day - Sa. Apr 20, 09:30-16:30 - CC - No class May 20

Family Counselling for Substance Abuse (200117)

This course examines the knowledge and introductory skills required when counselling the family presenting substance abuse concerns. This course will explore substance abuse in families using a family systems theoretical perspective. Three specific approaches to counselling families will be explored: family of origin, narrative, and solution-focused counselling. Content areas will include: theoretical assumptions, family assessments, counter transference issues, and ethical issues. The intent of this course is to provide students with an introduction to several frameworks for working with families presenting substance abuse concerns. (Robinson) \$285

12 eve - Th. Apr 11, 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 practicum coordinator. (Sanders) \$220

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

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

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

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.

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. (Riaño) \$250

12 eve - Th. Apr 11, 18:30-21:30 - KEC

Cross-Cultural Counselling (150502)

This course examines issues and theories in cross-cultural counselling, including value orientation, cultural/

racial identity formation, communication, crisis intervention, family violence and employment, with particular attention being given to working with immigrants and refugees. (Prerequisite Basic Counselling Skills I) (Klassen) \$250

12 eve - Tu. Apr 09, 18:30-21:30 - KEC

Fall 1996 Courses

Introduction to Settlement and Integration (150501)

This course is the first in the Multicultural/Settlement Certificate Program. It is designed to give participants an understanding of the settlement and integration process of immigrants and refugees and the context within which support services are provided. The course includes an overview of the history of immigrants to Canada and BC, a review of the settlement and integration process and an introduction to the legal systems in BC. (Margalit) \$250

10 eve - KEC and 1 day TBA

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 - 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 people 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. \$1200

63 eve - Tu/Th. Sep 17-May 13, 19:00-22:00 - Lan

NOTE

The tuition is \$1200 if paid in four installments. If the full amount of tuition for the three core components is paid before September 13, 1996, students will only be charged \$1100.

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. \$300

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. \$600

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. \$300

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. The \$30 application fee is non-refundable.

Information Session

An information session will be held at 19:30 on May 9, 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.

Workshop

INSTRUCTOR

Chung Bong Seuk (Ben Chung) is a well-known Korean writer, journalist, translator and teacher, specializing in the Chinese writing system. He has recently translated Evelyn Lau's Diary into Korean for publication in Seoul.

Workshop for Korean Translators (150148)

Explore creative solutions for common linguistic problems found in Korean/English translations. Learn troubleshooting techniques to recognize and correct awkward constructions caused by incompatible grammatical structures in target and source languages. Gain a clearer understanding of the influence of Chinese on the Korean language. Develop practical strategies for improving your mastery of written Chinese characters, and for increasing your Chinese vocabulary. Take this opportunity to work with a master translator. (Chung) \$65 (includes GST)

1 day - Sa. May 04, 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 the coming term. 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.

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.

D. Continuing Studies in Early Childhood Education

This program offers enrichment, upgrading and continuing professional development for preschool and day care staff. Individual courses/workshops are also open to parents and other interested persons. Please note that this program does NOT qualify individuals to supervise in preschool or day care settings. A brochure which outlines next term's offerings is available upon request.

E. School Age Child Care

This certificate program is designed for those who currently work or wish to work with 5-12 year old children in out-of-school care facilities, recreation programs, community centres, or leadership, service and church groups. The program consists of 150 hours of instruction divided between a prerequisite, five core course and a number of electives. Core courses are:  
Working with 5 Year Olds  
Working with 6-9 Year Olds  
Working with 9-12 Year Olds  
Working with Children Who Need Extra Support  
Leadership and Organizational Skills

INSTRUCTORS

Susan Huffman Coe holds an Early Childhood Education diploma from Capilano College and a BA in General Studies from SFU. With 18 years' experience in the child care field, Susan has much to offer as both an administrator and practitioner.

Pete Dubinsky is well-respected in the school age child care field as both a caregiver and trainer. He holds a BA from UBC in Child Psychology and has completed the Professional Development Program at SFU.

Richelle Leckey is out-of-school care coordinator at Douglas Park Community Centre. She is an active board member of the School Age Child Care Association and represents SACCAs on the board of directors of the Westcoast Child and Resource Centre.

This term the following core courses will be offered:

Leadership and Organizational Skills (150650)

This course highlights the use of communication skills and leadership styles necessary for effective management. Administrative aspects of school age child care including policies, procedures, budgeting, fundraising, promotions and community liaisons are explored. (Dubinsky/Leckey) \$110

6 eve - We. Apr 03, 19:00-22:00 - Lan

1 day - Sa. May 11, 09:30-16:00 - Lan

Working with Children Who Need Extra Support (150651)

This course focuses on the attitudes, knowledge and skills necessary for successful integration. Various kinds of special needs are introduced and specific tools for program planning are discussed. (Huffman-Coe) \$110

6 eve - Mo. May 06, 19:00-22:00 - Lan

1 day - Sa. Jun 08, 09:30-16:00 - Lan

NOTE

Students entering the core courses must have successfully completed the prerequisite Introduction to School Age Child Care.

Family Day Care

Caring for a small group of children in your own home can provide a rewarding experience for you and meet the important need of young families for quality child care. Recommended by Community Care Licensing, this course will offer you the information and skills you will need to ensure a good beginning!

INSTRUCTORS

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

Introduction to Family Day Care: Good Beginnings (103801)

This course offers an introduction to a variety of issues related to quality family day care. It provides an overview of child development, health and nutrition, activity planning, guiding behaviour and administration. Please note: This course meets six evenings AND two Saturdays. Course fee includes a class workbook. (Hager) \$135

6 eve - We. Apr 17-May 22, 18:45-21:45 - Lan AND 2 day - Sa. Apr. 27, May 25, 09:00-15:00 - Off-campus



Humanities & Social Sciences

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)

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. May 28, Jun 04/11/18, 18:30-21:30 - KEC

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. Jun 08, 09:30-13:30 - KEC

Nutrition and Vegetarianism (200143)



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.

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. Apr 29, 19:30-21:30 - KEC

Comedy

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

Comedy Improvisation – Level I (102847)

Designed to free the imagination through the spontaneous use of words, sound and movement. Though the emphasis is on basic acting skills, this course is geared to anyone who loves to laugh. A good starting point for people who have toyed with the idea of becoming involved in theatre. (McAteer) \$117.70 (Includes GST)  
7 eve - Mo. May 06, 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)  
7 eve - Mo. May 06, 20:15-22:15 - CC

Film, Television & Theatre

**INSTRUCTORS**  
Dwayne John Beaver is an award-winning independent filmmaker, special events producer and instructor. He's written, created and developed television programming, produced and directed numerous short films and coordinated major events for the Vancouver arts community.

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  
Not available this term

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, resumés 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. May 04, 10:00-16:00 - Lan  
1 day - Sa. May 11, 10:00-16:00 - Lan  
1 day - Sa. Jun 01, 10:00-16:00 - Lan  
1 day - Sa. Jun 08, 10:00-16:00 - Lan

Introduction to Documentary Filmmaking (104113)

This entry-level course outlines the basics of writing, producing and directing documentaries. No matter if the project is about a family tree, a corporate presentation, or a passionate plea against injustice, this course relates to information-based film, video and interactive media. The program covers fundamental aspects of research, preproduction, production and post-production. If you have a project idea, this is a great place to begin. The course text required is *Directing the Documentary*, by Michael Rabiger, available at Duthie Books a Library Square for \$56. (Beaver) \$187.25 (Includes GST)  
6 eve - Tu. May 07, 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. May 09, 19:00-21:30 - 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). (Borgi) \$126  
6 eve - Th. May 16, 19:00-21:30 - CC

Personal Development

**INSTRUCTORS**  
Phyllis Lohar 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. May 15, 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! (Lohar) \$165.85 (Includes GST)  
7 eve - Mo. May 06, 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, April 19; Tuesday, April 23; and Thursday, May 2, at Langara College from 18:00-20:00. 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 Buntton, BEd, has taught ESL since 1987.

Terence Demers, BEd, has taught ESL in Saudi Arabia, Korea and Canada since 1972.

Nora Ferreira, 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 is on speaking and listening, but reading and writing skills are taught. Text required. (Demers) \$275  
16 eve - Mo/We. May 06, 18:00-21:00 - Lan

**Upper Intermediate ESL (103010)**  
A course for students whose English is at a high intermediate level. You participate in diverse speaking and listening activities. There is also a grammar and writing component. Text required. (Ferreira) \$275  
16 eve - Mo/We. May 06, 18:30-21:30 - Lan

**Advanced ESL (103018)**  
A course for advanced students who want to improve their writing, reading, speaking and listening skills. You have weekly homework assignments and have the opportunity to ask individual questions. Text required. (Strayski) \$275  
16 eve - Tu/Th. May 07, 18:00-21:00 - 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 are 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  
8 eve - Tu. May 07, 18:00-21:00 - Lan

English Writing Skills Improvement II (103008)

Improve your written expression by learning three basic styles of writing: narrative, descriptive and expository. As a prerequisite you must have a sound knowledge of English, grammar and sentence structure. There are in-class writing and homework assignments. Text required. (Durrieu) \$185  
Available fall term 1996

TOEFL Preparation (103020)

The greatest problem areas in English understanding and communication will be the focus of this course. Improve syntax, vocabulary, listening and reading comprehension skills as tested in the standard TOEFL exam. Study strategies are also discussed. You must be at an upper-intermediate level. You are required to write a practice TOEFL test the first day of class and obtain an appropriate score in order to continue the course. Any student whose score is too low for this course will have his/her money refunded and be advised of other options. The class has a half-hour lunch break. Two texts required. Cost of books is approximately \$80. (Demers) \$275  
12 day - Sa. May 04, 09:30-14:00 - Lan

English Upgrading & Composition Writing (103201)

Designed for students at the post-secondary level who require additional training in the fundamental skill of composition writing in order to write a Language Proficiency Index (LPI). Students wishing to register for the course must write a diagnostic composition the first night of class and obtain an appropriate score in order to continue the course. Students whose score is too low for this course will have their money refunded and be advised of other options for ESL and native speakers. Text required. (Bouvier) \$390  
17 eve - Tu/Th. May 07, 18:30-21:30 - Lan

Intermediate Conversational Skills (103009)

Improve your speaking and listening skills with a variety of activities. In this course there are opportunities for listening practice, pronunciation, group discussion, pair work and individual presentations. As you study different themes and topics, you learn new words and phrases to help you communicate more effectively in English. Text required. (Ferreira) \$180  
Available fall term 1996

Conversational Skills Improvement I for Advanced ESL Speakers (103004)

Accuracy in speech is an important asset for advancement in Canadian society. This course is designed for advanced non-native speakers of English. It will strengthen your command of spoken English. You correct your errors and learn a variety of words and phrases that are commonly used to make oral communication go smoothly. You also build up your knowledge and comprehension of idioms and colloquialisms, review grammatical problems, and correct pronunciation errors. This course emphasizes student presentation practice and you are given opportunities to speak in front of the class. Text required. (Strayski) \$180  
8 eve - Mo. May 06, 18:30-21:30 - Lan

Conversational Skills Improvement II (103005)

For students who have already taken Conversational Skills I or already speak English fluently but lack confidence in their oral skills. Included in the course are idioms, pronunciation, role play, discussion and presentations. Although this course concentrates on oral skills, a listening component is included. Text required. (Demers) \$180  
8 eve - Th. May 09, 18:00-21:00 - Lan

Conversational Skills Improvement III for Advanced ESL Speakers (103022)

Learn to express your ideas more clearly in the work place, at school or in social situations. This course is designed for ESL speakers with a high degree of fluency in English who want to expand their skills. Topics to be covered include oral presentation skills, pronunciation, stress, intonation and vocabulary building. You are videotaped and given feedback by the instructor. Text required. (Strayski) \$250  
12 eve - We. May 08, 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. (Buntton) \$360  
Available fall term 1996

Mandarin Education for Children & Adults

The Vancouver First Mandarin School was established in 1988 by a group of enthusiastic, dedicated graduates from various universities in Taiwan under the auspices of the Vancouver Community College (VCC).

The Vancouver First Mandarin School places emphasis on the practicality of its courses, modern and interesting presentation methods and use of simple, easy-to-learn materials. Emphasis is on Chinese reading, writing and conversational skills. Qualified and experienced instructors are employed.

Children's Mandarin Education

Each course has 16 sessions. They are held on Saturdays from 09:30-12:00 and 12:30-15:00. Courses begin September 7, 1996. The fee is \$90 per course. (GST is applicable for students age 15 and older – fees will be \$96.30.)

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 September 7, 1996. The fee is \$90 per course. (GST is applicable for students age 15 and older – fees will be \$96.30.)  
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 and Langara College on Saturday, June 08/15/22, 10:00-12:00.

Adult Mandarin Education

Adult Mandarin language education covers 10 weekly sessions. Classes are held on Saturdays and begin three times a year: January, April and September. Classes are from 10:00-12:00. Courses begin April 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 communication skills in the language. It exposes the student to more written or spoken Mandarin language materials and prepares the students to express themselves in the language.

Adult Advanced Conversational Mandarin (505824)

This course will be ideal for individuals who can read and write in the Mandarin language but seek to improve their spoken Mandarin. The emphasis is on the phonetics of Mandarin language and the proper intonation of words. Through conversation, discussion, debates and other activities, it prepares the student to speak better Mandarin. Students are allowed to bring tape recorders to the course. Pre-registration for adult classes will be held at KEC and Langara College on Saturday, March 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 Spring term courses are held at Langara on a variety of days and hours to accommodate your personal needs.

A short interview at the beginning of the first class will make sure that you are registered in the right level. At the same time it will give you the opportunity to express your objectives personally to the instructor.

Enhance your travel tour by communicating with the people of the country you will visit. VCC Continuing Education offers you special workshops or courses, including tutorials customized to your needs, to prepare you for your travels. These classes can be arranged at a suitable time and location. Contact Patricia Martin at 323-5322.

**NOTE**  
The College is closed Saturday, May 18; Monday, May 20; Saturday June 29 and Monday, July 1.

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, Tientsin, China. He has a degree in Chinese Language and Literature as well as a teaching certificate from BC. He has been teaching for several years in schools and institutions in Canada and China. His native tongue is Cantonese.

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.

Japanese  
Megumi Oba is originally from Tokyo. She has a diploma in English Language from Cambridge University, England. She has, through the many years of teaching, developed her own materials and methods.

Mandarin  
Xianzhao Huang comes from Beijing, China. He has a degree in English as a Second Language from the States and also in Literature and Language from Beijing Teacher's College.

Spanish  
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.

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.

**Cantonese Conversation – Level I (501903)**  
\$155.15 (Includes GST)  
8 eve - Tu. May 07, 19:00-21:30 - Lan (Lu)

**Cantonese Conversation – Level II (501904)**  
\$155.15 (Includes GST)  
10 eve - Tu. May 07, 19:00-21:30 - Lan (Au)

**French Conversation – Level I (501913)**  
\$145  
8 eve - Tu. May 07, 19:00-21:30 - Lan (Hassaine)

**French Conversation – Level II (501914)**  
\$145  
8 eve - Th. May 09, 19:00-21:30 - Lan (Hassaine)

**Italian Conversation – Level I (501923)**  
\$155.15 (Includes GST)  
8 eve - Tu. May 07, 19:00-21:30 - Lan (Visscher)

**Italian Conversation – Level II (501924)**  
\$155.15 (Includes GST)  
8 eve - We. May 08, 19:00-21:30 - Lan (Visscher)

**Japanese Conversation – Level I (501926)**  
\$155.15 (Includes GST)  
8 eve - We. May 08, 19:00-21:30 - Lan (Oba)

**Japanese Conversation – Level II (501927)**  
\$155.15 (Includes GST)  
8 eve - Th. May 09, 19:00-21:30 - Lan (Oba)

**Mandarin Conversation – Level I (501937)**  
\$155.15 (Includes GST)  
8 eve - Tu. May 07, 19:00-21:30 - Lan (Huang)

**Mandarin for Cantonese Speakers – Level I (502016)**  
\$155.15 (Includes GST)  
8 mng - Sa. May 04, 09:00-11:30 - Lan (Lu)

**Spanish Conversation – Level I (501949)**  
\$155.15 (Includes GST)  
8 eve - Tu. May 07, 19:00-21:30 - Lan (Colomé)  
8 eve - We. May 08, 19:00-21:30 - Lan (Espinel)

**Spanish Conversation – Level II (501950)**  
\$155.15 (Includes GST)  
8 eve - We. May 08, 19:00-21:30 - (Miskurka)

**Spanish Conversation – Level III (501951)**  
\$155.15 (Includes GST)  
8 eve - Th. May 09, 19:00-21:30 (Espinel)

Please note our new registration hours.

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 Mursalim – 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..



Music (con't)

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. Apr 15, 18:00-19:00 - KEC 10 eve - Mo. Apr 15, 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. Apr 15, 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. Apr 24, 18:00-19:00 - KEC 10 eve - We. Apr 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. (Lee) \$135.89 (Includes GST) 10 eve - We. Apr 24, 20:00-21:00 - KEC 10 eve - We. Apr 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. Apr 15, 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. Apr 15, 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. Apr 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 a wide range of materials to improve your technique and musicality. The course includes theory, note reading, solo techniques, ensemble playing and insights into various styles from classical to contemporary. You must have music reading skills. An excellent opportunity to meet other guitarists and improve your playing. (Mursallim) \$112.35 (Includes GST) 10 eve - We. Apr 24, 20:00-22:00 - KEC

Guitar Jazz Rock Improv (502544)

Beginning with an introduction to intervals and ear training, the course will explore the structure and movement of chords and their corresponding scales. A hands-on approach will be used to look at concepts in chord and song structures and new directions in improvising. Prerequisite: Knowledge of notes on finger board and staff. (Jahnke) \$70.62 (Includes GST) 10 eve - Tu. Apr 23, 19:00-20:00 - KEC

Jazz and Blues Jam Workshop (502543)

An opportunity to meet and play with other guitarists of similar ability. Explore fresh ideas on improvising and gain new insights into soloing and accompanying. Each week a new tune will be used as a means of exploring specific problems associated with ensemble musicianship. (Jahnke) \$70.62 (Includes GST) 10 eve - Tu. Apr 23, 20:30-22:00 - 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. Apr 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. Apr 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. Apr 22, 18:00-20:00 - KEC 8 eve - Tu. Apr 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. (Lutz) \$107 (Includes GST) 12 aft - Sa. Apr 13, 12:30-14:30 - KEC

Concert Band (502548)

Put the skills you have learned in the woodwind instructional classes to use by joining this performance ensemble. Players of all woodwind and brass instruments are welcome to participate. Repertoire will be determined by ensemble makeup. The course is not limited to students who have participated in group lessons. However, those who have not previously registered in an instrumental course should talk to the ensemble director before registering. (Lutz) \$82.39 (Includes GST and music fee) 10 eve - Mo. Apr 15, 20:30-22:30 - KEC

Jazz Band (502541)

Like Swing and Stage Band music? This performance ensemble may be for you. Be prepared to practise and have fun. Trumpet and trombone players are particularly needed. Music and level of expertise will vary according to the makeup of the ensemble. (Lutz) \$82.39 (includes music fee and GST) 10 eve - Tu. Apr 16, 20:00-22:00 - KEC

Appreciation & Theory

Melody and Song Writing (102601)

This course will cover the various music techniques involved in the composing of both instrumental and vocal melodies. The composition process will include harmony, rhythm, form, style and development. There will be an analysis of a variety of songs in addition to written exercises. Students will also be asked to write and submit short melodic examples throughout the course. A knowledge of basic theory including intervals, major and minor scales, diatonic chords, chord progression and music form is required. (Kinzie) \$122 10 eve - Tu. Apr 23, 18:00-20:00 - KEC

Music Arranging (102629)

An introductory course for students with some music theory background. The class will cover the basic roles of ensemble instruments, including lectures on the rhythm section. Discussion will also centre around scales, chords and modes. Students will be assigned projects throughout the course. (Kinzie) \$122 10 eve - Tu. Apr 23, 20:00-22:00 - KEC

Jazz Improvisation (102611)

Become a better improviser. You will study in-depth the relationship between scales and chords, using the jazz shorthand approach to theory, involving the study of modes, chord progressions, analysis and chord substitution. Also included will be an analysis of several standards, blues and contemporary jazz works. You must be able to read music and have a knowledge of all major scales. (Keenan) \$122 10 eve - Th. Apr 25, 19:00-21:00 - KEC

Music Theory (102613)

Open to musicians and non-musicians alike. Learn the basic fundamentals of music theory, including rhythm, intervals, chords and transposition. Students should be able to read one clef. (Lutz) \$122 10 eve - We. Apr 24, 20:00-22:00 - KEC

Commercial Music

MIDI Music I (102604)

This introductory course provides an overview of music creation with MIDI by exploring how many different MIDI devices such as keyboards, drum machines, samplers and other sound modules can properly be connected to computers and sequencers. Learn how to set up your own MIDI systems and discover what pieces of equipment are necessary and cost effective. Get hands-on experience with keyboard controllers, computers and sound modules using the sequencer program for the Mac, 'Deluxe Recorder.' No previous experience required. (Reid) \$155 12 eve - Th. Apr 18, 18:00-20:00 - KEC

Live Sound Engineering (102606)

Learn how to set up and operate PA equipment of all kinds. An organized approach to connect and assemble the correct gear, as well as calibrate and control all components within a sound system are the main goals of this course. Thorough explanations of consoles, equalizers, microphones, cables, power amplifiers, speaker enclosures and much more will be covered. Special attention will be given to revealing the principles of sound and important acoustic properties that all engineers need to know. (Reid) \$155 12 eve - Th. Apr 18, 20:00-22:00 - KEC

The Business of Music (102619)

Discover the ways that your music can earn money. Learn how to register your copyrights, understand recording contracts, and work your way through the music industry maze. Methods to start your own business, organize your assets, save on recording expenses and generate investment money will aid you in the development of your music career. The roles of unions, agents, producers, managers, publicists and other industry positions are explained, as well as when to employ them to enhance your career. This comprehensive course is designed to kickstart you into the music industry. (Reid) \$145 12 eve - Mo. Apr 15, 18:00-20:00 - KEC

More of the Business of Music (102632)

Market your music effectively through the techniques and tips available to you through this course. Learn how to accurately evaluate, improve, test market and package your music for commercial success. A complete financial plan and budget for assembling your project to industry standards is spelled out in logical fashion to include the need for and methods of publicising, promoting, distributing and marketing your music to the public. This

course will provide you with a practical road map for navigating the commercial channels of the music industry while you maintain your independence and integrity. (Reid) \$145 12 eve - Mo. Apr 15, 20:00-22:00 - KEC

Non-Profit, Voluntary & Fundraising Sector

Non-Profit Sector Management Certificate Program – Revised

(Certificate Pending)

Three previous management certificate programs, consisting of Non-Profit, Volunteer, and Fundraising have been merged into a new program which offers five core courses and four specialty streams. This program has been revised to meet the current needs and trends of the not-for-profit sector.

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, with a minimum of assignments. This is to facilitate potential university transfer.

Course equivalencies may be granted to participants who have taken an equivalent course in a recognized educational institution in the last five years. Supporting documents must be provided. Please submit prior to the start of class.

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, part-time

Spring/Summer term 1996

INSTRUCTORS

Bill Bean is the executive director of the Langara College Foundation. He previously taught in the Fundraising Management Certificate Program.

Marion Cook works with non-profit organizations around BC as a funding program consultant with the Health Promotion and Programs Branch of the Federal Department of Health. Prior to this work, Marion worked in the non-profit sector in volunteer and non-profit management.

Lorraine Gerard is a team leader with the Provincial Review Team, contracted to the Ministry of Social Services, currently on secondment to Douglas college. Formerly the director of the TEAMWORK Project, Lorraine has served on various local boards including the Variety Learning Centre and ASEPECT (Association of Service Providers for Employability and Career Training).

Barbara Grantham has experience with a variety of Lower Mainland non-profit organizations. In her most recent staff position, she served as director of development with BC's Children's Hospital Foundation. She previously worked for United Way of the Lower Mainland and the Canadian Mental Health Association.

Mary Jardine is director of Volunteer Resources at St. Vincent's Hospital, where she manages over 600 volunteers in 50 programs on four sites. For over 20 years, Mary has been facilitating workshops, training trainers, assisting organizations in meeting their goals, and volunteering in the community. Currently she is completing her Masters degree in Health Services Administration.

Chloë 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.

Judy Lightwater is a fundraising consultant for charities across BC. She teaches fundraising in community colleges and conducts seminars in fundraising and organizational development for non-profits and charities across Canada. She thinks fundraising is fun!

Bob Logelin, BA, MEd, is a faculty member at Douglas College, currently seconded to the Ministry of Social Services. His work experience includes director of vocational services for the largest non-profit of its type west of Toronto; principal of a small Victoria college, and vice-president of Cosmic Construction. Bob is often contracted to education or social service industries to address human resource issues.

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

Stewart Shui is currently studying his MBA at UBC and heads ProNET Communications Inc., Sales and Marketing Department. Stewart brings two years of Internet experience with clients such as St. Vincent's Health Care Society, Real Estate Institute of BC, Association of Professional Engineers of BC, London Life, Yorkton Securities, BC Gas, and BC Tel.

Manoj Sood is self-employed as a professional fundraising consultant. Manoj has worked for a variety of non-profit groups and specializes in corporate fundraising, sponsorship and cause-related marketing.

Judy Stevens is a well-known financial and management consultant and trainer. Judy has recently authored The Complete Guide to Assessing and Improving Your Volunteer Program.

Elaine Stoll is in private practice, Westside Counselling 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.

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 one and a half-hour meeting which is designed to ensure the program is right for you.

1 eve - We. Jun 12, 18:00-19:30 - KEC Room 5025  
1 eve - Th. Sep 05, 18:00-19:30 - KEC Room 5025

Interpersonal Communication (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 10 eve - Mo. Apr 15, 18:30-21:30 - KEC

Human Resources (101904)

This course examines basic management theory, the underlying premises for organizing and leading human resources; addresses the difference between management and leadership, and the importance of establishing environments that empower staff. Issues of diversity and equity, which are fundamental to managers today, will be discussed. (Logelin/Gerard) \$275 10 eve - Mo. Apr 15, 18:30-21:30 - KEC – No class May 20  
10 eve - We. Apr 17, 18:30-21:30 - KEC

Specialty Streams

Foundations of Community Development (101981)

This course examines the concept of community development and the role of the staff/volunteer in the community development process. It explores strategies for building community networks, working with groups, identifying community strengths and needs, and program planning and evaluating programs. This course will be offered in cooperation with Community Development and Education, Multicultural/Settlement Certificate Program (150504) (Riaño) \$150 6 eve - Th. Apr. 11, 18:30-21:30 - KEC

Advanced Resource Development (101962)

This course is designed for students in the Fundraising Specialty Stream. The course is also available to interested individuals who are working and/or volunteering in a fundraising capacity, although it is recommended that interested students have taken "Principles of Fundraising" as a prerequisite. The course explores a broad spectrum of approaches and techniques currently practised in the field, and the benefits and challenges of each. Topics to be covered will include direct mail programs, "Where do I start?", the risks and rewards of special events fundraising; planned giving – what it is and how to develop a program, earned income (or entrepreneurial) fundraising, tribute programs, and the importance of saying thank you – donor recognition. (Grantham) \$150 3 day - Sa. Apr. 20/27, Fr. May 10, 09:00-16:00 - KEC

Training Volunteers (101952)

This course is designed for students in the volunteer management specialty stream. In addition, interested individuals who are currently managers of volunteers are encouraged to register. Training is your most effective risk management tool. This interactive two-day workshop will enable you to prepare, facilitate, and implement orientation, education, and training sessions for small or large groups of volunteers. You will learn how and where training fits into the overall volunteer management process. Topics include: characteristics of a trainer; how to "get the message across," the audience of adult learners, effective training formats, methods, and climate, planning, designing, and executing workshops, the trainer's tools; and evaluation techniques. In addition, you will have the opportunity to see how YOU fare as a trainer! Prepare to enjoy yourself, and to take a risk! (Jardine) \$110 2 day - Fr. May 10, Sa. May 25, 09:00-16:00 - KEC

Financial Management for Non-Profit Organizations (101941)

This course is designed for students in the non-profit management specialty stream. In addition, interested individuals who are currently managers in the non-profit sector are encouraged to register. This course provides an overview of the financial management skills needed to plan, monitor, report and evaluate a non-profit organization's resources. The operational and decision-making implications of charitable tax status along with policies and procedures for accepting gifts: capital, "earmarked" funds, specie gifts and gifts of services will be examined. Participants should have knowledge of basic bookkeeping. (Stevens) \$135 1 eve - Fr. May 31, 18:30-21:30 - KEC AND 2 day - Sa. Jun 01/08, 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 4 eve - Mo. Jul 08/15/22/29, 18:30-21:30 AND 1 day - Fr. Jul 19, 09:00-16:00 - KEC

Administrative Management Systems (101942)

This course is designed for students in the non-profit and volunteer management specialty streams. In addition, interested individuals who are currently working in the non-profit sector are encouraged to register. This course provides a practical approach to the administrative skills and strategies which are essential in managing in the non-profit sector. Specific systems and procedures will be identified and challenges commonly encountered in administrative management will be explored. (Cook) \$70 1 day - Fr. Jul 12, 09:00-16:00 - KEC

Workshops

Proposal Writing (101974)

This course is designed for fundraisers who are interested in writing more effectively and streamlining their fundraising operations. At the end of the course participants will have created a short proposal that can be used as a model. Defining the need for service, describing the activities of other agencies serving the same client group, composite client profiles, and program descriptions and budgets are key elements of this proposal writing process. Please bring agency public relations materials, annual reports and financial statements. (Lightwater) \$110 2 day - Fr/Sa. May 03/04, 09:00-16:00 - KEC

Internet and the Non-Profit Sector (101972)

If learning from books doesn't quite cut it and you're an incurable tech-no-phobe or merely a "newbie" to the Internet, help is on the way. This workshop will provide you with an opportunity to have hands-on experience in using the Internet. In the second half of the workshop, you will explore the depth and breadth of the Internet and its potential benefits for a not-for-profit organization. Benefits such as cutting costs, improving communication and member services, marketing, providing education to clients, access to world wide resources and opening new doors to fundraising possibilities. (Shui) \$130 1 day - Fr. May 24, 09:00-16:30 - SFU Harbour Centre

Ethics in the Non-Profit Sector (101973)

Have you been faced with an ethical dilemma? Come and explore the ethical issues that are unique to the non-profit sector. Discussion will focus on issues in the areas of

program planning, fundraising, volunteer programs, lobbying, governance, employment issues, etc. Participants will discuss ways to think through difficult issues and make decisions in these changing times. Participants will reflect on their own personal and professional values and how they relate to these decisions. Challenging case studies will be presented and discussed. This program is designed for professionals in the non-profit sector. (Lapp) \$70 1 day - Fr. Jun 07, 09:00-16:00 - Plaza 500 Granville Room

Sponsorship and Cause-Related Marketing (101975)

The days of large corporate donations are over. Today financial support from the corporate community is obtained through sponsorship and cause-related marketing. In a one-day workshop students will learn how non-profit groups are raising money today through sponsorship and cause-related marketing. Students will be given the opportunity to study examples of successful sponsorship programs. A fictional sponsorship program will be designed and implemented. This workshop will be very valuable to fundraisers interested in developing corporate fundraising strategies for their organizations. (Sood) \$70 1 day - Fr. Jun 14, 09:00-16:00 - KEC

Introduction to Volunteer Coordination (101601)

Volunteer Vancouver, in cooperation with VCC, Continuing Education is offering this introductory course designed for inexperienced paid and unpaid coordinators of volunteers. You will learn the basic skills to enable you to examine and practise the organizational and human relations skills necessary to develop and operate a successful volunteer program. Facilitators for the four-day sessions are experienced managers and/or trainers in volunteerism. Limited to 18 participants. \$180 4 day - Mo/Tu/We/Th. Jun 10/11/12/13, 09:30-15:30 - VV

Libraries in Community Organizations – Assessing Your Situation (106072)

(Shaskin) \$41.20 (Includes GST)  
Offered Fall term 1996

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

Prerequisite: Assessing Your Situation (106072) (Shaskin) \$41.20 (Includes GST)  
Offered Fall term 1996

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

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. (Proteau) \$37.45 (Includes GST) 1 eve - Tu. May 28, 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. (Proteau) \$42.80 (Includes GST) 1 eve - Tu. Jun 04, 19:00-21:30 - HLP Offices

## Legal Assistant

### Certificate Program

As a legal assistant of today, you can have an invaluable role in a law office that strives to deliver high-quality service to its clients.

We can provide you with the necessary skills including: file management, interviewing, legal research, 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. All courses are taught by experienced legal professionals.

You 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, you may select from a number of optional courses to fulfil program requirements. You may select course options best suited to meet your needs.

Students complete a minimum of 200 classroom hours and a practicum. Successful 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: 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.

### Information Night

Please join us for a "Drop-In" evening to learn about these programs. Instructors will be available to answer questions. 1 eve - Tu. Apr 19, 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 (Complete one area only)

##### 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 (Electives)

Two or more additional courses appropriate to your practice area for a total of at least – 32 hours. These courses are electives and may change from term to term

#### Total Certificate Requirements

Courses – 200 hours  
Practicum – 500 hours

#### Practicum

Each student will be required to complete a four-month (500 hour) practicum under the supervision of a qualified lawyer. The practicum may be completed during Level III or within 12 months after completion of course work.

#### Location

Courses are offered at City Centre Campus. Legal Research classes meet at City Centre and UBC Law Library.

#### Information

Please call 443-8380 for general information and for obtaining a program guide and application form. For further information on the Legal Assistant Certificate Programs, please contact the program assistant by calling 443-8385, or in writing at: Legal Assistant Certificate Program Continuing Education Division Vancouver Community College City Centre Campus 250 West Pender Street Vancouver, BC V6B 1S9

### Spring Courses

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

#### INSTRUCTORS

Cathy Barzo, BA, Legal Asst Dip, is a legal assistant with ten years' experience in litigation.

Mindi Cofman is a corporate supervisor and legal assistant.

Donna Ferguson is a litigation legal assistant.

Karen Horsman practises in the fields of legal research and litigation, with a particular interest in administrative law.

Shirley Kay practises general civil law.

Robert King, practices corporate and commercial law with a focus on commercial litigation.

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.

Susan Tarshis practised in the Civil Law Department of BC Attorney General and volunteers with W-LEAF.

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. (Wellman) \$105 4 eve - Mo. Apr 15, 18:00-21:00 - CC

#### Legal Research 1015 (104817)

An introduction to legal research techniques. Students can do hands-on research. (Soroka) \$160 6 eve - We. Apr 10, 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. Jun 05, 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 - We. Apr 10, 18:00-21:00 - CC

#### Contracts 1060 (104820)

An introduction to contract law, including formation, capacity, breach and remedies. (King) \$160 6 eve - We. May 22, 18:00-21:00 - CC

#### Agency, Partnership and Incorporation 1075 (104821)

Learn about agency relationships and liabilities, partnerships and general concepts underlying incorporation, limited liability, corporate structure and duties of directors and officers. (Wellman) \$160 6 eve - Mo. May 13, 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. \$215 8 eve - Available Winter 1997

#### Commercial Litigation 2020 (104814)

Learn to manage a commercial litigation file, the usual complications and additional steps required. (King) \$215 8 eve - Tu. Apr 09, 18:00-21:00 - CC

#### Creditors Remedies 2030 (104813)

Covers law and procedure, including Federal Court, applicable statutes, creditors remedies, debtors remedies and defences; pre-judgment and execution proceedings. (Ferguson) \$160 4 eve - Tu. Jun 04, 18:00-21:00 - CC

#### Chambers Practice 2040 (104812)

Learn procedures and forms for chambers applications, jurisdiction of master, exparte applications, desk orders vs. registrar's order. \$140 Available Winter 1997

#### Property Law 3010 (104811)

Cover nature and scope of interests in land, retainer in conveyancing, undertakings, conflict of interest, contract of purchase and sale, land title system and tax issues. Condominium laws and issues. \$215 Available Winter 1997

#### Personal Property Security 3040 (104810)

Theory, concepts, procedures and forms for personal property security regime. Review validity of security agreements and rights of parties. (Mainland) \$140 4 eve - Th. Apr 11, 18:00-21:00 - CC

#### Mortgages 3020 (104809)

Covers nature of mortgage, legal and equitable interests, features, principles of interest, priorities, assignment and extinguishment, insurance issues and payout statements. \$140 Available Winter 1997

#### Commercial Conveyances 3050 (104808)

Covers commercial conveyancing matters: special issues in commercial conveyances, commercial sales, subdivisions, commercial leases. \$215 8 eve - Tu. May 07, 18:00-21:00 - CC

#### Company Law 4010 (104807)

Legal principals and statutory regime under BC Company Act, choice of business organization and jurisdiction, shareholders' agreements, trust agreements, corporate governance and alterations. (Wellman) \$215 Available Winter 1997

#### Advanced Corporate Administration 4020 (104822)

Learn to do corporate alterations: roll-overs, amendments, change in share structure, amalgamation, continuation, extra-provincial registrations, federal incorporations. (Cofman) \$215 8 eve - Th. May 09, 18:00-21:00 - CC

#### Commercial Transactions 4040 (104806)

Examine methods of securing financial transactions and acquiring assets. Review types of financial arrangements, nature of security, credit devices, priorities and assignments. \$140 Available Winter 1997

### Specialization Courses

#### Small Claims Court Practice 2050 (104865)

Learn Small Claims Court rules, procedures, documents and strategies. \$165 Available Winter 1997

#### Criminal Law and Procedure 2070 (104866)

Covers substantive law and procedures and the criminal justice system. \$180 Available Winter 1997

#### Legal Drafting 1032 (104864)

Learn the special techniques and modern style in drafting contracts and other commercial documents. (Stephens) \$105 1 day - Sa. Apr 27, 10:00-16:30 - CC

#### Labour Law for Legal Assistants 2080 (104868)

Covers the legal practice, information requirements and rules and procedures for arbitrations and labour board proceedings. \$180 To be offered in 1997

#### Interviewing for Legal Assistants 6000 (104870)

Learn skills and techniques for client and witness interviews, class discussion and role playing interviews. \$160 Available in 1997

#### Buying and Selling a Business 4050 (104871)

Covers legal and procedural issues in buying assets or shares including: due diligence searches and drafting necessary documentation. \$180 Available in 1997

#### Persuasive Legal Writing for Litigation 1035 (104872)

Learn and practise some strategies, techniques and ethics involved in persuasive writing in litigation documents. Prerequisite: Legal Communications or equivalent. (Stephens) \$140 Available in 1997

#### Criminal Appeals Process 2080 (104873)

Covers procedures and documentation in appeals and registry practice. Criminal Law and Procedure 2070 recommended. (Ritzker) \$160 4 eve - Mo. May 06, 18:00-21:00 - CC

#### Securities 4075 (104874)

Covers securities law and practice in corporate administration; filing requirements, VSE listing, due diligence, BCSC policies, public financing, and related matters. \$160 Will be offered in Fall term

#### Administrative Law and Procedures 2095 (104876)

Administrative tribunals, regulatory agencies, judicial review: their functions and procedures; how to prepare for hearings, and practice will be covered. (Horsman) \$225 8 eve - Th. May 09, 18:00-21:00 - CC

#### Litigating Equality 2090 (104878)

Introduction to enforcing equal rights through the legal system with a focus on BC Human Rights Act and Section 15 of the Charter of Rights and Freedoms. (Tarshis) \$115 2 eve - Th. Apr 11, 18:00-21:00 - CC

## Real Estate

Vancouver Community College, Continuing Education Division, offers two certificate programs in real estate management, as well as several non-credit seminars on selected real estate topics. A certificate program in Real Estate Development is also offered.

The Property Management Certificate Program is designed to meet the educational needs of commercial/residential property managers. The Building Manager Certificate Program is specifically tailored to meet the educational requirements of resident managers in apartment buildings and other multi-family properties. Both of these professional programs enjoy the support and guidance of the Professional Association of Managing Agents (PAMA).

In addition, the International Council of Shopping Centers (New York) recognizes the VCC Shopping Centre Management Course (PM 3415) as qualifying for credit towards the Certified Shopping Center Manager (CSM) designation.

Vancouver Community College, Continuing Education Division also offers a program in Real Estate Development. This program is designed specifically to provide professional development education to persons employed in development and development-related occupations, such as novice developers, realtors, architects, lawyers or any professional interested in the real estate development process and the development industry.

Our non-credit seminars cover a wide range of special topics. These seminars have been developed by VCC in response to your continuing interest in the field of real estate.

#### Program Coordinators

Property Management Certificate Program – Chuck Dunn (323-5511)

Real Estate Seminars – Sharon Kelly (443-8380)

Building Manager Certificate Program

Real Estate Development Certificate Program – Brian Pink (443-8388)

#### Vancouver Community College Realty Scholarships

Through generous contributions from the real estate industry, Vancouver Community College has created an endowment fund to provide scholarships in perpetuity to reward those students with the highest academic achievement in our real estate programs.

#### Annual Scholarship Awards

For Building Manager Certificate Program graduates:  
• Greater Vancouver Apartment Owners' Association Award  
• Coinamatic Award

For Property Management Certificate Program graduates:  
• Amon Investments Award  
• Dorset Realty Award  
• Real Estate Institute (Gr. Vanc. Chapter) Award

For Property Management 3415 – Shopping Centre Management graduates:  
• BC Shopping Centre Managers Association Award

Students with the highest grades in the core Building Manager and Property Management courses are awarded annual scholarships through endowments provided by the Real Estate Foundation of BC, the Real Estate Council of BC, the Real Estate Board of Greater Vancouver, the Government of BC and private individuals.

#### Industry Recognition of VCC Continuing Education Courses 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 (CPPRM) 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.

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, and provides property management consulting and arbitration services. Sharon has extensive teaching experience.

Ed Witzke, BA, BArch, 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 1 at BCIT. His familiar voice can also be heard on various local radio stations.

#### 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 Not available this term

#### 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 drafting of bylaws. The instructor will assume that all participants are involved in the management of condominiums and possess a basic knowledge of the Condominium Act. Bring your copy of the Condominium Act. (Kelly) \$65 1 day - Sa. Apr 27, 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 Not available this term

#### 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 Not available this term

#### 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 Not available this term

#### Building an Office in Your Home (109031)

Many real estate professionals are now operating their business from home. Realtors, appraisers and property managers are among the professionals who have made this move. Improved technology now allows realtors, appraisers 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 Not available this term

#### 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. May 11, 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.

#### 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, ASCT, 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



### Real Estate Development (con't)

#### 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 BAII is recommended. (Miller) \$220  
Available September 1996

#### 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  
Available September 1996

#### Applied Real Estate Development (109204)

This seminar-style course is designed for the advanced-level student in the Real Estate Development Program. Through the use of case studies, guided discussion and guest presentations by veteran developers, participants will analyze each step in the development process. The purpose is to explore the critical planning and analysis which underlies decision-making as applied to development projects. At the conclusion of the course, each participant will be required to submit a complete development proposal for a selected site. Enrollment is limited to 18 to allow for extensive discussion and analysis of development problems in class. Prerequisites: Introduction to Real Estate Development (109201), Real Estate Development Finance (109202) and Public Approval Process for Real Estate Development (109203). Persons with practical development experience may be permitted in the class with permission of the instructor. (King) \$320  
10 eve - Th. May 02, 18:30-21:30 - CC

### Additional Courses

For descriptions and scheduling of additional required courses and electives, please refer to course listings under the Property Management Certificate Program and Business Administration Certificate Program in this flyer.

#### Information and Registration

For registration and general information phone Continuing Education at 443-8380.

For course counselling phone Brian Pink at 443-8388.

### Building Manager (Residential)

## 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 good 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.

#### 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 achieve a minimum grade of 60 percent in each course in order to qualify for the 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 for those who begin the program 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. 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. There is no prerequisite for this course. \$180  
Available September 1996

#### 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. There is no prerequisite for this course. \$195  
Available September 1996

#### 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. There is no prerequisite for this course. \$245  
13 eve - Tu. Apr 30, 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. Apr 27, 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. Apr 24, 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  
Not available this term

### Construction

#### Business Management for Renovation Contractors

A 40-hour Business Management Program is tentatively scheduled for the Fall term 1996. This program is designed by the Canadian Home Builders' Association and Canada Mortgage and Housing Corporation. Subjects covered include: marketing a renovation business and customer service strategies; project management and job site supervision; employee hiring, training, motivation and retention; financial management and analysis; and job costing and cash flow. If you are interested in this program, please call our office at 443-8380 and add your name to our interest list. You will be notified of course dates and details.

### 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 not be held this term for Property Management, Real Estate Development and Building Manager.

#### 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 License will be exempt from Real Estate Marketing 1420 only.

Economics 221 and 222 (Macro and Micro) must be taken through one of the community colleges as they are university credit courses. They are offered at Langara College in the evening. Phone 323-5511 for further details on times and days.

#### Advisory Committee

The program is subject to ongoing review through the counsel of a select committee of property management professionals and those in related fields.

This program is officially recognized by 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 683-9106.

#### 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.

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

Sharon Kelly, BA, CPRPM, is a property management consultant specializing in residential and commercial properties. Sharon has extensive instructional experience.

John Lockhart is a private fee appraiser.

Eric Murray, 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, SCSCM, RI(BC), 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. Apr 24, 18:30-21:00 - Lan

#### 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  
Available September 1996

#### 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  
Available September 1996

#### 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  
Available September 1996

#### Real Estate Law - 1325 (109104)

A concentrated course in the fundamentals of law relating to real estate in British Columbia. The course will include an examination of contract law, interests in land, the Land Title system, landlord and tenant relations, mortgages, expropriations, condominiums and tort law as it relates to real estate. (Breitman) \$320

Available September 1996

#### 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  
Available September 1996

#### 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  
Available September 1996

#### Real Estate Marketing 1420 (109109)

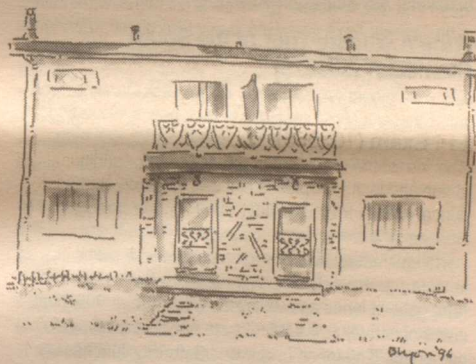
This course will focus on the Real Estate Act and code of ethics, mortgage law and financing, and other topics related to the sale and management of real estate. NOTE: 1) Successful completion of this course and the other eleven (11) courses in the certificate program will allow the student to challenge the preclicensing 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  
Available January 1997

#### 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 - Tu. Apr 30, 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. May 01, 18:30-21:30 - Lan (Badley)



#### 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. The specific software packages used are: MS Word, MS Access and MS Excel. 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 - We. May 01, 18:30-21:30 - CC (Nizar)  
10 mng - Sa. May 04, 09:00-13:00 - CC (Tollstam) - No class May 18 and June 29

#### 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. May 01, 18:30-21:30 - Lan

## Travel & Natural History

### 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 Deele, 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. May 11, 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. Jun 08, 09:00-16:00 - Lan

### Tours

#### 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 \$2875 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 Moons cities of Andalucia - Cordoba, Seville and Grenada. Cost without flights - from \$2395 CAN. With flights from Vancouver - from \$3595 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 \$3095 CAN. With flights from Vancouver - from \$4545 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

#### South Africa

South Africa is a vast, scenic wonderland. We travel from the sophisticated cities of Johannesburg and Pretoria via Kruger Park and the spectacular beaches of the Indian Ocean coast to incomparable Cape Town - one of the world's most beautifully located cities. This three-week trip includes the independent kingdom of Swaziland and can also include Victoria Falls, Zambia and Botswana. Cost without flights - from \$3395 CAN. With flights from Vancouver - from \$5350 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 \$3395 CAN. With flights from Vancouver - from \$5295 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 \$950 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 \$1995 CAN. With flights from Vancouver - from \$3295 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

#### 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 \$2195 CAN. With flights from Vancouver - from \$3695 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 \$2395 CAN. With flights from Vancouver - from \$3345 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 fabled Casablanca, romantic Marrakesh, the Sahara Desert and the imperial city of Fes. We travel through the snow-capped Atlas mountains to visit friendly Berber villages. This tour can be taken for one, two, or three weeks. Cost without flights - from \$795 CAN. With flights from Vancouver - from \$1855 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 \$2580 CAN. With flights from Vancouver - from \$4080 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-39



## Travel Studies (cont')

### 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 \$2790 CAN. With flights from Vancouver – from \$4290 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 \$3045 CAN. With flights from Vancouver – from \$4645 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 \$2595 CAN. With flights from Vancouver – from \$3895 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 \$2395 CAN. With flights from Vancouver – from \$3795 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

### 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 \$2850 CAN. With flights from Vancouver – from \$3795 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

### 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 \$1995 CAN. With flights from Vancouver – from \$3345 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 \$2195 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 Altua 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 \$1049 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 Crak des Chevaliers, and the great cities of Aleppo and Damascus. Cost without flights – from \$3295 CAN. With flights from Vancouver – from \$4790 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 \$3395 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 \$1895 CAN. With flights from Vancouver – from \$3195 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 \$2150 CAN. With flights from Vancouver – from \$3550 CAN. For free brochure please call Adventures Abroad at 732-9922 (1-800-665-3998 outside Lower Mainland).

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

May 8-26, 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 fourth trip as tour leader.

Price: \$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.

### Summer Workshops in France

July 11-29, 1996

Enjoy painting and drawing, French language or photography workshops at Paul and Babette Deggan's Summer Centre for the Arts in Montaigne-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.

## 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.

### Field Trips

#### 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 with biologist, Rob Butler. The tour starts and finishes in Sydney. 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 Seaboard 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 Please note for this tour only, please call Randy Burke at Bluewater Adventures, 980-3800.

#### Wine'n Wildlife Tour of the South Okanagan (502879)

Join well-known naturalist and author Dick Cannings and anthropologist Margaret Holm in their new surroundings in the Okanagan Valley. The tour includes bird watching, plant identification, big-horn sheep stalking, owling, observations of mountain goats and Kokanee salmon during visits to Vaseux Lake, Haines Lease Ecological Reserve and Deep Creek. Interspersed with these wonderful natural history explorations will be picnic lunches, gourmet dinners and visits to a few estate and farm gate wineries and vineyards which are at their peak levels of activity in the fall. Course fee covers resource personnel, dinners on Friday and Saturday, lunches on Saturday and Sunday and wine-tastings. Course fee excludes transportation and accommodation. Accommodation has been arranged at the South Winds Inn (pool and hottub facilities) with a flat room rate of \$65. (single or double) Field weekend: October 4-6, 1996 Cost: \$230 \* (subject to change)

### Lectures/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 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 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

#### 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: May 14/21/28 Garden tour: Jun 01

### Travel Tours

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

### For 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 500,000 pairs of seabirds nest here each year. The human history is of great importance and the remnants of decaying Haida poles at Ninstints are protected as world treasures. Aug 1-8, 1996 Cost: \$2875 (includes tuition \$490)

#### Galapagos and Ecuador – led by David Stirling

Andean highlands, Indian villages, and the legendary Galapagos Islands. See the amazing flora and fauna which so inspired Darwin over 100 years ago! From the Otavalo market, to the paramo regions and volcanoes of Mt. Cotopaxi, to a week exploring the Galapagos Islands aboard the Andando, a 90' brigantine . . . this will be an inspiring and richly rewarding trip. Dates: Nov 27 - Dec 13, 1996 Cost: \$5795 (includes tuition \$595)

#### 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 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 12-22, 1996 Costs: TBA

### 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

This tour concentrates on the flora and fauna of the Amazon jungle during a five day stay at the jungle lodge of La Salva and, on the curious habits and habitats of some of the world's most famous creatures during an eleven-day exploration of the eerily unique Galapagos Islands. Follow well-known professor and biologist Keith Wade in Darwin's footsteps. May 7-26, 1997 Cost: \$7395 (tuition: \$720)

#### 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

## 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)

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 – April 17, 19:00-20:00, Langara College, 100 West 49th Avenue

#### INSTRUCTORS

*Judith Cornfort, 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 a non-fiction author and managing editor of The Capilano Review. She has worked as a reporter for the Vancouver Sun, the Province and the Kamloops Daily News. She has edited many magazines and newsletters, and written hundreds of articles for US and Canadian publications.*

*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. (Rains) – 3 units \$310 12 eve - Tu/Th. May 02, 19:00-22:00 - Lan

#### Corporate Communications (102905)

This course reviews the wide range of services provided by a corporate communications department. Topics include newsletters, promotional brochures, annual reports, media relations, issues management and crisis communications. The course also examines "corporate culture" and dealing with internal and external politics. – 3 units (MacDonnell) \$310 12 eve - Mo/We. May 06, 19:00-22:00 - Lan

#### Introduction to Broadcasting (102907)

This course introduces basic skills used in radio, television and video production. The course features how to write for the spoken word as used in radio, television and video. The student will learn how to produce other students in "on-air" delivery. Students will learn how to interview for broadcasting, how to select and use interview clips for maximum effect, using sound to tell a story or convey a message. – 3 units (Rymal) \$310 To be offered in Fall 1996 term

#### Travel Journalism (102908)

This course shows students how to turn a weekend jaunt, vacation or journey into a magazine or newspaper article. Lectures, discussions and writing exercises will emphasize the techniques of capturing experiences and creating informative writing that entertains. An "urban" field trip will be included. Also included will be the business of periodical writing, research methods, developing and marketing story ideas. Students will complete one feature travel piece. – 2 units (Comfort) \$185 7 eve - Th. May 16, 18:30-21:30 - Lan

#### Writing About Food (102914)

This course introduces students to the practical aspects as well as the pleasurable aesthetics of food writing. The goal is to develop skills in research, interviewing, recipe development and food criticism. Hands-on exercises will emphasize the basics of good writing and the integration of anecdotal experiences with solid research. Each student will complete one feature food article. A field trip to a restaurant will be included. (Comfort) \$185 7 eve - Tu. May 14, 18:30-21:30 - Lan

#### Write and Design a Newsletter (102906)

A newsletter is a great way for growing companies to communicate with their employees. This course will teach students how to create a newsletter from start to finish. Course includes how to determine and execute the corporate objective of a newsletter, basic editing and proofing skills, story and photo selection, how to write headlines and photo captions, newsletter design and production. Each student will create their own newsletter on PageMaker 4.0. Knowledge of PageMaker is an asset, but not required. – 3 units (Ryder) \$310 12 eve - Mo/We. May 06, 19:00-22:00 - Lan

#### Introduction to Personal Computers (100501)

Knowledge of computers is a must in today's writing field. For this reason, students who are not familiar with computers are encouraged to take an introductory course. CSW1 – Introduction to Personal Computing and DOS (100501) is offered by the Computer Skills for the Workplace Certificate Program. (See Computer Skills for the Workplace Certificate Program section.) Successful completion of this course is equivalent to two units towards the Media Writing and Communications Certificate Program. – 2 units

#### Public Relations (102913)

This course provides a foundation to public relations, focusing on the skills and techniques required to provide concise, targeted and effective publications services – from writing to communicating with special interest groups. Writing is a major component of course, with emphasis on hands-on preparation of news releases, backgrounders, newsletter, brochures and other forms of persuasive public relations writing. – 3 units (Walton) \$310 12 eve - Tu/Th. May 14, 18:30-21:30 - Lan

#### Electronic Publishing (102910)

PageMaker 5.0 IBM platform. 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. May 01, 18:30-21:30 - CC

#### How to Write a Cookbook (102918)

In this course students will be guided step-by-step through the process of writing a cookbook. From developing a concept and a table of contents to anecdotal writing, recipe development, book proposal submissions and self-publishing options, the emphasis will be on learning the craft of this special genre of writing. – 1 unit (Comfort) \$130 4 eve - We. May 15, 18:30-21:30 - Lan

#### 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. Available Fall term 1996

#### 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 Available Fall term 1996

#### 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. May 25, 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/Th. May 07, 19:00-22:00 - Lan

#### Arts and Entertainment Writing (102919)

This course explores writing techniques used in critiquing and reporting on the arts. Students attend events such as concerts and art exhibitions, and apply their skills to produce marketable pieces of writing. The emphasis is on using description and comparison to captivate and convince the reader. One or two classes may be moved to the evening, depending on event schedules. Required text will be selected by class during first session. (Rains) \$155 4 day - Sa. May 11, 13:00-16:30 - 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 Lechik 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*



## Creative Writing (cont)

- 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 - Tu. May 07, 19:00-21:30 - Lan (Levis)
- 6 eve - Th. May 09, 18:30-21:00 - CC (Medved)
- 4 day - Jul 15-18, 10:00-14:00 - Lan (Levis)

## How to Write for Television (102714)

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 "writer's 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 your authentic inner voice and to translate this source into concrete literary forms. Through enjoyable writing exercises, you will learn how to bypass the negative inner critic and integrate writing into your daily life. (Adams-Segal) \$126

6 eve - Tu. May 07, 18:30-21:00 - 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 "writer's 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 your authentic inner voice and to translate this source into concrete literary forms. Through enjoyable writing exercises, you will learn how to bypass the negative inner critic and integrate writing into your daily life. (Adams-Segal) \$126

6 eve - Th. May 09, 18:30-21:00 - 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

4 day - Mo/Tu/We/Th. Jul 08-11, 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. (Decle) \$126

6 eve - Mo. May 06, 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) \$75

3 mng - Sa. May 04, 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. May 22, 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) \$165

6 eve - We. May 08, 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) \$165

6 eve - Tu. May 07, 18:30-21:00 - 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. May 04, 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 - Su. May 26, 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. May 05, 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. May 04, 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

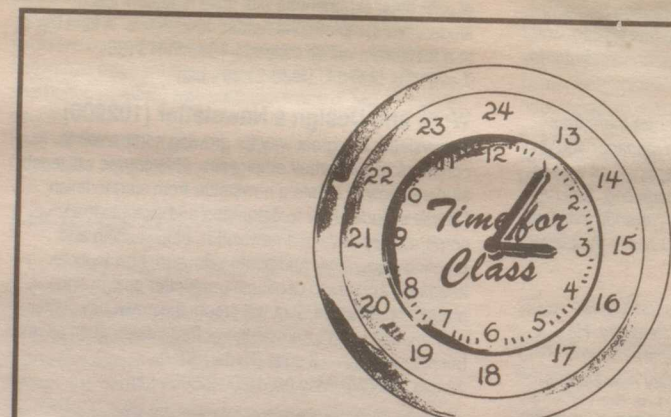
1 day - Sa. Jun 08, 10:00-16:00 - Lan

## 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) \$88

1 day - Sa. May 25, 10:00-16:00 - Lan

Please note our new registration hours.



## The 24-hour Clock

This brochure uses the 24-hour clock system to avoid confusion between a.m. and p.m. Please refer to the following conversion chart:

1 a.m.	=	01:00	1 p.m.	=	13:00
2 a.m.	=	02:00	2 p.m.	=	14:00
3 a.m.	=	03:00	3 p.m.	=	15:00
4 a.m.	=	04:00	4 p.m.	=	16:00
5 a.m.	=	05:00	5 p.m.	=	17:00
6 a.m.	=	06:00	6 p.m.	=	18:00
7 a.m.	=	07:00	7 p.m.	=	19:00
8 a.m.	=	08:00	8 p.m.	=	20:00
9 a.m.	=	09:00	9 p.m.	=	21:00
10 a.m.	=	10:00	10 p.m.	=	22:00
11 a.m.	=	11:00	11 p.m.	=	23:00
12 noon	=	12:00	12 midnight	=	24:00

## Course Listing

Access for Windows 95, Introduction to	21	Commercial Photography	10	English Upgrading & Composition Writing	34	Individual Counselling Skills	32
Access, Introduction to, Intermediate, Advanced	21	Commercial Property Management	41	English Writing Skills Improvement I & II	34	Indonesia - Islands of the Gods	41
Accounting for the Non-Accountant	13	Commercial Transactions	38	ESL, Mid-Intermediate, Advanced	34	Infant Massage	41
Accounting Using ACCPAC PLUS G/L A/R A/P for DOS and Windows	23	Communication - Level I & II	29	ESL Tutoring, An Introduction to	25	Infection Control Update	28
Accounting with ACCPAC Plus - G/L (DOS)	21	Communications	30	ESL Tutoring: Part Two	26	Internet and the Non-Profit Sector	30
Accounting - Introductory, Intermediate	11, 41	Communications, Business Correspondence	11, 41	ESL, Upper Intermediate	34	Internet, Introduction to, Intermediate	17, 37
Administrative Law and Procedures	38	Communications, Speaking and Listening Skills	11	Ethics Committees	28, 29	Internet: Netscape and Next Generation Web Browsers	17
Administrative Management Systems	37	Community Development and Education	32	Ethics in the Non-Profit Sector	37	Internet: Web Design and Development	17
Administrative Skills - Part III	16	Company Law	38	Excel 5.x - Microsoft Office, Upper Intermediate	22	Internet Web Page Design	17
Adobe Illustrator - Advanced (Computer)	7	Competency Assessment with the Older Adult	28	Excel, Introduction to	20	Internet/World-Wide Web, Intermediate	23
Agency, Partnership and Incorporation	38	Composition and Design	6	Excel - Databases, Intermediate	21	Internet - Introduction to the Network of Networks	23
Application of Fissure Sealants for BEC	30	Computer and Communications Hardware - Level I, II & III	10	Excel - Worksheets and Charts, Intermediate	20	Interpersonal Communication	37
Applied Manager Skills	39, 40	Computer Applications in Business (Windows)	23	Facilitation Skills for Team Leaders	16	Interpersonal Skills - Part I	16
Applied Real Estate Development	40	Computer Lab for ESL Instructors, An Introduction to	7, 11, 13, 41	Family Counselling for Substance Abuse	32	Interviewing for Legal Assistants	38
Art of Conversation	34	Computers - Information Toolboxes for Librarians	25, 26	Family Counselling Skills	32	Interviewing People and Writing Profiles Like a Pro	44
Art Therapy, Introduction to	28	Computers - "Information Toolboxes" for Librarians	30	Family Day Care	33	Investigative Journalism	43
Arts and Entertainment Writing	43	Computers - Macintosh (Computer), Introduction to	17	Family Day Care: Good Beginnings, Introduction to	33	IREM 101: Successful Site Management	10, 40
Assertiveness Training	30	Concert Band	7	Fashion Illustration	8	Issues	9
Assessment, Referral and Community Resources	32	Conflict Resolution, Negotiation and Mediation	11	Fashion Photography	8	Issues and Needs in Multicultural Health Care	28, 29
Asynchronous Transfer Mode - Technology for the Information Highway	24	Conflict Resolution - Level I	11	Fast Track Word for Windows	10	Italian Conversation - Level I & II	35
Australia	42	Consulting as a Business	30	Figure Drawing - Anatomy	20	Italian Islands	42
Basic Counselling Skills - Level I & II	31	Continuing Care Management, Introduction to	11	Financial Management for Non-Profit Organizations	37	Italy	42
Basic Darkroom	10	Contracts	38	Financial Statements - Forecasting and a Cash Budget	18	Japanese Conversation - Level I & II	35
Basic Editing	44	Conversational Skills Improvement I, II, III for Advanced ESL Speakers	34	Financing and Business Strategy	18	Java Language, Upper Intermediate	23
Basic Ethics for Health Care	28, 29	Conversational Skills, Intermediate	34	Finding Time for Results	15, 16	Jazz and Blues Jam Workshop	36
Basic Flower Shop Procedures	8	Core Content for Childbirth Educators	29	Floral Design Evaluation	8	Jazz Band	36
Basic Library Skills - Collections and Acquisitions	17	CoreDRAW! Introduction to, Advanced	21	Floral Design - Level I, II & III	8	Jazz Improvisation	36
Basic Library Skills - Circulation, Processing and Catalogue Records	17	Corporate	14	Florida	8	Jazz Piano: Beginners & Intermediate	36
Basic Photography	10	Corporate Administration, Advanced	38	Flute: Beginners, Intermediate	42	Jewellery Illustration	9
Belize	42	Corporate Communications	43	Foodsafe - Level I (Basic) & II (Advanced)	31	Jordan/Syria	42
Best B&Bs: A Beginner's Guide to Starting a Bed and Breakfast	41	Costa Rica - Land of Eternal Life	41	Foodsafe - Level I (Basic) - For ESL Students	31	Kenya and Tanzania	41
Bilingual Interpretation	33	Creative Illustration Theories	32	Foot Care for the Elderly	28	Keys to Entry into Acting for Film, Television and Theatre	34
Bookkeeping from Start to Finish	18	Country Life: A Guide to Owning Recreation Land	41	Foundations for ESL Instruction	27	Kitchen Design	9
Bookkeeping, Introduction to, Part II	13	Courage to Craft	44	Foundations of Community Development	37	Labour Law for Legal Assistants	38
Breathmatics Awareness	28	Course Credit	22	Four R's of Assertiveness: Rights, Responsibilities, Risks and Rewards	30	Law and Tenant Relations	11
Broadcasting, Introduction to	43	Course Preparation Workshop	32	Fourth Annual Traditional Chinese Medicine Tour to the People's Republic of China	42	Law for Court Interpreters	40
Building a Powerful Vocabulary	12	Craft and Business of Feature Writing	43	Freehand Drawing for Design	9	Layout and Design (Non-computer), Advanced	33
Building a Productive Team	15	Creative Illustration (Non-computer)	7	French Conversation - Level I & II	35	Leadership and Organizational Skills	33
Building an Office in Your Home	39	Creative Processes	6	From Conflict to Collaboration	16	Leadership and Team Skills	13
Building Maintenance and Cost Control	10, 40	Creative Writing I - An Introduction to Fiction Writing	44	Fundamentals of Design	9	Leading Your Team to Empowerment	16
Building Service Management	10, 11, 40	Creative Writing II - Writing and Marketing Your Work	44	Fundamentals of Journalism	43	Learning to Draw from the Right Side of the Brain	6
Building Service Worker - Level I	10, 40	Credit and Collections	28	Fundamentals of Project Management	16	Legal Communications	38
Business Communication	33	Creditors Remedies	11	Furniture Design and Style	9	Legal Drafting	38
Business Etiquette and Professionalism	14	Criminal Appeals Process	38	Galapagos and Ecuador	42	Legal Ethics and Confidentiality	14
Business Law, Introductory, Intermediate	11	Critical Thinking Skills	38	Garment Construction Certificate	8	Legal Office Procedures	14
Business Letters that Get Results	12, 14	Cross-Cultural Counselling	16	Gerontological Nursing II	29	Legal Office Program, Introduction to	14
Business Management	10	Cross-Cultural Management	32	Getting Started: An Introductory Writing Workshop	44	Legal Research	38
Business Matters and Professional	9	Curriculum Development, An Introduction to	26	Getting the Most from Custom Labs	10	Legal Terminology	14
Business of Music	36	Czech Republic, Slovakia and Hungary	41	Grammar Review for Productive Business Writing	12	Libraries in Community Organizations - Assessing Your Situation	17, 37
Business Planning	11	Data Communications	24	Graphic Design - An Introduction	7	Libraries in Community Organizations - Choosing How to Organize Your Materials	17, 37
Business Practices	10	Dead Men Do Tell Tales	30	Greece and Turkey - Lands of Legend	41	Life Drawing	6
Buying and Selling a Business	38	Dealing with Difficult People	30	Greece - The Poetic Greek Islands	42	Light Cure Technology in the Orthodontic Practice	30
Canadian Legal Process	38	Decorative Painting - Level I	6	Group Counselling for Substance Abuse	32	Litigating Equality	39
Canadian Libraries for New Canadians	17	Delivering Effective Instruction	17	Group Counselling Skills	32	Litigation II	14
Cantonese Conversation - Level I & II	35	Design Studio	8	Group Facilitation	28	Live Sound Engineering	36
Cardiac Monitoring	28	Developing a Thematic Unit Plan Using Authentic Materials	26	Group Skills - Part II	16	Local Area Network Management - Level I, II & III	23
Career Exploration and Planning	12	Developing Low Fat/Low Sodium Recipes that Taste Great	33	Guitar: Beginners, Intermediate	36	Local Area Networks, Introduction to	19, 21
Careers in the Film Industry: An Introductory Course	34	Differing Health Care Needs of Ethnic Groups	28, 29	Gulf Islands Easter Weekend Cruise	42	Logo Design (Non-computer)	7
Carmanah Valley Weekend	42	Documentary Filmmaking, Introduction to	34	How to Select and Renovate a House for Profit	39	Lotus 1-2-3 for Windows, Introduction to	20
CD-ROM Authoring using MacroMedia Director	23	DOS and Hard Disk Management	22	A Workshop for Nurses	28	Lotus for Windows - Worksheets/Charts, Intermediate	20
Challenge Examination - Data Communications	24	DOS, Introduction to, Intermediate, Advanced	19, 21	How to Start a Business	28	Lotus 1-2-3 for Windows, Introduction to	20
Challenge Examination - Telecommunications Management I (Voice)	24	Dress Form Workshop	8	How to Write a Cookbook	43	Lotus for Windows - Worksheets/Charts, Intermediate	20
Challenge Examination - Understanding Telecommunications	24	Drugs and Human Behaviour	32	How to Write Great Training Materials	18	LPI Exam	41
Chambers Practice	38	Effective Memo and Letter Writing	16	Human Resources	37	Magazine Article Marketing	44
Children's Mandarin Education	35	Effective Memo and Report Writing	12	Identifying and Marketing Business Opportunities	18	Management Policy and Practices	11
Civil Litigation	14	Effective Oral Communications	14	Image Make-over Workshop	8	Managing a Strata Corporation	39
Clinical Decision-Making: Redefining Nursing Process for the 21st Century	28	Effective Public Speaking	30	India	41	Managing Change	16
College and University Essay Writing	44	Egypt	42	Indian and Metis Students	26	Managing Conflict - An Interactive Workshop on Communication in the Dental Office	30
Colour	9	Electronic Publishing	43			Managing Large Networks	23
Comedy Improvisation - Level I & II	9	Electronic Publishing (Computer)	7			Managing the Integrated Office	24
Commercial Conveyances	38					Managing Your Media Message	43
Commercial Lease Negotiation Skills	39					Mandarin Conversation - Level I	35
Commercial Litigation	38						

Continued on page 48





## Withdrawals, Refunds & Course Cancellations

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

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

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

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

## 5 Ways to Get Your Employer to Send You to a Continuing Education Course

**1. Ask**  
A simple verbal request is usually all it takes. A written memo is better.

**2. Show this Flyer**  
Ask your employer to read it. Attach it to your memo.

**3. Stress the Benefits**  
Additional skill training will make you a more productive employee who is ready to meet new job challenges.

**4. Emphasize the Convenience**  
No need to take time away from the job and go out of the city when you can get quality training right here at convenient times.

**5. Satisfaction Guaranteed**  
If your employer is not satisfied with the return on his/her investment or if you are not satisfied with your investment of time, write to the Director, Continuing Education, stating the dissatisfaction and the tuition fee will be refunded in full.

## Citizenship Requirements for Admission

Canadian citizens, including permanent residents in Canada (landed immigrants), are eligible for enrollment at Vancouver Community College.

By exception, those whose status in Canada falls within one or more of the following categories may be considered for enrollment as though they were Canadian citizens or permanent residents in Canada, including:

A. A foreign domestic worker with valid employment authorization permit.

B. An individual who is in Canada to carry out official duties as a diplomatic or consular officer, or as a representative or official of a country other than Canada, or of the United Nations or any of its agencies, or of any intergovernmental organizations in which Canada participates; or as a dependent or a member of the staff of any such diplomat, consular officer, representative or official and is able to substantiate with an identity card issued by External Affairs which gives his/her position, date of issuance and date of validity.

C. An individual who is in Canada, who has applied for Permanent Resident/Landed Immigrant status and who can provide evidence of the "letter of approval in principle" to the institution for admissions purposes.

D. Any person who has been determined under the Immigration Act to be a Convention Refugee and can present a letter from Employment and Immigration Canada confirming this.

E. A person under an international exchange, scholarship or fellowship agreement where there has been joint approval by the receiving institution and by the Ministry of Skills, Training and Labour.

F. An individual with a valid full-time employment authorization permit and his/her dependents, excluding a person on a working holiday authorization, or a refugee claimant who has yet to be determined a Convention Refugee.

G. A legal dependent of a Canadian citizen or permanent resident of Canada providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for exemption.

H. A resident of Washington State, USA.

## Course Cancellation

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

## Seniors

The course fees of all permanent residents of British Columbia, 65 years of age or older, shall be waived subject to the following:

1. A fee paying student cannot be displaced. Seniors requesting a fee waiver will be registered conditionally and, should the class fill, the senior will be superseded by a fee paying student. A senior so displaced will be given the option of paying.

If the minimum number of fee paying students is not met, a senior will be given the option of paying.

2. The waiver of course fees shall not include the waiver of materials or equipment rentals.

3. A fee waiver may not apply to computer courses, to travel or natural history tours, wine courses and other specified courses. Please inquire at the time of registration.

## Walk with Safety

Our Security Office offers students an escort to campus parking lots in the evening. Please check at the Continuing Education office for details.

## College's Harassment Policy

Vancouver Community College is committed to the principle that all members of the college community have the right to work and study in an environment which is free from harassment. The College does not condone and will not tolerate harassing behaviour which may undermine the dignity, self-esteem, and productivity of any student(s) or employee(s).

The college considers any form of harassment of an individual involved in college activities to be a serious violation of that individual's fundamental rights. Such a violation is a serious offense which may be subject to a range of resolutions including mediated settlement or, in certain circumstances, disciplinary measures up to and including dismissal or expulsion.

## Continuing Education Phone Numbers

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

# Student Information

## Attention: Internet Users

Continuing Education is now on the Internet

For more information about the following programs, you can now subscribe to the appropriate LISTSERVERS by sending an E-Mail message to LISTPROC@langara.bc.ca and follow the example below.

Example: If you want to subscribe to Graphic Design, your message should say:

SUBSCRIBE CE-GRAPHICS-L your name

Media Writing and Communication, Writing Programs and Humanities:

CE-WRITING-L

Graphic Design:

CE-GRAPHICS-L

Telecommunications:

CE-TELECOM-L

Leadership, Supervisory, Management and Training Skills Training:

CE-BUSINESS-L

Health Certificates:

CE-HEALTH-L

New Non-Profit Sector Certificate:

CE-NONPROFIT-L

TESL:

CE-TLI-L

Summer English Program for International Students:

CE-INTER-L

## 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.

## 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.

### 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 46 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 46.

### Is financial aid available?

Continuing Education offers some limited financial assistance to students who are enrolled in a Continuing Education Certificate Program or program for which recognized credential is granted.

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 CE bursaries do exist. The amount and number of CE Certificate Program bursaries awarded are dependent upon available funds and will not exceed \$250 to any one student in a given term. Continuing Education does not guarantee that all applicants will receive assistance. Some program-specific bursaries are also available. The amount of these bursaries vary. Please contact the program coordinator for further information. Applications can be picked up at any CE campus office.

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.



## 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:

April 5 - 8 inclusive  
May 18 - 20 inclusive  
June 29 - July 1 inclusive  
August 3 - 5 inclusive

## 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.

## 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.

## Earn a Certificate

If you need training to get ahead in your job, to broaden your career path or embark on a new career, a Vancouver Community College Continuing Education Certificate Program is designed to specifically meet your needs.

Representatives of industry and the professions help plan these programs for adults who want to get a thorough background in a particular field but who do not want to undertake a degree program. Each Certificate Program must meet the following criteria:

1. An established, sanctioned curriculum with a logical grouping of courses.
2. A Program Advisory Committee composed of members with expertise in that field.
3. A program based on an employer, outside agency or industry standard.
4. A formal procedure for evaluation.

Administration of Early Childhood Services  
Building Manager  
Business Administration  
CERTESL  
Childbirth Educators  
Computer Skills for the Workplace  
Continuing Career Management  
Counselling Skills  
Court Interpreting  
Customer Care  
Electronic Publishing and Design  
Early Childhood Education:  
Level 1  
Fashion Arts  
Fashion Design  
Floral Design  
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  
Visual Arts—Photography Major



## Mandarin for Cantonese S

### 1. By Mail

Sorry, NO POSTDATED CHEQUES

## 2. By Phone

Charge to your MasterCard or Visa card

City Centre Campus, 441  
King Edward Campus, 8

King Edward West Campus, 874-9923  
Langara College, 323-5322

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

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-Thurs-  
day, 10:00-19:30; 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

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

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

**Please note new  
registration hours.**

Busy all week? Consider one of our many weekend classes held at various Continuing Education locations. Some weekend courses include:

Paper Making (500166)

Have fun exploring the fascinating world of hand made paper. \$125  
1 day - Sa. Jun 08, 10:00-16:00 - Lan  
1 day - Su. Jan 09, 10:00-16:00 - Lan  
(see page 6)

**Water Colour – Level I (500112)**

In this introductory course to watercolour painting, you will learn aspects of watercolour painting such as stretching paper, laying washes, colour mixing, painting methods and techniques. \$140  
8 mng - Sa. Apr 27, 09:00-11:30 - Lan  
(see page 6)

## Introduction to Windows 95 (101138)

This course is designed for new or inexperienced Windows® users. Investigate the new Windows 95 operating environment. \$190

1 day - Fr. Apr 12, 09:00-17:00 - Oak  
1 day - Sa. Apr 20, 09:00-17:00 - Oak  
1 day - Sa. May 11, 09:00-17:00 - Oak  
1 day - Fr. Jun 07, 09:00-17:00 - Oak  
1 day - Fr. Aug 16, 09:00-17:00 - Oak  
(see page 19)

Introduction to Local Area Networks  
(100920)

This course provides a practical foundation for our Novel NetWare LAN series. Explore the differences between peer-to-peer and server-based LANs. \$190  
 Day - Sa. Apr 27, 09:00-17:00 - CC  
 (see page 19)

Image Make-over Workshop (050945)

pend a Saturday creating a new fashion image for you  
estyle. Discover your seasonal palette, body style,  
ardrobe choices for figure flattery, and accessorizing.  
40  
day - Sa. May 11, 09:30-16:00 - CC  
ee page 8)

Stock Photography (300134)

his course introduces 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. \$195  
 Sat - Sa. Apr 20, 15:00-17:00 - FP  
 (see page 10)

## 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. \$65  
1 day - Sa. Jun 01, 09:00-16:00 - KEC  
(see page 33)

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. \$107 (includes GST)  
12 aft - Sa. Apr.. 13, 12:30-14:30 - KEC  
(see page 36)

## 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. \$65  
1 day - Sa. May 11, 09:00-13:00 - CC  
(see page 39)

## Writing for Magazines (102817)

This course is designed as an introduction to writing for the freelance magazine market in Canada. Taught by John Leick, 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. \$120  
 1 mng - Sa. May 04, 09:30-11:30 - Lan  
 (see page 44)

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. \$75  
day - Sa. Jun 08, 09:30-15:30 - Lan  
(see page 12)

## How to read course description

<b>Creative Processes</b>		<i>Course name</i>
<b>(500165)</b>		<i>Course number</i>
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, dramas, 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.		<i>Course description</i>
(Bootsma)		<i>Instructor</i>
\$140		<i>Total due</i>
8 eve - Th. Jan 25		<i>Start date</i>
18:30-21:00		<i>Time</i>
Laan		<i>Location</i>



NEW

## Career Planning Program

Taking charge of our careers is necessary in a world of rapid change. Many of us work in jobs we find dissatisfying because we are not using our talents to their full potential. Some of us have an opportunity to explore a new career because our jobs have been made redundant or we have a job-related disability.

This new program has been designed for those who want to maximize their career potential. The program, led by a professional counsellor, will help you understand your interests and abilities through the use of standardized tests, group exercises, and discussion. It will help you explore the "world of work," by researching career options, understanding labour market trends, and assessing training/educational opportunities. It will help you make an informed choice about your career future, and assist you in implementing a realistic plan.

This new program is being offered as two workshops, which may be taken separately, or as a package. To help you decide which workshops you need, attend a free information session on Tuesday, April 30, 18:00-19:00 hours at City Centre Campus.

### INSTRUCTOR

*Rhonda Margolis, MA Counselling Psychology, is a counsellor and educator in private practice. She consults with public and private sector organizations in the areas of career planning, performance coaching, and workplace diversity.*

### Career Exploration and Planning (101820)

Includes tests and materials. Individual follow-up interviews with a counsellor are available for an additional cost. (Margolis) \$225

1 eve - Mo. Jun 03, 18:30-21:30 AND 2 day - Sa. Jun 08/15, 09:30-16:30 - CC

### Resume and Interview Skills (101821)

For those who have reached the point in their career planning at which they are ready to begin their job search. (Margolis) \$75

2 eve - We. Jun 19/26, 18:30-21:30 - CC

### NOTE

Career Exploration and Planning/Resume and Interview Skills - package (101822) - \$275

## 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.

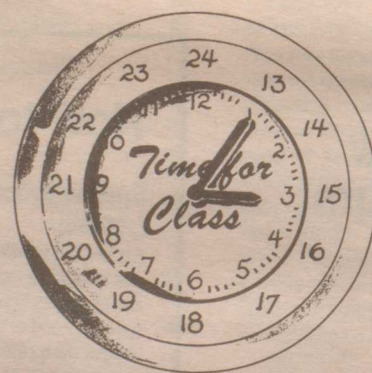
Earn a CE certificate. It marks your achievement in a program. Having certification is essential not only to you and your employer but particularly to the people you serve. Each of our programs has been designed by experts in their field. We listen to the requests of business, industry, the community 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.



### The 24-hour Clock

This brochure uses the 24-hour clock system to avoid confusion between a.m. and p.m. Please refer to the following conversion chart:

1 a.m.	=	01:00	1 p.m.	=	13:00
2 a.m.	=	02:00	2 p.m.	=	14:00
3 a.m.	=	03:00	3 p.m.	=	15:00
4 a.m.	=	04:00	4 p.m.	=	16:00
5 a.m.	=	05:00	5 p.m.	=	17:00
6 a.m.	=	06:00	6 p.m.	=	18:00
7 a.m.	=	07:00	7 p.m.	=	19:00
8 a.m.	=	08:00	8 p.m.	=	20:00
9 a.m.	=	09:00	9 p.m.	=	21:00
10 a.m.	=	10:00	10 p.m.	=	22:00
11 a.m.	=	11:00	11 p.m.	=	23:00
12 noon	=	12:00	12 midnight	=	24:00

## Earn a Certificate

If you need training to get ahead in your job, to broaden your career path or embark on a new career, a Vancouver Community College Continuing Education Certificate Program is designed to specifically meet your needs.

Representatives of industry and the professions help plan these programs for adults who want to get a thorough background in a particular field but who do not want to undertake a degree program. Each Certificate Program must meet the following criteria:

1. An established, sanctioned curriculum with a logical grouping of courses.
2. A Program Advisory Committee composed of members with expertise in that field.
3. A program based on an employer, outside agency or industry standard.
4. A formal procedure for evaluation.

Administration of Early Childhood Services  
Building Manager  
Business Administration  
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  
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  
Visual Arts—Photography Major

## 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  LANGARA COLLEGE   
Continuing Education Division

FAX 871-7300

(for VISA or MasterCard use only)

Mail Registration to: 1155 East Broadway  
Box 24785, Station 'F'  
Vancouver, BC V5N 5V2

Phone: 871-7070

Please TYPE or PRINT in BLACK ink.

Note: One student may register on this form. Place additional registrants on a separate sheet. Photocopy this form for additional students.

☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms.

SURNAME		GIVEN NAMES	
ADDRESS			
CITY/MUNICIPALITY			
PROVINCE	POSTAL CODE	HOME PHONE	BUSINESS PHONE
			LOCAL

COURSE INFORMATION				
COURSE NUMBER (6 DIGITS)	COURSE NAME	LOCATION	START DATE	TIME
1				
2				
3				
4				

TOTAL FEES	METHOD OF PAYMENT	CREDIT CARD INFORMATION
1	\$	<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD
2		NAME ON CARD
3	<input type="checkbox"/> MONEY ORDER <input type="checkbox"/> CHEQUE <input type="checkbox"/> CREDIT	CREDIT CARD ACCOUNT NUMBER
4		EXPIRY DATE

SIGNATURE

DATE

The information on this form is collected under the authority of the Freedom of Information/Protection of Privacy Act and is needed to process your application for admission. If you have any questions about the collection or use of the information, contact the Director of Continuing Education.



**King Edward**  
**871-7070**

1155 East Broadway

**Langara College**  
**323-5322**

100 West 49th

**City Centre**  
**443-8380**

250 West Pender

**King Edward West**  
**874-9923**

691 East Broadway

