

Ref. Desk.

VANCOUVER COMMUNITY COLLEGE/LANGARA COLLEGE  
**CONTINUING EDUCATION**

**FALL  
96**

THE WORLD CAN BE YOURS  
THE WORLD CAN BE YOURS



EDUCATION

PART-TIME STUDIES

TRAINING

PROFESSIONAL  
DEVELOPMENT



EDUCATION

PART-TIME STUDIES

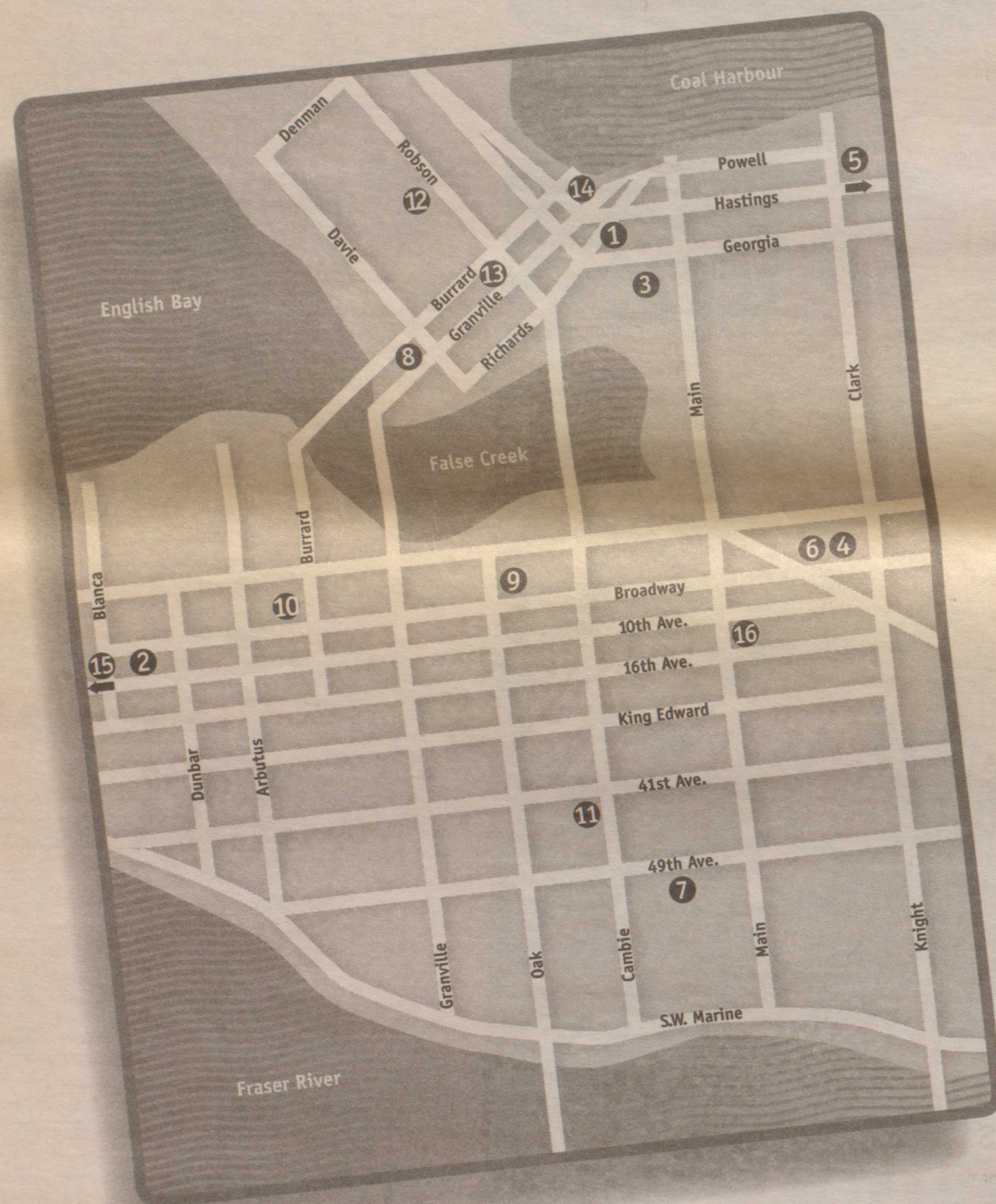
TRAINING

PROFESSIONAL  
DEVELOPMENT





# Continuing Education Locations



- 1 CC  
City Centre, 250 W. Pender St.
- 2 FP  
Focal Point, 4474 W. 10th Ave.
- 3 ISS  
Immigrant Services Society  
#501-333 Terminal Ave.
- 4 KEC  
King Edward Campus  
1155 E. Broadway
- 5 KEC/North  
King Edward North  
2019 Dundas St.
- 6 KEC/West  
King Edward West  
691 E. Broadway
- 7 LAN  
Langara College, 100 W. 49th Ave.
- 8 LH  
Landis Hotel, 1234 Hornby St.
- 9 MDS  
Mercedes Dental Software  
#1103-805 West Broadway
- 10 MTI  
McKay Technical Institute  
2151 Burrard St.
- 11 OAK-VCC  
Oakridge Shopping Centre  
#320 (north tower),  
Cambie and 41st Ave.
- 12 ODH  
O'Doul's Hotel  
1300 Robson Street
- 13 ROB  
Robson Square Conference Centre  
800 Robson St.
- 14 SFU/HC  
Simon Fraser University  
515 W. Hastings St.  
Harbour Centre Campus
- 15 UBC-SL  
University of British Columbia  
School of Library Archival &  
Information Studies  
Main Library, 1956 Main Mall
- 16 VV  
Vancouver Volunteer Centre,  
#301-3102 Main St.

<b>LANGARA COLLEGE</b> <b>323-5322</b> 100 West 49th Vancouver BC V5Y 2Z6	<b>KING EDWARD</b> <b>871-7070</b> 1155 East Broadway Box 24785 Stn. F Vancouver BC V5N 5V2	<b>KING EDWARD WEST</b> <b>874-9923</b> 691 East Broadway Vancouver BC V5T 1Z7	<b>CITY CENTRE</b> <b>443-8380</b> 250 West Pender Vancouver BC V6B 1S9
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# Table of Contents

## Art & Design

Art	6
Design Studies	6
Electronic Publishing & Design	7
Fashion Arts	8
Floral Design	9
Gemmology	9
Interior Design	10
Jewellery	10
Photography	10

## Business, Career, Management & Training

Building Service	11
Business Administration	11
Business English Skills	12
Career Planning	13
Entrepreneurial Skills	13
Essential Skills for Leaders	16
Exporting	17
Leadership	16
Library Skills & Information Science	17
Basic Library Skills	18
Information Science	18
Internet	18
Management Skills for Supervisors	17
Office Administration	14
Introductory Legal Office	15
Legal Office Skills	14
Medical Office Skills	14
Office Supervisory Skills	14
Records Management Skills	14
Secretarial/Administrative Assistant	14
Project Management	17
Small Business	18
Training Skills	18

## Computers, Technology & Telecommunications

Computers	19
Business Technology	19
Computer Applications	20
Database Management	21
Desktop Publishing	21
DOS, Windows and Office	19
Internet	20
Introduction to Computers	19
Local Area Networks	20
Microcomputer Accounting	21
Spreadsheets/Charts	21
Word Processing	21
Computer Skills for the Workplace	22
Local Area Network Administrator	22
Multimedia Programmer	22
Telecommunications Management	24

## ESL Teacher Training

CERTESL	27
Teaching English as a Foreign Language	27
Teaching English as a Second Language	24
TESL Inservice Qualification	27

## Health

Professional & Allied Health Care	28
Childbirth Educators	29
Continuing Care Management	30
Dental Continuing Education	30
Gerontology Nursing	29
Sterile Supply Aide	30
Interpersonal & Personal Development	32
Foodsafe	33

## Human & Social Services

Counselling Skills	33
Court Interpreting	35
Early Childhood Education	35
Multicultural/Settlement Sector	34
Substance Abuse	34

## Humanities & Social Sciences

Comedy	36
Film, Television and Theatre	36
Personal Development	36
Philosophy	35
Wine	36

## Languages

English Skills Improvement	36
Mandarin Education for Children & Adults	37
Modern Languages	37

## Music

Appreciation & Theory	39
Commercial	38
Ensembles	38
Instrumental	38
Piano	38
Vocal	38

## Non-Profit, Voluntary & Fundraising Sector

Non-Profit Sector Management	39
------------------------------	----

## Real Estate, Law & Financial Planning

Legal Assistant	40
Real Estate	41
Building Manager	42
Construction	42
Property Management	42
Real Estate Development	41
Real Estate Seminars	41

## Travel & Natural History

Natural History	44
Recreation	45
Travel Studies	43
Courses	43
Tours	43

## Writing

Creative Writing	46
Media Writing & Communications	45

For complete course listing please see page 47

## General Information

Certificate Programs	5
Course Listing	47
Highlights this Fall	5
4 Ways to Register	4
Free Information Sessions	5
Many Employers Will Pay	49
Map of Course Locations	2
Program Coordinators	4
Registration Form	51
Student Information	49, 50
Withdrawal, Refund Policy	49



Word Processing and Desktop Publishing: Iola Pagnossin  
Cover Design and Illustrations: Ron Kliewer's Design Factory  
Map Design: Chatham Publishing and Design

About the Artist:  
After graduating from Red River Community College in Applied Arts, major in graphic design, Ron Kliewer worked in the advertising field with clients including Petro-Canada, Taco Time, and Northland Bank. In 1991 Ron established his own design firm in Vancouver. His work includes the design of corporate identities, magazine and newspaper design, packaging and advertising displays.

About the Cover:  
By using graphics that are dynamic, colourful and sophisticated, Ron Kliewer has captured the image of Continuing Education as an exciting place to learn – a place that is in touch with today and the future.



# 4 Ways to Register

## 1. By Mail

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

Sorry, NO POSTDATED CHEQUES

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

## 2. By Phone

Charge to your MasterCard or VISA card

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

## 3. In Person

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

## 4. By Fax

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

### Registration hours:

City Centre, King Edward Campuses and Langara College: Monday-Thursday, 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 sufficient advance interest is not 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

### Design Studies

Judith O'Keefe, 443-8386

### Electronic Publishing & Design

Janet Russell, 443-8380

### Floral Design

Joyce Jackson, 871-7462

### Fashion Arts

Evelyn May, 443-8387

### Gemmology

Judith O'Keefe, 443-8386

### Interior Design Technology

Barbara Houston, 985-6074

### Jewellery

Maciek Walentowicz, 443-8571

### Photography

Walter Evans, 224-3636

## Business, Career 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

### Entrepreneurial Skills

Brian Pink, 443-8388 and

Wayne Decle, 871-7065

### Exporting

Brian Cole, 871-7062

### Library Skills & Information Science

Trish Rosseel, 871-7461

### Project Management

Brian Cole, 871-7062

### Small Business

Peggy Worobetz, 871-7427

### Training Skills

Brian Cole, 871-7062

## Computers, Technology & Telecommunications

### Business Technology

Brian Pink, 443-8388

### Computer Skills for the Workplace, Local Area Network Administrator, Multimedia Programmer

Cornelius Constantinescu, 323-5322

### Oakridge Computer Centre & City Centre Lab

Pat Austin, Misha 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

Mary Crooks, 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

Educator 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, Personal Development, Philosophy, Wine, Writing

Wayne Decle, 871-7065

## Languages

### English Skills Improvement

Leanne Quirk, 323-5322

### Modern Languages

Patricia Martin, 323-5322

### Mandarin Education

Jennifer Lo, 871-7070

## Music

Ted Greene, 871-7316

## Non-Profit, Voluntary & Fundraising Sector

### Non-Profit Management (Revised)

Bonnie Denford-Nelson, 871-7061

## Real Estate, Law & Financial Planning

### Building Manager

Brian Pink, 443-8388

### Construction

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

### Natural History

Marja de Jong Westman, 323-5322

### Travel Studies, Recreation

Wayne Decle, 871-7065

# Your Satisfaction is Guaranteed

Your Satisfaction is Guaranteed  
—My Personal Guarantee

Dear Prospective Students:

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

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

Sincerely,

*G. Rochester*

Gail Rochester  
Director

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

### The Small Print

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

## 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.

# Highlights this Fall

## Career Information Nights

Please join us for the following FREE program information sessions.

Art, Electronic Publishing & Design Certificate Program, Fashion Arts Certificate Program, Floral Design Certificate Program, Gemmology, Jewellery, Photography Certificate Program

Tu. Sep 10, 17:00-19:00, Mall Level 2, City Centre Campus, 250 West Pender Street

### Business Administration Certificate Program

Tu. Sep 10, 18:00-19:00, Formal presentation at 18:00, Continuing Education Office, Langara College, 100 West 49th Avenue

## New Courses Include

Internet: Introduction to the Network of Networks (106077) page 18

Internet: Web Design and Development with HTML (106084) page 18

Internet: Netscape and Next Generation Web Browsers (106085) page 18

Internet: The Technical Side (106087) page 18

Purchasing and Using Electronic Chart Plotters (503504) page 45

Understanding Business Technology (102214) page 19

Training with Leading Edge Technologies (100167) page 18

Accelerated Learning and Effective Memory Empowerment (201070) page 32

Fundamentals of Project Management (100168) page 17

Applications of Computer Software in Project Management (100169) page 17

Methods of Exporting (100181) page 17

Buying and Selling Real Estate (109032) page 41

The Country Life: A Guide to Owning Recreation Land (504651) page 43

Introduction to Construction (109205) page 42

Marketing (102056) page 12

### Career Planning

Tu. Oct 01, 18:00-19:00, Continuing Education Office, City Centre Campus, 250 West Pender Street

Computer Skills for the Workplace Certificate Program, Computer Hardware Assembly, Local Area Network Administrator Certificate Program, Multimedia Certificate Program

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

Counselling Skills Certificate Program, Substance Abuse Certificate Program

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

### English Skills Improvement

Th. Sep 05, Tu. Sep 10, Mon. Sep.16, 18:00-20:00, Continuing Education Office, Langara College, 100 West 49th Avenue

Operating a Cleaning Business (109035) page 11

Notetaking with Forkner Shorthand (104548) page 14

Supervisors Meeting the Challenge (104571) page 15

Thinking on Your Feet (100315) page 17

Introduction to Floristry (250105) page 9

Current Art Scene (500468) page 6

Design Illustration (051702) page 6

Men—Improve Your Image (050954) page 8

Working with Adolescents to Promote Positive Body Image and Self-Esteem (202703) page 29

Making Your Own Nutritious Preserves (200420) page 32

Healthful Cuisine and Nutrition (200418) page 32

Nutrition and Vegetarianism (200413) page 32

Creativity and Healing (202741) page 29

Introduction to Massage Therapy (200737) page 29

Fiction for Absolute Beginners (102788) page 46

Introduction to Writing and Selling a Romance Novel (102790) page 46

## Gerontology Certificate Program – Nursing and Home Care Nursing Program

Tu. Nov 05, 19:00-20:30, King Edward Campus West, 691 East Broadway

### Interior Design Technology

Th. Sep. 12, 19:00-20:00, Continuing Education Office, Langara College, 100 West 49th Avenue

### Legal Assistant Certificate Program

Tu. Sep 03, 17:30-18:30, Room 237, City Centre Campus, 250 West Pender Street

### Media Writing and Communications Certificate Program

We. Sep 11, 19:00 - 20:00, Continuing Education Office, Langara College, 100 West 49th Avenue

### Non-Profit Management

Th. Sep. 05, 18:00-19:30, Room 5025, King Edward Campus, 1155 East Broadway.  
Phone 871-7070 to register for session.

## Office Administration Certificate Program

Tu. Sep. 10, 17:30-18:30, Room 237, City Centre Campus, 250 West Pender Street

## Property Management, Real Estate Development, Building Manager

Th. Sep 05, 18:00-19:30, Continuing Education Office, Langara Campus, 100 West 49th Avenue

## Telecommunications Management Certificate Program

Th. Sep 05, 17:00 - 18:30, Presentation at 17:15, Continuing Education Office, City Centre Campus, 250 West Pender Street

## 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/Langara College Continuing Education Certificate Program is designed to specifically meet your needs. 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.

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</





## Art & Design

### Art

These art courses are designed for individuals wishing to: expand their creative potential, 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 a painter and 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.*

*Meredith Browne is an artist who works largely with non-traditional media. She did her Bachelor's degree at Brock University in St. Catharines, Ontario and is a recent graduate of the University of British Columbia Master of Fine Art Program.*

*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 21 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.*

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

*Susan Wallace is a Capilano College graduate with an enduring appreciation of paper, especially its application for text and covers of handmade books.*

#### Current Art Scene – Ideas and Practice (500468)

This course combines an opportunity to do "hands-on" work in the studio with a look at some recent developments in contemporary art. The studio component of the course will investigate a wide variety of traditional and non-traditional media, including photography, found objects, plaster casting, solvent transfers and drawing. In-class discussion about current ideas in art will complement these exercises. As part of the course we will take advantage of Vancouver's art scene and visit local galleries. Some issues and ideas that will be covered include installation or site-specific art, art and political activism, the use of non-traditional media, and using text in art. Bring a sketch book to first class. All levels welcome. (Browne) \$170  
10 mg - Sa. Sep 21, 10:00-12:00 - Lan – No classes Oct 12 and Nov 09

#### Learning to Draw from the Right Side of the Brain (500148)

Discover the artist inside of you! Through a variety of interesting exercises you will develop your visual awareness by learning to listen to the right side of your brain. Two sessions will include life drawing from a model. Bring a 9"x12" all purpose sketch pad and a 4B or 6B pencil to first class. (Dewar) \$170  
10 eve - Mo. Sep 23, 19:00-21:00 - Lan – No classes Oct 14 and Nov 11

#### Figure, Form and Media Explorations (500473)

This course is for anyone wanting to expand their creative potential. Participants will investigate ways to interpret the figure by incorporating a variety of media to create unusual surfaces using spackle, wax, cardboard, collage and found materials. Human gesture and form are explored by comparing realistic and abstract interpretations. Themes and contexts for the figure are developed using slides, models, individual and group instruction. (Bootsma) \$170  
6 eve - We. Sep 25, 18:30-21:30 - 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 the first class. All levels welcome. (Dewar) \$190  
10 eve - We. Sep 25, 19:00-21:00 - 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) \$200  
8 eve - Th. Sep 26, 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 and experimenting with unusual surfaces and found materials

from one's immediate environment or places visited. These may include photographs, bus tickets, or bits of cloth. Themes, symbols and expediences related to the place of collection will be developed. The physical properties and "language" of the materials will shape projects. All levels of experience are welcome. Bring sketch book, scissors, masonite board, paint or drawing materials to the first class. (Bootsma) \$150  
6 eve - Th. Sep 26, 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) \$170  
8 eve - Th. Sep 26, 18:30-21:00 - Lan

#### Portraiture (500166)

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 will be distributed at the first session. (Kowallek) \$170  
10 eve - Tu. Sep 24, 18:30-20:30 - Lan

#### Realism (500469)

Add delightful detail to your paintings with realism. In this course a broad variety of drawing and painting techniques and approaches will be covered. The emphasis is on individual development. Areas to be covered will include basic anatomy, perspective, shadow construction, shading methods, colour and more. Please bring pencil and paper to first class. (Kowallek) \$170  
10 eve - We. Sep 25, 18:30-20:30 - Lan

#### Pastels (500167)

This class introduces a variety of techniques and effects that can be achieved using pastels. You will explore the soft ethereal qualities of chalk pastels and 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) \$170  
8 eve - Tu. Sep 24, 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) \$190  
10 eve - We. Sep 25, 18:30-21:00 - 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 various 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) \$190  
10 eve - Mo. Sep 23, 18:30-21:00 - Lan – No classes Oct 14 and Nov 11

#### Decorative Painting – Level I (500129)

Revive worn furniture and walls with a painted flourish. Give a fanciful finish and character to your garage sale bargain. Learn to decorate walls, woodwork, picture frames and furniture with gold leaf, marbling, combing, vinegar painting, tortoise shelling and more. Beginners can achieve very professional results. Supply list given at first class. (Skemp) \$220  
10 eve - Tu. Sep 24, 18:00-21:30 - Lan

#### Decorative Painting – Level II (500472)

Learn how to replicate Sicilian marble, expand upon antiquing techniques and learn advanced faux finishes (such as agate and rhodochrosite). Bring your current supplies to first class including a white sample board. (Skemp) \$220  
10 eve - Mo. Sep 23, 18:00-21:30 - Lan – No classes Oct 14 and Nov 11

#### Paper Making (500163)

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 continue making paper at home using a wide variety of

materials including: recycled fibres, 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. Fee includes your paper making kit. Everyone welcome. (Silcox) \$130  
2 day - Sa/Su. Oct 19/20, 10:00-16:00 - Lan

#### Bookbinding Workshop (500471)

In this four-hour workshop you will be making an exquisite hand bound covered book. Your book will have a linen spine with your choice of decorative papers for the cover. The finished size will be approximately 6"x4". This special, personalized book can then be used as a journal, travel diary or notebook. A brief lecture on paper knowledge and materials will be given at the beginning of the class. Fee includes all materials. (Wallace) \$75  
1 mg - Sa. Sep 28, 09:00-13:00 - Lan  
1 mg - Sa. Oct 05, 09:00-13:00 - 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 supply list will be distributed at the first session. (Kowallek) \$170  
10 mg - Sa. Sep 21, 09:30-11:30 - Lan – No classes Oct 12 and Nov 09

#### 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. A supply list will be distributed at the first session. (Kowallek) \$170  
10 aft - Sa. Sep 21, 12:00-14:00 - Lan – No classes Oct 12 and Nov 09

Other Art related courses can also be found under FASHION ARTS and ELECTRONIC PUBLISHING AND DESIGN.

## Design Studies

Everything is designed by someone. Not everything is designed well. This new series of design-related courses is intended to increase awareness about: design theory and practices, design applications and technologies, aesthetics, invention and originality, creativity and the design process.

These courses will appeal to individuals interested in, or involved in, any of the art and design disciplines including: drawing, painting, printmaking, ceramics, photography, graphic design, computer graphics, fashion arts, floral design, jewellery design, display design, interior design, garden design, industrial design... and for those who simply wish to become more visually aware.

#### INSTRUCTOR

*Catharina Zalantnai is a painter, illustrator and designer who has been teaching for many years.*

#### Design Illustration (051702)

Explore the elements and principles of design using a variety of materials and mark-making tools to illustrate the possibilities you can create by manipulating line, space, texture, colour, light proportion, scale, balance, rhythm, and scale. This course is for anyone interested in increasing their creative abilities. Materials list supplied at registration. (Zalantnai) \$225  
10 eve - We. Sep 18, 18:00-21:00 - CC

#### Creativity and the Designing Process (051701)

Design is about planning, organization and control. Creativity is about producing an outcome that is unique, fresh, original, imaginative and unusual. This workshop will give you opportunities to practice the designing process so that you can explore your creative potential. Available January 1997.

**Continuing Education courses and programs are exempt from the government's current freeze on tuition fees. As a result, some CE tuition fees have experienced a small increase.**

## Electronic Publishing & Design

### Certificate Program

This program provides 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.

#### 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 graphic design or computer applications 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. 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.)
5. Independent access to the computer hardware and software systems required in the courses
6. Submit a completed application prior to commencement of the Program. Applications are due September 10.

#### 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 Fall 1996

\* = non-computer courses

#### Challenge Exams

- Introduction to Computers (Mac) (050450)
- Introduction to Computers (IBM) (050451)
- Introduction to Graphic Design (050452)

#### Foundation Courses

- Graphic Design – An Introduction\* (050408)
- Introduction to Computers (Mac) (050441)
- Introduction to Computers (IBM) (102026) (Computer Applications in Business 2000)

#### Intermediate Courses

- Creative Illustration\* (050438)
- Adobe Illustrator Introduction (050440)
- CorelDRAW! Introduction (050448)
- Creating Effective Newsletters\* (050438)
- Electronic Publishing (PageMaker–IBM) (102910)
- Electronic Publishing (QuarkXPress–Mac) (050447)
- Typography on QuarkXPress (050434)

#### Elective Courses

- Photoshop Level I (050443)
- Photoshop Intensive (050445)
- Portfolio Preparation and Professional Presentation\* (050449)

#### Other Design Courses

- Advanced Layout and Design\* (050429)
- Perspective Sketching and Drawing – An Introduction (050415)

#### Workshops

- Photo Documentation\* (050455)
- Direct Mail Marketing for Small Business\* (050454)
- Mac Labs (050453)

#### Application Procedures

All prospective students must complete an Electronic Publishing and Design application form and return it to the College by September 10, 1996. Students meeting the entrance requirements may be contacted to supply further information. Application forms are available by calling 443-8386 or you can apply to the program by attending the information session.

#### Information Session

Tuesday, Sep 10, 17:00-19:00, Room 240. For details please see Career and Information Nights on page 5.

#### INSTRUCTORS

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

*Michael Agrios is the media services coordinator for VCC and held a similar position at Emily Carr Institute of Art & Design. He is highly skilled and eager to share his photo-documentation knowledge with artists and designers.*

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

*Roland Clifford has 32 years' experience in the production of high-quality typography using hot metal, photo-mechanical, digital and laser technologies. Currently he is general manager of Karacters Design Group 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 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 an art director at Palmer Jarvis Advertising for three years and has been working for 15 years as a graphic designer and illustrator.*

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

*Nancy Lyn is a graduate of Capilano College's Graphic Design and Illustration Program. Prior employee of VCC's Printing and Production Department, she has now established her own design studio, Five Smooth Stones Design.*

*Joe McGuinness has over 16 years' experience in the advertising design industry. He began his career as an art director, going on to become creative director/partner of his own design firm and then marketing director for a national real estate franchise. Joe is currently the director of marketing and sales for Cyberbia Infosystems, an Internet content provider specializing in creating web sites for real estate development projects and new home builders. He also maintains a successful home based advertising and design business.*

*James Pegg is a graduate of the professional communications program, Print Futures, at Douglas*

*College. Both a writer and graphic designer, James specializes in creating promotional and informational material for the high-tech industry.*

*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.*

### Challenge Exams

#### Electronic Publishing and Design Certificate Program Challenge Exams

These exams are designed for individuals with previous training and/or experience, who wish to be exempted from the following foundation courses. These are written examinations and are held before the start of each term. Pre-registration is required.

#### Introduction to Computers (Mac) (050450)

Participants must demonstrate a knowledge of the Macintosh computer and its operating system. You will be tested on file hierarchy and effective file management. \$180  
1 eve - Th. Sep 12, 18:30-21:30 - CC  
1 mg - Sa. Sep 14, 10:00-13:00 - CC

#### Introduction to Computers (IBM) (050451)

Participants must demonstrate a knowledge of the IBM computer and its Windows operating system. You will be tested on file hierarchy and effective file management. \$180  
1 eve - Th. Sep 12, 18:30-21:30 - CC  
1 mg - Sa. Sep 14, 10:00-13:00 - CC

#### Introduction to Graphic Design (050452)

Participants must demonstrate a knowledge of basic graphic design concepts and terminology. These include the ability to work with the measuring system used by designers (points and picas), basic typography and how to design a grid. \$180  
1 eve - Th. Sep 12, 18:30-21:30 - CC  
1 mg - Sa. Sep 14, 10:00-13:00 - CC

### 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. You will explore a wide variety of products and techniques and gain a sound understanding of basic typography and design concepts. Evaluation is based on five major take-home projects and two exams. Please bring pencils and paper to the first class. (Rodak/Stockmann) \$210  
10 mg - Sa. Sep 21, 10:00-13:00 - CC – No classes Oct 12 or Nov 09  
10 eve - Th. Sep 26, 18:30-21:30 - CC

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

This beginner's course provides a broad overview of the Macintosh computer, its operating system and how it is used in the graphic design industry. You learn file hierarchy and effective file management; basic troubleshooting techniques and shortcuts. In addition, you will learn basic drawing techniques on Adobe Illustrator. Evaluations consist of hands-on work and two exams. (Lyn) \$350  
10 eve - Mo. Sep 23, 18:30-21:30 - CC – No classes Oct 14 or Nov 11

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

This course is taught with Windows-based software. You will learn how to use computers effectively to solve business problems and improve business efficiency. Practical exercises focus on three specific computer applications: database management, spreadsheets and word processing, with an introduction to Windows

fundamentals and theory. Typing skills are highly recommended. \$295

13 eve - We. Sep 18, 18:30-21:30 - CC  
13 eve - Th. Sep 19, 18:30-21:30 - CC  
10 mg - Sa. Sep 21, 09:00-13:00 - CC – No classes Oct 12 and Nov 09

### Intermediate Courses

#### 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) \$285  
10 eve - Tu. Sep 24, 18:30-21:30 - CC

#### Adobe Illustrator – Introductory Workshop (Computer – Mac) (050440)

Explore the exciting world of electronic drawing and design in this hands-on, introductory workshop in Adobe Illustrator. Basic techniques will be covered in a series of step-by-step exercises which will lead you through drawing, editing and autotracing objects, painting them or filling them with gradients. You will learn to create guides for drawing Bezier curve paths with infinite accuracy, duplicate them, cut and group them. Discover the unlimited potential of type. Create it, make it follow a path, constrain it to a specific area, wrap it around objects, edit it, link it, stretch it, skew it or even turn it into a graphic object itself. Prerequisite: Introduction to Computers – Mac (050441), (Thiessen) \$410  
10 eve - We. Sep 25, 18:30-21:30 - CC

#### Introduction to CorelDRAW! (Computer – IBM) (050448)

CorelDRAW! is fast becoming the graphics program for PC users. And this is the place to learn it. You'll learn the basics like creating shapes and using text, plus many of the advanced techniques such as blending, extruding and manipulating text. This hands-on course will get you using the many exciting features of CorelDRAW! to create graphics that command attention, and will benefit users of versions 3, 4, 5, and even 6. Prerequisite: Computer Applications in Business 2000 Windows (102026) (Pegg) \$410  
10 eve - Tu. Sep 24, 18:30-21:30 - CC

#### Creating Effective Newsletters (Non-computer) (102920)

Whether you're an experienced desktop publisher, or a novice who doesn't know a dingbat from a drop cap, this comprehensive newsletter course will teach you all you need to know to produce an outstanding publication. Every aspect of newsletter design, from concept to completion – and beyond – will be covered. You will define your objectives, develop a budget, select a name, set the editorial policy, design a layout and nomenclature, discuss writing techniques and work with graphics and photos. You will learn copyright law, service bureaus, print shops, rates for free-lancing and how to use your newsletter as a marketing tool. Each participant will receive a course manual with step-by-step guidelines for using all the information you've learned. (Johnston) \$325  
11 eve - Th. Sep 26, 18:30-21:30 - CC

#### Electronic Publishing (Computer) (QuarkXPress – Mac) (050447)

QuarkXPress is a comprehensive page layout program that provides all the tools you need to produce effective, well-designed documents. Begin your discovery of this powerful program with basic QuarkXPress concepts: the tool box; menus and palettes; learn how to size documents, import and edit text, manipulate typographic controls and add graphic elements such as lines, boxes and images to your documents. Style pictures, create drop caps, scale type, create bleeds and layer objects. Discover the easy way to create tabs, the innumerable advantages of paragraph rules and how to insert dingbats with a simple command. Wrap text around pictures, frame, colour and rotate them. You will produce a newsletter as a project. Prerequisite: Introduction to Computers – Macintosh (05



### Electronic Publishing & Design (con't)

#### Electronic Publishing (Computer) (PageMaker – IBM) (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. Using PageMaker you will produce advertisements, brochures, newsletters, and magazine/newspaper features. A newsletter project will add to your professional portfolio. Creating Effective Newsletters (102920) recommended (Hurst) \$365  
10 eve - We. Sep 25, 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) \$365  
10 eve - Mo. Sep 23, 18:30-21:30 - MTI – No classes Oct 14 or Nov 11

### Elective Courses

#### Photoshop Intensive (Computer) (050445)

Begin exploring the unlimited creative possibilities of Adobe Photoshop 3.0. This program is universally recognized as the leading edge in image editing and photo manipulation. A hands-on approach will lead you through many of Photoshop's major capabilities. Explore scanning, making editable selections, painting, creating vignettes and shadows, using masks, creating brushes, designing gradients and washes, and adding type to your images. Building on these basics, learn to save selections in channels, posterize images, create and edit masks and add multiple layers to your images, blending them at varying opacities into complicated composites or arresting collages. Experiment with linking, blending, merging and flattening layers, creating fading type and imperceptibly correcting old or new photographs. Prerequisite: Introduction to Computers – Macintosh (050441) or permission of instructor. (Thiessen) \$730  
10 day - Sa. Sep 21, 10:00-16:00 - CC – No classes Oct 12 or Nov 09

#### Photoshop – Level I (Computer) (050443)

Begin exploring the unlimited creative possibilities of Adobe Photoshop 3.0. This program is universally recognized as the leading edge in image editing and photo manipulation. A hands-on approach will lead you through many of Photoshop's major capabilities. Explore scanning, making editable selections, painting, creating vignettes and shadows, using masks, creating brushes, designing gradients and washes, and adding type to your images. Prerequisite: Introduction to Computers – Macintosh (050441) or permission of instructor. (Thiessen) \$365  
10 eve - Th. Sep 26, 18:30-21:30 - CC

#### Portfolio Preparation and Professional Presentation (Non-computer) (050449)

This course will provide an organized and systematic approach to preparing your portfolio. A strong focus will be made on the importance of self-promotion, professional image and communications by analyzing methods of presentation, composition of content, and other important factors. Areas covered include: building a job-winning portfolio, designing a stationery package, preparing a résumé, writing proposals, handling interviews and even creating your own home page, and marketing it on the Internet. (McGuinness) \$350  
10 eve - Mo. Sep 23, 18:30-21:30 - CC – No classes Oct 14 or Nov 11

### Other Design Courses

#### 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) \$135  
8 eve - Tu. Sep 24, 19:00-22:00 - CC

#### 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 the first class. (Beaulieu) \$135  
8 eve - We. Sep 25, 19:00-22:00 - CC

### Workshops

#### Photo-Documentation for Two-Dimensional Works (050455)

Are you developing your portfolio and/or needing to prepare a photographic record of your two-dimensional art/design works? During this one-day lecture/demonstration session you will learn everything you need to know about successfully photo-documenting two-dimensional works including: the photographic process and photo-documentation basics, camera formats, lighting, film characteristics, set-up, evaluating film results, and maintenance of your equipment, negatives, slides and prints. A basic understanding of photography is recommended. Bring to class a photographic sample of your work if available. (Agnios) \$80  
1 day - Sa. Sep 28, 09:00-16:00 - CC  
1 day - Sa. Oct 19, 09:00-16:00 - CC

#### Direct Mail Marketing for Small Business. (050456)

Direct mail is the most widely used form of direct response marketing. It involves sending sales materials, whether a product, service, event or plea for a donation, to a specialized list of qualified names. Direct mail is versatile, measurable and the ideal medium for anyone whose promotional budget is limited. It targets your message to the people you know will be interested, giving you the best value for your advertising dollar. This two-day workshop is an introduction to direct mail and includes a study of the many forms it can take, from personal letter to catalogs, coupon packs and discount certificates. You will learn the basics of testing a market, setting up a databank and measuring results. With the proliferation of direct mail promotions, it is our objective to help you rise to the top of the stack and escape the junk mail stigma. If you have a good product, a good offer or a good package, we will introduce you to marketing your merchandise through the powerful persuasiveness of direct mail. (Johnston) \$95  
2 day - Sa. Sep 28/Oct 05, 10:00-16:00 - CC

#### Mac Labs (050453)

Now you can develop your Macintosh computing skills while working on your assignments by renting Macintosh computer lab space! Programs available for your use include QuarkXPress, Adobe Illustrator and Photoshop. Instruction in the use of the hardware and software is not provided, however a technical assistant will be available to the group. Sections are limited to 15 participants. Familiarity with the Macintosh operating system is necessary. \$95 per session.  
5 eve - Tu. Sep 24 - Oct 22, 18:30-21:30 - CC  
5 eve - Tu. Oct 29 - Nov 26, 18:30-21:30 - CC

Other ELECTRONIC PUBLISHING AND DESIGN related courses can also be found in these sections: ART, FASHION ARTS, COMPUTERS, MEDIA WRITING and COMMUNICATIONS.

## Fashion Arts

Fashion Arts non-certificate courses are designed to introduce fashion skills, assist individuals 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. Register early by calling 443-8380.

#### 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.

Blossom Jenab, diploma in Fashion Design, Hammersmith College of Arts – London, England, is a designer and couturier with extensive experience in teaching both dressmaking and design.

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.

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

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

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

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

#### Perfect Fit Workshop (050955)

Learn professional solutions to fitting problems for a wide range of garment styles. Taught by an experienced couturier, this course will cover the "how to's" of achieving a perfect fit for yourself and your clients. Bring to class a variety of garments which require a better fit. (Jenab) \$70  
1 day - Sa. Oct 26, 09:30-16:30 - CC

#### Improve Your Image (for men) (050954)

Studies show that first impressions are based 55 percent on visual impact and 45 percent on your verbal message. Learn how to enhance the effectiveness of your colour choice, dress for your physique, and coordinate your wardrobe and accessory purchases. Your investment of one Saturday will simplify looking well-dressed and give you that competitive edge. (Rootman) \$60  
1 day - Sa. Oct 19, 09:30-16:00 - 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) \$125  
6 eve - Tu. Oct 01, 18:30-21:30 CC

#### Fashion Business Basics (050952)

Learn the key elements of being able to conceptualize, launch and operate your own business venture. This course is geared for entrepreneurs in fashion and the arts. A series of lectures will be given to address the "how to's" of business and eliminating potential risks. Assignments will be given weekly to kick-start a business plan. (Vaillancourt) \$160  
8 eve - We. Oct 02, 18:30-21:30 - CC

#### Fashion Illustration (050915)

Learn the basics or improve your skills and update your style of drawing in line with current fashion. The workshop format of this course enables you to work at your own level and develop at your own pace. Study the work of well-known illustrators, view the current international fashion videos and draw from the live fashion model at each session. Bring to the first class – for beginners: newsprint sketch-pad (approx. 18" x 24"), conte crayon (black or brown), 4B pencil. For students with experience in fashion illustration: paper, sketch-pads and media of your choice. (Kadowaki) \$205  
10 eve - Mo. Sep 16, 18:30-21:30 - CC

#### Image Make-over Workshop (for women) (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) \$60  
1 day - Sa. Oct 05, 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) \$180  
4 day - Sa. Sep 28, 09:00-16:00 - 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) \$240  
7 mng - Tu. Oct 01, 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) \$60  
1 eve - We. Oct 23, 19:00-21:00 - AND 1 day - Sa. Nov 02, 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 emphasize 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 collection at the 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.

Blossom Jenab, diploma in Fashion Design, Hammersmith College of Arts – London, England, is a designer and couturier with extensive experience in teaching both dressmaking and design and works under her own label, producing original designs in her West Vancouver studio.

Mary Kietchko, BA, BFA, has worked as a freelance graphic designer since 1982. She has designed, developed and instructed programs in visual communication design for over ten years, including the intensive desktop publishing course at McKay Technical Institute.

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 Sciarretta trained in fashion in Vancouver and has worked at various levels of design and production in the fashion industry in Hong Kong and Vancouver. She graduated in Fashion Design, 1984; Fashion Arts Certificate, VCC, 1989.

Wanda Sustersich, B.App.Sc., is a couturier and sewing instructor. In 1982 she made a career change from civil engineer to custom designer and dressmaker for private clientele; she is also a salesperson and advisor for a local fabric company. She graduated in Civil Engineering at the University of British Columbia, 1980.

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 – 443-8380.

#### 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.

The next Fiat Mode Graduate Fashion Show will take place in December. Tickets will be available for this popular event in November. For more information call the Continuing Education office at City Centre – 443-8380.



## Floral Design

## Certificate Program

The VCC Floral Design Certificate Program is being revised to increase access and provide expanded learning opportunities for individuals who have taken or plan to take floral design courses with our educational partners, Vancouver School Board Continuing Education and/or Kwantlen University College. Individuals can take any of the floral design courses for personal development providing they meet the prerequisites or they can elect to take the entire program. To learn more about the courses and the program, join us at the information session on September 10 from 17:00 to 19:00 at VCC City Centre Campus, Room 240

#### Purpose

This program is designed to provide comprehensive part-time training for individuals who are:

- interested in acquiring floristry knowledge and skills (articulation with the Vancouver School Board in progress)
- needing to upgrade their floristry knowledge and skills
- seeking entry into the floral industry
- planning to continue with full-time studies in the Professional Floristry Program at Kwantlen University College (program articulation in progress)

#### Content

This part-time program consists of 135 hours of required course work with an emphasis on floral design and construction. Participants begin with an introduction to floristry basics that includes learning and applying fundamental design principles and construction methods by making several standard floral arrangements. The second design section focuses on the theory and practices related to both Western and European floral design traditions. By the end of the third course, participants will have expanded their knowledge of floristry and will be able to apply advanced elements of design and construction to their arrangements while developing their individual floral designing styles. Fresh flowers are used throughout the program to make most of the arrangements. Dried and fabric arrangements are also incorporated. To receive the Floral Design Certificate, participants are required to successfully complete the course requirements. NOTE: All courses may not be offered each term. The Floral Design Certificate Program is recognized by the floral industry and is taught by floristry professionals.

#### Application Procedures

Individuals interested in the Floral Design Certificate Program are required to complete and submit the Floral Design Certificate Program application form by September 10. This program is open to anyone interested in acquiring competent floral design skills on a part-time basis. Individuals requesting exemption from Introduction to Floristry (250105) based on prior learning experience are required to successfully complete the Floral Design Course Challenge (250104) or have completed the equivalent course work through the Vancouver School Board (course articulation is in progress).

#### Program Requirements

Commitment, regular and punctual attendance are essential to the program. Participants are evaluated on the basis of class participation, assignments, design projects, tests and exams. A College Certificate is awarded to individuals who successfully complete all program requirements.

#### Fees

Fees cover the cost of tuition and include flowers, most floral supplies and the required text for Introduction to Floristry (250105). Participants are expected to supply some decorative accessories and basic tools, including a floral knife and cutters which can be purchased from the instructor at the first class. Fees are subject to periodic revision.

#### Additional Information

For further information about course content and to request an application, please call the Floral Design program coordinator at 871-7462 or the coordinator, Art and Design Programs at 443-8386.

#### Floral Design Course Challenge (250104)

This exam is designed for individuals with previous training and/or experience who wish to be exempted from Introduction to Floristry (250105). Participants are required to construct two arrangements and successfully complete a written examination. The Floral Design Course Challenge is held before the start of the program. Pre-registration is required. – 3 hours (Jackson) \$150  
1 aft - Sa. Sep 07, 13:00-16:00 - CC

#### Introduction to Floristry (250105)

This course introduces the art and design of floristry including how to identify and select flowers, the use of tools and techniques to construct arrangements that have impact, and how to make decorative and seasonal displays suitable for celebrating special events.

Throughout the course participants practice using various methods and materials to make a centrepiece, corsage, topiary, plus several table and specialty arrangements including a wedding bouquet. On successful completion, participants will have acquired the basic knowledge and skills required to prepare and personalize a host of floral pieces that can add flair to any home decor or be used as the perfect gift. This course can be taken independently of the certificate program and will be of interest to anyone wanting to learn floristry basics. Introduction to Floristry (250105) is the foundation course for the VCC Floral Design Certificate Program. No previous experience is required. – 30 hours. (Davis) \$490 including text  
10 eve - Mo/Tu. Sep 16, 18:30-21:30 - CC

#### Floral Design II (250106)

This course focuses on design theory, principles, and practices related to Western and European floral design traditions. Participants will demonstrate and apply the fundamental design principles and construction mechanics toward making traditional floral arrangements including symmetrical/asymmetrical, line, European, pedestal, pew, swag, bouquet variations and specialty items. Participants will be working primarily with fresh flowers, using an assortment of containers and assembling techniques. Dried and fabric arrangements are also covered. On successful completion participants can produce seasonal floral pieces suitable for various occasions. Prerequisite: Introduction to Floristry (250105) or equivalent. – 45 hours – required for Certificate. (TBA) \$650  
15 eve - We/Th. Sep 18, 18:30 - 21:30 - CC

#### Floral Design III (250107)

During this course participants apply advanced design principles, construction techniques and formats appropriate to creating wedding and sympathy tributes and also custom floral arrangements. Individual creativity and developing a personal designing style is emphasized. Both Eastern and Western traditions are explored. Prerequisite: Floral Design II (250106) – 45 hours – required for Certificate. Available January 1997

#### Basic Flower Shop Procedures (250108)

Learn the procedures and practices common to daily flower shop operations including: storage requirements, cooler maintenance, suppliers, wire services, safety precautions, floristry ethics, selling techniques and business planning basics. Prerequisites: Introduction to Floristry (250105) or equivalent, Floral Design II (250106) or equivalent, Floral Design III (250107) or equivalent, or by permission from the program coordinator. – 36 hours – elective for Certificate. (Portice) \$375  
12 eve - Th. Sep 19, 18:30-21:30 - CC

#### Floral Design Portfolio Preparation (250110)

Learn the strategies required to identify your market niche and the techniques necessary to market your products and services including how to create an effective floral design portfolio. Prerequisites: Introduction to Floristry (250105) or equivalent, Floral Design II (250106) or equivalent, Floral Design III (250107) or equivalent, or by permission from the program coordinator. – 15 hours – required for Certificate. (Davis) \$180  
5 eve - Tu. Sep 17, 18:30-21:30 - CC

#### Floral Design Labs

You need not be enrolled in the Floral Design Certificate Program to participate in the floral design labs. These floral design labs are open to anyone interested in exploring and expanding their floral design skills. A basic understanding of floristry is an asset.

#### Festive Arrangements (250111)

For individuals interested in creating extraordinary table arrangements using a variety of items you already have on hand or that are easily obtained. You can create stunning new arrangements from recycled items for yourself or to use as gifts. A supply list will be distributed at the first class. Seasonal greenery, seasonal items and basic floristry materials will be provided. – 15 hours. (Passero) \$220  
5 eve - We. Nov 06, 18:30-21:30 - CC

#### Wreaths, Swags and Cabashas (250112)

Open to anyone wanting to creatively use items you have or that are easily obtained. This lab focuses on floral mechanics and design applications specific to producing wreaths, swags and cabashas that can be used to decorate the home and/or office. Learn to make a wreath

using twigs and cinnamon sticks and swag designs for decorating, mantels, windows, doorways and staircases. A supply list will be distributed at the first class. Wreath forms, seasonal greens and basic floral materials are provided. – 15 hours. (Passero) \$220  
5 eve - Th. Nov 07, 18:30-21:30 - CC

## 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. Applications for the next entry (September 1996) are now being accepted. Preliminary year – \$1025  
Diploma year – \$1815

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

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.

#### The Master Valuer®Program – The Answer to the Appraisal Question (051135)

This five-day workshop introduces the basic principles of gems and jewellery valuation. This course is for anyone interested or involved in the jewellery industry and in the evaluation or quality control of gems and jewellery. Through a combination of lectures and hands-on practice, you will learn how to communicate accurate jewellery descriptions, quality – rank craftsmanship, practice techniques to value perplexing gems and jewellery items and gain confidence in appraisal report writing.

This program covers appraisal of contemporary as well as antique and estate jewellery. Hands-on workshops instruct the identification and evaluation of genuine vs. antique jewellery reproductions, old-cut diamonds, handmade and ultrasonically cut carnes. Appraisal terminology, appraisal standards, techniques to conducting accurate research and class discussion of interesting case studies help make this program innovative while providing training, knowledge and confidence that leads to problem solving and better valuation decisions. (Miller) \$950  
5 day - Mo/Tu/We/Th/Fr. Mar 10-14, 1997, 09:00-16:00 - CC

#### INSTRUCTOR

Anna M. Miller, GG is a full-time jewellery appraiser course developer/instructor. In her more than 20 years as a jewellery appraiser, her clients have included individuals, entrepreneurs, Fortune 500, United States and foreign government agencies. She has published in both The Canadian Gemmologist (CGA Journal) and Canadian Jeweller Magazine.

For more information or to request the Gemmology Program Guide and application form contact the CE office at City Centre – 443-8380.



## Interior Design Technology Certificate Program

### (Certificate Pending)

In recent years, interior designers have fulfilled the needs and desires of an increasingly complex society, creating a variety of environments that are a complement of aesthetic and function. The Interior Design Technology Certificate Program was created for those desiring an intense concentrated curriculum to prepare them for positions in design-related industries.

Interior Design Technology is tailored to meet the needs of the design resource industry and design-related fields. Planned with the input from industry leaders, educators, professional designers, architects, and students, the certificate program fulfills many of the increased demands of the job 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 manufacturers and the set decoration and film industry.

This program is designed for students, working professionals and those re-entering the work force who wish to acquire the key skills necessary in the design field today. The program offers courses to those who wish to continue their professional education while working or pursuing alternative options during the day.

In addition to these courses of study, individual offerings provide expanded career training for practising designers. Courses are available for the personal enrichment of those interested in design. All courses will be held at either Langara College or VCC City Centre Campus.

### Entrance and Completion Requirements

Prerequisite: Completion of the certificate program in Interior Design Technology must include the core courses: Design Fundamentals (051601), History of Design (504214), Colour Theory and Application (504218), Freehand Drawing (051604) and Business Matters and Applications of Design (051612). Students determine their own course of study from the balance of the program electives and workshops that they consider most relevant to their career needs and goals. Students will receive the certificate upon completion of 24 units of instruction. To receive a certificate, all course work including the core courses should be completed within a three-year period. Students who wish to take courses in the program should have solid competency in the English language. Certificate students should have successfully completed grade 12 or equivalent.

### Qualifications

Certain students have extensive backgrounds in art and design, while others have none; the Interior Design curriculum is structured to accommodate these differences. Each course is part of a sequential experience in expanding creativity, developing research abilities, improving communication skills, and acquiring technical knowledge. Students with extensive educational backgrounds may qualify for advanced standing and petition to waive certain courses.

### Information Night

Prospective candidates for the Interior Design Technology Program are welcome to attend an information night to be held on Thursday, September 12, at Langara College, 100 West 49th Avenue, Vancouver, 19:00-20:00.

### 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 the University of Manitoba, and a diploma in the second from Milan's Scuola Politecnica.

Barbara Houston, with a master of architecture and bachelor of environmental studies degree from the University of Manitoba and a diploma from the Parson's School of Design, New York has practised both architectural and interior design for the last ten years. Her background of teaching at the University of Manitoba and other colleges, along with the practical experience of residential design and construction, fuels her passion for design.

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, RID, studied interior design in Montreal and Toronto and is a graduate of Humber College in Toronto. She has practised and taught residential, commercial and retail design for nine years and writes a bi-monthly column 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 Design and Furniture at the North Shore Continuing Education.

Marta Whorowska 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, North Shore Continuing Education.

### Fundamentals of Design (051601)

This course introduces students to interior design concepts. The focus is on the practical application of design theory and basic design concepts, the design process and space planning techniques, as well as the development of creative problem solving skills. Topics included are the principles and the elements of design, colour, lighting and design styles. Core course – 3 units. \$310  
12 eve - Tu. Sep 24, 19:00-22:00 - CC (Houston)  
12 eve - Tu. Sep 24, 19:00-22:00 - Lan (Saatkamp)

### History of Design (504214)

This course provides an overview of art history, from antiquity to the 20th century, with the emphasis on classical design styles and its influence on later periods. It will include historical background as well as descriptions of techniques used to create art work, architecture, interiors and crafts. Core course – 3 units. (Whorowska/Campbell) \$310  
12 eve - Mo. Sep 16, 19:00-22:00 - Lan

### Colour Theory and Application (504218)

Colour harmony and contrast, colour symbolism and the psychological effects of colour. The course introduces traditional and contemporary colour theory, colour mixing and application, and colour schemes. Purchase of materials required. Prerequisite: Fundamentals of Design. Core course – 3 units. (Houston) \$310  
12 eve - Th. Sep 26, 19:00-22:00 - CC

### Interior Design I – Residential (051609)

This course is based on the concepts introduced in Fundamentals of Design: design development, programming, space-planning and presentation techniques. The emphasis is on creative problem solving for social and private space areas and work areas. Topics deal with behavioural aspects of design, psychological and social needs, ergonomics and anthropometrics. Prerequisite: Fundamentals of Design. – 3 units. (Houston) \$310  
12 eve - We. Sep 25, 19:00-22:00 - CC

### Furniture Design and Style I (051602)

Originating with the classics and carrying through to the 20th century, students will examine the work of important designers. The course provides the student with essential knowledge and background required to identify and distinguish various furniture designs and styles. – 2 units. (Thomson) \$210  
8 mng - Sa. Sep 21, 09:00-12:00 - CC

### Drafting Techniques I (051610)

Covers basic drafting skills: fundamental floor plans and interior elevations; standard architectural symbols and conventions; lettering, line quality, and dimensioning. Students produce and organize a basic set of architectural drawings for an interior space. Purchase of materials required. Prerequisite: Fundamentals of Design. (Saatkamp) – 3 units. \$310  
12 eve - We. Sep 25, 19:00-22:00 - CC

For program information please call Barbara Houston, program coordinator, Interior Design Technology Program at 985-6074. For course outlines or to register, please call Jackie Scheepbouwer, program assistant at 323-5324.



## Jewellery

### INSTRUCTORS

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

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

### Metal Techniques I (051101)

This course introduces the basic materials, tools and terminology in jewellery making. Students will become familiar with a variety of techniques including piercing, doming, texturing, rivetting and soldering. Projects 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) \$245  
5 day - Sa. Sep 14, 09:00-15:30 - CC  
10 eve - Tu. Sep 17, 18:30-21:30 - 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 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) \$245  
10 eve - Th. Sep 19, 18:30-21:30 - CC

### Metal Techniques III (051117)

This is a project oriented course 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. \$245  
5 day - Sa. Oct 26, 09:00-15:00 - CC

### Casting Techniques for Jewellery and Small Sculptures (051103)

Learn the practical application of several casting techniques including lost wax, centrifugal, sand and cuttlefish bone. Three dimensional designs using the wax carving process is encouraged. No previous experience required. (Additional costs approximately \$150.) (Phillips) \$225  
10 eve - We. Sep 18, 18:00-21:00 - CC

## Photography

## Certificate Program

This Certificate Program is for individuals wishing to learn new skills or upgrade existing skills in the area of photography including: camera techniques, lighting, film processing, photojournalism, commercial and fashion photography, business management and business practices. The program is offered in a flexible, part-time format to accommodate working professionals, and it appeals to individuals who use photography in their work as well as anyone who is determined to make the most of any photo opportunity. All of the Photography Certificate Program instructors are practicing professionals who bring to the classroom their current working knowledge.

### Entry Requirements

Students wishing entry into the program or who are interested in taking advanced level courses may be required to have a portfolio interview. 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 Saturday, starting Tuesday, Sep 03, 1996

Registration may be done either by phone using a VISA/MasterCard or in person with cash, cheque, or VISA/MasterCard. Due to the prerequisite requirements of some courses, FAX's and mail-in registrations CANNOT be accepted. For those unable to register during the day, evening registration is available Tuesday, Sep 03 or Wednesday, Sep 04 from 19:00-20:30. Early registration is advised as the courses are very popular and fill quickly.

For information and to register please contact Focal Point ONLY at 224-3636. Focal Point is located at 4474 West 10th Avenue.

### 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) \$285  
10 eve - Mo. Sep 16, 19:00-22:00 - FP  
10 aft - Tu. Sep 17, 12:30-15:30 - FP  
10 eve - Tu. Sep 17, 19:00-22:00 - FP  
10 eve - Fr. Sep 20, 19:00-22:00 - FP

### Intermediate Photography (300103)

Improve your knowledge of camera operation while learning composition 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) \$295  
10 eve - Mo. Sep 16, 19:00-22:00 - FP  
10 aft - Tu. Sep 17, 12:30-15:30 - FP  
10 eve - Tu. Sep 17, 19:00-22:00 - FP  
10 eve - Fr. Sep 20, 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) \$285  
10 aft - We. Sep 18, 12:30-15:30 - FP  
10 eve - We. Sep 18, 19:00-22:00 - FP  
10 mng - Sa. Sep 21, 10:00-13:00 - FP  
10 aft - Sa. Sep 21, 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) \$295  
10 aft - Th. Sep 19, 12:30-15:30 - FP  
10 eve - Th. Sep 19, 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. (Tripp/Weinberger) \$335  
10 mng - Sa. Sep 21, 10:00-13:00 - FP

### Advanced Studio Lighting (300133)

This course branches off from the theory and practical experience gained in Practical Lighting and contains many demonstrations and practical shooting sessions. You will experiment with unconventional lighting techniques and the manipulation of sunlight in relation to a variety of subjects: still life, people, editorial, automobiles, and buildings. Prerequisite: Practical Lighting or equivalent. (Blue) \$335  
10 aft - Sa. Sep 21, 14:00-17:00 - FP

### Photojournalism (300108)

This course examines 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) \$335  
10 eve - Th. Sep 19, 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) \$335  
10 aft - We. Sep 18, 12:30-15:30 - FP  
10 eve - We. Sep 18, 19:00-22:00 - 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) \$335  
10 mng - Sa. Sep 21, 10:00-13:00 - FP

### Stock Photography (300134)

This 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. Prerequisite: Intermediate Photography or equivalent. (Walton) \$205  
5 aft - Sa. Sep 21, 14:00-17:00 - 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. (Bernardt) \$195  
4 eve - Tu. Sep 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) \$300  
10 eve - Mo. Sep 16, 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/TBA) \$300  
10 eve - Tu. Sep 17, 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) \$300  
10 eve - We. Sep 18, 19:00-22:00 - FP

### Open House

Mark your calendar! VCC's Photography Certificate Program will be holding the annual Open House at Focal Point, 4474 West 10th Avenue, on the evening of Dec 05, 1996. On display will be photographs produced by our current instructors and students. Individuals interested in photography are invited to drop by to view the photographs and meet the students and instructors. For further information please contact Focal Point, 224-3636.  
1 eve - Th. Dec 05, 19:00-22:00 - FP



# Business, Career, Management & Training

## Building Services

### INSTRUCTORS

Don Clarke is a full-time building service worker instructor. He has taught Building Service Worker – Level I for five years. Mr. Clarke also manages Crosby Consulting and serves on the board of the Canadian Building Servicing Association.

Barry Dallas has 18 years' experience in the cleaning business, in both the private and public sectors. A former sales manager for a national cleaning firm and past president of the BC Contract Cleaning Association, Barry is keenly interested in teaching business start-up procedures. He has been teaching on a part-time basis for six years.

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 25 years' experience in property management, building maintenance and construction. Mr. Watters has been teaching building maintenance for six years.

### Building Service Worker – Level I (109008)

Learn general cleaning and floor maintenance. Students will explore types of soils, types of cleaners, cleaning chemicals, germicides and disinfectants, washroom and window cleaning, sweeping methods and equipment, floor machines and servicing specialty areas. Safety issues will also be covered. This is a theoretical course which prepares students for the hands-on program. (See note below) Students will gain a foundation of building service knowledge to help improve professional practice. Prerequisite: Students must possess reasonably good oral, reading and writing skills. Students who have difficulty with English should contact Continuing Education at Langara for advice on language skills courses. Phone 323-5322. (Clarke) \$200  
5 Day - Sa. Sep 28, 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  
10 day - Sa. Sep 28, 09:00-13:00 - CC

### Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family properties. The course will review the primary maintenance responsibilities of the residential building manager. Topics include: maintenance planning and cost control, preventative maintenance, building inspections, supervising on-site work, basic appliance repair, fire safety, security, and an introduction to heating and plumbing systems. Classes include field trips and hands-on demonstrations using a variety of appliances and other equipment. \$195  
10 eve - We. Oct 09, 19:00-22:00 - CC

### IREM 101: Successful Site Management (109024)

This course is a joint offering by VCC and the Institute of Real Estate Management (IREM). It is intended for

individuals interested in improving the operating success of residential properties. The course covers management, marketing, leasing and resident retention as well as maintenance and operations. Successful completion of this course 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

### Operating a Contract Cleaning Business (109035)

Designed for persons who want to operate a cleaning business, this course will review critical skill areas for the new or potential owner-manager. Specific topics include: establishing a business plan, sales and marketing strategies, bidding and estimating, work supervision, employment practices, insurance and financial control. At the conclusion of this course you will be able to make an informed decision as to whether or not operating a cleaning business is the right choice for you. (Dallas) \$95  
3 mng - Sa. Sep 21, 09:00-12:00 - CC

## Business Administration (BAC)

## Certificate Program

This program offers you the opportunity to enhance your business skills through a broad range of options. Courses are taught by practising business professionals who bring first-hand experience and knowledge to the classroom. You will learn a wide variety of skills and techniques designed to improve your effectiveness at work and increase your career potential. For 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, Sep 10, 1996. 18:00-19:00  
Place: Langara College, Continuing Education, 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.

### NOTE: To All Students

Textbooks for each BAC course cost between \$60 and \$80 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 Breitman, LLB, is a practising lawyer in corporate and commercial law.

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

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

Robin French-Greenstade, 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, MCQS is a business consultant with his own firm and current president of the Real Estate Institute of Canada (Greater Vancouver Chapter). Mr. King has over 15 years' experience in construction, development and other business ventures.

Mishele Mathem is a program manager for the CE Oakridge Computer Lab. 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



### Business Administration (con't)

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 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  
Marketing 1115

### 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 mng - Sa. Sep 14, 10:00-13:00 - Lan (Katz) – No class Oct 12 and Nov 09  
13 eve - We. Sep 18, 18:30-21:30 - Lan (Badley)

### NOTE: To Accounting Students

There will be common mid-term and final exams for Accounting 1115.  
Mid-term exam for ALL classes of Accounting 1115 will be Saturday, Nov 02, 10:00-13:00.  
Final exam for ALL classes of Accounting 1115 will be Saturday, Dec 14, 10:00-13:00.

### Accounting 2215 – Introductory (102002)

Increase your knowledge of financial accounting techniques through theoretical and practical experience. Topics include payroll, partnership and corporation accounting, incorporate 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. Sep 17, 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  
13 eve - Th. Sep 19, 18:30-21:30 - Lan

### Accounting 3421 – Intermediate (102004)

In this continuation of the intermediate level accounting, utilize all of your background in in-depth problem solving. Topics include formation of corporation, capital structure, long-term investments, changes in accounting methods, incomplete records, statements of changes in financial position, accounting for income taxes, pension costs, leases and financial statement analysis. Prerequisite: Passing grade or better in Accounting 3321. 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  
13 eve - Mo. Sep 16, 18:30-21:30 - Lan – No class Oct 14 and Nov 11

### Business Planning 1000 (102060)

Learn how to prepare a practical business plan. At the conclusion of this course you will have developed a specific plan for a business of your choice (real or hypothetical) including the following components: mission statement/objectives, industry description, legal and corporate structure, marketing plan, sales forecast, production/service plan, financial plan, risk assessment and action plan. This class will assist those considering the establishment of their own business, as well as those responsible for specific functional areas in any size organization. (Greenslade) \$245  
13 eve - Tu. Sep 17, 18:30-21:30 - CC

### Building Service Management 1000 (102023)

Intended for building supervisors, building service staff and others wish to advance in the building management field. This course will explore basic supervisory and management skills including: budget preparation and controls; estimating and costing of building service work; purchasing of equipment and chemicals; inventory control; scheduling and motivation of staff. The selection and care of powered equipment is also covered. This course is recognized by the CBSA (Canadian Building Servicing Association) for credit within the CBSA Professional Certification Program. (Neuls) \$245  
10 mng - Sa. Sep 28, 09:00-13:00 - 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  
13 eve - Tu. Sep 17, 18:30-21:30 - Lan

### Communications 1118 – Business Correspondence (102016)

Learn to compose business correspondence. Writing projects include memos, letters, reports, resumes and employment correspondence. Effective written communication skills are an essential asset in all areas of professional life. Prerequisite: Successful completion of the LPI Exam. (Murray) \$245  
13 eve - We. Sep 18, 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. Sep 18, 18:30-21:30 - CC (Nizar)  
13 eve - Th. Sep 19, 18:30-21:30 - CC (Mathern)  
10 mng - Sa. Sep 21, 09:00-13:00 - CC (Tollstam) – No class Oct 12 and Nov 09

### Conflict Resolution, Negotiation and Mediation 1115 (102059)

Develop effective skills in conflict resolution, negotiation and mediation - so necessary in today's competitive and demanding workplace. At the completion of this course you will have the practical skills and confidence to handle the negotiations you are involved in daily, and how to find common ground in dealing with complex issues and assertive individuals that lead to win-win outcomes. (Brown) \$245  
Available May 1997

### Consulting – The Career of the Future (102025)

Consulting is at the crest of an economic wave of change. Whether you're employed or self-employed, developing the skills to operate a consulting practice may be essential to your professional future. Current economic trends, including the down-sizing of corporations and government, indicate very clearly that consulting is becoming an increasing source of income for many

Canadians. Are you prepared for this possibility in your own career? Specific issues to be covered include: establishing a business plan, picking a winning specialty, target marketing strategies, techniques for obtaining and closing contracts, financial and taxation strategies, cash flow survival techniques, employing outside services, selecting computer systems, insurance, risk management and legal considerations. Upon course completion, you will be able to take charge of your career direction with proven consulting tools. (King) \$245  
13 eve - Th. Sep 19, 18:30-21:30 - Lan

### Credit and Collections Fundamentals 1321 (102057)

A thorough overview of consumer and commercial credit practices in Canada and internationally. Major topics include: types of credit, how credit is granted, credit standards and industry practices. Emphasis will be placed on the practical aspects of credit systems and credit management, leading to an expanded knowledge of the role of credit in business development and economic growth. (Fitt) \$245  
13 eve - Tu. Sep 17, 18:30-21:30 - Lan

### Cross-Cultural Management (102027)

Today's "New World of Business" demands that professionals understand the significant effects cultural differences have on the success or failure of both local and international business ventures. This course is designed to help the participant develop skills to improve communications with foreign nationals and local work force minorities, master international business protocol, negotiating tactics, and cross-cultural courtesy. Information which will help the participant capitalize on international business opportunities and successfully prepare for Canada's role in the "global economy" will also be presented. (Morris) \$245  
Available January 1997

### LPI 1000 (102055)

The Language Proficiency Index Exam (LPI) is mandatory for all students registering in Communications 1115 and 1118. The fee for this exam is non-refundable. \$45  
For additional LPI dates please call EMRG 822-4145  
1 eve - Mo. Sep 09, 18:30-21:00

### Labour Relations 1330 (102022)

An introduction to the basic elements of the Canadian industrial relations system. The first part of the course surveys the historical development of trade unionism; and public policies affecting labour and employment relations. The balance of the course will examine the main components of the labour relations system, the establishment of the labour-management relationship; the collective bargaining process; strikes and dispute resolution; and contract administration. (Brown) \$245  
Available January 1997

### Personnel Management 1115 (102018)

Explore human and industrial relations with an emphasis on the various processes and techniques of establishing and maintaining efficient employee relations with high morale. Specifically, participants will study Human Rights Legislation, development, evaluation performance and compensation as well as the issue of labour-management relations. (Brown) \$245  
13 eve - Th. Sep 19, 18:30-21:30 - Lan

### Organizational Behaviour 1321 (102019)

Develop an improved understanding and the expertise to operate effectively in today's complex organization. In this course you will examine how human behaviour affects the functioning and effectiveness of an organization. At the completion of this course you will have the practical skills essential for the analysis and improvement of both the structure and management of your organization. (Brown) \$245  
13 eve - Tu. Sep 17, 18:30-21:30 - Lan

### Management Policy and Practices 1321 (102024)

This course provides a survey of methods used to manage a private enterprise or public institution. Emphasis will be placed on the personal and strategic skills necessary to organize and manage an enterprise or part of a large institution in accordance with productive goals. The course will take the theory of organizational behaviour and demonstrate how it transfers to practical application. Organizational Behaviour 1321 (102019) is strongly recommended, but not required as a prerequisite. (Brown) \$245  
Available January 1997

### Marketing 1115 (102056)

An introductory course in marketing as applied to large and small businesses, not-for-profit organizations and institutions. The course will explain elements of the marketing mix (product, price, place and promotion) as well as market segmentation, target marketing and market research. Some aspects of international marketing and marketing ethics will also be covered. (Sherwood) \$245  
13 eve - Th. Sep 19, 18:30-21:30 - Lan

## Business English Skills

### INSTRUCTORS

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

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

Polish Your Business English! The following four classes are offered on four Saturdays. Enroll individually at the regular price of \$80 or register for all four courses for a total of \$285 – 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) \$285

Grammar Review for Productive Business Writing  
Building a Powerful Vocabulary  
Writing Dynamic Business Letters  
Effective Memo and Report Writing

### NOTE

Business English Skills Test (104539) Sa. Nov 16, 09:30 - Lan

### Grammar Review for Productive Business Writing 1215 (104407)

Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. – 6 hours (Rogers) \$80  
1 day - Sa. Sep 21, 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) \$80  
1 day - Sa. Oct 05, 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) \$80. See Communication/Interpersonal Skills in the Office Administration (OAC) Section for the second level of this course – Effective Letters That Get Results 1215 (104537)  
1 day - Sa. Oct 19, 09:30-15:30 - Lan

### Effective Memo and Report Writing 1515 (104414)

Learn the standard formats for memoranda and reports and review the modern and powerful language of business writing to get results. – 6 hours (Henderson) \$80  
1 day - Sa. Nov 02, 09:30-15:30 - Lan

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

See Office Administration Certificate Program, Communication/Interpersonal Skills section.

# City Centre Courses

The courses listed in this section

are held at the City Centre  
Campus, 250 West Pender Street,  
Vancouver.

### Registration and information for courses in this section

All registration is handled through the Admissions Department at City Centre, Monday through Thursday, 08:00 to 16:00 and Friday, 08:00 to 15:00. Register by fax – 443-8450, telephone – 443-8400 or in person. After hours use the drop box in Counselling or leave your form with the Continuing Education Office at City Centre. Payment is by cash, cheque, MasterCard or VISA.

### For general information and space availability call 443-8400.

## Baking & Pastry Arts

### Yeast Dough Products (1754)

The theory and practice of preparing various yeast dough products. Students will be involved in the baking of bread, buns, croissants, Danish pastries, sweet dough and other yeast dough specialty products.  
Saturdays, 08:00 to 13:30 (Room 217)  
10 sessions, Sep 21 to Nov 23, Cost: \$122.50  
Text: VCC Recipe Book, \$10  
Uniform: \$60 (refundable deposit)

### Cake Baking and Decorating (3793)

An introduction to the preparation and baking of tortes, mousses, cheesecakes and many other products, as well as an overview of cake decorating.  
Saturdays, 08:00 to 13:30 (Room 212)  
10 sessions, Sep 21 to Nov 23, Cost: \$122.50  
Text: VCC Recipe Book, \$10  
Decorating tools: \$20  
Uniform: \$60 (refundable deposit)

### Chocolate Making and Marzipan Modelling (3491 & 3492)

This is a hands-on course covering the tempering of different kinds of chocolate, making a variety of fillings, and dipping and molding of chocolates. The modelling of marzipan animals, fruits and vegetables will also be included in these sessions.  
Saturdays, 08:00 to 13:30 (Room 211)  
10 sessions, Sep 21 to Nov 23, Cost: \$122.50

### Wedding Cake Decorating (7360 Rolled Fondant)

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

### Chocolate Making (3491)

This is a hands-on course covering the tempering of different kinds of chocolate, making a variety of fillings, and dipping and molding of chocolates.  
Tuesdays, 18:30 to 21:00 (Room 211)  
10 sessions, Sep 17 to Nov 19, Cost: \$65

### Cake Decorating (3268)

This course includes learning techniques of icing cakes, piping flowers, figure piping, and the decorating of theme and special occasion cakes.  
Tuesdays, 18:30 to 21:00 (Room 212)  
10 sessions, Sep 17 to Nov 19, Cost: \$65  
Decorating tools: \$20

### General Baking (3794)

Includes: cookies, quick breads, slices, pies, puff pastry and savoury items.  
Saturdays, 08:00 to 13:30 (Room 214)  
10 sessions, Sep 21 to Nov 23, Cost \$122.50  
Text: VCC Recipe Book  
Uniform: \$60 (refundable deposit)

### Sugar Crafting (7130)

This hands-on course includes the cooking of sugar, sugar casting, sugar pulling, sugar blowing and the making of display pieces.  
Mondays, 18:30 to 21:00 (Room 211)  
10 sessions, Sep 16 to Dec 02, Cost: \$65

### Are these credit courses?

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

## Hospitality Supervision Certificate Program

### 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.

### Information Night

A program information session will be held on Monday, September 09, 18:00-19:00, Continuing Education Office, City Centre, 250 West Pender Street, Vancouver. A formal presentation will begin at 18:00.

### 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

### Human Resources – Course 7490

Covers hiring, interviewing skills, and employee discipline (including termination). Content also includes the Employment Standards Act, the Liquor Laws and hotel organizational structure. \$260  
12 eve - Th. Sep 26, 18:30-21:30 - CC

### Finance for Managers –Course 7510

Content includes cost controls, expenditure controls, renovations and repairs, financial management, spreadsheets, inventory and cost-benefit analysis. \$260  
12 eve - We. Sep 25, 18:30-21:30 - CC

## Executive Assistant Program

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

Professional executive administration skills are further developed in the program by preparing students to write the examinations for the designation of Certified Professional Secretary® once all CPS® criteria and prerequisites are met.

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

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

### \* NOTE

Not all courses offered each term

### Office Technology – Course 7365

This course teaches students to understand and apply knowledge related to information processing, telecommunications, records management technology, and integrated office systems. Topics include communication, records management and graphics technology, networking, integrating and merging of functions, planning, evaluating, and implementing advanced automated office systems. \$260  
12 eve - Th. Sep 19, 18:00-21:00 - CC

For detailed course information call Roberta Collins 443-8525.

## Career Planning

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, October 01, 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 (102101)

Includes tests and materials. Individual follow-up interviews with a counsellor are available for an additional cost. (Margolis) \$225  
1 eve - Mo. Oct 21, 18:30-21:30 AND 2 day - Sa. Oct 26, Nov 02, 09:30-16:30 - CC

### Resume and Interview Skills (102102)

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. Nov 06/13, 18:30-21:30 - CC  
**NOTE**  
Career Exploration and Planning/Resume and Interview Skills – package (102103) – \$275

## Entrepreneurial Skills

### Certificate Program

The Entrepreneurial Skills Certificate Program is a part-time evening program developed and proven successful by Okanagan University College. It will soon be available through Vancouver Community College to serve the Greater Vancouver area.

The 78-hour classroom portion of the program employs case studies and a number of other hands-on tools to guide you through the most important aspects of developing a new venture.

Specific content includes: self-assessment for entrepreneurship, business start-up procedures, marketing, financial management and managing for productivity and growth.

The program includes a post-certificate course in which participants develop a formal business plan for their business. The resulting business plan can be presented directly to your lender. In addition, it can serve as a powerful management tool.

The program start date is January 1997. For information call Wayne Declé at 871-7065 or Brian Pink at 443-8388.





## 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 fulfill program requirements. Each participant may, therefore, select course options best suited to meet their needs. Courses are taught by business professionals who bring real life experience and knowledge to the classroom. In all five specializations you will be introduced to the latest in office technology and procedures, designed to improve your effectiveness and increase your employment potential.

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

#### For Whom?

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

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

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

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

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

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

### Secretarial/Administrative Assistant Skills

#### Level I

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

#### Level II

\*\* Office Automation (104502) - 18 hours  
Computer Applications in Business 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) - 9 hours

Computer Applications in Business 2000 Windows (102026) - 39 hours

Additional course/s from OAC section totalling - 39 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  
Supervisors Meeting the Challenge (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 or Norma Walker, program assistant at 443-8385. 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.

#### NOTE

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

#### Office Administration Certificate Program Information Night

Please join us for a "Drop In" evening to learn about this program. Instructors will be available to answer questions. 1 eve - Tu. Sep 10, 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.*

*Marion MacIsaac has an Instructor's diploma in Business Education. She has several years' experience in the business community, as well as over 13 years instructing business career programs.*

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

#### Typing - Keyboarding For Beginners 1020 (104404)

Learn to touch type the alpha numeric keyboard on an electronic typewriter. Recommended for those who want to use a computer terminal or typewriter for business or personal use. Theory such as tabulating, centering and letters will not be taught. Therefore more emphasis is placed on typing and keyboard skills. Access to a typewriter/keyboard between class time would be helpful. Please bring your own paper. (Textbook to be purchased at CC Bookstore prior to first session.) - 18 hours (Domy/Makortoff) \$95  
6 mng - Sa. Sep 21, 09:00-12:00 - CC  
6 eve - Mo. Sep 23, 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) \$105  
6 eve - We. Sep 25, 18:30-21:30 - CC

#### Note Taking with Forkner Shorthand 1315 (104548)

This course will provide you with opportunities to explore and understand the techniques, method and applications of note taking with Forkner shorthand. Forkner shorthand is a form of note taking that offers easy-to-write symbols, abbreviated forms, phrasing and other shortcuts for taking notes for research purposes, personal use or for use in

the business world. Homework time will be required by each participant. No textbook required. - 39 hours (MacIsaac) \$195  
13 eve - We. Sep 25, 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. Sep 18, 18:30-21:30 - CC (Nizar)  
13 eve - Th. Sep 19, 18:30-21:30 - CC (Mathem)  
10 mng - Sa. Sep 21, 09:00-13:00 - CC (Tollstam) - No class Oct 12 and Nov 09

#### 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. This challenge exam will be offered once each year. \$85  
1 eve - Will be offered in January 1997 term

#### 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) \$140  
6 eve - Mo. Sep 23, 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) \$170  
10 eve - We. Sep 25, 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) \$170  
10 eve - Will be offered in January 1997 term

#### 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) \$160  
8 eve - Th. Sep 26, 18:30-21:30 - CC

### Accounting/Bookkeeping/Budgeting

#### INSTRUCTORS

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

*Tom McDonald, MBA, CGA, has diverse business experience. He currently is employed as a controller for an educational establishment. He has several years' experience in the wholesale/retail business and has worked for both CGA and CA firms ranging from small to national.*

*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) \$155  
8 eve - Th. Sep 26, 18:30-21:30 - CC

#### Introduction to Bookkeeping 1115 (104511) (104558)

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) \$165  
8 eve - Tu. Sep 24, 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) \$165  
8 eve - We. Sep 25, 18:30-21:30 - CC

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

Will appeal to those wanting an overview of accounting. Previous knowledge is not required. You will learn 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 (McDonald) \$140  
6 eve - We. Sep 25, 18:30-21:30 - CC

### Communication/Supervisory

#### INSTRUCTORS

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

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

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

*Marion MacIsaac has an Instructor's diploma in Business Education. She has several years' experience in the business community as well as over 13 years instructing business career programs.*

#### 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 January term. - 24 hours (Dean) \$150  
8 eve - Mo. Sep 23, 18:30-21:30 - CC

#### Professional Telephone Communication Skills 1215 (104433)

This course is designed for all people who communicate via telephone. Emphasis will be placed on the development of professional call handling skills. You will be provided with strategies for recognizing and dealing with difficult telephone clients. Learn to identify and encourage use of new skills to help display telephone courtesy and professionalism while under pressure. Increase personal effectiveness of telephone communication skills and improve tone of service. - 6 hours (Dean) \$75  
1 day - Sa. Nov 23, 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) \$75  
1 day - Sa. Sep 21, 09:30-15:30 - CC

#### Supervisors Meeting the Challenge 1822 (104571)

Supervisors are faced with many situations. These can be challenging and requiring special skills. Participants in this course will review and discuss, through case studies, the relevant challenges supervisors must face. Focus of this course will be on negotiating skills, problem solving, team work and effective delegating. - 18 hours (MacIsaac) \$145  
6 eve - Mo. Sep 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) \$75  
1 day - Sa. Sep 28, 09:30-15:30 - CC

#### Professional Job Search Techniques 1315 (104416)

Learn about the many facets of launching an effective job search:  
Session I: writing a resume and cover letter which gets results; meeting the people who have the power to hire  
Session II: tapping into the hidden job market and researching prospective companies; going for the job interview - making a good first impression and responding positively to interview questions - 12 hours (Close) \$135  
2 day - Sa. Nov 30, Dec 07, 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 (Rogers) \$90  
1 day - Sa. Oct 26, 09:30-15:30 - CC

#### Effective Oral Communication 1315 (104546)

Become a more effective communicator! At this course you will learn to express yourself with greater clarity, confidence and impact. You will learn success strategies for impromptu speaking, delivering prepared speeches, speech evaluation, audience analysis, creative visualization, role playing, and evaluation of thinking and learning styles. This program is designed to extend the communication capabilities of every individual and all sessions will be dynamic and highly participatory. The goals of the learning process are for you to become more knowledgeable of oral communication barriers and skills and be more confident and comfortable in the public forum. You will become a more successful communicator with family, friends, colleagues, clients and supervisors. - 18 hours (Dean) \$190  
6 eve - Tu. Oct 01, 18:30-21:30 - CC

### Courses to be offered in 1997

#### Time Management Skills 1816 (104566)

#### Working with Difficult People 1115 (104570)

#### Maximizing Leadership Performance 1821 (104572)

### 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, *The Language of Medicine*, may be purchased from Langara bookstore.) - 30 hours (Rogers) \$175  
10 eve - We. Sep 25, 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) \$175  
10 eve - Tu. Sep 24, 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) \$165  
8 eve - Mo. Sep 23, 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) \$125  
2 day - Sa. Sep 28, Oct 05, 09:30-15:30 - Lan

## The Business Management Forum



Introductory Legal Office (cont)

Introduction to the Legal Office Program 1215 (104426)

This class will cover the various types of law firms in existence and the roles of legal support staff in the profession as well as introduce reference sources and discuss the various areas of law. An overview of the "package" content and presentation will also be covered. - 3 hours (Dean) \$45  
1 eve - Tu. Sep 24, 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) \$85  
3 eve - Th. Sep 26, 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) \$85  
3 eve - Tu. Oct 22, 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) \$85  
3 eve - Th. Oct 17, 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) \$85  
3 eve - Tu. Oct 01, 18:30-21:30 - Lan

Legal

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) \$105  
3 eve - We. Oct 16, 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) \$125  
5 eve - Tu. Nov 19, 18:30-21:30 - Lan

Litigation II - 2120 (104565)

This 15-hour program is designed for junior litigation secretaries currently working in the field or as an adjunct to the Introductory Litigation program also offered. Course content will focus primarily on a step-by-step document review of the court forms used in a standard civil proceeding. - 15 hours (Dean) \$125  
5 eve - Th. Nov 07, 18:30-21:30 - Lan

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) \$115  
4 eve - We. Nov 20, 18:30-21:30 - Lan

Courses to be offered in 1997

Legal Ethics and Confidentiality 1815 (104532)

Legal Office Procedures 1915 (104531)

Corporate II 1616 (104573)

For registration call 443-8380 or 323-5322.  
For detailed information contact Anne Tollstam, 871-7021.

Continuing Education courses and programs are exempt from the government's current freeze on tuition fees. As a result, some CE tuition fees have experienced a small increase.

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 871-7021.

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.

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 (100317)

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." 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) \$165  
1 day - Fr. Oct 04, 09:00-16:30 - ROB

Using Leadership Language 1317 (100318)

"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 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) \$165  
1 day - Fr. Nov 08, 09:00-16:30 - ROB

Building a Productive Team 1318 (100319)

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) \$165  
1 day - Fr. Oct 18, 09:00-16:30 - LH

Finding Time for Results 1319 (100320)

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) \$165  
1 day - Fr. Nov 22, 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 (100317) - 6 hours  
Using Leadership Language 1317 (100318) - 6 hours  
Building a Productive Team 1318 (100319) - 6 hours  
Finding Time for Results 1319 (100320) - 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  
\* Creative Thinking at Work 2020 (100316)  
Thinking on Your Feet 2025 (100315)  
\* 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 1997

Additional elective courses may be offered in coming terms and elective courses may be varied each term.

Certification

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

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

TRAINERS

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

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

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

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

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

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

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

Stepping up to Leadership 1316 (100317)

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." At the end of this course you will understand the skills required to effectively supervise:

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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) \$165  
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- 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) \$165  
1 day - Fr. Nov 08, 09:00-16:30 - ROB

Building a Productive Team 1318 (100319)

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. 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. - 6 hours (Lewis) \$165  
1 day - Fr. Oct 18, 09:00-16:30 - LH

Finding Time for Results 1319 (100320)

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. - 6 hours (Cuzzetto) \$165  
1 day - Fr. Nov 22, 09:00-16:30 - ROB

Managing Change 1020 (100304)

Change is the only thing that is constant nowadays. 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. 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) \$150  
1 day - Sa. Oct 26, 09:00-16:30 - CC

Problem Solving and Action Planning 1030 (100306)

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

- interpersonal skills for successful group/team participation in the problem-solving process
- steps in the problem-solving process
- leading the problem-solving process
- techniques for assisting in the problem-solving and decision-making process
- getting from a solution to an action plan
- allowing for the unexpected
- successful implementation of an action plan. - 6 hours (Oster) \$150  
1 day - Sa. Nov 23, 09:00-16:30 - CC

Effective Memo and Letter Writing 2030 (100301)

Preparing concise, high-impact documents that achieve results is essential to your success in business. This course, designed for the business writer, examines letters and memos. Topics covered include: targeting your reader, writing with greater voice and impact, overcoming mental blocks, enhancing your creative and critical thinking skills, and writing with increased efficiency and ease. Bring samples of your current business writing for in-class review and analysis. - 6 hours (Swankey) \$150  
1 day - Sa. Oct 05, 09:00-16:30 - CC

Thinking on Your Feet 2025 (100315)

At this highly participatory course you will learn proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience, prepare and use visual aids, handle impromptu speaking situations, and get the results you want. Participants will learn how to think effectively on their feet, organize and practise for a business presentation, and use non-verbal communication to reinforce the spoken message. Attend this course and 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. - 6 hours (Swankey) \$150  
1 day - Sa. Dec 07, 09:00-16:30 - CC

Performance Management: Goals and Reviews 2080 (100308)

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

- understand the key aspects of an effective performance
- write performance goals, measures and action plans
- provide positive and constructive performance feedback, leadership, training, information and support required for successful achievement of goals
- conduct an annual review meeting that summarizes employees' overall performance results - 6 hours (Hannah) \$150  
1 day - Sa. Nov 30, 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) \$150  
1 day - Sa. Nov 16, 09:00-16:30 - CC

The following courses will be offered in the January 1997 term:

Critical Thinking Skills 1010 (100303)

Report and Proposal Writing 2040 (100302)

Hiring the Right Person 1050 (100309)

From Conflict to Collaboration 2070 (100307)

Facilitation Skills for Team Leaders 2020 (100311)

Creative Thinking at Work 2020 (100316)

Project Management

Who should attend

These courses are suitable for all persons who have or will have responsibility for planning, control or implementation of projects.

**INSTRUCTOR**  
Connie Simington 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. For information call Brian Cole at 871-7062. (Simington) \$205  
4 eve - Mo. Sep 23, 18:30-21:30 - CC

Application of Computer Software in Project Management (100169)

This course will provide participants with an overview of the use of the computer as a tool in project management. The examples covered in the Fundamentals course will be used. The following aspects of Microsoft Project Software will be covered: calculation including task start and end dates, float, critical path, resource levelling, cost extrapolation, use of software in "what if" scenario assessment or alternatives, sort and extract of data by person, phase and deliverables to meet reporting needs, portrayal of actual versus planned results from tracking data. Participants are required to have completed Fundamentals of Project Management (100168) or have the permission of the instructor. \$65  
1 eve - Mo. Oct 28, 18:30-21:30 - CC

Exporting

INSTRUCTOR

Bruce Dewar is president of Pareto International, a marketing and trade facilitation organization specializing in Asia Pacific - North American trade. He is a past director of Hong Kong Canada Business Association and holds a masters degree from the Alfred P. Sloan School of Management at the Massachusetts Institute of Technology (MIT).

Methods of Exporting (100181)

Methods of Exporting is designed to develop the skills and confidence to implement and participate in international trading activities. Topics covered in the course, which features discussion, case histories and studies, check lists and planning guides, include: indirect and direct exporting and the pros and cons of each, foreign distribution channels, choosing a foreign agent, selecting a foreign distributor, developing and managing agent/distributor relationships, legal agreements, trading houses in Canada, penetrating regulated markets, exporting options. For more information please call Brian Cole, 871-7062. (Dewar) \$575  
10 eve - Tu. Sep 24, 18:30-21:30 - CC

Management Skills for Supervisors

Certificate Program

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: 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) \$310  
8 eve - We. Sep 25, 18:30-21:30 - CC

Group Skills - Part II (100116)

Objectives: On completion you'll be able to:

1. Identify personal leadership styles
2. Demonstrate appropriate and flexible leadership skills to meet various situations
3. Identify things that motivate and demotivate work groups
4. Develop and implement strategies to improve employee motivation
5. Display leadership and group participatory skills in meetings

6. Determine personal and organization stress factors  
7. Implement stress reduction techniques. (Guenard) \$310  
8 eve - Will be offered in January 1997 term

Administrative Skills - Part III (100117)

Objectives: On completion you'll be able to:

1. Develop and implement performance management strategies
2. Use effective business writing skills
3. Develop and institute a goal setting/achievement plan
4. Manage time and priorities efficiently and effectively. (Guenard) \$310  
8 eve - Mo. Sep 23, 18:30-21:30 - CC

Course Location

For information call Anne Tollstam, program coordinator - 871-7021.  
For registration and invoicing call Lynda Boothby - 871-7074. Registrations will be accepted up to one week prior to the course 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.

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.

Mark Jordan, BA, MA, MLIS, is a consultant with Target Library and Information Services, as well as a sessional lecturer at UBC. He has experience in the areas of Internet training and World Wide Web site development, as well as multimedia authoring.

David Kisly, BA, MA, MLIS, is a librarian and independent consultant with Target Library and Information Services. His experience includes developing and maintaining Internet resources, as well as training and research services.

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 contact Trish Rosseel, program coordinator at 871-7461 or trosseel@vcc.bc.ca

Please see 4 Ways to Register, page 4.





## Library Skills (cont')

## Basic Library Skills

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? These basic skills courses are designed to teach you essential concepts of technical and public services work in libraries.

## 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? Following the classroom component a practicum will be arranged at a local library for those students who have had no experience in the system. Note: This course is designed to familiarize you with the Canadian library system and provide you with a network of colleagues. It is not a diploma course nor will it upgrade a foreign degree. (Houlden/Hanson/Elder) \$230  
8 eve - We, Oct 02, 18:30-21:30 - CC

## Basic Library Skills - Collections and Acquisitions (106068)

This course consists of 21 hours of instruction and skill development with assignments in an active library setting to see how it's really done! You will learn: the role of technical services in the library, book selection and collection development, dealing with weeding, gifts and inventory, acquisitions procedures including working with budgets, dealing with publishers and vendors, and verification and ordering, receiving monographs and serials, and dealing with non-book materials and government publications. The latest on-line and CD-ROM systems will be covered. (Craig)  
Will be offered in January 1997

## Basic Library Skills - Cataloguing and MARC Records (106069)

This course consists of 21 hours of instruction and skill development with plenty of hands-on instruction. Topics include: elements of the catalogue record, machine readable catalogue records, filing rules, physical processing and mending, circulation procedures, and interlibrary loans procedures. (Hanson) \$225  
7 eve - Mo, Sep 30, 18:30-21:30 - CC

## Workshops on Organizing and Managing Small Libraries

Get control of your organization's growing collection of books, newsletters, videos and resource files. Two workshops offer simple principles behind organizing materials and making your information easy for others to find. Recognizing the unique challenges found in small organizations, proven guidelines are shared to make your library management a creative, rewarding and successful experience.

## Organizing and Managing Small Libraries - Part One (106072)

This course covers the essential principles behind the organization of all types of information. Discover easy-to-implement strategies to bring focus and order to your specialized collection. A step-by-step approach offers a realistic plan toward improving your library's organization and use. (Shaskin) \$45  
1 aft - Tu, Oct 01, 13:00-16:00 - CC

## Organizing and Managing Small Libraries - Part Two (106073)

Making information easy to organize and find in your library is the primary goal of this class. Explore the various options for classifying your information, selecting subject headings, creating useful catalogue records and indexing valuable newsletter/journal articles. Various computer catalogue databases are also discussed. (Shaskin) \$45  
1 aft - Tu, Nov 05, 13:00-16:00 - CC

## Information Science

## Internet Courses

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

## Internet: Basic Tools for Library Workers (106075)

Aimed specifically at professional librarians and library technicians and assistants, this course will provide an introduction to Internet tools within the context of library work. Participants will learn: how to use telnet to connect to and search remote library databases; how to find, organize, and maintain Internet resources for specific library functions; and, how to find, organize, and maintain Internet resources for specific types of libraries. (Jordan/Kisly) \$185  
1 day - Sa, Oct 19, 09:00-16:30 - UBC - SL

## Internet: Research Tools for Library Workers (106076)

Aimed specifically at professional librarians and library technicians and assistants, this course will provide participants with an in-depth look at research tools that are available on the Internet. Participants will learn how to: effectively and efficiently perform advanced WWW searching; train library users how to use the Internet; use e-mail for non-traditional tasks; and, mine information from e-mail lists and Usenet groups. (Jordan/Kisly) \$185  
1 day - Sa, Nov 16, 09:00-16:30 - UBC - SL

## Internet: Introduction to the Network of Networks (106077)

Through a combination of lecture, demonstrations and hands-on sessions, you will learn: what the Internet is, how to communicate with colleagues worldwide, how to find and retrieve information resources on the Internet, potential uses of web browsers, 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 the Windows environment. (Shui) \$185  
1 day - Sa, Oct 05, 09:00-16:30 - UBC - SL

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

An in-depth look at the various factors involved when developing a World Wide Web site. This course will teach students how to author web pages using HTML programming. No previous programming experience is required. Lecture and hands-on instruction with one student per computer. Course participants will leave the class with a web product. Note: Student must come to class with 3 1/2 inch diskette formatted for PCs. (Shui/Xu) \$205  
1 day - Sa, Nov 02, 09:00-16:30 - UBC - SL

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

Learn 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. The course combines lecture and hands-on instruction with one student per computer. (Shui) \$205  
1 day - Sa, Oct 26, 09:00-16:30 - TBA

## Internet: The Technical Side (106087)

An advanced course for students with Internet experience which discusses the technical aspects of the Internet. Learn how the Internet and various services function, including the many protocols that facilitate global communication such as TCP/IP, HTTP, SMTP, FTP, TELNET, and DNS. This course combines lecture and hands-on instruction with one student per computer. (Xu) \$205  
1 day - Sa, Nov 23, 09:00-16:30 - UBC - SL

For more related courses see the COMPUTER section.

## Records Management

## Records Management I - 1615 (104509)

See Records Management (Office Administration Certificate) listings for course description. (Henderson) \$170  
10 eve - We, Sep 25, 18:30-21:30 - CC

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

See Records Management (Office Administration Certificate) listings for course description. (Bradley) \$170  
Will be offered in January 1997 term

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

See Records Management (Office Administration Certificate) listings for course description. (Bradley) \$160  
10 eve - Th, Sep 26, 18:30-21:30 - CC

For information on Records Management courses, call Anne Tolstam at 671-7021.

## Training Skills

These courses help you develop skills that can be applied to any training situation on the job. Practice time and feedback is a major part of all courses to help you develop and apply your 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 671-7062. For registration call 671-7070.

## Who Should Attend

The program is designed for all those who are involved in planning, designing or delivering training for adult learners.

## INSTRUCTORS

Janet Dean is a certified trainer with a number of years experience delivering seminars for business in the areas of communication and professional development. She is experienced with a number of leading edge training techniques.

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 & Continuing Education and is completing a Bachelor of Arts degree, 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 brush up your instructional skills, this workshop provides techniques and practical information that can be easily applied 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. (Yunker) \$365  
2 day - Th/Fr, Sep 26/27, 09:00-16:30 - LH

## Training Program Design (100152)

This three-day workshop is designed to give you a firm grounding in planning and designing instruction for adult learning. You will learn how to analyze training needs, write instructional objectives, design instruction appropriate for your audience and evaluate results. You will also be introduced to the planning process and a variety of program planning models. You will apply each step of the planning process and design instruction for a specific training situation, so please come to class with a project in mind. (Yunker) \$575  
3 day - We/Th/Fr, Oct 23/24/25, 09:00-16:30 - ROB

## How to Write Great Training Materials (100154)

Do you want to create a training or procedural manual but don't know where to start? Is your existing instructional material dated, difficult to use or just simply boring? You will create training materials that look great and really work! 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. 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)  
Will be offered in January 1997 term

## Training with Leading Edge Technologies (100167)

Technology in adult education is advancing rapidly. Investigate the latest developments in a variety of leading edge technologies as they relate to course design and instruction, including computer-based instruction, video conferencing, interactive videodisc, Internet as a teaching resource, multi-media CD-ROM and others. The second day will include visits to several sites where leading edge training technologies are in use. (Dean) \$275  
2 day - Sa, Oct 05, 09:00-16:30 - CC, Mo, Oct 07, 09:00-15:00 - TBA

## Small Business

For registration and general information phone 323-5322. For detailed information call Peggy Worobetz, 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 \$105 per course or for a total of \$395 for all five courses for a saving of \$130.

## How to Start a Business

All five courses \$395 (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. \$105  
2 eve - Tu/Th, Sep 24/26, 19:00-22:00 - Lan OR 1 day - Sa, Sep 28, 09:00-16:00 - CC

## Week 2

## Identifying and Marketing Business Opportunities (106040)

Both parts \$105  
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, Oct 01/03, 19:00-22:00 - Lan OR 1 day - Sa, Oct 05, 09:00-16:00 - CC

## 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. \$105  
2 eve - Tu/Th, Oct 08/10, 19:00-22:00 - Lan OR 1 day - Sa, Oct 19, 09:00-16:00 - CC

## Week 4

## Financial Statements - Forecasting and a Cash Budget (106043)

Both parts \$105  
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, Oct 15/17, 19:00-22:00 - Lan OR 1 day - Sa, Oct 26, 09:00-16:00 - CC

## Week 5

## Financing and Business Strategy (106041)

Both parts \$105  
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, Oct 22/24, 19:00-22:00 - Lan OR 1 day - Sa, Nov 02, 09:00-16:00 - CC

If you are interested in acquiring skills in exporting which can be applied in your business, you may wish to consider the new Methods of Exporting Program. See Exporting section of this flyer.



## Computers, Technology &amp; Telecommunications

## Business Technology

In today's business world, more and more managers find themselves involved in major decisions concerning new technologies. Managers and other office personnel who lack a technical background often find that they need a broader understanding of business technologies to evaluate their applications in the work setting. The course below is offered in response to this need.

## INSTRUCTOR

Paul Hunt is associate dean of Business and Computer Application Programs at VCC. He has 21 years' teaching experience alongside professional experience with computers in industry.

## Understanding Business Technology (102214)

This course is designed for the non-technical business person or operations manager who needs a comprehensive overview of computer and communications technology, relevant to the business-office environment. Specific topics include: telecommunications, electronic mail, office computer systems and application programs, groupware, local area networks, the Internet, CD Rom drives, multimedia, etc. Emphasis will be placed on how the various technologies inter-relate and how each contributes to improved efficiency and communications. Instruction will involve lectures, demonstrations and discussion. (Hunt) \$165  
6 eve - Mo, Sep 23, 19:00-21:30 - CC - No class Oct 14

## Computers

## Course Locations

- Oakridge Centre, 320 North Office Tower, 650 West 41st Avenue
- 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. 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) or Introduction to Windows 95 (101138) 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
- We, Sep 18, 18:00-19:00, 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 the required prerequisites.

## Local Area Networks

Students have two choices: non-certificate courses at Oakridge 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 - Pat Austin/Mishele Mathern (261-2806), E-mail: mmathern@vccoklab.com  
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 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.

The Oakridge Lab offers 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 the VCC Microcomputer Lab in the Oakridge Centre.

Introductory courses at the Oakridge Microcomputer 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.

## 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 - Tu, Sep 03, 09:00-17:00 - Oak  
1 day - Sa, Sep 21, 09:00-17:00 - Oak  
1 day - Th, Oct 17, 09:00-17:00 - Oak  
1 day - Su, Nov 04, 09:00-17:00 - Oak  
1 day - Mo, Nov 18, 09:00-17:00 - Oak  
1 day - We, Dec 11, 09:00-17:00 - Oak

## VCC OAKRIDGE INSTRUCTORS

Pat Austin (program manager for Oakridge and City Centre) is 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.

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

## Christine Code is a microcomputer instructor with over four 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, WordPerfect, Windows, Word for Windows, Internet, and Publishing Web Pages.

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

1 day - Fr, Sep 13, 09:00-17:00 - Oak  
1 day - Th, Nov 07, 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 - Fr, Sep 27, 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 - Fr, Nov 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 - We, Sep 04 09:00-17:00 - Oak  
1 day - Su, Sep 08, 09:00-17:00 - Oak  
1 day - Fr, Sep 20, 09:00-17:00 - Oak  
1 day - Sa, Oct 05, 09:00-17:00 - Oak  
1 day - We, Oct 16, 09:00-17:00 - Oak  
3 eve - We, Oct 23, 18:30-21:30 - Oak  
1 day - Fr, Nov 01, 09:00-17:00 - Oak  
1 day - We, Nov 20, 09:00-17:00 - Oak  
1 day - Su, Dec 01, 09:00-17:00 - Oak  
1 day - Th, Dec 12, 09:00-17:00 - Oak





Computers (con't)

Intermediate Windows 3.1 (100915)

Expand your knowledge of the Windows operating environment. This course covers organizing the Program Manager, setting up and changing Program Groups and windows, adding document or file icons, using the StartUp Group and customizing Windows settings. Students will investigate Windows startup options including operating modes and running Windows programs directly from the DOS prompt. Experience with Windows is essential. Introduction to Windows (100914) is recommended. \$190  
1 day - Tu. Oct 01, 09:00-17:00 - Oak  
1 day - Fr. Nov 15, 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 - Tu. Sep 03, 09:00-17:00 - Oak  
1 day - Sa. Sep 21, 09:00-17:00 - Oak  
1 day - Th. Oct 17, 09:00-17:00 - Oak  
1 day - Su. Oct 27, 09:00-17:00 - Oak  
1 day - Mo. Nov 18, 09:00-17:00 - Oak  
1 day - We. Dec 11, 09:00-17:00 - Oak

Windows 95 Upgrade (101139)

Do you have Windows 95? Are you thinking of upgrading? Explore the improvements and new features of this operating system. This course is designed for Windows 3.x users who want to make a quick and easy transition to Windows 95. It is also valuable for those who are undecided about switching and would like to investigate this program in a hands-on setting. Experience with Windows 3.x is a prerequisite. \$190  
1 day - Th. Sep 26, 09:00-17:00 - Oak  
1 day - Tu. Nov 05, 09:00-17:00 - Oak

Introduction to Microsoft Office

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

Intermediate Microsoft Office (101136)

Work in the Windows environment the way it was meant to be; transfer, manage, and integrate information between Office programs with ease. Establish dynamic links between applications using OLE (Object Linking and Embedding), perform mail merges between Word and Access, place Excel calculations into Word documents. Create PowerPoint presentations based on Word documents, Excel graphs and more. This is not an entry-level course. Experience in Windows with at least two Office programs are required as prerequisites. See course descriptions for Windows, Word for Windows, Access, Excel and PowerPoint. \$190  
1 day - Th. Oct 03, 09:00-17:00 - Oak  
1 day - We. Nov 27, 09:00-17:00 - Oak

3. Local Area Networks

Introduction to Local Area Networks (100920)

Microcomputers connected through Local Area Networks (LANs) are rapidly becoming common in the workplace. This trend will continue as more individuals and businesses need to share resources. Basic LAN concepts and terminology are absolutely essential for anyone involved in planning, purchasing, using or managing a LAN. This course provides a practical foundation for our Novell NetWare LAN series. Explore the differences between peer-to-peer and server-based LANs. Understand hardware requirements for workstations and servers, Network Interface Cards, cabling systems, protocols, topologies and network operating systems. Previous experience with microcomputers is a prerequisite. \$190

1 day - Sa. Sep 14, 09:00-17:00 - Oak  
1 day - Sa. Oct 05, 09:00-17:00 - Oak  
1 day - Th. Oct 24, 09:00-17:00 - Oak  
1 day - Tu. Nov 26, 09:00-17:00 - Oak

Introduction to Novell NetWare 3.1x (100921)

This course introduces basic Novell NetWare operating system commands to users and supervisors. Login and Logout procedures, network security, passwords, rights, directory structures, drive mapping and commands for user, directory and file management are explored. A basic understanding of microcomputers and Introduction to DOS (100903) are prerequisites. Introduction to Local Area Networks (100920) is recommended. \$190  
1 day - We. Oct 02, 09:00-17:00 - Oak  
1 day - Sa. Oct 26, 09:00-17:00 - Oak

Intermediate Novell NetWare 3.1x (100922)

As a continuation of the Introduction to Novell NetWare (100921), this course explores Novell NetWare operating system commands for LAN administrators and supervisors. Topics include: creating and deleting users, account restrictions, mapping search drives, printing, and basic login scripts. Introduction to Novell NetWare 3.1x (100921) and Intermediate DOS (100912) are recommended prerequisites. \$190  
1 day - We. Oct 16, 09:00-17:00 - Oak  
1 day - Sa. Nov 23, 09:00-17:00 - Oak

Advanced Novell NetWare 3.1x (100923)

This course builds on concepts and commands from Intermediate Novell NetWare (100922) for LAN administrators and supervisors. Advanced login script commands, additional security options, and creating, managing and deleting groups are explored. Additional topics include: rights, granting and revoking trustee assignments, and using inherited rights masks. Intermediate Novell NetWare 3.1x (100922) and Advanced DOS (100916) are recommended prerequisites. \$190  
1 day - We. Oct 30, 09:00-17:00 - Oak

Introduction to Novell NetWare 4.x (101144)

This course introduces basic Novell NetWare 4.x skills to users and supervisors. Login and Logout procedures, network security, passwords, rights, directory structures, and drive mapping are explored. Learn about NDS, the Netware Directory Services, the directory services tree, context, containers and objects. Introduction to Windows (100914) is a prerequisite for those with little or no experience in Windows. Introduction to Local Area Networks (100920) is recommended. \$190  
1 day - Fr. Sep 20, 09:00-17:00 - Oak  
1 day - Sa. Oct 19, 09:00-17:00 - Oak  
1 day - We. Nov 13, 09:00-17:00 - Oak

Intermediate Novell NetWare 4.x (101145)

As a continuation of Introduction to Novell NetWare 4, this course explores Novel Netware 4 skills and commands for LAN administrators and supervisors. Topics include: creating and deleting users, account restrictions, mapping search drives, printing and basic login scripts for containers and users. Introduction to Novell NetWare 4.x (101144) is the recommended prerequisite. \$190  
1 day - Fr. Oct 04, 09:00-17:00 - Oak  
1 day - Sa. Nov 16, 09:00-17:00 - Oak

Advanced Novell Netware 4.x (101146)

This course builds on concepts and commands from Intermediate Novell NetWare 4 for LAN administrators and supervisors. Advanced login script commands, additional security options, and creating, managing, and deleting groups, profiles, organizational roles, and other objects are explored. Additional topics include rights, trustee assignments and inherited rights filters. Intermediate Novell NetWare 4.x (101145) is the recommended prerequisite. \$190  
1 day - Tu. Oct 22, 09:00-17:00 - Oak  
1 day - Sa. Nov 30, 09:00-17:00 - Oak

4. Internet

Introduction to the Internet (101141)

This course is a practical, hands-on introduction to the Internet. Get an overall perspective on the net and the skills to find what you need. Learn about selecting an Internet service provider, configuring software, finding, subscribing, reading and posting to newsgroups. Use e-mail effectively. Browse the World Wide Web, search for specific topics and go to a specific web page. Learn about "netiquette"; 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 - Th. Sep 05, 09:00-17:00 - Oak  
1 day - Su. Sep 15, 09:00-17:00 - Oak  
1 day - Fr. Sep 27, 09:00-17:00 - Oak  
1 day - Sa. Oct 12, 09:00-17:00 - Oak

1 day - We. Oct 23, 09:00-17:00 - Oak  
1 day - Tu. Nov 12, 09:00-17:00 - Oak  
1 day - Su. Nov 24, 09:00-17:00 - Oak  
1 day - Fr. Dec 13, 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 listserve 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 - Th. Sep 12, 09:00-17:00 - Oak  
1 day - Tu. Oct 15, 09:00-17:00 - Oak  
1 day - Sa. Nov 16, 09:00-17:00 - Oak  
1 day - Mo. Dec 16, 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 - Mo. Sep 16, 09:00-17:00 - Oak  
1 day - Su. Oct 06, 09:00-17:00 - Oak  
1 day - Fr. Oct 25, 09:00-17:00 - Oak  
1 day - Mo. Nov 25, 09:00-17:00 - Oak  
1 day - Tu. Dec 17, 09:00-17:00 - Oak

5. Computer Applications

Word Processing

Introduction to WordPerfect for Windows (101106)

Designed for new or inexperienced WordPerfect users, this course covers fundamental WordPerfect for Windows commands and concepts. Topics include: creating and editing text; moving around; and saving, opening, closing, and printing documents. Students will explore various menus, button bars and rulers. Also covered is selecting, formatting, cutting, copying and pasting text. Emphasis is placed on WordPerfect's use of codes. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. If you are an experienced WordPerfect for DOS user, please see the description below for WordPerfect for Windows Upgrade. \$190  
1 day - Mo. Sep 30, 09:00-17:00 - Oak  
1 day - Th. Oct 17, 09:00-17:00 - Oak  
1 day - Tu. Nov 19, 09:00-17:00 - Oak

WordPerfect for Windows Upgrade (101107)

The purpose of this course is to make an easy, quick, and efficient transition to WordPerfect for Windows. Designed for experienced WordPerfect for DOS users, this course explores new features such as: using menus, button bars and rulers. Also covered are concept and vocabulary changes including: save as, open, close, selecting text, cut, copy and paste, and changes to the keyboard template. New and easier ways of performing tasks will also be explored. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190  
1 day - Mo. Sep 23, 09:00-17:00 - Oak  
1 day - Fr. Nov 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. Oct 07, 09:00-17:00 - Oak  
1 day - Fr. Nov 29, 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 - Th. Oct 24, 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 is suitable for those with Word version 6 or version 7. Each student will be given their choice of the version they want to use during class. 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) or Introduction to Windows 95 (101138) 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 - Mo. Sep 09, 09:00-17:00 - Oak  
1 day - Su. Sep 29, 09:00-17:00 - Oak  
1 day - Tu. Oct 29, 09:00-17:00 - Oak  
1 day - Th. Nov 28, 09:00-17:00 - Oak

Fast Track Word for Windows (101119)

This course is suitable for those with Word version 6 or version 7. Each student will be given their choice of the version they want to use during class. 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 - Tu. Sep 24, 09:00-17:00 - Oak  
1 day - We. Nov 13, 09:00-17:00 - Oak

Intermediate Word for Windows (101114)

This course is suitable for those with Word version 6 or version 7. Each student will be given their choice of the version they want to use during class. 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 - Th. Sep 12, 09:00-17:00 - Oak  
1 day - Tu. Oct 08, 09:00-17:00 - Oak  
1 day - Sa. Nov 02, 09:00-17:00 - Oak

Advanced Word for Windows (101115)

This course is suitable for those with Word version 6 or version 7. Each student will be given their choice of the version they want to use during class. This course focuses on customizing and automating Word for Windows operations, with special emphasis on field codes. Learn tables of contents, indexes, creating and running basic macros, and inserting graphics into documents. Basic merge commands are also covered. Experience with Word for Windows is essential. \$190  
1 day - Tu. Sep 17, 09:00-17:00 - Oak  
1 day - Th. Nov 14, 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 - Tu. Oct 01, 09:00-17:00 - Oak  
1 day - Fr. Nov 15, 09:00-17:00 - Oak

Intermediate Lotus for Windows - Worksheets/Charts (101130)

This course is designed to expand your working knowledge of Lotus worksheet capabilities. Intermediate topics include: creating and printing charts and graphs, dates and date math, filling ranges and sorting. Also covered is using a variety of valuable @ functions including @IF to create formulas that make decisions. Students will learn how to create a 3-dimensional worksheet. A working knowledge of basic Lotus functions is required. Introduction to Lotus 1-2-3 for Windows (101109) is recommended. \$190  
1 day - We. Oct 23, 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)

This course is suitable for those with Excel version 5 or version 7. Each student will be given their choice of the version they want to use during class. 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 standard and formatting toolbars will be explored. Introduction to Windows (100914) or Introduction to Windows 95 (101135) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190  
1 day - We. Sep 11, 09:00-17:00 - Oak  
1 day - Sa. Sep 28, 09:00-17:00 - Oak  
1 day - Th. Oct 10, 09:00-17:00 - Oak  
1 day - Sa. Nov 02, 09:00-17:00 - Oak  
1 day - Tu. Nov 19, 09:00-17:00 - Oak  
1 day - Tu. Dec 10, 09:00-17:00 - Oak

Intermediate Excel - Worksheets and Charts (100798)

This course is suitable for those with Excel version 5 or version 7. Each student will be given their choice of the version they want to use during class. 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 - Th. Sep 19, 09:00-17:00 - Oak  
1 day - Sa. Oct 19, 09:00-17:00 - Oak  
1 day - Fr. Nov 22, 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 - Fr. Oct 11, 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 - Sa. Sep 14, 09:00-17:00 - Oak  
1 day - Su. Nov 03, 09:00-17:00 - Oak

Introduction to Simply Accounting for Windows (101111)

Learn how to set up the chart of accounts; entering vendors, customers and employees and the history of each. Students will make journal entries; enter purchase invoices; make payments, enter sales invoices and receipts. Also covered is printing the Balance Sheet, Income/Expense Statements, Trial Balances, Ledgers and Journals. A basic understanding of accounting principles is required. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190  
1 day - Su. Sep 22, 09:00-17:00 - Oak  
1 day - Fr. Oct 18, 09:00-17:00 - Oak  
1 day - Su. Nov 17, 09:00-17:00 - Oak

Advanced Simply Accounting for Windows (101112)

In this more advanced approach to Simply Accounting for Windows, students will learn how to fully utilize each of the subsidiary ledgers and job costing. More detailed accounting functions will be covered for Purchase Discounts, Sales Discounts, NSF Cheques, exporting to a spreadsheet, and manipulation of information in the spreadsheet to create comparative financial statements. Experience with Simply Accounting for Windows is essential. Introduction to Simply Accounting for Windows (101111) is recommended. \$190  
1 day - Su. Sep 29, 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 - We. Sep 18, 09:00-17:00 - Oak  
1 day - We. Oct 30, 09:00-17:00 - Oak  
1 day - Sa. Nov 30, 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 - We. Sep 25, 09:00-17:00 - Oak  
1 day - Tu. Oct 22, 09:00-17:00 - Oak  
1 day - Sa. Dec 07, 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. Nov 07, 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 - Fr. Sep 13, 09:00-17:00 - Oak  
1 day - Sa. Oct 26, 09:00-17:00 - Oak  
1 day - Th. Nov 21, 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. Oct 31, 09:00-17:00 - Oak  
1 day - Sa. Dec 14, 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 - Th. Oct 24, 09:00-17:00 - Oak

Advanced Word for Windows (101115)

This course focuses on customizing and automating Word for Windows operations, with special emphasis on field codes. Learn tables of contents, indexes, creating and running basic macros, and inserting graphics into documents. Basic merge commands are also covered. Experience with Word for Windows is essential. \$190  
1 day - Tu. Sep 17, 09:00-17:00 - Oak  
1 day - Th. Nov 14, 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. Sep 10, 09:00-17:00 - Oak  
1 day - Fr. Oct 11, 09:00-17:00 - Oak  
1 day - We. Nov 06, 09:00-17:00 - Oak  
1 day - Fr. Dec 06, 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 - Tu. Sep 17, 09:00-17:00 - Oak  
1 day - Fr. Oct 18, 09:00-17:00 - Oak  
1 day - Th. Nov 14, 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 cascade update and cascade delete options. Create and use AutoLookup queries for easier data entry in queries and forms. Customize forms with key field combo boxes. Create main/subform displays for related records. Intermediate Access (101132) is strongly recommended as a prerequisite. \$190  
1 day - Tu. Sep 24, 09:00-17:00 - Oak  
1 day - We. Nov 20, 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.

Langara Campus Computer Courses

Information Night

Wednesday, September 18, 18:00-19:00, Langara College, Continuing Education office, 100 West 49th Avenue, Vancouver  
Internet address: <http://www.instruct.langara.bc.ca/csw/>

General Information

Computer Skills consists of 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.

Computer Skills for the Workplace - Certificate Program

- Introduction to Computers
- DOS and Hard Disk Management
- Windows and Microsoft Office
- Word Processing, Spreadsheets, Database
- Accounting - G/L, Payroll, Jobcosting, A/R, A/P, Inventory
- Local Area Network Administrator - Certificate Program
- Network systems, topologies and protocols
- LAN Administration - NetWare - hands-on
- LAN cabling alternatives
- Preparation towards challenging Novell CNA/CNE Certification

Professional Development Courses for:

- Computer and Communication Hardware - hands-on
- Wide Area Networking and Managing Large Networks
- Visual Basic, Windows NT Administration

Internet Courses for Beginners and Professionals

- Introduction to the Internet
- Intermediate Internet/World-Wide Web
- Advanced Web Page Design
- Introduction to Java Language
- Web Site Building Using Microsoft-Front Page
- Distributed Objects
- Java and Objects
- Intelligent Agents
- Active X



## Computer Skills for the Workplace

### Certificate Program

#### Information Night

Wednesday, September 18, 18:00-19:00, Langara College, Continuing Education office, 100 West 49th Avenue, Vancouver  
Internet address: <http://www.instruct.langara.bc.ca/csw/>

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

For information and registration, call 323-5322.

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

#### Certificate Requirements

Eight courses completed successfully in not more than five years, 15 terms, consisting of:  
CSW1 – Understanding Personal Computers  
CSW19 – Introduction to Windows 3.1  
CSW4 – Word Processing Using WordPerfect 6.x for DOS  
OR  
CSW4A – Introduction to MS-Word 6.x – Microsoft Office  
OR  
CSW4C – Introduction to WordPerfect for Windows  
CSW5 – Introduction to dBASE IV Plus  
OR  
CSW5E – Introduction to MS-Access – Microsoft Office  
CSW6 – Introduction to Lotus 1-2-3 for DOS  
OR  
CSW6E – Introduction to Excel 5.x – Microsoft Office  
CSW17 – Accounting Using ACCPAC PLUS  
OR  
CSW7B – Accounting Using Simply/Bedford for Windows  
CSW9 – DOS and Hard Disk Management  
and any other CSW course (elective)

#### Course Credit

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

#### Entry Requirements

No formal educational requirements are necessary.

#### 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  
CSW42 – Advanced Web Page Design  
CSW90 – Understanding Multimedia  
CSW90A – Multimedia Video Production

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

#### Internet Seminars

These three-hour seminars are intended for the advanced Internet participant. Details on the courses are available at URL <http://www.instruct.langara.bc.ca/csw/>. They are \$55 each. Seminar topics are:

- Introduction to Java Language
- Web Site Building Using Microsoft Front Page
- Distributed Objects
- Java Objects
- Active X
- Intelligent Agents
- Other, new offerings

#### Internet Delivered Courses

##### CSW30A – Internet 101 On-line (100569)

This unique and original learning vehicle is designed around the idea that an expert professional resource person is available in the context of a limited attendance, closed forum, to answer and provide advice on Internet and computer-related topics, or requests by participants. This is not a chat line. It is an advanced messaging system within which a group of no more than 20 participants will have access to an expert resource person for the duration of five weeks. Participants must have access to the Internet. For more details, point your browser to: <http://www.instruct.langara.bc.ca/csw/>  
Course fee \$75.

### Local Area Network Administrator

### Certificate Program

#### Information Night

Wednesday, September 18, 18:00-19:00, Langara College, Continuing Education office, 100 West 49th Avenue, Vancouver  
Internet address: <http://www.instruct.langara.bc.ca/csw/>

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, below.

#### Multimedia Programmer

### Certificate Program

#### Information Night

Wednesday, September 18, 18:00-19:00, Langara College, Continuing Education office, 100 West 49th Avenue, Vancouver  
Internet address: <http://www.instruct.langara.bc.ca/csw/>

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, database 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, below.

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.

#### Internet Listing

New courses or additional sections of existing courses are listed on the Internet – point your browser to: <http://www.instruct.langara.bc.ca/csw/>

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 mng - Sa. Sep 21, 09:00-12:00 - Lan – No class on Oct 12  
5 mng - Su. Sep 22, 09:00-12:00 - Lan – No class on Oct 13  
5 eve - Mo. Sep 23, 19:00-22:00 - Lan – No class on Oct 14

5 mng - Su. Nov 03, 09:00-12:00 - Lan – No class on Nov 10  
5 eve - Tu. Nov 05, 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. Sep 26, 19:00-22:00 - Lan  
5 eve - Mo. Nov 04, 19:00-22:00 - Lan – No class on Nov 11

##### 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. Sep 24, 19:00-22:00 - Lan

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

Covers fundamentals of Excel including: worksheet creation and editing; entering date and formulas; relative, mixed and absolute addressing as well as menu navigation. Saving, opening, improving worksheet presentation and printing are also covered in addition to more advanced topics such as: working with dates and date math, using data series and Auto Fill, creating named ranges and protecting data. The course concludes with the coverage of: using multiple windows, how to consolidate and link worksheets, building charts, using Chart Wizard and desktop publishing functions such as AutoFormat. Prerequisite: Introduction to Windows (CSW19 – 100523) or comparable experience is strongly recommended. Course notes included in fee. \$290  
5 mng - Su. Nov 03, 09:00-12:00 - Lan – No class on Nov 10

##### 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 mng - Su. Sep 22, 09:00-12:00 - Lan – No class on Oct 13

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

Teaches the participant how to control and make the most effective use of the IBM/PCs via the DOS Operating System Ver 6.2. Learn internal and external DOS commands, how to create and manage directories, create and change AUTOEXEC.BAT, CONFIG.SYS files. Design your own menu using batch files and full screen editor. Learn how to sort directory listings, find files anywhere on the hard disk, free hard disk space, and protect files from accidental deletion. Understand use of different types of memory: conventional, upper, extended and expanded. Learn the new DOS 6.2 commands for defragmenting files, optimizing use of upper memory and using multiple CONFIG.SYS files. Microsoft Diagnostics (MSD) will be introduced. Prerequisite: CSW1. Course manual included in fee. \$290  
5 mng - Sa. Sep 21, 09:00-12:00 - Lan – No class on Oct 12  
5 eve - We. Sep 25, 19:00-22:00 - Lan  
5 eve - Fr. Sep 27, 19:00-22:00 - Lan  
5 eve - Th. Nov 07, 19:00-22:00 - Lan  
5 eve - Fr. Nov 08, 19:00-22:00 - Lan

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

This course serves as an introduction to the basics of network systems. It is well suited for end users and those interested in becoming network administrators/managers. Emphasis will be on developing an understanding of what

services networks can provide, the theory of their operation and the implications for network management. Participants will be introduced to the Novell operating system commands, with hands-on practice. Login and Logout procedures, network security, passwords, directory structure, drive mapping, creating and editing Login script file through SYSCON utility are covered. Additional practice lab time will be available as indicated by instructor. Prerequisite: CSW1 and CSW9. Course manual included in fee. \$310  
5 mng - Su. Sep 22, 09:00-12:00 - Lan – No class on Oct 13  
5 eve - Tu. Sep 24, 19:00-22:00 - Lan  
5 eve - Fr. Sep 27, 19:00-22:00 - Lan  
5 eve - Mo. Nov 04, 19:00-22:00 - Lan – No class on Nov 11  
5 eve - Fr. Nov 08, 19:00-22:00 - Lan

##### CSW12A – Local Area Network Management – Level II (100519)

Participants will learn 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 - We. Sep 25, 19:00-22:00 - Lan  
5 mng - Su. Nov 03, 09:00-12:00 - Lan – No class on Nov 10  
5 eve - Tu. Nov 05, 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 4.1 installation, Windows 3.1 installation on the network, and advanced Novell administration topics such as managing Windows on the network. In addition to NetWare 4.x, other relevant network systems are examined. 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 - Th. Sep 26, 19:00-22:00 - Lan  
5 mng - Sa. Nov 02, 09:00-12:00 - Lan – No class on Nov 09

##### 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. Oct 05, 09:00-16:00 - Lan

##### CSW15 – Managing Large Networks (100585)

Objectives: to acquaint participants with the concepts, strategies and real world products for managing large computer networks. Contents: system performance and maintainability considerations in designing large networks, including topics such as: protocols and segmentation, structured cabling, premises wiring and hub management systems, as well as troubleshooting tools including: protocol analysers and cable testers. Course structure: One day course 09:00 to 16:00, lecture with hardware/software demonstrations, class size limited to 20. Prerequisite: completion of VCC Local Area Network Administrator Certificate course or equivalent and/or comparable experience. Course notes included in fee. \$155  
1 day - Sa. Nov 16, 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 day - Sa/Su. Sep 21/22, 09:00-16:00 - Lan  
2 day - Sa/Su. Nov 02/03, 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 day - Sa/Su. Sep 28/29, 09:00-16:00 - Lan  
2 day - Sa/Su. Nov 23/24, 09:00-16:00 - Lan

##### CSW16C – Computer and Communications Hardware – Level III (100532)

This course concentrates on cabling considerations for both phone and data systems. Students will design, build and test cabling systems to industry standards using a variety of tools and software. Troubleshooting techniques will be demonstrated with practical examples. Instructors will be working field-service technicians. Prerequisite: CSW16B. Enrolment limited to ten students. \$425  
2 day - Sa/Su. Nov 30/Dec 01, 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. Enrollment is limited to ten students. Student will use IBM-PC computers for hands-on installation and testing of NT software. \$295  
1 day - Sa. Oct 05, 09:00-16:00 - Lan  
1 day - Sa. Oct 19, 09:00-16:00 - Lan  
1 day - Sa. Nov 16, 09:00-16:00 - Lan  
1 day - Sa. Dec 07, 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 - We. Nov 06, 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 mng - Sa. Sep 21, 09:00-12:00 - Lan – No class on Oct 12  
5 eve - Mo. Sep 23, 19:00-22:00 - Lan – No class on Oct 14  
5 eve - Fr. Sep 27, 19:00-22:00 - Lan  
5 mng - Sa. Nov 02, 09:00-12:00 - Lan – No class on Nov 09  
5 eve - Fr. Nov 08, 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. Sep 23, 19:00-22:00 - Lan – No class on Oct 14  
5 mng - Sa. Nov 02, 09:00-12:00 - Lan – No class on Nov 09

##### 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 eve - Th. Sep 26, 19:00-22:00 - Lan  
5 eve - Tu. Nov 05, 19:00-22:00 - Lan

##### CSW42 – Internet Web Page Design (100542)

In this course you will gain hands-on experience with Web page design and composition as it applies to a business setting. We will start with a review of basic Internet skills. Each person will proceed at a rate that is comfortable for them and go as far as possible in the sessions provided, using personal assignments that have relevance and application for each participant. Everyone will leave the course with some familiarity with (hypertext mark-up language), stylish Web page design, the use of commonly available shareware. You will be able to produce effective and attractive Web pages for a variety of audiences using Netscape and other browsers. Your pages may include: graphics, forms, dynamic documents, backgrounds, in-line graphics, and tables. If time permits we will look at some more advanced topics, including image maps, CGI scripts (Common Gateway Interface), interactive image formats (client side) and adding client side helper applications. Prerequisite: CSW19 – Introduction to Windows or equivalent experience. Course notes included in fee. \$290  
5 eve - Tu. Sep 24, 19:00-22:00 - Lan  
5 eve - Th. Nov 07, 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. Sep 24, 19:00-22:00 - Lan  
5 eve - Tu. Nov 05, 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



### Langara College - Inventory

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 - Th. Nov 07, 19:00-22:00 - Lan

### CSW90F – Photoshop for Beginners (100586)

Learn the basics of Photoshop, the industry defacto standard for digital image manipulation. Photoshop is an indispensable tool for the photographer interested in digital techniques for manipulating photographic images. You will learn digital retouching, produce special effects, and combine line-art, raster based and scanned images to produce professional output. Digital cameras and video frame grabbing will also be discussed and demonstrated. Prerequisite: CSW19 – Microsoft Windows or familiarity with IBM PC computers and Microsoft Windows 3.1. \$290

5 eve - Mo. Nov 04, 19:00-22:00 - Lan – No class on Nov 11

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

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

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

Course notes included in fee. \$290  
5 mng - Su. Sep 22, 09:00-12:00 - Lan – No class on Oct 13

5 eve - We. Sep 25, 19:00-22:00 - Lan  
5 mng - Su. Nov 03, 09:00-12:00 - Lan – No class on Nov 10  
5 eve - We. Nov 06, 19:00-22:00 - Lan

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

This course continues where CSW91 left off. Emphasis will be placed on greater familiarity with the Windows environment and intermediate topics of Visual Basic for Windows. Projects include the development of several custom Windows applications. Prerequisite: CSW91. Course notes included in fee. \$290

5 mng - Su. Sep 22, 09:00-12:00 - Lan – No class on Oct 13

5 eve - We. Nov 06, 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 - Sa. Nov 02, 09:00-12:00 - Lan – No class on Nov 09

### 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 of the Multimedia Control (MCI) and the use of the Windows API to access all the available multimedia functions in Windows 3.1. Emphasis will also be placed on the extensions to the MS-Access database engine and its use to produce multimedia databases. The participants will also be introduced to the Communications control. At the end of this course the participant will have been equipped to use Visual Basic to develop sophisticated multimedia application as powerful as those developed in C, and do so in considerably less time. Prerequisite: CSW90, CSW93. Course notes included in fee. \$290

5 mng - Su. Nov 03, 09:00-12:00 - Lan – No class on Nov 10

## 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 Thursday, September 5, 17:00-18:30 - CC (Room number to be posted at Continuing Education office)

#### INSTRUCTORS

*Bill Clark is the president and founder of Tricor Telemanagement Inc., a professional telecommunications management firm based in Vancouver, BC. He has over 22 years' experience in the telecommunications industry. His skills include long-range strategic planning, short-term business planning and technical and functional design criteria for many organizations.*

*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 - Tu. Sep 17, 18:00-21:00 - CC

#### \* Telecommunications Management I (Voice) (102201)

Learn the basics of telecommunications (voice) in this course involving the study and review of regulations, exchange services, networks and network services, equipment types and features, tariff costs, interconnect, key systems, system acquisition and implementation, RFP's, and toll networks and facilities. Participants will learn to conduct a system needs assessment, system cost/benefit analysis, determine system selection criteria, select an appropriate system, and monitor and manage the system selected using a case study approach. (Giles) \$335

12 eve - Th. Sep 19, 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) \$335

12 eve - Th. Sep 19, 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) \$335

12 eve - We. Sep 18, 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) \$335

12 eve - Th. Sep 19, 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)

\$185  
2 hrs - Tu. Sep 10, 18:30-20:30 - KEC

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

\$185  
2 hrs - Tu. Sep 10, 18:30-20:30 - KEC

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

\$185  
2 hrs - Tu. Sep 10, 18:30-20:30 - KEC

#### Fee Allocation for Challenge Examinations

1. Participants must pay \$185 BEFORE writing any examination.
2. Eighty dollars (\$80) of the \$185 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 (\$105) 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 \$105 (valid for one year); b) request a refund of the balance of \$105 which will be subject to an administrative charge of 20 percent.

### Telecommunications Seminar

For registration and general seminar information please call 871-7070.

For detailed seminar information please call Peggy Worobetz – 871-7427.

#### LAN Technology and Networking (No. 2 in the Technology for the Information Highway Series) (102256)

*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.*

Local Area Networks have evolved from a small group phenomenon to a major component in enterprise wide networks. Decisions relating to the selection of LAN hardware and software can no longer be made in isolation and must now also consider other networks and systems within a corporation. In addition, the impact of LAN access must be taken into account in the design and selection of Wide Area Networks (WANs) and all computing platforms. This in-depth, technical seminar will examine the technology and systems that are available for either stand-alone systems or for integrated enterprise wide networks that have a significant LAN component. If your organization is currently integrating LANs into a corporate wide network or is planning to do so, this seminar will empower you to make informed decisions about the technologies and systems that will maximize the benefits that LAN technology can provide. \$850.65 (Includes GST) 3 day - Oct 07/08/09, 08:30-16:30 - ODH

#### NOTE

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



## ESL Teacher Training

### Teaching English as a Second Language

### Certificate Program

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

The 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 prerequisite 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 strong 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, MED, has taught at VCC since 1991, English Language Institute at UBC, and overseas in Taiwan, China, Hong Kong and Portugal. Her MED 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.

Chris Clark, BA Speech Sciences, TESL Certificate (Vancouver Community College), is currently Department Head of the ESL Vocational Department at VCC. She is interested in promoting communicative language teaching, and has been involved in teacher-training projects throughout the Lower Mainland and Czechoslovakia. Chris teaches the TESL Certificate Core Course, Teaching Listening and Speaking, the TESL Prerequisite Course: An Overview of Teaching ESL, the TESL Elective Course, Using Video in the ESL Classroom, and in the TESL Inservice Qualification Program.

Joanna Daley, BED, RSA/Cambridge Diploma TEFLA, has been teaching ESL and EFL since 1982 in England, Egypt, Venezuela and Jordan. Joanna is an experienced teacher trainer and most recently was director of studies at the International Language Institute and assistant director of studies for the British Council Teaching Centre in Egypt. Joanna teaches in the TESL Inservice Qualification Program, the TESL Elective Courses, Planning a Series of Lessons for an ESL Class and Teaching Vocabulary, Learning to Communicate, and TESL Certificate Course, Teaching Grammar Two: Theory and Practice

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

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.

Ariene Howard, BEd, is an experienced ESL instructor and is currently teaching at the VCC ESL Outreach Department. Ariene is interested in community-based ESL classes, the use of multi-media for ESL instruction, and innovative teaching resources for the ESL classroom. Ariene has presented workshops at the TEAL and TESOL Conferences. Ariene 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.

Felicia Klingenberg, BA, MA, Diploma in Applied Linguistics, TESL Certificate (Vancouver Community College). Felicia has taught ESL at VCC and Langara College since 1987. Her special areas of interest include teaching writing using the process approach and teaching reading to advanced level ESL students. She has presented workshops at Mini-TEAL, TEAL and TESL Canada. Felicia teaches the TESL Certificate Core Course, Teaching Writing and the TESL Elective Course, Improving ESL Reading Comprehension Using Creative Diagramming.

Diane Liu, BA, Teaching Certificate, MA Cross-Cultural Education, has taught ESL since 1984 at the Vancouver School Board, VCC and most recently at the English Language Institute at UBC. Diane has extensive experience as both a consultant and an instructor in the field of cross-cultural education and has presented workshops for TEAL. Diane teaches the TESL Elective Course, Teaching Strategies for Cross-Cultural Learning and Communication and the Intercultural Workshops in the TESL Core Course, Internship.

Grant Lovelock, BA, Teaching Certificate (UBC). Grant has taught EFL in Japan and Slovakia. He is currently teaching at the Canada Language Centre. Special areas of interest include teaching communicative skills and the use of video to teach ESL. Grant teaches the TESL Certificate Core Course, Teaching Listening and Speaking.

Richard Sim, BEd, has taught ESL since 1986 and has extensive experience teaching immigrant and international students. Richard has presented workshops at VCC, the TEAL Conference and TESOL Conference. Richard teaches the TESL Prerequisite Course, An Overview of Teaching ESL, the TESL Elective Course: Interactive Activities – Get Your Students Talking.

Christine 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.

Judy Taylor, BA Linguistics, TESL Certificate (Vancouver Community College), has taught in the ESL Vocational Department at VCC since 1988. Her special areas of interest include phonology, stress and intonation. Judy teaches the TESL Certificate Core Course, Teaching Pronunciation, and in the TESL Inservice Qualification Program.

Lawrie Timberg, BA, TESL Certificate (University of Toronto), has taught ESL since 1984 at U of T, 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.

Rose Marie Watson, BEd, MED, has been department head of the ESL Outreach Department at VCC and is a past president of BC TEAL and TESL Canada. Her special areas of expertise include teaching reading and learner-centred instruction. Rose Marie has presented workshops at the TEAL Conference, TESL Canada and the TESOL Conference and has done teacher training in Slovakia, the Yukon and at Malaspina University College. Rose Marie teaches the TESL Certificate Core Courses, Teaching Reading and Teaching English for Academic Purposes.

# 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 Education, Skills and Training** 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 [dhui-chai@vcc.bc.ca](mailto:dhui-chai@vcc.bc.ca)

### 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 and 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. 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.

#### NOTE

Core courses are taught at City Centre Campus this term.

### 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. \$225

10 eve - Tu. Sep 03, 18:00-21:00 - CC (Howard)

5 day - Mo/Tu/We/Th/Fr. Sep 30, Oct 01/02/03/04, 09:00-16:00 - CC (House/Howard)

5 day - Sa. Oct 05/19/26, Nov 16/23, 09:00-16:00 - CC (Clark)

7 sessions - Fr. Oct 25, Nov 01/08/15, 18:30-21:30, Sa. Oct 26, Nov 02/16, 09:00-16:00 - CC (Kennedy/Sim)

6 sessions - Fr. Nov 01/15/22, 18:30-21:30, Sa. Nov 02/16/23, 09:00-17:00 - CC (Stechishin/Chang/Timberg)

Please check Refund Policy, page 49.





## TESL (con't)

### 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 have completed 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 (150807)

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. (Danneberg) \$315

#### 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. (Daley) \$315

#### Teaching Pronunciation (150812)

This 30-hour course focuses on methods and techniques used for teaching pronunciation. Topics covered in this course include vowel dimensions, consonants, contractions and reductions, stress and intonation. (Taylor) \$315

#### 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. (Lovelock) \$365

#### 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. (Forward) \$315

#### Teaching Writing (150813)

This 36-hour course provides an overview of writing, focusing on the techniques used 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. (Klingenberg) \$365

#### Teaching English for Academic Purposes (150819)

This 30-hour course concentrates on the specific instructional techniques and course materials used to teach advanced ESL students who plan to continue academic studies at a post-secondary level. This course provides students with an understanding of the methodology and instructional approaches used to teach reading, composition, literature and study skills. (Watson) \$315

#### TESL Internship (150824)

The TESL Internship is a 45-hour course. It consists of 20 hours of compulsory workshops and 25 hours of practice teaching in an ESL classroom. (House/Liu) \$420

**Certification is important in today's workplace. Please see page 5.**

### TESL Elective Courses

The TESL Elective Courses have been developed for teachers currently working in the field of English as a Second Language instruction, as well as students registered in the TESL Certificate Program. Thirty hours of TESL Elective Courses are needed to fulfil the elective requirement for the TESL Certificate. Students registered in Elective Courses scheduled for Sundays are advised to bring a lunch as the college cafeteria is closed on Sundays.

#### NOTE

Core courses are taught at City Centre Campus and other locations.

#### 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.

#### Teaching 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) \$65

1 day - Sa. Oct 19, 09:00-16:00 - CC

#### 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) \$65

1 day - Sa. Sep 28, 09:00-16:00 - CC

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

#### 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) \$65

1 day - Sa. Dec 07, 09:30-16:30 - CC

#### An Introduction to ESL Tutoring (150844)

This practical six-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) \$65

1 day - Sa. Sep 07, 09:30-16:30 - CC

1 day - Sa. Sep 21, 09:30-16:30 - CC

1 day - Sa. Oct 26, 09:30-16:30 - CC

#### 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) \$55

1 aft - Sa. Oct 26, 13:00-17:00 - CC

1 aft - Sa. Nov 30, 13:00-17:00 - CC

#### 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) \$65

1 aft - Sep 28, 13:00-17:00 - KEC North

1 aft - Nov 16, 13:00-17:00 - KEC North

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

In this six-hour workshop participants will examine current issues regarding VESL (Vocational English as a Second Language) program. Participants will discover how language and vocational instructors can collaborate to create a consistent and cohesive curriculum for ESL.

students registered in modern technology programs such as computerized accounting, secretarial and computer skills. Participants will receive handouts on terminology and the interactive functional approach to teaching vocational English as a Second Language programs. (Steiner/Scott) \$90

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

#### Introduction to Settlement and Integration Issues for ESL Instructors (150846)

This six-hour course is designed to give ESL instructors an understanding of the settlement and integration process of immigrants and refugees through an overview of the history of immigrant policy in Canada and BC, an introduction of Canadian multiculturalism policies, a conceptual framework for identifying basic adaptation and integration needs, and a description of services that settlement agencies provide. (Margalit) \$65

1 day - Sa. Oct 19, 09:00-16:00 - CC

#### 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. Nov 23, 09:00-15:00 - CC

#### 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) \$65

1 day - Sa. Sep 14, 09:30-16:30 - CC

#### Using Popular Songs to Teach ESL (150794)

This five-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) \$70

1 aft - Sa. Nov 30, 10:00-16:00 - CC

#### 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) \$55

1 aft - Sa. Nov 23, 13:00-17:00 - CC

#### Teaching ESL Literacy in 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) \$160

4 eve - Tu. Sep 10, 18:30-21:30 - Immigrant Services Society, 5th floor, 333 Terminal Avenue, Vancouver

1 aft - Sa. Oct 05, 09:30-16:30 - CC

1 mng - Sa. Oct 05, 09:30-12:30 - CC

#### 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) \$65

1 day - Sa. Oct 05, 09:30-16:30 - CC

#### 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 Introduction to ESL Tutoring prior to registering in this workshop. (Flader) \$65

1 day - Sa. Sep 28, 09:30-16:30 - CC

#### 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) \$65

1 day - Sa. Oct 19, 09:30-16:30 - CC

#### Using Interactive Multi-Media to Teach ESL (150893)

This six-hour workshop will examine how to use multi-media effectively to teach ESL. Participants will be introduced to hands-on design/production of simple interactive exercises in several multimedia "environments," including the Internet. There will also be an opportunity to look at interactive resources available through the Net. It is recommended that participants have a modest amount of computer experience. (Grant/Quam) \$135

1 day - Sa. Sep 21, 10:00-17:00 - CC

#### Teaching Business ESL in the Classroom (150799)

This four-hour workshop will examine a variety of sample lessons and teaching techniques currently used for teaching advanced-level ESL students. Emphasis will be placed on accessing and adapting the wealth of resources available from the business community, as well as examining the commercial business ESL resources. Business-related computer activities will also be discussed in this workshop. (Rieb) \$50

1 aft - Sa. Dec 07, 13:00-17:00 - CC

#### Teaching Vocabulary (150855)

This hands-on six-hour workshop will explore current approaches to teaching vocabulary. Topics will include the discussion of what vocabulary is appropriate to teach, as well as ways of conveying meaning and categorizing vocabulary items. Teaching strategies and techniques will be explored for presenting, practising and reviewing vocabulary items in the ESL classroom. (Daley) \$65

1 day - Sa. Dec 07, 09:30-16:30 - CC

#### Teaching ESL Using Poetry (150839)

This dynamic six-hour workshop explores a variety of techniques for teaching poetry to ESL students. (Gerber) \$65

1 day - Sa. Sep 28, 09:30-16:30 - CC

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

This three-hour workshop facilitated by Joan Boxall will present participants with songs, poems, raps and teaching ideas based on five themes: Canadiana, meeting people, holidays, special days, food and environment. (Boxall) \$45

1 mng - Sa. Oct 05, 09:30-12:30 - CC

**Continuing Education courses and programs are exempt from the government's current freeze on tuition fees. As a result, some CE tuition fees have experienced a small increase.**



## Teaching English as a Foreign Language

The following list of courses are recommended for people who are planning to teach English overseas. All the recommended courses are available for registration in the Fall term (1996).

#### 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. \$225

5 day - Sa. Oct 05/19/26, Nov 16/23, 09:00-16:00 - CC (Clark)

5 day - Mo/Tu/We/Th/Fr. Sep 30, Oct 01/02/03/04, 09:00-16:00 - CC (House/Howard)

10 eve - Tu. Sep 03, 18:00-21:00 - CC (Howard)

7 sessions - Fr. Oct 25, Nov 01/08, 18:30-21:30, Sa. Oct 26, Nov 02/09, 09:00-16:00, Sa. Nov 16, 13:00-16:00 - CC (Kennedy/Sim)

6 sessions - Fr. Nov 01/15/22, 18:30-21:30, Sa. Nov 02/16/23, 09:00-17:00 - CC (Stechishin/Chang/Timberg)

#### Teaching Overseas: Survival Skills (150789)

This six-hour workshop is designed for inexperienced travellers and potential EFL teachers. Participants will learn about expectations in an EFL environment, strategies for coping with cultural adjustment, useful teaching resources and necessary requirements for surviving in the EFL classroom and living in a foreign culture. (Talbot) \$65

1 day - Sa. Sep 21, 09:30-16:30 - CC

#### 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) \$65

1 day - Sa. Sep 28, 09:00-16:00 - CC

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

#### 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) \$65

1 day - Sa. Oct 05, 09:30-16:30 - CC

#### 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) \$55

1 aft - Sa. Oct 26, 13:00-17:00 - CC

1 aft - Sa. Nov 30, 13:00-17:00 - CC

#### 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) \$55

1 aft - Sa. Nov 23, 13:00-17:00 - CC

#### Using Popular Songs to Teach ESL (150794)

This five-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) \$70

1 aft - Sa. Nov 30, 10:00-16:00 - CC

#### Teaching Vocabulary (150855)

This hands-on, six-hour workshop will explore current approaches to teaching vocabulary. Topics will include the discussion of what vocabulary is appropriate to teach, as well as ways of conveying meaning and categorizing vocabulary items. Teaching strategies and techniques will be explored for presenting, practising and reviewing vocabulary items in the ESL classroom. (Daley) \$65

1 day - Sa. Dec 07, 09:30-16:30 - CC

## CERTESL Program

The Certificate in Teaching English as a Second Language (CERTESL) Program is a 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 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 (150307)

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 (150308)

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 (150309)

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

(Certificate Pending)

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.

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 the 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.*





## Health

### Professional & Allied Health Care

These courses will be of interest to health care workers, social service workers and family care givers.

For phone registration call 874-9923.

#### INSTRUCTORS

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

**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.

**Mary Blake, R.Psych.**, is a social worker currently employed by VGH Geriatric Psychiatry Outreach team. Her clinical experience has largely been in geriatrics and psychiatry in the community setting. She has worked closely with the Office of the Public Trustee in doing competency assessments. She has also been involved in the recent Guardianship Hearings. She has a position in the Division of Geriatric Psychiatry, Faculty of Medicine at UBC.

**Robyn Brown, RN, BScN, 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, 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 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.

**Carol Carr, MSW**, is the social work consultant for the Hospice Program, Continuing Care Division, Vancouver Health Board. Her clinical experiences have been developed in a variety of settings, including hospitals, child welfare, and family therapy.

**Shirley Clarke, RN, MSN**, has many years' experience in critical care settings. She is presently employed as the head nurse, Intensive Care and Post Anaesthesia Recovery Room at Burnaby Hospital. Shirley brings to the sessions an awareness of the feelings that a float nurse has when encountering a new area. Her experiences, enthusiasm and humour will ensure an enjoyable learning experience for participants.

**J. Cooper, RN**, has extensive experience in practice and teaching (both in Canada and the USA) in CCU, ICU, open-heart surgery and cardiac cath labs. Before joining Teletronics she was a research associate in clinical electrophysiology at University Hospital.

**Doris DeGroot, MD**, is a family physician and community consultant for the Hospice Program of the Vancouver Health Board. Originally from Manitoba, she comes to Vancouver with extensive experience in palliative care in hospitals in the UK and South Africa, and a fellowship in Palliative Medicine from the University of Ottawa.

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

**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.

**Sharon Galloway, RN, BN, MSN**, has community and institutional experience in working with older adults. Her current position is clinical nurse specialist in gerontology at Vancouver Hospital and Health Sciences.

**Jaye Kerzner, RN, MSN**, has clinical experience in acute care and community health nursing, and has teaching experience in community nursing.

**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.

**P. Moore, BA, RN, MEd**, has several years' experience in the applied health field and has taught professional development courses in a variety of settings. Pru's course emphasizes experiential learning and practical application of adult education principles. Her confident, relaxed teaching style serves as an excellent role model for aspiring adult educators.

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

**Jim Olson, BSN, MEd, PBD 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.

**Kathleen Porter** is an educator and group facilitator with over 25 years' experience in the non-profit sector. She has trained volunteers to run programs, groups and boards in the areas of health, recreation, community development and education. Currently she works as an independent consultant. She conducts workshops for the Self-Help Resource Association of BC on several different aspects of self-help/support groups and grassroots facilitation skills. She also provides a workshop on mutual aid to the Ministry of Social Services and other groups of professionals. She has worked around BC with organizations such as the Alzheimer Society, Schizophrenia Society, Multiple Sclerosis and Learning Disabilities to provide training and support for both professionals and self-helpers.

**Irene Rohrer, RN, MScN**, has management experience in roles of AHN and HN, 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.

**Maureen Shaw, RN, MN**, is a clinical nurse specialist in gerontology at Vancouver Hospital, UBC site, and a clinical assistant professor at UBC School of Nursing. She has extensive experience nursing older adults with neurological health problems, and their families.

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

**Lee Ann Trimble, RN, BSN, CDE**, has been a clinical resource nurse – diabetes at St. Paul's and Vancouver Hospitals for ten years and understands the needs of older diabetics in facilities and in the community.

**Sonia Usmani, MA Counselling Psychology**, has worked extensively with young women, adolescents and children as a counsellor and educator. She has led workshops on body image, self-esteem, and eating disorders in a variety of settings. Through her clinical experience, Sonia has developed an approach in which issues are addressed with a combination of theory, pragmatism, and above all, humour.

**Linda Yearwood, MSN**, is the clinical nurse specialist for the Hospice Program of the Vancouver Health Board. She has gained her knowledge and experience in oncology/palliative care and outpatient and inpatient oncology units.

#### 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. Nov 01/02, 09:00-16:00 - CC

#### Home Care Nursing Program (202782, 202783)

Originally developed by the Continuing Care Division of the Ministry of Health as an orientation program for newly hired home care nurses, the Home Care Program has been adapted as an educational program to provide RNs and BSNs who wish to move into community-based nursing with the knowledge and skills to meet competency standards and to develop confidence in providing home care nursing service. This program is eligible for six elective transfer credits in the UBC BSN program. The program is completed over a 13-week period, includes clinical application and theory and consists of: Course 1 – 9 weeks, 7 days of classes and 6 days of clinical, Sep 13 – Nov 15, 09:00-16:00 - KEC, \$485 Course 2 – 4 weeks, 75 hours of clinical, 4 hours of class In addition, there are two written assignments plus a case study exam, Nov 18 – Dec 13, KEC West, \$400 For information or application, phone Sheila Stickney, program coordinator at 874-9923. (Kerzner)

#### Learning to Teach: A Practical Course for Health and Social Service Professionals (202719)

If education is among your interests, improve your teaching skills at this interactive, practice-oriented workshop. Instructor Pru Moore creates a comfortable, non-threatening atmosphere and helps you learn and experience adult education principles and instructional methods from planning through to evaluation. Allow 25 hours prior to the course to complete learning modules. Course texts are required – available at KEC Bookstore. One week, Monday to Friday format. Eligible for three credits in BCIT's Advanced Diploma Program. (Moore) \$385 5 day - Mo/Tu/We/Th/Fr. Nov 25/26/27/28/29, 09:00-16:00 - CC

#### Case Method Teaching in the Health Professions (202705)

Tired of the same old teaching methods? Looking for a way to bring real world intrigue, ambiguity and complexity into your classes? Wanting to improve your students' self-reflection and critical thinking skills? Join this interactive workshop to experience using case method. You will have opportunities to critique the use of case method. Explore with colleagues how case method builds teamwork skills at the same time it stimulates students to explore deeply the authentic dilemmas and issues facing health professionals today. (Moore) \$55 1 eve - Tu. Nov 12, 18:30-21:30 - KEC West

#### How to Start a Private Health Care Practice – A Workshop for Nurses (202786)

Many BC nurses are self-employed, working independently and apart from traditional hospital and government agency settings. These nurse entrepreneurs provide a variety of creative services in direct care, wellness and health promotion and education. This course is for nurses who wish to explore the ins, outs and logistics of setting up a private practice. Topics: nursing practice goals; business skills to get you started; liability, standards and criteria to practice; specific marketing techniques for nurses in private practice; how to connect with a support group and networking avenues. (Brown) \$105 1 day - Fr. Oct 04, 09:30-16:30 - KEC 1 day - Fr. Dec 06, 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. Nov 08, 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) \$140 2 day - Fr/Sa. Sep 27/28, 09:00-16:00 - CC

#### 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) \$105 1 day - Mo. Oct 21, 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) \$105 1 day - Mo. Nov 04, 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) \$105 1 day - Fr. Oct 25, 09:30-16:30 - 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. Oct 19, 10:00-16:00 - Langara Nursing Lab – \$100 Level II - 1 day - Sa. Nov 16, 10:00-16:00 - Langara Nursing Lab – \$100

#### Introduction to Massage Therapy (200737)

The role that massage can play in healing is well recognized by the general public and health care providers. This nine-hour course introduces you to the field of massage therapy and helps you learn to perform basic relaxation massage techniques that can be used by the public. The training method emphasizes practical application. The instructors recommend that you wear shorts and a tank top and come prepared to practise massage techniques in a small group format. Bring two sheets, two small towels and an exercise mat. Course instructors have a minimum of 2,000 hours of clinical experience and are teaching assistants or instructors at the West Coast College of Massage Therapy and Registered Massage Therapists in BC. (Narod) \$135 3 eve - We. Oct 16/23/30, 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) \$155 2 day - Sa/Su. Nov 16/17, 09:00-16:00 - KEC

#### Working with Adolescents to Promote Positive Body-Image and Self-Esteem (202703)

Professionals who work with children and adolescents with poor self-image struggle to find ways to enhance self-esteem and prevent serious problems such as disordered eating and depression. This one-day course offers professionals (teachers, school counsellors, nurses in public health or other settings) an opportunity to explore ways to create an atmosphere in their communities which promotes positive body image and self-esteem. Participants will be encouraged to examine their own attitudes toward their bodies and issues of weight and appearance. The impact of role modelling on young people, and ways that adults can support each other in creating a healthy, positive atmosphere in their schools and communities will be explored. Specific information will be presented on warning signs for eating disorders and depression, suggestions for early intervention, and community mental health resources. (Usmani) \$95 1 day - Sa. Nov 16, 09:30-16:30 - CC

#### Self-Help Groups: Are They Beneficial in Today's Health Care? (202838)

Will a self-help group lighten your workload? Benefit your clients? Make the best use of limited resources? Is self-help a vital adjunct to health care delivery? This course presents an opportunity for health care professionals to explore the benefits and limitations of the self-help group concept. Challenge your perceptions and decide whether self-help groups are a vital adjunct to health care delivery or not. Explore the relationship between the professional and the volunteer or "self-helper." Explore the self-help concept from creating a new group to the transition from a professionally led group to a self-help group. Participants will examine their beliefs and values around the concept of self-help, support and mutual aid groups, and will leave the workshop with a clearer understanding of what self-help is and how it may benefit their own professional practice. (Porter) \$90 1 day - Fr. Nov 22, 09:00-16:00 - KEC West

#### Breathing for Well Being (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) \$105 3 eve - Th. Nov 07/14/21, 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) \$280 3 day - Tu. Oct 08/15/22, 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) \$110\* 1 day - Mo. Nov 18, 09:00-16:00 - KEC West

#### Clinical Applications of Twelve Lead ECG (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) \$110\* 1 day - Tu. Nov 19, 09:00-16:00 - KEC West

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

#### Competency Assessment with Older Adults: Ethical and Clinical Issues (202827)

This course will help health care and social service professionals with ethical and clinical issues relating to when competency assessments are needed and how to carry them out. Topics: "language" used in competency assessment; relevant legislation, an ethical framework for evaluating when and how it is appropriate to interfere with the liberty of older adults; indicators for competency assessment; practical issues such as referrals, consent, documentation and competency protocols. (Blake/Browne) \$110 2 eve - Mo. Oct 21/28, 18:30-21:30 - KEC West

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

This three-hour session builds on what you learned in the course Caring for Persons with a Terminal Illness. Intended for experienced home-support workers this course introduces issues around HIV and AIDS, and home-centred care. You will learn about the impact of AIDS and HIV on home-centred care and will gain awareness to increase your comfort level while working with AIDS and HIV clients. (Co-sponsored with Vancouver Persons with AIDS Society, the Positive Women's Network, and AIDS Vancouver). \$45 1 eve - Th. Sep 19, 17:45-20:45 - KEC West

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

This Level II course examines specific knowledge and skills related to working with people experiencing HIV/AIDS. Topics: standards of care; opportunistic infections and treatment issues; pain management; the home support workers role in HIV/AIDS care; impact of attitudes toward sexuality on quality of care; community resources; support networks, and the importance of incorporating self care into your work. (Prerequisites 200727 and 201058.) (Co-sponsored with Vancouver Persons with AIDS Society, AIDS Vancouver, and the Positive Women's Network.) \$75 3 eve - Th. Sep 26, Oct 03/10, 17:45-20:30 - KEC West

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

Increase your assessment skills with the older adult who experiences a combination of chronic health problems. Learn to apply knowledge of age-related changes in systematic physical and functional assessment. Pre-reading component. Prerequisite: Head to Toe Assessment (202710) (Earthy) \$105 1 day - Mo. Nov 25, 09:00-16:00 - KEC West

#### Palliative Care Concepts for Professionals in Care Facilities (202772)

Clarify your role in caring for persons with terminal illness, and acquire skills for performing that role. From the perspective of an instructional team of nurse, social worker and family physician you will learn about: hospice care's philosophical framework; losses associated with dying; empathic listening and responding; managing symptoms that interfere with breathing, eating, continence, skin integrity and normal functioning; and formulating interventions when death is near. Learning activities involve: informal lecture, small group discussion, exercises and handouts. Designed for professionals in long-term care facilities. (Carr/DeGroot/Yearwood) \$105 (Co-sponsored with Continuing Care Division, Vancouver Health Board) 1 day - Fr. Oct 25, 09:00-17:00 - KEC

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

Healthy feet are literally the foundation of mobility and independence. Designed for home-support workers, facility care aides and family care givers, this course covers theory relating to structure and function of the foot, common nail and skin conditions, preventive and palliative foot care, and foot care for clients with diabetes and peripheral vascular diseases. (Olson) \$90 2 eve - Tu. Oct 22/29, 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. **Diabetes Mellitus in the Older Adult (202773)**

The course reviews the pathophysiology, diagnosis and management of Diabetes Mellitus in the older adult with a focus on Type II Diabetes. Emphasis is on theoretical and practical information that nurses can apply to assist older adult clients in the management of their diabetes. (Trimble) \$55 1 eve - We. Oct 09, 18:30-21:30 - KEC West **Urinary Incontinence: Assessment and Intervention (202834)**

Topics include: normal aging changes in the GU system; transient versus established incontinence; reversible factors in transient incontinence; types of incontinence; principles of assessment and intervention. (Galloway) \$65 1 mng - We. Oct 23, 09:00-13:00 - KEC West **Stroke: A Nursing Care Update (202832)**

The course reviews the cause and treatment of stroke; impact of stroke on older adults/families; assessment; how to design a care plan incorporating rehabilitation nursing principles; key concepts such as immobility, spasticity, role change and nutrition. (Shaw) \$65 1 eve - We. Nov 06, 18:00-22:00 - 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 mng - Mo. Sep 23, 09:30-12:30 - KEC West

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

1 mng - Fr. Sep 27, 09:30-12:30 - KEC West

#### Medications for Psychological and Neurological Disorders (202777) \$105

2 mng - Th. Oct 24/31, 09:30-12:30 - KEC West

**Certification is important in today's workplace. Please see page 5.**

### 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) \$400 5 day - Sa/Su/Mo/Tu/We. Nov 09/10/11/12/13, 09:00-16:00 - KEC West

For course information and registration phone 874-9923.

### Childbirth Educators

### Certificate Program

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

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

#### Course Description

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

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

Guided study – 14 modules, 110 hours (Donaldson) \$325

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

24 hours in classroom, 49 hours total (Donaldson) \$400 5 day - Sa/Su/Mo/Tu/We. Nov 09/10/11/12/13, 09:00-16:00 - KEC West

#### Course III – Practicum for Childbirth Educators (202501)

43 hours. Arranged on an individual basis. (Donaldson) \$150

Program Coordinator: Diane Donaldson  
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: Mary Crooks  
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.

**Jaye Kerzner, RN, BScN, MSN**, brings a wide range of clinical and classroom teaching and community health nursing experience to this program. She has been a clinical facilitator for returning RNs in the University of British Columbia BSN Program in community nursing, has served as a clinical and classroom instructor in various nursing programs and has worked as a community health nurse.



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.

Heather Pattullo, RN, BSN, MEd, is a seniors wellness coordinator with the Vancouver Health Board, a role which involves liaison and/or facilitation with numerous Lower Mainland health promotion groups. Heather's background also includes experience as a case manager in long-term care. She is currently an active member of the BC Public Health Association.

Janice Stanbury, RN, BSN, MSN is a clinical nurse specialist in the Geriatric Assessment and Treatment Program at St. Paul's Hospital. She brings to her teaching an extensive knowledge base and the unique perspectives she has acquired through clinical and management roles in acute, long-term and community care settings.

#### Prerequisites

- current Registered Nurse (RN) or Registered Psychiatric Nurse (RPN) status
- current Basic Cardiac Life Support – C level
- one year of nursing practice within the past three years

#### Certificate Requirements

Participants must successfully complete:

- 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 – \$280; practicum – \$280; 24 hours – \$185; 18 hours – \$140

#### 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 requirements:

#### Introduction to Gerontology (203601)

An overview of individual and population aging in Canada. Participants distinguish facts from myths in relation to aging and older people and gain a holistic understanding of the aging process. Class exercises involve reflection on personal views about aging and professional practice with older people. Emphasis is on considering the older adult's experience within the broader context of family, community and society; developing critical thinking skills; and using gerontology knowledge to promote the older adult's autonomy and quality of life. (Berry) \$280  
6 day - Th. Sep 12, 09:00-16:00 - KEC West

#### Introduction to Gerontological Nursing (203604)

Provides an overview of the gerontological nursing specialty in Canada: history, philosophical underpinnings, roles, functions, standards and current issues. Emphasis is placed on theory-based practice and on mutual problem solving with older adults and their families. Participants examine their role in quality and risk management. (Brown/Shaper) \$280  
6 day - Fr. Sep 13, 09:00-16:00 - KEC West

#### Gerontological Nursing I (203605)

This course is the first of two in which participants integrate knowledge of aging, health, communication and nursing and apply it to comprehensive care management

with frail older adults and their family members. Emphasis in both courses is on: theory/research based assessment and intervention, and clinical application of knowledge and skills to improve care management and enhance the older adult's quality of life. For teaching/learning purposes, content in Gerontological Nursing I focuses on aspects of nursing care related to the older adult's biological functioning, safety and security. Participants learn facts and strategies for assessment and intervention with the frail older adult who experiences difficulties with: cardiorespiratory function, rest and activity patterns, nutrition, elimination, skin integrity, comfort, mobility and activities of daily living. The course includes a "clinical think tank" component in which participants share and reflect on problems or successes from their practice settings and, together, generate further directions or possible solutions. (Stanbury) \$280  
6 day - We. Oct 30, 09:00-16:00 - KEC West

#### Health and Health Problems in Later Life (203602)

An analysis of the concept of health and factors influencing health in later life. Participants investigate the purpose and nature of health promotion activities within the Canadian context. With a view toward maximizing independence and quality of life, the course deals with the characteristics, impact and management of common chronic illnesses affecting older adults in the community. (Pattullo) \$280  
6 day - Th. Nov 07, 09:00-16:00 - KEC West

#### Practicum (203607)

With a focus on application, the student integrates theory and skills learned in the previous eight courses with experiences and judgement acquired only in a practice setting. The practicum involves 122.5 hours which must be completed within 12 weeks. The primary emphasis of the practicum is on managing care of older adults and their families; however, the focus of each practicum placement varies somewhat depending on the host agency's philosophy and program. The practicum represents 35 percent of the program learning experience. The student is expected to apply classroom learning and refine practical skills through field experience in an approved clinical practice setting. Arranged on an individual basis. (Kerzner) \$280

#### 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) \$105  
1 day - Mo. Oct 21, 09:30-16:30 - KEC West  
**Differing Health Care Needs of Ethnic Groups (200728)**  
(Mogg) \$105  
1 day - Mo. Nov 04, 09:30-16:30 - KEC West  
**Medications and Gerontology Series Principles of Medication Use with Older Adults (200718) (Malyuk) \$50**  
1 mng - Mo. Sep 23, 09:30-12:30 - KEC West  
**Medications for Treatment of Chronic Pain (202775) (Malyuk) \$50**  
1 mng - Fr. Sep 27, 09:30-12:30 - KEC West  
**Medications for Psychological and Neurological Disorders (202777) (Malyuk) \$105**  
2 mng - Th. Oct 24/31, 09:30-12:30 - KEC West

### 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, and 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.

#### NOTE

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

### Courses offered this term

#### Financial Management (201605)

The focus of this course is on using financial management principles, skills and tools to promote efficient health care delivery in continuing care. The emphasis is on management aspects rather than on accounting skills. Participants will develop expertise regarding the use of provincial budgeting and guidelines, economic principles daily and periodic requirements, financial statements, budgeting, purchasing plans and computerized information systems as planning tools. (Curtis) \$435  
Vancouver offering – 4 day - Tu/We/Th/Fr. Sep 24/25/26/27, 09:00-16:00 - KEC  
Kootenay offering – 4 day - Tu/We/Th/Fr. Sep 10/11/12/13 - Cranbrook

#### Organizational Development and Evaluation (201606)

This course is designed to provide participants with knowledge and skills in organizational development and evaluation. Content includes strategic planning, program development and evaluation, concepts of quality management and implementation of quality assurance programs. (Goodall) \$435  
Vancouver offering – 4 day - Tu/We/Th/Fr. Oct 29/30/31, Nov 01, 09:00-16:00 - KEC  
Kootenay offering - 4 day - Tu/We/Th/Fr. Oct 08/09/10/11, 09:00-16:00 - Castlegar  
Next offering – February 1997

### 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) \$305  
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

#### Mandatory Continuing Education Requirements for Credit

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 are required to bring their licensing/registration number to class, for attendance records.

Members of all licensing bodies requiring mandatory continuing education are responsible for supplying information regarding their continuing education in the event of credit verification checks. Therefore, CE participants are encouraged to maintain a continuing education portfolio.

#### 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).

Linda Bath is a trainer with Mercedes Integrated Dental Systems. She has 14 years' experience working in the dental field as a dental assistant and business assistant.

Paddy Briggs is a highly skilled practice management consultant who develops and presents keen and comprehensive dental programs.

K.C. Chapelle, BSc, RDH, is a practising dental hygienist with extensive training in working with family violence support groups.

Dr. Chris Christianson, DMD, developed and is program director for the Dental Profession Advisory Program (DPAP), which provides counselling and education to allied dental personnel.

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, BEd, BSDH, MSc (Dental Science) is a senior faculty advisor and assistant to dean of faculty, Senior University. He is a sessional instructor with the Dental Assisting and Reception Program and Dental Hygiene Program at VCC, as well as the UBC Dentistry and Dental Hygiene Degree Programs. Shafik is also a practising dental hygienist.

Jacqueline Ehler, RDN, began her career in the dental field and soon after pursued her passion for nutrition by attending university in Toronto where she acquired a Bachelor degree in Food and Nutrition. Upon completing her internship at Mt. Sinai Hospital, she received her Registered Dietitian designation. She has counselled athletes, taught nutrition, worked at various hospitals and is currently the director of Food Services at VCC.

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 is president of kb Power Training and Careers and works with dentists, helping them improve their businesses. Gail also trains people for dental reception and presents workshops on the essentials of operating a successful dental practice in the 90s.

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

Annette O'Shea-Roche has operated her own business for over 13 years, including thousands of hours training and consulting with hundreds of small businesses. Three times nominated "Woman Entrepreneur of the Year," she is known for her powerful presentations and expertise with human resources issues.

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

Dennis Pinvidic, CSE, is the educational specialist with Knowell Therapeutic Technologies, a company involved in the development of preventive dental technology. He is also a regional manager of The Oralife Group, which provides management and educational services for dental professionals, group dental plan insurers, sponsors and administrators. Dennis teaches extensively throughout the western provinces.

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.

Michele Rosko, CDA, ID, Dip Adult Ed, is an instructor with the VCC Dental Assisting and Reception Programs and a tutor with the Dental Assisting Program at Open Learning Agency. Currently, she is the chairperson for the Continuing Education Sub-committee and a clinical board examiner for the College of Dental Surgeons of BC. She has recently completed the North Carolina Radiology Instructors Program and the Misch Institute Implantology Auxiliary Program in Pittsburgh Pennsylvania.

Dr. Walter Sussel, BA, DDS, FAGD, FADI, 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.

Janice van Veen, CDA, COA, has been in the dental profession for 13 years. She was recently elected the first President of the CDA Provincial Board.

#### The Auxiliaries Role in Geriatric Dentistry (203571)

In recent years there has been a dramatic growth in our seniors population, and with it a need to recognize the positive impact of older Canadians on the dental profession. The field of geriatric dentistry is a new, demanding and multifaceted area of endeavour. This course is designed to offer you a working knowledge of the physiologic and psychologic needs of the older patient and in addition will discuss common medical conditions, oral changes and modifications to dental treatment. It will explore the areas where you can serve a pivotal role in dentistry's commitment to the delivery of caring and concerned geriatric care. – 3 hours (Rosko) \$45  
1 mng - Sa. Oct 19, 09:00-12:00 - CC

#### Be the Very Best You Can Be

What makes a practice successful? It's the people! More and more dental professionals are realizing that our success is based upon their own personal efforts ("If it's going to be it's up to me"). This workshop is designed to encourage, motivate, build self-esteem and demonstrate how self-esteem affects our performance in the workplace. This two-part, five-hour course involves group participation and individual exercises.

#### Part One (203566)

In Part One learn how to reach your full potential in your dental career. Determine your skills, competencies and strengths and learn how these characteristics may be integrated within your team. Learn more about your belief system and how this affects your attitude. Discover ways to improve your self image and your office's image. – 2.5 hours (Briggs) \$40  
1 eve - Th. Oct 03, 19:00-21:30 - Lan

#### Part Two (203567)

Prerequisite: Part One. In Part Two learn how appreciation raises self-esteem and how self-esteem raises productivity. Discover ways to communicate confidently with your patients and the people you work with, dealing positively with criticism. Learn how to deal constructively with failure and how to lay out and achieve a plan of action. – 2.5 hours (Briggs) \$40  
1 eve - Th. Oct 10, 19:00-21:30 - Lan

\* NOTE: If registered in Part One and Part Two, fee is \$70

#### Avoid Employment Disputes – Know Your Rights and Responsibilities (203564)

This session is suited for you if you have ever had a question or concern regarding your rights as an employee. It will familiarize you with your new legal rights and responsibilities as required by the Employment Standards Act. You will receive information and tools that will answer questions, save time and protect your rights. You will learn why every office should have an Employee Policy Manual and how to complete one. – 3 hours (Kilmer/O'Shea-Roche) \$45  
1 eve - We. Oct 02, 18:30-21:30 - Lan

#### Application of Fissure Sealants for Board Examination Candidates (203529)

Prerequisite: Currently licensed CDA or RDH (proof required with registration) or currently registered as a board examination candidate with the CDSBC. 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. Advance registration required. Limited enrollment. – 4 hours (A & S Dharamsi) \$140  
1 aft - Sa. Nov 16, 11:30-15:30 - CC Dental Clinic

#### 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. Limited enrollment. – 4 hours (Sussel) \$60  
1 mng - Sa. Oct 26, 09:00-13:00 - CC

#### Stress and Burnout – The Caregiver's Dilemma (203570)

A number of factors may predispose people who are drawn to the helping professions, such as dentistry, to experience burnout and higher degrees of stress related to their work. In this course you will have an opportunity to assess your present experience of stress and burnout. You will also be able to investigate your own predisposition to developing burnout symptoms. You will then learn ways and means to deal with present symptoms, as well as how to prevent the occurrence of stress and burnout and avoid the high "cost of caring." – 4 hours (Pieroni) \$60  
1 mng - Sa. Oct 19, 09:00-13:00 - 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 their key requirements will be reviewed. Applications in the following areas will be discussed: product labelling, material safety data sheets (MSDS), worker education and protection of confidential business information. Prior to class, please familiarize yourself with any WHMIS information or programs currently in place in your dental office. – 3 hours (Thomas) \$45  
1 eve - We. Dec 11, 18:00-21:00 - CC

#### The 4R'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, as well as with family and friends. You will identify the meaning of assertive, aggressive and non-assertive behaviour, and assess the role of self-esteem and the fears that block assertive behaviour. The importance of your social styles and interpersonal communication skills will be highlighted to illustrate the risks and rewards of being more assertive. Limited enrollment of 15 per class. – 6 hours (Rogers) \$90  
1 day - Sa. Sep 21, 09:00-16:00 - Lan  
1 day - Sa. Nov 23, 09:00-16:00 - CC

#### How to Implement and Manage a Successful Patient Recall Program (203565)

In this course you will learn the responsibilities of each member of the dental team to:

- implement successful methods for contacting recall patient
- profile your current recall system and rate its success
- convey the benefits of recall and motivate patients to return

- install tracking methods to help ensure follow through
- To receive the full benefits of this course, please bring these statistics from your office: number of active patients, number of recalls, percentage of children versus adults, and hours available for patient recall appointments. – 3 hours (Kilmer) \$45  
1 eve - Th. Dec 05, 18:30-21:30 - CC

#### Dealing with Difficult People (203560)

In this energetic workshop you will learn the various types of difficult people and what causes their negative, difficult behaviour. Discover the four personality styles and what makes them different. Learn how to master effective communication techniques for defusing that difficult situation. – 3 hours (Briggs) \$45  
1 eve - We. Dec 04, 18:30-21:30 - CC

#### Application of Treatment Liners (203523)

Prerequisite: Currently licensed CDA or RDH (proof required with registration). Theory and practical course on placement of treatment liners. Participants will be required to bring mounted cavity preparations on three posterior teeth and two anterior teeth. Limited enrollment. – 2 hours (Rosko) \$45  
1 eve - We. Nov 27, 18:00-20:00 - CC

#### Family Violence – The Best Kept Secret (203545)

As a dental team member and possible referral source, you will benefit by having insight in the following areas:

- understanding the dynamics of the cycle of violence
- recognizing signs and symptoms of violence
- learning how to offer appropriate care and support

Limited enrollment of 20 per class. – 3 hours (Chapelle) \$45  
1 eve - We. Oct 02, 18:30-21:30 - CC

#### Excellent Customer Service in the Dental Office (203568)

Whatever you do in your dental office there has to be a "Wow Factor." In this hands-on workshop you will learn how to take your good customer service and make it excellent. You will discover ways to give value added service, survey your patients needs and explore ways to attract new patients and keep the regulars. Learn steps in dealing with upset patients and keep them coming back. – 3 hours (Briggs) \$45  
1 eve - We. Nov 20, 18:30-21:30 - Lan

#### Chemical Dependency Within the Dental Profession (203552)

Chemical dependency is a major public health problem and there is a high probability that someone you work with or know has a chemical dependency. It is often not clearly recognized until later stages and can be difficult to know how to help the chemically dependent person seek treatment/recovery. Topics in this course include: the addiction process and the denial and fear that accompany it; support actions that you can take to help chemically dependent colleagues seek treatment. Limited enrollment. This course is sponsored by the Dental Profession Advisory Program (DPAP), which provides counselling and education to allied dental personnel. – 2 hours (Christianson) \$30  
1 eve - Tu. Nov 26, 18:00-20:00 - CC

#### Clinical and Administrative – Working Together (203569)

Have you heard these questions before? "Where's my patient? Why can't I book this emergency here?" This workshop is designed to help the clinical and the administrative staff work together more efficiently and effectively. Learn how to communicate more effectively and discover how task priority versus people priority can dramatically affect your communication skills. Analyze the four communication styles and determine which style you are. There will be discussions on specific situations that affect every dental office. Bring your questions and ideas on how to work together more efficiently in your practice, for open forum discussion. – 3 hours (Briggs/van Veen) \$45

1 eve - Mo. Oct 28, 18:30-21:30 - CC

#### The Medical Management of Dental Caries (203548)

This course has been developed specifically for CDA's, RDH's and dentists. Dental plans have traditionally funded restorations, treating the outcome of caries. The latest approach incorporates modern preventive technology to treat the cause, not the consequences. This course focuses on the causative factors of dental caries. You will learn how diagnosis and treatment of this oral disease is accomplished, using the medical model of dentistry. The workshop covers:

- Caries susceptibility (Fee Guide code no. 04201)
- Cariescreen test for recognition, evaluation and monitoring of patients at risk
- Topical application of antimicrobial agents (Fee Guide

code no. 13601/2).  
Chlorzinor treatment for bacterial infection. Preventive treatment for: recurrent decay, premature restoration failure, orthodontic decalcification, root caries, xerostomia/ medicated/compromised patients and new mothers (transmitting infection).  
• Prescription drug/medication dispensing (Fee Guide code no. 96103)  
Prescription fluorides.  
This course is sponsored by the Professional Services Division of The Oralife Group, a company involved in preventive dental technology and dental plan management. – 3 hours (Pinvidic) \$45  
1 eve - Tu. Sep 24, 18:30-21:30 - CC

#### The Medical Approach to Periodontal Disease (203563)

This course has been developed specifically for RDH's and dentists. With the advancement of modern technology and numerous studies, we now recognize that specific bacteria are related to the progression of periodontal disease. Dental plans tend to standardize care with routine procedures irrespective of individual needs. This course focuses on individualizing treatment plans by accessing information relating to the causative periodontal pathogens. You will learn how diagnosis and treatment of this oral disease is accomplished, using the medical model of dentistry. The workshop covers:

- microbiological testing (Fee Guide code no. 04101)
- BANA test for determination of pathological agents. Rapid chairside monitoring of mechanical and bacteriological treatment outcomes.
- prescription drug/medication dispensing (Fee Guide code no. 96103)

Rationale for use of systemic antibiotics as adjunctive therapy in the treatment of periodontitis.

This course is sponsored by the Professional Services Division of The Oralife Group, a company involved in preventive dental technology and dental plan management. – 2 hours (Pinvidic) \$30  
1 eve - We. Nov 06, 19:00-21:00 - CC

#### Nutrition for a Healthier Lifestyle (203538)

This workshop will provide you with current nutrition information which you can apply to your patients or yourself. The session will explore the essentials of an optimum diet, making nutritious choices, food labelling, organic produce, vegetarianism, low fat/low sodium diets, as well as nutrients and vitamins. – 4 hours (Ehler) \$60  
1 mng - Sa. Oct 19, 09:00-13:00 - CC

#### Enhancing Dental Health Through Good Nutrition (203534)

In this workshop you will gain a clear understanding of the role that nutrition plays in relation to dental health. Topics discussed in this course will include: oral health and digestion, the role of carbohydrates, proteins and fat in your diet, nutrients which enhance oral health, foods that enhance oral health, common illnesses due to fat in your diet, nutrients which enhance oral health, foods that enhance oral health, common illnesses due to poor oral health. – 4 hours (Ehler) \$60



Dental (cont')

- 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. Nov 26, 18:30-21:30 - Lan

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) \$45

1 mng - Sa. Oct 05, 09:00-12:00 - Lan

For information on the Health Care Interpreter Program, please refer to the Health Care Interpreting Program.

Interpersonal & Personal Development

INSTRUCTORS

Randy Boychuk, MA, is a counsellor and mediator. Since 1986 he has maintained a private practice, specialized in family and business mediation, been a trainer/facilitator in the Conflict Resolution Program at the Justice Institute, and offered workshops through community colleges.

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

Kelly Deschambault, CMH, CMHT, was a counsellor in the field of addictions and relationship mediation. He is working toward his PhD in hypnotherapy, and is a certified master hypnotist and hypnotherapist, and relationship mediator.

Eileen Dougall Reilly, BA, BSW, RSW, MSW, Dip. Gerontology, is both gerontology/ social worker at Chara Healthcare Society, and the managing principal of Gerocon Consulting Inc., a Richmond-based consulting company offering contract services. Her clinical experiences have been developed in a variety of healthcare organizations and teaching institutions as a practising and consulting social worker, gerontologist, educator, and researcher.

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

Wendy Hilliard, 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, RPsych, works as a consultant in health, business and community settings doing program and organizational development. An 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.

Lyn Savage, BA, MA, CMH, CMHT, counselled in private practice and instructed at University College of the Fraser Valley for the Sociology Department for ten years. Lyn is working toward her PhD in hypnotherapy and is a certified master hypnotist and hypnotherapist, and relationship mediator.

Nutrition for a Healthier Lifestyle Series

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

Sports Nutrition (201066)

Whether you are an enthusiastic athlete or wish to become one, this course will provide you with nutrition information geared to enhance your active lifestyle. You will be given an overview of the nutritional requirements of an athlete and the following topics will be discussed: carbohydrate, protein, fat, and other nutrients, vitamins and minerals, supplements and pre-competition and post-competition meals as well as elite athlete diets. (Ehler) \$45

1 mng - Sa. Nov 16, 09:00-13:30 - CC

Sports Nutrition for Fitness Instructors (200417)

Increasingly fitness instructors are asked questions about not only fitness but nutrition. This course is geared towards fitness professionals who wish to learn current nutrition information and its relationship to fitness and sports. You will learn about the most recent research done in the field, diet regimes currently followed by elite athletes, knowledge on vitamins and minerals as well as answers to many sports nutrition myths. Learn more about nutrition and how it can benefit your fitness clients. (Ehler) \$65

1 day - Sa. Nov 30, 09:00-15:30 - CC

Nutrition and Vegetarianism (200413)

This four-hour class will give you a thorough insight into the varying degrees of vegetarianism. In this class you will learn a practical approach to incorporating nutrition into your lifestyle. Whether you are a practising vegetarian or are thinking of adopting this way of eating, this course will provide you with information on the following topics: how to meet nutritional requirements while being vegetarian, where to buy food products, recipes, how to prepare foods, and how to incorporate the principles learned into your lifestyle. (Ehler) \$45

1 day - Sa. Oct 26, 09:00-13:30 - CC Banquet Room

Making Your Own Nutritious Preserves (200420)

A hands-on workshop which will leave you not only with food for thought but also with food to take home. Using traditional methods and ingredients you will learn to make naturally sweetened preserves. By using organic fruits and vegetables and using no preservatives or additives you will learn to make a delectable array of healthy creations. At the end of this workshop you will be able to make your own natural fruit preserves, vinegar infusions, pickled vegetables and chutneys. (Ehler) \$70

1 day - Sa. Sep 21, 09:00-15:30 - CC Banquet Room

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, daily selection of foods, meal and snack planning, food selection at the grocery and produce store, food labelling, vegetarianism and organic products. (Ehler) \$125

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

All You Wanted to Know About Vitamins and Minerals From A to Zinc (200416)

We know we need them but we don't know why and in what amount. If you are curious and wish to know more about vitamins and minerals, this course will discuss each vitamin and the best source to get it. (Ehler) \$90

2 eve - Th. Nov 21/28, 18:00-22:00 - CC

Healthful Cuisine and Nutrition (200418)

An evening of noshing, nibbling and learning about alternative methods of cooking and eating. Executive chef, Karen Barnaby of the Fish House in Stanley Park, will show you innovative methods of cooking and use of enticing ingredients to achieve an exciting light menu. Registered dietician, Jackie Ehler, will guide you through the nutritional components that make up the evening's food choices and cooking methods. (Ehler) \$135

3 eve - Tu. Sep 24, Oct 22, Nov 26, 17:00-21:30 - CC Banquet Room

Conflict Resolution - Level I (202802)

This course combines theory with practice to help you manage conflict in the workplace and deal effectively with tension and anger. Learn to recognize the positive functions of conflict and view it as a normal part of everyday life and work. Become aware of your own reactions and approaches to conflict and broaden your conflict resolution options. Course emphasizes using a variety of communication techniques to resolve conflicts more successfully. (Hilliard) \$105

1 day - Tu. Oct 29, 09:00-15:00 - KEC West

Conflict Resolution - Level II (202828)

Who should attend? (Students who have completed either Conflict Resolution - Level I or Assertiveness Training.) This course will begin by reviewing the skills of active listening, self-disclosure, and assertion. Small group role plays will help students to integrate these skills into their communication in conflict situations. Emphasis will be on managing anger and defensiveness in oneself and others. (Hilliard) \$105

1 day - Fr. Dec 06, 09:00-15:00 - KEC West

Assertiveness Training (202715)

Assertion is an essential component of effective communication and interpersonal relationships. You will learn methods for effectively expressing your thoughts, feelings, opinions and beliefs to others. Learn to be assertive in situations of strong emotion. Practice assertive strategies which can lead to positive changes in your life and work. (Hilliard) \$105

1 day - Tu. Nov 26, 09:00-15:00 - KEC West

Accelerated Learning and Effective Memory Empowerment (201070)

Certified hypnotherapists teach you how to identify belief systems and life systems that reduce your rate of learning and your ability to remember what you have learned. Learn how to systemize your thinking through hypnosis and self-hypnosis to accelerate your learning potential by at least 30 percent, and how to optimize your potential with the lever-learning and hooking techniques. (Deschambault/Savage) \$70

1 day - Sa. Sep 28, 10:00-15:00 - CC

Stress Reduction (201072)

Certified hypnotherapists teach you how to identify belief systems and life systems that create stress, and how this stress is symptomized in your body and in your life choices. Learn how to systemize your thinking to reduce stress symptomization and how to effectively eliminate stress through hypnosis and self-hypnosis to create the mind-body-brain connection. (Deschambault/Savage) \$45

1 mng - Sa. Oct 05 09:00-12:00 - CC

Exam Anxiety (201071)

Certified hypnotherapists teach you how to identify belief systems and life systems that create exam anxiety, and how this anxiety negatively affects your examination potential. Learn how to systemize your thinking to reduce exam anxiety and optimize your potential through hypnosis and self-hypnosis with proven effective recall techniques and ego-enhancement. (Deschambault/Savage) \$45

1 aft - Sa. Oct 05, 14:00-17:00 - CC

Success/Prosperity and Leadership Through Systemized Thinking and Effective "E&P" Communication (201069)

Certified hypnotherapists teach you how to identify belief systems and life systems that decrease your potential for success, prosperity, and leadership. Learn how to systemize your thinking with the aid of hypnosis to maximize your ability to succeed in the business industry. Learn how "emotional and physical" communication techniques unlock business opportunities that were once hidden to you. (Deschambault/Savage) \$125

2 day - Sa. Oct 19/26, 10:00-14:30 - CC

Relationship Enhancement (201068)

Certified hypnotherapists teach you how to identify belief systems and life systems that decrease the potential for all types of relationship success. Learn how to systemize your thinking with the aid of hypnosis to maximize your ability to enhance any relationship through "emotional and physical" communication techniques. Learn about your own communication, behavioural, and sexual suggestibilities and how it affects other people in your daily life. (Deschambault/Savage) \$140

2 day - Sa. Nov 16/23, 10:00-15:00 - CC

Life and Career Planning: Decision Making in Difficult Times (201075)

Along with life in general, the world of work is changing quickly in several ways: decreasing job security, corporate and government restructuring, consistently high levels of unemployment, the increased use of contract and part-time employees. As a result of this insecurity, the stresses of career and life changes have intensified. Often people make their career decisions in a haphazard way lacking important information about their own needs, values and interests. What seems to be required is a more systematic approach to decisions. In addition to facilitating the participants knowledge of self, others and their opportunities in the world, this program offers a five step process of decision making. In so doing, it enhances their awareness, opens up unthought of possibilities, and relieves some of the anxiety that often occurs with decision making. Participants should come prepared with a career and/or life decision. (Boychuk) \$65

1 day - Sa. Sep 14, 09:00-15:00 - CC

Loss and Grief (202711)

Everyone experiences a variety of losses throughout their lives: loss of loved ones, trauma, illness, unemployment, or career loss. These and many other kinds of losses evoke a variety of emotions including grief, anger, hopelessness, sadness and sometimes depression and despair. These responses are a part of a natural process of reaction to loss. People have their own kind of grief process which needs to be acknowledged first by themselves. Thus, the first part of this program will allow participants to understand their own grief and how they have responded to it. Methods of coping and recovery from losses will be presented and practised in class. The second intent of the course is to equip participants with a set of skills and attitudes to respond to a grieving person. Participants should be prepared to discuss an important loss in small groups of two to three people. (Boychuk) \$65

1 day - Sa. Dec 14, 09:00-15:00 - CC

Deny Death, Deny Life: An Exploration of Life's Terminal Process (202836)

Intended for the general public, this three-hour course will help to clarify issues surrounding the topic of death and dying. To be forewarned is to be forearmed, and the instructor's intent is to expand public awareness by demystifying taboos surrounding the topic through lecture, slides, and audience participation. This information will not only promote identification of personal feelings and issues about death, it will also enlighten and prepare us for the trying experience of managing funeral arrangements when a death has occurred. The course also includes a slide presentation featuring post-death activities. The presenter escorts participants on a sensitive journey through a hospital's anatomical pathology department with a view to learning about the importance of post mortem procedures. Viewers are then guided through a funeral home where they will learn about funeral arrangements, from the embalming procedures to casket or urn selection, to the burial. The presentation ends with an uplifting musical pictorial in celebration of life. In order to benefit from this course it is important to attend with an open mind. The course may not be beneficial to those who are still grieving the loss of a loved one. (Reilly) \$40

1 eve - Mo. Nov 18, 18:30-21:30 - KEC West

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) \$105

2 eve - We. Nov 20/27, 18:30-21:30 - KEC West

Critical Skills for Communication for Couples, Families and Work (201074)

Effective communication is an essential ingredient in any relationship. Poor communication can be the primary cause of marital breakdown. It can produce a strained, distant and sometimes hostile relationship between parents and teens. It is a major source of burnout and job dissatisfaction at work. It conveys a lack of understanding which inevitably leads to conflict. The way we communicate now is mostly a result of what we observed in our families. Two parties to any relationship may bring very different patterns of communication. The result may be ongoing conflict. This course will provide opportunities to become aware of your communication patterns and behaviours so that you can begin to replace ineffective patterns with effective ones. The skills of listening and self-expression are the essentials of good communication. Participants will practice these skills through a variety of structured exercises. (Boychuk) \$65

1 day - Sa. Oct 19, 09:00-15:00 - CC

Self Esteem: The Ultimate Asset (202754)

Those who have the greatest degree of life satisfaction are most likely to have the highest self-esteem. No matter what their life situation, their self-esteem is intact because they hold an attitude of belief in themselves as valuable and precious. Self-esteem is one's own sense of worthiness. In this course we will examine a set of factors which facilitate self-esteem and a set which hinders it. The program will explore how self-esteem has been shaped by our families of origin and our life experiences. When we know what affects self-esteem from both past and present we can begin the process of changing either the circumstances or our own beliefs about ourselves. The course will provide a variety of exercises designed to explore and facilitate self-esteem. (Boychuk) \$65

1 day - Sa. Nov 02, 09:00-15:00 - CC

Coping with Life Threatening Illness (200419)

Life threatening illnesses such as AIDS, cancer, liver disease, chronic disease such as diabetes, chronic fatigue syndrome and multiple sclerosis as well as life-long disability due to physical trauma present enormous life challenges to those who experience them. Each disease has a different manifestation in the body, but they all have in common a need for lifestyle and behaviour adjustments. These illnesses require changes in attitudes toward life, acceptance of loss, and they may affect our career and life plans. The goal of the workshop is to explore ways to live as fully as possible in spite of the threat of death or long term disability. The participants will discuss and share strategies to enhance their life satisfaction despite their physical challenges. This will include cognitive restructuring (changing our attitude toward ourselves and the disease to a more accepting or positive outlook), focusing on our potentials and making the most of them, and finding or developing our own support groups. The workshop also provides the opportunity to discuss the issues of death, illness, trauma and meaning through structured and safe exercises. (Boychuk) \$65

1 day - Sa. Oct 26, 09:00-15:00 - CC

For additional courses see PROFESSIONAL & ALLIED HEALTH CARE section, page 28.

Foodsafe

Foodsafe is a program in sanitary food handling. Foodsafe will train restaurant and kitchen employees on the procedures and conditions necessary for the prevention of food borne illnesses. The two courses, Basic and Advanced, each consist of eight hours of instruction, covering such topics as the storage of potentially hazardous foods, personal hygiene, the causes of food borne diseases, and maintaining a sanitary food service operation. All student materials will be provided.

The program is endorsed by the Restaurant and Food Services 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 Food Services Association of BC.

For further information or to register please call 874-9923.

Foodsafe - Level I (Basic) (250201)

Designed for kitchen staff and dining room attendants. Explore micro-biology - food borne illnesses - personal hygiene and health - serving and dispensing - food protection and preparation - receiving and storing food safely - warewashing and storage methods. \$80

1 day - Sa. Sep 14, 09:00-18:00 - CC

1 day - Sa. Sep 21, 09:00-18:00 - CC

1 day - Sa. Sep 28, 09:00-18:00 - CC

1 day - Sa. Oct 05, 09:00-18:00 - CC

1 day - Sa. Oct 19, 09:00-18:00 - CC

1 day - Sa. Oct 26, 09:00-18:00 - CC

1 day - Sa. Nov 02, 09:00-18:00 - CC

1 day - Sa. Nov 16, 09:00-18:00 - CC

1 day - Sa. Nov 23, 09:00-18:00 - CC

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

1 day - Sa. Dec 07, 09:00-18:00 - CC

1 day - Sa. Dec 14, 09:00-18:00 - CC

Foodsafe - Level I (Basic) - For ESL Students (250203)

This Level I class is specifically designed for students who speak English as their second language. Instruction will be in English, but paced to accommodate the ESL student. For content details, see description above. NOTE: Students must speak English. Class limited to 15. \$80

2 day - Sa. Oct 19/26, 09:00-16:00 - CC

2 day - Sa. Nov 30, Dec 07, 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. Oct 19, 09:00-18:00 - CC

1 day - Sa. Dec 07, 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. Sep 28, 09:00-18:00 - CC

1 day - Sa. Oct 26, 09:00-18:00 - CC

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

For additional courses see CUISINE and INTERPERSONAL AND PERSONAL DEVELOPMENT sections.



Human & Social Services

Counselling Skills

INSTRUCTORS

Tamara Adilman, MA Women's Studies, MEd Counselling Psychology, is a counsellor, trainer and educator. She works at North Shore Family Services, specializing in trauma counselling with adolescents and adults. She has taught counselling skills at VCC for several years.

Shirley Coomber, MEd Counselling Psychology, is coordinator of the resource centre for students with disabilities 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.

Susan Runga, MA Counselling Psychology, is a counsellor in private practice with experience in training and development. She has completed the three-year program at the Gestalt Training Institute of Vancouver.

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. This course is a prerequisite for those applying to the Counselling

Skills, Substance Abuse, and Multi-Cultural/Settlement Worker Certificate Programs. Text: *Counselling Skills for Social Service Workers*, Bob Shebib, available at campus bookstore. Please note that this course work requires fluency in English. If you are unsure about your English, contact the Assessment Centre at King Edward Campus. \$300

12 eve - Tu. Sep 17, 18:30-21:30 - CC (Shamai)

12 eve - We. Sep 18, 18:30-21:30 - CC (Adilman)

12 eve - Th. Sep 19, 18:30-21:30 - CC (Krakow)

10 mng - Fr. Sep 20-Dec 06, 09:30-12:30 AND 1 day - Fr. Sep 27, 09:30-16:30 - KEC (Runga) - No class Fr. Oct 11

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. All the stages of the helping process 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. Prerequisite: Satisfactory completion of Basic Counselling I (101805), or permission of program coordinator. Text: *Counselling Skills for Social Service Workers*, Bob Shebib. (McLeod) \$250

10 eve - Th. Sep 19, 18:30-21:30 - CC (McLeod)

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 Carlish, available at campus bookstore. (Coomber/Margolis)

Will be offered in January 1997

Advanced Counselling Skills: A Gestalt Approach (101810)

In Basic Counselling skills the course goal is on learning primary empathy. Gestalt is a philosophy and a therapy that allows the counsellor to develop a more integrated understanding of clients and their relationship to the world. This three-day workshop will teach counsellors and others in the helping professions to focus more immediately and comprehensively on the demeanour and behaviour of clients and to feed back this knowledge in a sensitive and timely way. Participants will be introduced to Gestalt concepts such as sensory awareness, figure-ground, contact, here-and-now, as a way of increasing their awareness of their own view of the world and that of their clients. Course content will be experiential in nature and participants will have opportunities to practise counselling skills. This workshop is aimed at staff and volunteers in the helping professions. Casual clothing is recommended. Prerequisite: Basic Counselling - Level I (101805) OR permission of the program coordinator. (Menzel/Runga)

Will be offered in January 1977

Counselling as a Creative Process (101808)

For counsellors and clients alike, creative expression offers a means of enhancing spontaneity, fluidity and inner wisdom. Creative modalities such as art, movement, film and storytelling address important emotional issues directly and with gentleness, allowing clients to arrive at their own answers in a uniquely personal way. This workshop is intended for those interested in applying creative expression to their own counselling practice, or simply learning more about the power of creativity. We will explore several techniques, using group activities, discussions, and skill building exercises. Participants will be encouraged to utilize the workshop as an exercise in their own creative process and from this personal experience discover how to deepen their work with their clients. Casual clothing is recommended. (Laird) \$175

3 day - Sa. Sep 21/28, Oct 05, 09:30-16:30 - KEC

**Certification is important in today's workplace. Please see page 5.**

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 - \$50, 36 hours - \$300, 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. Sep 24, 18:00-19:00 - CC

**NOTE**

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

**INSTRUCTORS**

Ross Laird, MA Counselling Psychology, 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.

Sara Menzel, MEd Counselling Psychology, is a counsellor with an employee assistance program. She has trained with the Gestalt Institute of Vancouver, and has taught counselling skills at VCC for several years.

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

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

Joe Rosen, MSW, is a social worker 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 Zetti, 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/Zetti) \$50

1 day - Sa. Sep 14, 09:30-16:30 - CC



## Counselling Skills (cont)

**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. \$300  
12 eve - Mo. Sep 16, 18:45-21:45 - CC (Menzel) - No class Oct 14 or Nov 11  
12 eve - We. Sep 18, 18:30-21:30 - CC (Rykers)

**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) \$300  
12 eve - Tu. Sep 17, 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. (Laird/Rose) \$300  
12 eve - Tu. Sep 17, 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) \$300  
12 eve - We. Sep 18, 19:00-22:00 - CC

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

This course examines the procedures and skills which are used in assessment and referral. Content will include: understanding the purpose of assessment in the referral process; acquiring skill in assessing various issues which require specialized referral, e.g. sexual/physical abuse, substance abuse, suicide risk, crisis intervention, psychiatric problems, depression, stress/burn-out, understanding the referral process, and how to make a good referral; knowledge of community counselling resources; understanding of the legal/ethical issues involved in assessment and referral. (Rosen) \$300  
12 eve - We. Sep 18, 18:30-21:30 - CC

**Practicum (101836)**

This practicum provides an opportunity to master and display the knowledge and skills which have been covered during the classroom component of the Counselling Certificate Program. Emphasis is placed on gaining counselling experience in an appropriate setting. Continuous liaison with the program will be maintained throughout the practicum. Objectives will be written on an individual contract basis. This contract will be negotiated by the student, the practicum site and the program administrator. (Laird) \$220

**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 - \$50; 18 hours - \$155; 24 hours - \$200; 36 hours - \$300; Practicum - \$220

**Information Session**

For more information, attend the following meeting:  
1 eve - Tu. Sep 24, 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.*

*Eleanor May, MSW, is acting director of school based prevention services for alcohol and drug programs. Her background includes substance abuse prevention and counselling, probation work and social services.*

*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.*

**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. (Laird/Robinson) \$50  
1 day - Sa. Sep 07, 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 impacting on substance use; counselling/therapeutic strategies; prevention; factors specific to sub-cultures and minority groups. (Sanders) \$200  
7 eve - Tu. Sep 24 AND 1 eve - Th. Sep 26, 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. (May) \$155  
6 eve - Tu. Nov 12, 18:30-21:30 - CC

**Individual Counselling Skills for Substance Abuse (200115)**

This course examines the knowledge and skills required when counselling, on a one-to-one basis, clients affected by substance abuse. Content areas will build on those covered in Basic Counselling Skills and in Introduction to Substance Abuse, by introducing and enlarging on the concept of motivational interviewing. Content areas will include a review of the counselling process and phases of the helping relationship, reviewing the stages of substance abuse recovery and the nature of change; increasing counsellor self-awareness and its impact on the helping process; practice and skill development. The intent of this course is to provide participants with experiential learning regarding the counselling process and to discuss the issues which emerge from this work. (Laird) \$300  
12 eve - Th. Sep 19, 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.  
Will be offered in January 1997

**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) \$300  
12 eve - Mo. Sep 16, 18:30-21:30 - CC - No class Oct 14, Nov 11

**Assessment and Referral for Substance Abuse (200126)**

This course examines the procedures and skills which are used in substance abuse assessment and referral as well as identifying and examining available community resources for individuals who are affected by substance abuse problems. Participants will be actively involved in the gathering and sharing of community resource information. Content includes: criteria for assessing chemical dependency; the assessment interview; assessment tools; assessment with special populations; referral methods; sources follow-up; ethics; critical incidents. (May) \$300  
12 eve - Th. Sep 19, 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 who work with culturally diverse populations. The program is designed to enhance the knowledge and skills of staff who work with 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, 871-7110.

A number of workshops will be offered this fall in collaboration with Surrey-Delta Immigrant Services. These will include training for staff in social services who plan programs for diverse communities. The workshops will be of particular interest to those working in the non-profit social service sector. If you are interested in these workshops, please phone 871-7070 and the receptionist will place your name and address on a mailing list. We will then keep you informed about the workshops as soon as they are scheduled.

**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 (Modules 1 and 2)

Counselling Immigrants and Refugees in a Cross-Cultural Setting  
Working Successfully with Organizations and Governments  
Community Development and Education  
Oral and Writing Skills for Multicultural/Settlement Workers  
And a project-based practicum

**Evaluation**

Students will be evaluated on the basis of tests and assignments

**Length of Program**

The program usually takes 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**

*Lanny Campbell, BA, is a paralegal worker for the Legal Services Society of BC. She has wide experience giving workshops on legal principles to community and advocacy groups and has represented clients at many administrative tribunals.*

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

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

**Introduction to Settlement and Integration (150501)**

This course 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

• an introduction to the legal processes and systems in Canada. (Charlton/Campbell) \$265  
10 eve - Th. Sep 19, 18:30-21:30 - CC AND 1 day TBA  
This course will be offered as one 36-hour course (150501) which is required if you want a certificate at the conclusion of the program, or as two separate modules (150521) and (150522), each 18 hours in length. You may choose one module if you are interested in specific content and do not want to obtain the certificate.

**Settlement and Integration Theory (150521)**

(Charlton) \$150

6 eve - Th. Sep 19, 18:30-21:30 - CC

**A Legal Primer for Working with Immigrants and Refugees (150522)**

(Campbell) \$150

4 eve - Th. Oct 31, 18:30-21:30 - CC AND 1 day TBA

**Oral and Writing Skills for Multicultural and Settlement Workers (formerly Business Communication) (150505)**

This course examines oral presentation skills, writing memos, letters, reports and grants proposals, within the context of multicultural/settlement work. (Strayski) \$265  
12 eve - We. Sep 18, 18:30-21:30 - CC

**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. Oct 10-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 October 04, 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**

September 04, 1996. Late applications may be accepted subject to space availability. Call 323-5322 for brochure and application form.

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

**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 style in your translation of the source text. Take this opportunity to work with a master translator. (Chung) \$130 (Includes GST)  
2 day - Sa. Nov 02/16, 09:00-16:00 - Lan

**Health Care Interpreter Program****INSTRUCTOR**

*Maureen O'Toole, RN, MEd, has worked in health and education for 19 years, with a current emphasis on diversity and cross-cultural programs. She co-established interpreter services at Vancouver Hospital.*

**Health Care Interpreter (150176)**

The program is designed to prepare interpreters to fulfill their role and meet the standards for health care interpretation. To enhance the interpreter process in the health care context, participants will gain an understanding of the Canadian health care system and the various agencies for health care delivery. They will also become aware of the roles of various health team members, situations requiring health care interpretation. Additionally, the participants will have an overview of medical terminology related to general body systems. A variety of learning methods and resources will be used including class lecture and discussion, video and audio presentations, case situations, role play and simulations. Prerequisite: VCC Court Interpreting Certificate or equivalent. (O'Toole) \$300  
8 day - Sa. Jan 25, 10:00-17:00 - Lan

**Early Childhood Education****Certificate Program**

The following part-time, evening certificate programs are designed to prepare you to work with young children in a variety of settings.

**A. Early Childhood Education Level I**

This two-year provincially certified program prepares graduates to work as supervisors in preschool and day care centres for children three to five-years old. Please note: This program is FULL for this coming year. Applications are now being accepted for September 1997.

**B. Infant-Toddler Educator Training**

This one-year program prepares already qualified ECE graduates with the specialized skills and knowledge to supervise infant and toddler group day care settings. Applications for September 1996 will be accepted until August 30. Please call for further details.

**C. Administration of Early Childhood Services**

This one-year program provides qualified ECE graduates with the specialized skills and knowledge to effectively manage and administer programs for young children. Applications for September will be accepted until August 30. Please call for further details.

**D. Continuing Studies in Early Childhood Education**

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

**E. School Age Child Care****INSTRUCTORS**

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

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

- Working with 5 Year Olds
- Working with 6-9 Year Olds
- Working with 8-12 Year Olds
- Working with Children with Special Needs
- Leadership and Organizational Skills

**Introduction to School Age Child Care (150697)**

This course is designed to provide an orientation to working with 5-12 year old children in various settings. The themes of understanding children's behaviour, building their self-esteem, guiding their behaviour and planning exciting programs for them will be of great benefit to those entering this field of work. Please note that this course meets six evenings AND one Saturday. (Leckey) \$120  
6 eve - We. Sep 18, 19:00-22:00 - Lan AND 1 day - Sa. Oct 19, 09:30-15:30 - Lan

This term the following core course will be offered:

**Working with 5-Year-Olds (150655)**

This course focuses on the physical, intellectual, emotional and social development of 5-year-olds and offers practical suggestions for program planning and group management. This course meets six evenings AND one Saturday. (Huffman Coe) \$120  
6 eve - We. Oct 30, 19:00-22:00 - Lan AND 1 day - Sa. Nov 30, 09:30-15:30 - Lan

**Family Child 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 and is a past-director of education for Western Canada Family Child 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 evenings AND two Saturdays. Course fee includes a class workbook. (Hager) \$140  
6 eve - We. Oct 23, 18:45-21:45 - Lan  
2 day - Sa. Nov 02/30, 09:15-14:15 - Off campus

**Humanities & Social Sciences****Philosophy****INSTRUCTOR**

*Kurt Preinsperg earned a PhD at UBC and teaches at Langara College. He enjoys applying philosophy to moral and other existential dilemmas and has an interest in the emerging field of philosophical counselling.*

**The Art of Critical Thinking (505610)**

This course is meant to make you a more effective thinker. We will study the logic of real-life reasoning which occurs in everyday discussions, newspapers, TV programs, books, political campaigns or advertising. We will learn to spot a wide range of common errors in reasoning and to back up our own beliefs and decisions with good reasons. (Preinsperg) \$139.10 (Includes GST)  
6 eve - Mo. Oct 21, 19:00-21:30 - Lan

**The Mystery of Romantic Love (505609)**

A course for both men and women who wish to understand love more deeply and, as a result, experience it more consciously. What forms of love can be distinguished? What makes love relationships fulfilling? What does true equality between lovers require? How can we balance our needs for both freedom and intimacy? What changes in contemporary society are desirable if love is to flourish? What dilemmas confront both women and men in their search for love in these times of changing roles? These are some questions explored by the philosophy of love. (Preinsperg) \$139.10 (Includes GST)  
6 eve - Tu. Oct 22, 19:00-21:30 - Lan

**Existentialism (505612)**

Learn about the most influential philosophy



## Philosophy (cont')

## The Meaning of Life (505611)

This course aims at greater clarity in our search for a meaningful existence. What is the best human life? Is there any ultimate purpose? Some of the most perceptive philosophical minds have explored life's meaning in its various forms: cosmic purpose, socially-created meaning and self-created meaning. Short readings will be selected from classical and contemporary philosophers. (Preisnberg) \$139.10 (Includes GST)  
6 eve - Th. Oct 24, 19:00-21:30 - Lan

## Film, Television &amp; 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.

Alan 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.

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

A six-hour workshop focusing on the information and techniques necessary to enter the world of film, television and theatre as an actor. Topics covered include: talent and casting agents, performers' unions, auditioning, the genres, the actors' magic key, script analysis, professional training, resumes and photos, directors and producers, and names and phone numbers you need. The day is a combination of practical work, discussion and information. This course is appropriate for beginning actors, those interested in knowing more about auditioning, and those making a transition from theatre to film. (Lysell) \$64.20 (Includes GST)  
1 day - Sa. Oct 19, 19:00-16:00 - 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. (Beaver) \$187.25 (Includes GST)  
6 eve - Th. Oct 17, 19:00-22:00 - CC

## Short Subject Filmmaking (104110)

Many artists are simply unaware of the superabundance of resources available to them as first time and emerging filmmakers. This program will provide an excellent primer to those wanting to write, produce and/or direct their own films. The class explores the development, financing and distribution of short films in Canada. Students will prepare scripts, financing plans and production packages for delivery to funding agencies. (Beaver) \$187.25 (Includes GST)  
6 eve - Tu. Oct 15, 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 blockbuster films such as *Sleepless in Seattle* and *Speed*, you will master the secrets of successful film writers. (Borden) \$150  
6 eve - Th. Oct 17, 18:30-21:00 - Lan

Please see 4 Ways to Register, page 4.

## Personal Development

## 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. Oct 02, 19:00-21:30 - Lan

## Comedy

## INSTRUCTOR

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

## Comedy Improvisation - Level I (102847)

Designed to free the imagination through the spontaneous use of words, sound and movement. Though the emphasis is on basic acting skills, this course is geared to anyone who loves to laugh. A good starting point for people who have toyed with the idea of becoming involved in theatre. (McAteer) \$117.70 (Includes GST)  
8 eve - Mo. Oct 21, 18:00-20:00 - CC

## Comedy Improvisation - Level II (102900)

This program picks up where Level I left off. It will focus on improvisation as a performance tool. A number of advanced improv games and structures will be introduced and focus will be given to creating a performer's attitude. Improvisational comedy relies more on listening and attentiveness than wit. This will become evident through the sessions in this program. Completion of Level I is necessary before entering this course. (McAteer) \$117.70 (Includes GST)  
8 eve - Mo. Oct 21, 20:15-22:15 - CC

## Wine

## INSTRUCTOR

Paul Warwick, certified wine educator. For the past 16 years, VCC, King Edward Campus, has been the home of the most consistent wine courses in the country. The instructor is Paul Warwick, certified wine educator, by the Society of Wine Educators. As a celebrity chef and cook book author he adds spirit and fun to his courses. There are always light refreshments served, together with plenty of knowledge and some wine. It is always a full, fun night, whatever the subject. There are only two colleges in Canada teaching these courses. Vancouver Community College is the only one in Western Canada.

## Wine Certificate Course (505250)

The Wine and Spirit Education Trust, based in London, is the internationally-recognized standard of comprehensive training for the wine and spirits trade. Its courses lead toward the Master of Wine title, signifying the wine world's highest level of academic achievement. VCC is proud to offer the Trust's Certificate course, a first step toward Master of Wine. Among the topics covered in the program are: wine through history and culture; the vine, its grower and the subject; the science and art of wine making; the nature's role; the science and art of wine making; the science and art of wine tasting; a survey of the wines of the world; spirits; liqueurs, beers and cocktails; wine and food—affinities and clashes; the proper storage and service of wine. There are comprehensive tastings to illustrate each session. A non-refundable portion of the tuition is a registration and examination fee sent to the Trust in London, who issue a Certificate of Competence on successful completion of the course. This is an essential course for anyone in the hospitality industry or in the wine and spirits trade and is highly recommended for all who have an interest in wine. (Warwick) \$385  
9 eve - We. Oct 02, 19:30-21:30 - KEC  
9 mng - Sa. Feb 01, 10:00-12:00 - KEC

## Wine and Spirit Education Trust - Higher Certificate Course (505260)

This qualification is designed to provide a core knowledge of the wide range of wines, spirits, and liqueurs. Students most likely to benefit from this higher qualification are those working in a supervisory capacity in the hospitality and leisure industries. The certificate is also likely to assist those not involved in the industry who wish to acquire a thorough grounding in the subject area. Holders of the Higher Certificate will be able to describe the

characteristics of the principal wines and spirits of the world and will gain a clear understanding of the key factors influencing those characteristics. Students will acquire the knowledge and background enabling them to advise management, answer customer inquiries and make informed selections of wine and spirits in a wide variety of situations. Prerequisite: Wine Certificate Introduction (505250) (Warwick) \$650  
15 eve - We. Jan 29, 19:30-21:30 - KEC

## Introduction to Wine Appreciation and Wine Tasting (505211)

An increased knowledge of wine will enhance your enjoyment of this most temperate of alcoholic beverages. Topics include a history of wine, production methods, soil, climate and man's influence; proper reading of labels; purchasing, storing, caring and serving; and getting the best value for money. Tastings each night will feature different grapes and countries, e.g., France, Italy, USA, Germany and others. Food will be served. (Warwick) \$107 (Includes GST)  
4 eve - Mo. Sep 30, 19:30-21:30 - KEC  
4 eve - Mo. Jan 27, 1997, 19:30-21:30 - KEC

## Bargain and Inexpensive Wines of the World (505213)

There are some great wines out there at bargain prices on the liquor store shelves, but you have a hard time keeping up with all of the bargains. Taste and compare some of those wines, red or white. Food will be served. (Warwick) \$29.96 (Includes GST)  
1 eve - Mo. Nov 04, 19:30-21:30 - KEC

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

A tour of the main liquor store in BC with a BCLDB wine consultant to guide us and show us new products. Just the time of the year to be making those special purchases. Taste some wines especially chosen for the Christmas season. (Warwick) \$23.54 (Includes GST)  
1 eve - Tu. Dec 03, 19:00-21:00 - 39th and Cambie Shop  
1 eve - Mo. Sep 24, 18:00-20:00 - Lan

## Great Red Wines of the World (505221)

Cabernet Sauvignon, Pinot Noir, Barolo, Chianti, Hermitage and of course Port, just to name a few, are the best wines in the world. You taste and compare and decide if the choice is not up to your standards. I think that you will agree, but you have to be there to taste. Refreshments will be served. (Warwick) \$38.52 (Includes GST)  
1 eve - Tu. Feb 25, 19:30-21:30 - KEC



## Languages

## English Skills Improvement

Three information sessions will be held for all students interested in any English Skills Improvement courses: Thursday, Sep 05; Tuesday, Sep 10; and Monday, Sep 16, 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 Burton, BEd, has taught ESL since 1987.

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

Nora Ferera, 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) \$290  
24 eve - Mo/We. Sep 23, 18:00-20:00 - 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. (Ferera) \$290  
24 eve - Mo/We. Sep 23, 18:00-20:00 - 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) \$290  
24 eve - Tu/Th. Sep 24, 18:00-20:00 - Lan

## English Writing Skills Improvement I (103007)

Learn to write fluently, skilfully and correctly. This introductory course stresses punctuation, sentence and paragraph structure and grammar. There 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) \$195  
12 eve - Tu. Sep 24, 18:00-20:00 - Lan

## TOEFL Preparation (103020)

The greatest problem areas in English understanding and communication will be the focus of this course. Improve syntax, vocabulary, listening and reading comprehension skills as tested in the standard TOEFL exam. Study strategies 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) \$290  
12 day - Sa. Sep 14, 09:30-14:00 - Lan

## English Upgrading &amp; 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) \$410  
17 eve - Tu/Th. Sep 24, 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. (Ferera) \$190  
12 eve - Mo. Sep 16, 20:15-22:15 - Lan

## Conversational Skills Improvement I for Advanced ESL Speakers (103004)

Accuracy in speech is an important asset for advancement in Canadian society. This course is designed for advanced non-native speakers of English. It will strengthen your command of spoken English. You 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. (Ferera) \$190  
12 eve - We. Sep 25, 20:15-22:15 - Lan

## Conversational Skills Improvement II (103005)

For students who have already taken Conversational Skills I or already speak English fluently but lack confidence in their oral skills. Included in the course are idioms, pronunciation, role play, discussion and presentations. Although this course concentrates on oral skills, a listening component is included. Text required. (Demers) \$190  
12 eve - Th. Sep 26, 18:00-20:00 - Lan

## Conversational Skills Improvement III for Advanced ESL Speakers (103022)

Learn to express your ideas more clearly in the work place, at school or in social situations. This course is designed for ESL speakers with a high degree of fluency in English who want to expand their skills. Topics to be covered include oral presentation skills, pronunciation, stress, intonation and vocabulary building. You are videotaped and given feedback by the instructor. Text required. (Strayski) \$265  
12 eve - Th. Sep 26, 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. (Buntion) \$380  
12 eve - Tu. Sep 24, 18:30-21:30 - Lan

## Developing Business Communication Skills (103042)

Learn to express yourself more confidently and clearly on the job. This course is designed for ESL adults who want to improve their oral and written communication skills in typical work situations with clients, co-workers and superiors. Topics will include requesting and clarifying information, giving instructions, handling complaints, participating in meetings, conducting interviews, several types of letters and memos, and revision of resumes. Students must be fluent in English. Text required. (Strayski) \$320  
12 eve - Tu. Sep 24, 18:30-21:30 - Lan

## Mandarin Education for Children &amp; 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 15 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 - Advanced - 01 (KEC)  
- Advanced - 02 (Lan)

## 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)

Late registration for children's classes will be held at KEC and Langara College on Saturday, September 7, 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 Sep 28, 1996. The fee is \$162.91 per course (GST included).

The program for adults includes four courses with sub-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.  
01 - Level I - 10 mng - Sa. Sep 28, 10:00-12:00 - KEC  
02 - Level I - 10 mng - Sa. Sep 28, 10:00-12:00 - KEC  
03 - Level I - 10 mng - Sa. Sep 28, 10:00-12:00 - Lan  
04 - Level II - 10 mng - Sa. Sep 28, 10:00-12:00 - KEC

## Adult Intermediate (505822)

This course 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.  
01 - Level I - 10 mng - Sa. Sep 28, 10:00-12:00 - KEC  
02 - Level II - 10 mng - Sa. Sep 28, 10:00-12:00 - KEC

## Adult Advanced (505823)

This course 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.  
01 - Level I - 10 mng - Sa. Sep 28, 10:00-12:00 - KEC

## 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, Sep 07/14/21, 10:00-12:00.  
01 - Level I - 10 mng - Sa. Sep 28, 10:00-12:00 - KEC  
02 - Level I - 10 mng - Sa. Sep 28, 10:00-12:00 - Lan  
03 - Level II - 10 mng - Sa. Sep 28, 10:00-12:00 - KEC

## 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 Fall term courses are held at Langara College and City Centre Campus on a variety of days 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 Marlin at 323-5322.

## NOTE

The college is closed Monday, Oct 14 and the previous Saturday, Oct 12. The College will also be closed Nov 11, Remembrance Day and the previous Saturday, Nov 09. Please note classes are held at Langara College or City Centre Campus.

## Course Cancellation and Adjustment

The college reserves the right to cancel any course due to insufficient enrollment. Also, the college reserves the right to reduce hours of instruction due to lower enrollment.

Inquiries: 323-5322 or 443-8380

## INSTRUCTORS

## Cantonese

Eric Au holds a 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.

## Czech

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

## French

Lucy Hassaine has been teaching elementary school and adults for a number of years. She comes from France. Lucy also makes a point to introduce Canadian content in the class.

## German

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

## Greek

Elias Stravides comes with an extensive experience in teaching Greek as a second language. His experience extends from teaching ESL in Athens to teaching Modern Greek in Simon Fraser University.

## 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

Machiko Egawa comes from Japan. She has a background in Teaching ESL and Japanese to adults and children. She has developed teaching materials for second language acquisition. Machiko was a member of the Curriculum Committee of the Ministry of Education.

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

## Mandarin

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

Beryl Kuo is originally from Taiwan. She received her Master's degree in Education from Pennsylvania State University, a Specialist certificate, Curriculum and Education from the University of Chicago. Beryl has been teaching Mandarin as Second Language and ESL for a number of years.

## Spanish

Irma Colomé holds teaching certificates from Mexico, France and Canada. She taught at Simon Fraser University for a number of years before coming to VCC.

Ana María Espinola comes from Ecuador with good experience in second language acquisition. She uses a variety of techniques to enhance second language learning.

Martha Miskurka received her teaching education in her homeland, Mexico. She has experience teaching English and Spanish as a second language in Mexico and Canada.

Nieves Moure received her Elementary Teacher's certificate in Spain, her country of origin. As well she holds a BC Teacher's certificate and a Teaching diploma from the Spanish Ministry of Science and Education.

## Thai

Pontip Placzek is originally from Thailand and has taught Thai for many years. Pontip has written a beginner's book for the Thai language with her husband.

## Vietnamese

Giang (John) Vu comes from Vietnam with a background in ESL teaching and translation. John has worked also in social programs to help with the resettlement of new immigrants.

## NOTE

All our courses are 25 hours long

## Cantonese Conversation - Level I (501903)

\$203.30 (Includes GST)  
10 eve - Tu. Sep 24, 19:00-21:30 - Lan (Lu)

## Cantonese Conversation - Level II (501904)

\$203.30 (Includes GST)  
10 eve - Tu. Sep 24, 19:00-21:30 - CC (Au)

## Czech Conversation -



**Japanese Conversation – Level III (501928)**  
\$203.30 (Includes GST)  
10 eve - Tu. Sep 24, 19:00-21:30 - Lan (Egawa)

**Mandarin Conversation – Level I (501937)**  
\$203.30 (Includes GST)  
10 eve - Mo. Sep 23, 19:00-21:30 - Lan (Huang)

**Mandarin for Cantonese Speakers – Level I (502016)**  
\$203.30 (Includes GST)  
10 mng - Sa. Sep 21, 09:00-11:30 - CC (Lu)

**Mandarin for Cantonese Speakers – Level II (502023)**  
\$203.30 (Includes GST)  
10 mng - Sa. Sep 21, 09:00-11:30 - CC (Kuo)

**Spanish Conversation – Level I (501949)**  
\$203.30 (Includes GST)  
10 eve - Mo. Sep 23, 19:00-21:30 - CC (Espinel)  
10 eve - Tu. Sep 24, 19:00-21:30 - Lan (Colomé)  
10 eve - We. Sep 25, 19:00-21:30 - CC (Miskurka)

**Spanish Conversation – Level II (501950)**  
\$203.30 (Includes GST)  
10 eve - We. Sep 25, 19:00-21:30 - CC (Espinel)  
10 eve - We. Sep 25, 19:00-21:30 - Lan (Colomé)

**Spanish Conversation – Level III (501951)**  
\$203.30 (Includes GST)  
10 eve - Th. Sep 26, 19:00-21:30 - CC (Moure)

**Thai Conversation – Level I (501990)**  
\$203.30 (Includes GST)  
10 eve - We. Sep 25, 19:00-21:30 - Lan (Placzek)

**Vietnamese Conversation – Level I (502019)**  
\$203.30 (Includes GST)  
10 eve - Mo. Sep 23, 19:00-21:30 - Lan (Vu)

**Vietnamese Conversation – Level II (502022)**  
\$203.30 (Includes GST)  
10 eve - We. Sep 25, 19:00-21:30 - Lan (Vu)



## Music

These music courses are for individuals who wish to develop and expand their musical talents, increase their skills and pursue professional development training in support of their careers in the music industry. The courses are taught and led by a dedicated and talented group of instructors.

### INSTRUCTORS

*Ted Greene is the program coordinator and member of the VCC music faculty. He received his Bachelor of Musical Arts degree in Music Education at the University of Western Ontario. Ted's background as an educator and performer includes: instruction, performing ensembles, and new technologies in music.*

*Daryl Jahnke – Guitar. Daryl studied at VCC before embarking on a very successful performing career in Japan. He taught for a number of years at VCC. He is heard frequently throughout the Lower Mainland, leading the Daryl Jahnke Trio.*

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

*Mike Kinzie – Melody and Song Writing. 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.*

*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.*

## Commercial Music

### Melody and Song Writing (102601)

This course covers 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) \$128  
10 eve - Tu. Sep 17, 18:00-20:00 - KEC

### 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) \$163  
12 eve - Th. Sep 19, 20:00-22:00 - 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) \$163  
12 eve - Th. Sep 19, 18:00-20:00 - KEC

### The Business of Music (102619)

Discover the ways 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) \$152  
12 eve - Mo. Sep 16, 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) \$152  
12 eve - Mo. Sep 16, 20:00-22:00 - KEC

## Piano

### Piano: Beginners (502517)

Class instruction on individual pianos. You will learn notation, basic playing skills and chording techniques and should have access to a 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) \$147.66 (Includes GST)  
10 eve - Mo. Sep 16, 18:00-19:00 - KEC  
10 eve - Mo. Sep 16, 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) \$147.66 (Includes GST)  
10 eve - Mo. Sep 16, 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 jazz 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) \$147.66 (Includes GST)  
10 eve - We. Sep 18, 18:00-19:00 - KEC  
10 eve - We. Sep 18, 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) \$147.66 (Includes GST)  
10 eve - We. Sep 18, 20:00-21:00 - KEC  
10 eve - We. Sep 18, 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. (TBA) \$74.90 (Includes GST)  
10 eve - Mo. Sep 16, 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. (TBA) \$74.90 (Includes GST)  
10 eve - Mo. Sep 16, 19:00-20:00 - KEC

### Guitar: Beginners (502507)

This course includes basic theory, note reading and accompaniment styles for contemporary guitar. A wide range of styles are introduced, from classical to folk and blues/rock. Learn accurate tuning, a variety of chords, strums and picking patterns. Meet other beginners and broaden your musical horizons in a cooperative and friendly atmosphere. (Mursalim) \$117.70 (Includes GST)  
10 eve - We. Sep 18, 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. (Mursalim) \$117.70 (Includes GST)  
10 eve - Tu. Sep 17, 19:00-20:00 - 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) \$74.90 (Includes GST)  
10 eve - Tu. Sep 17, 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) \$112.35 (Includes GST)  
10 eve - Tu. Sep 17, 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. (TBA) \$74.90 (Includes GST)  
10 eve - We. Sep 18, 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. (TBA) \$74.90 (Includes GST)  
10 eve - We. Sep 18, 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) \$247.17 (Includes GST)  
8 eve - Mo. Sep 16, 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. No audition required. New members must consult with the instructor before registering. (Shier) \$130.91 (Includes GST)  
12 aft - Sa. Sep 14, 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. (TBA) \$111.28 (Includes GST and music fee)  
10 eve - Mo. Sep 16, 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. \$93.09 (includes music fee and GST)  
10 eve - Tu. Sep 17, 20:00-22:00 - KEC

### Willan Choir

The VCC Willan Choir is a large community choir open to all those interested in developing their vocal skills. Men and women regardless of experience join together on Tuesday evenings from 19:30 to 21:30 in the Auditorium of VCC's King Edward Campus to explore classical choral repertoire. Conductor Gerald van Wyck leads informal enjoyable and intense rehearsals culminating in two polished performances per year of the gems of choral literature. Professional soloists and instrumentalists often accompany these public concerts. Rehearsals begin on September 10. No audition is required. Call 871-7301 for further information.

## Appreciation and Theory

### 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) \$128  
10 eve - Th. Sep 19, 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. (TBA) \$128  
10 eve - We. Sep 18, 20:00-22:00 - KEC



# Non-Profit, Voluntary & Fundraising Sector

## Non-Profit Sector Management Certificate Program – Revised

(Certificate Pending)

Three previous management certificate programs, Non-Profit, Volunteer, and Fundraising have been merged into a new program which offers five core courses and four specialty streams. 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 and to volunteers 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)

### Certificate Requirements

Satisfactory completion of five core courses; a specialty stream and a project-based practicum  
**Core Courses (total 156 hours)**  
Fundamentals of Non-profit Management – 36 hours (101902)  
Interpersonal Communications – 30 hours (101903)  
Human Resource Management – 30 hours (101904)  
Marketing and Public Relations – 30 hours (101905)  
Program Planning and Evaluation – 30 hours (101906)

### Specialty Streams

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

### Practicum

Project-based practicum of 40-60 hours (101907)

### Evaluation

All core courses will be graded, with a minimum of assignments. This is to facilitate potential transfer to the Open Learning Agency.

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 work experience and previous courses.

### Length of Program

The program will take 18-24 months part-time to complete.

### Program Coordinator

Bonnie Denford-Nelson, 871-7061, Tuesdays, Wednesdays and Thursdays

### Fall term 1996

#### INSTRUCTORS

*Barbara Downs, MSW, is past director of South Vancouver Neighbourhood House.*

*Janice Hamilton is the manager Fundraising Operations UBC.*

*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.*

*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!*

*Rosemary Rawnsley is director of Resource Development at the Heart and Stroke Foundation of BC and the Yukon.*

*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.*

*Elaine Stoll is in private practice, Westside Counseling and Consulting Services and provides training to a number of non-profit organizations. She is an instructor at other colleges and at the Justice Institute.*

*Maire Watson is the provincial director of BC Healthy Communities Network; coordinator of Environment Canada and Health Canada Community Animation Program for the Province of BC.*

### 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-hour meeting which is designed to ensure the program is right for you.

1 eve - Th. Sep 05, 18:00-19:30 - CC Room 237

### Fundamentals of Non-Profit Management (101902)

This course covers the basic principles, philosophy and

structure of not-for-profit organizations. It emphasizes the function, purpose, roles and responsibilities of the board, administration, staff and volunteers. Participants will examine trends, community resources and legal issues/liability. In addition, the course will introduce principles and ethical decision-making while maintaining the organization's mission and mandate. (Downs) \$305  
12 eve - Mo. Sep 16, 18:30-21:30 - CC – No classes Oct 14 or Nov 11

### 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: *Interplay: The Process of Interpersonal Communication 6th Ed.* (Stoll) \$290  
10 eve - Mo. Sep 16, 18:30-21:30 - CC – No classes Oct 14 or Nov 11

### Marketing and Public Relations (101905)

The marketing process, which includes public relations and promotion, will be discussed, with a view to developing purposeful relationships with resources, and media. Participants will develop sample marketing and public relations plans. (Watson) \$290  
10 eve - Tu. Sep 24, 18:30-21:30 - CC

## Specialty Streams

### Advocacy, Government Relations and Lobbying for Community Groups (101943)

This course is designed for students in the non-profit management and community development specialty streams. In addition, interested individuals who are currently working or volunteering in the non-profit sector are encouraged to register. This course focuses on the skills required by community groups to advocate on behalf of individuals, approach government to change legislation, policy, programs, systems and/or funding. Techniques for building membership or allies, garnering support from related groups, working with the media, government staff and politicians and other methods for affecting change will be covered. – 18 hours. (Lapp) \$160  
3 day - Sa. Oct 19/26, Fr. Nov 01, 09:00-16:00 - CC Tower 924

### Volunteers: Protect Them from Becoming an Endangered Species (101951)

This course is designed for students in the volunteer management specialty stream. In addition, interested individuals who are currently volunteer managers are encouraged to register. Participants will examine the current issues and trends affecting volunteerism and the impact on the volunteer manager. This course focuses on four essential elements of volunteer management:  
• understanding the motivation and recruitment challenges faced by volunteer managers  
• understanding and practising the interviewing process for volunteers  
• identify strategies for supporting, recognizing and challenging volunteers

Those with no experience are encouraged to take Introduction to Volunteer Coordination (101601) offered by Volunteer Vancouver in conjunction with VCC. (Rawnsley) \$160  
3 day - Sa. Sep 28, Oct 19/26, 09:00-16:00 - CC

### Strategic Management of Fundraising Campaigns (101963)

This course is designed for students in the fundraising stream. In addition, interested individuals working or volunteering in fundraising are encouraged to register. Effective fundraising campaigns do more than raise money for your organization. They enhance your stature in the community, create pride among staff and volunteers, as well as build team spirit within the organization. This course will examine a variety of fundraising campaigns. It combines the theoretical "whys" with the practical "how tos." (Hamilton) \$160  
3 day - Sa. Oct 05/19/26, 09:00-16:00 - CC

### Facilitating Community Development Forum (101982)

This third forum, co-sponsored with Volunteer Vancouver, will be offered starting in January 1997, with a registration date of November 18, 1996. The forum format is intended to maximize interaction between participants who may be:  
• students enrolled in the VCC Non-Profit Management Certificate Program specializing in community development  
• experienced community workers wanting to refresh their ideas and skills

• people new to the field that want a deeper understanding of the community-building process  
• people from a spectrum of diverse communities interested in supporting their groups  
• people active in their community as citizens (volunteers, board members, advocates, etc.) who want to learn with others and to build a network  
For registration information please call 875-9144. Limited to 30 participants. To register call 871-7070.

## Workshops

### Proposal Writing (101974)

This course is designed for anyone raising funds, writing proposals and trying to make their fundraising more effective. 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) \$115  
2 day - Fr/Sa. Oct 04/05, 09:00-16:00 - CC

### 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 sessions are experienced managers and/or trainers in volunteerism. Limited to 18 participants. \$180  
8 eve - We. Oct 09, 18:00-20:30 - VV

### 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) \$75  
1 day - Fr. Dec 06, 09:00-16:00 - CC

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

If learning from books doesn't quite cut it and you're an incurable tech-no-phoebe 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. To be offered in Winter 1997 term

### Ethics: The Key for Survival for the Next Milenium (101973)

Have you been faced with an ethical dilemma? Come and explore the ethical issues that are unique to the non-profit sector. Participants will discuss ways to think through difficult issues and make decisions in these changing times. Challenging case studies will be presented and discussed. This program is designed for professionals in the non-profit sector. To be offered in Winter 1997 term

### Lib



Non-Profit Sector (con't)

shops. The workshops will be held at Volunteer Vancouver, 301 - 3102 Main Street, Vancouver. The registration fee is \$30 per workshop or \$75 for the package. To register call 871-7070. For more information call Volunteer Vancouver – 875-9144.

Board Recruitment and Development (101977)

Examine the board's responsibility for its own development and renewal and the steps in the board development cycle. \$30

1 eve - Tu. Sep 24, 18:30-21:30 - VV

Board/Staff Relations (101978)

Identify essential elements of board/staff relations; and review the need for clear role descriptions and authorities for board and staff. \$30

1 eve - Tu. Oct 08, 18:30-21:30 - VV

Community Relations (101979)

Examine the board role in advocacy, marketing, and collaborative relationships in the community. \$30

1 eve - Tu. Oct 22, 18:30-21:30 - VV

Package consisting of all three Board Development workshops (101976) \$75.



Real Estate & Law

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. Sep 03, 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.

Shirley Kay practises general civil law.

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

Melanie A. Rodiuk, BA, is a legal assistant in the wealth preservation department of a major law firm.

Allen H. Soroka, BSc, LLB, MLS, is assistant law librarian at the UBC Law Library.

Cheryl M. Stephens, BA, LLB, a legal educator for 11 years, is a legal writing specialist.

Katharine Wellman, QC, has 30 years law practice experience in BC, Alberta, and Saskatchewan.

Core Courses

Canadian Legal Process 1000 (104816)

An introduction to Canada's legal system, legal institutions, and basic legal principals. Examine the sources of law and the structure of the court system. (Wellman) \$110

4 eve - We. Sep 11, 18:00-21:00 - CC

Legal Research 1015 (104817)

An introduction to legal research techniques. Students can do hands-on research. (Soroka) \$170

6 eve - We. Oct 16, 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) \$130

4 eve - Mo. Nov 18, 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) \$170

6 eve - Mo. Oct 28, 18:00-21:00 - CC

Contracts 1060 (104820)

An introduction to contract law, including formation, capacity, breach and remedies. (King) \$170

6 eve - Mo. Sep 09, 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) \$170

6 eve - Th. Oct 10, 18:00-21:00 - CC

4 day - Sa. Oct 19, 10:00-14:30 - 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

4 eve - We. Oct 02, 18:00-21:00 - CC

Commercial Litigation 2020 (104814)

Learn to manage a commercial litigation file, the usual complications and additional steps required. (King) \$240

Available Spring 1997

Creditors Remedies 2030 (104813)

Covers law and procedure, including Federal Court, applicable statutes, creditors remedies, debtors remedies and defences; pre-judgement and execution proceedings. \$180

Available Spring 1997

Chambers Practice 2040 (104812)

Learn procedures and forms for chambers applications, jurisdiction of master, exparte applications, desk orders vs. registrar's order. \$180

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. \$240

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) \$180

Available Winter 1997

Mortgages 3020 (104809)

Covers nature of mortgage, legal and equitable interests, features, principles of interest, priorities, assignment and extinguishment, insurance issues and payout statements. \$180

Available Winter 1997

Commercial Conveyances 3050 (104808)

Covers commercial conveyancing matters: special issues in commercial conveyances, commercial sales, subdivisions, commercial leases. \$240

Available Spring 1997

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. \$240

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) \$240

Available Spring 1997

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. \$180

Available Winter 1997

Wills and Estates 6025 (104877)

An introduction to wills and estate practice: requirements of organization and execution of wills, probate of wills, types of grants, the application process and estate administration. (Rodiuk) \$240

6 eve - Th. Oct 17, 18:00-21:00 - CC

Small Claims Court Practice 2050 (104865)

Learn Small Claims Court rules, procedures, documents and strategies. (Barzo) \$180

4 eve - Tu. Sep 17, 18:00-21:00 - CC

Criminal Law and Procedure 2070 (104866)

Covers substantive law and procedures and the criminal justice system. \$240

Available Winter 1997

Legal Drafting 1032 (104864)

Learn the special techniques and modern style in drafting contracts and other commercial documents. Prerequisite: Legal Communications 1030. (Stephens) \$110

1 day - Sa. Oct 26, 10:00-16:30 - CC

Managing a Strata Corporation (109015)

This seminar will deal with many of the duties/responsibilities involved in managing a strata corporation. Topics include: handling general meetings; dealing with developers; handling complaints from strata lot owners; council meetings; insurance and 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. Sep 28, 09:00-13:00 - CC

Buying and Selling a Business 4050 (104871)

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

4 eve - Tu. Nov 05, 18:00-21:00 - CC

Persuasive Legal Writing for Litigation 1035 (104872)

Learn and practise some strategies, techniques and ethics involved in persuasive writing in litigation documents. Prerequisite: Legal Communications or equivalent. (Stephens) \$110

1 day - Sa. Sep 07, 10:00-16:30 - CC

Criminal Appeals Process 2080 (104873)

Covers procedures and documentation in appeals and registry practice. Criminal Law and Procedure 2070 recommended. \$180

Available Spring 1997

Securities 4075 (104874)

Covers securities law and practice in corporate administration: filing requirements, VSE listing, due diligence, BCSC policies, public financing, and related matters. \$180

Available Winter 1997

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. \$300

Available Winter 1997

Independent Study (104880)

Independent research and writing projects under direction of VCC instructor. (Stephens) \$120

By arrangement with instructor

Practicum 7000 (104824)

Practical work experience. Prerequisites: Core and practice area courses. With approval of program coordinator. \$105

500 hours – Sep 04 – Dec 20

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.

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.

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.

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.

Bob Lewis is a licensed realtor with over 13 years' professional experience in BC.

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.

Jeffrey Simpson, BA (Econ.), RI (BC), CLP, FRI, is a development consultant with his own firm and past president of the Real Estate Institute of Canada (Greater Vancouver Chapter). He has lectured in the Urban Land Economics Diploma Program at UBC in addition to teaching at VCC. Mr. Simpson has held executive posts with several development companies and he has been responsible for numerous real estate projects which have received awards.

Thomas Knight, 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.

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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



Real Estate Development (cont')

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  
Available January 1997

Introduction to Construction (109205)

A thorough overview of building construction with an emphasis on the function, purpose and economics of every part of the built site. The course schedule will follow the construction process from site preparation to building operation, including post-construction issues involving deficiencies, warranties and non-performance. Specific topics include: foundations and structure, the exterior envelope, interior planning, fittings, features and equipment, mechanical and electrical systems, and exterior site development. Instruction will focus on basic principles which apply to all types of residential and commercial properties, from hi-rise to small scale residential. The course is designed for persons who need a working knowledge of building construction. (King) \$295  
10 eve - We. Sep 25, 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 goal setting, problem-solving techniques and people management.

The program is recognized and supported by The Professional Association of Managing Agents (PAMA), which is strongly committed to the overall improvement of educational standards within the property management industry.

The Greater Vancouver Apartment Owners' Association also supports the Building Manager Certificate Program. Each year, an academic scholarship is awarded to the top Building Manager graduate through the GVAOA Endowment Fund.

Rental property owners and buyers who wish to learn more about the day to day management of their property investment will find these courses to be of enormous practical value.

For registration call 443-8380. For course advisory information call Brian Pink at 443-8388.

Information Night

Time: Thursday, Sep 05, 1996, 18:00-19:30  
Place: Langara College, Continuing Education Office, 100 West 49th Avenue, Vancouver

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. Students may register directly into any of the program courses.

Certificate Requirements

The certificate program consists of four courses. The required courses are: (1) Law and Tenant Relations, (2) Building Maintenance and Cost Control, (3) Building Service 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, the student may apply for a College certificate.

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  
8 eve - Tu. Sep 24, 19:00-21:30 - CC

Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family properties. The course will review the primary maintenance responsibilities of the residential building manager. Topics include: maintenance planning and cost control; preventative maintenance; building inspections; supervising on-site work; basic appliance repair; fire safety; security; and an introduction to heating and plumbing systems. Classes include field trips and hands-on demonstrations using a variety of appliances and other equipment. There is no prerequisite for this course. \$195  
10 eve - We. Oct 09, 19:00-22:00 - CC

Building Service Management 1000 (102023)

Intended for building supervisors, building service staff and others who wish to advance in the building management field. This course will explore basic supervisory and management skills including: budget preparation and controls; estimating and costing of building service work; purchasing of equipment and chemicals; inventory control; scheduling and motivation of staff. The selection and care of powered equipment is also covered. This course is recognized by the Canadian Building Servicing Association (CBSA) for credit within the CBSA Professional Certification Program. There is no prerequisite for this course. \$245  
10 day - Sa. Sep 28, 09:00-13:00 - CC

NOTE

IREM 101: (Successful Site Management) may be taken as a substitute for Building Service Management.

IREM 101: Successful Site Management (109024)

This course is a joint offering by VCC and the Institute of Real Estate Management (IREM). It is intended for individuals interested in improving the operating success of residential properties. The course covers management, marketing, leasing and resident retention as well as maintenance and operations. Successful completion of this course fulfils 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. Sep 28, 09:00-16:00 - CC

Construction

Introduction to Construction (109205)

A thorough overview of building construction with an emphasis on the function, purpose and economics of every part of the built site. The course schedule will follow the construction process from site preparation to building operation, including post-construction issues involving deficiencies, warranties and non-performance. Specific topics include: foundations and structure, the exterior envelope, interior planning, fittings, features and equipment, mechanical and electrical systems, and exterior site development. Instruction will focus on basic principles which apply to all types of residential and commercial properties, from hi-rise to small scale residential. The course is designed for persons who need a working knowledge of building construction. (King) \$295  
10 eve - We. Sep 25, 18:30-21:30 - CC

Property Management

Certificate Program

Property Management is a comprehensive training program designed to provide participants with the concepts, techniques, knowledge and skills necessary to perform as a Professional Property Manager.

For information call program coordinator, Chuck Dunn at 323-5409.

For registration call 323-5322.

Non-Certificate students may enroll in any course without meeting certificate requirements except Appraisal 1102; and Real Estate Marketing 1420, which require prerequisite courses.

Information Night

Please join us for a Property Management, Real Estate Development and Building Manager information session. Presentation will begin at 18:00. Program advisors will be available to answer your questions.

Time: Thursday, Sep 05, 18:00-19:30  
Place: Langara College, Continuing Education, 100 West 49th Avenue, Vancouver

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

*R.A. (Rod) Adam, FRI, RI (BC) is a real estate manager, leasing and investment consultant specializing in commercial and industrial properties. Rod has over 25 years' experience in the real estate industry.*

*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, SCSM, 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 - Mo. Sep 19, 18:00-21:00 - 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  
13 eve - Th. Sep 19, 18:00-21:00 - Lan

Commercial Property Management 2415 (109102)

An intensive course pertaining to the management of commercial and industrial properties. The course will cover leases, merchandising, management agreements, insurance, security, operating budgets and other important aspects of managing commercial and industrial type properties. (Read) \$320  
13 eve - Tu. Sep 17, 18:30-21:30 - Lan

Shopping Centre Management 3415 (109103)

An in-depth course that discusses the management of shopping centres. Topics will include: shopping centre location, tenant mix, leases, insurance, promotion and advertising, security, budgets, problems with retailers, future trends. (Read) \$320  
13 eve - Tu. Sep 17, 18:00-21:00 - CC

Real Estate Law – 1325 (109104)

A concentrated course in the fundamentals of law relating to real estate in British Columbia. The course will include an examination of contract law, interests in land, the Land Title system, landlord and tenant relations, mortgages, expropriations, condominiums and tort law as it relates to real estate. (Breitman) \$320  
13 eve - We. Sep 18, 18:30-21:30 - Lan

Real Estate Appraisal 1101 (109105)

Introduction to the basic principles of real estate appraising. Focus on the nature of value, the reasons for appraisals and the appraisal process itself. This course meets the requirements for the Appraisal Institute of Canada Course Appraisal 1101. (Lockhart) \$320  
13 eve - Tu. Sep 17, 18:30-21:30 - Lan

Real Estate Appraisal 1102 (109106)

In-depth discussion on the three approaches to value. Preparation of appraisal reports will be discussed. This course meets the requirements of the Appraisal Institute of Canada for Appraisal 1102. Note: Prerequisite - Successful completion of Appraisal 1101. (Lockhart) \$320  
13 eve - Mo. Sep 16, 18:30-21:30 - Lan – No class Oct 14 and Nov 11

NOTE: To Appraisal 1102 students

There will be a Saturday mid-term and final exam for Appraisal 1102. The mid-term exam for Appraisal 1102 will be Saturday, Nov 02, 10:00-13:00. The final exam for Appraisal 1102 will be Saturday, Dec 14, 10:00-13:00.

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. (Griffiths) \$320  
13 eve - Th. Sep 19, 18:30-21:30 - Lan

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. Sep 17, 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 mg - Sa. Sep 14, 10:00-13:00 - Lan (Katz) – No class Oct 12 and Nov 09  
13 eve - We. Sep 18, 18:30-21:30 - Lan (Badley)

NOTE: To Accounting students

There will be a common mid-term and final exam for Accounting 1115. Mid-term exam for ALL classes of Accounting 1115 will be Saturday, Nov 02, 10:00-13:00. Final exam for ALL classes of Accounting 1115 will be Saturday, Dec 14, 10:00-13:00.

Computer Applications in Business 2000 – Windows (102026)

This course is taught with Windows-based software. Participants will learn how to use computers to effectively solve business problems and improve business efficiency. Practical exercises will focus on three specific computer applications: database management, spreadsheets and word processing, with an introduction to Windows

fundamentals and theory. 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. Sep 18, 18:30-21:30 - CC (Nizar)  
13 eve - Th. Sep 19, 18:30-21:30 - CC (Mathern)  
10 mg - Sa. Sep 21, 09:00-13:00 - CC (Tollstam) – No class Oct 12 and Nov 09

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. Sep 18, 18:30-21:30 - Lan



Travel/ Natural History/ Recreation

Travel Studies

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

Unless otherwise indicated, all tours have several departure dates throughout 1996 and 1997. Please call appropriate phone number for individual tour booking and additional travel information or Wayne Decle, 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) \$80.25 (includes GST)  
1 day - Sa. Nov 02, 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) \$133.75 (includes GST)  
1 day - Sa. Nov 23, 09:00-16:00 - Lan

Tours

9th Annual London Theatre Tour

Nov 14-23, 1996  
VCC Continuing Education presents the 9th Annual London Theatre Tour. Join theatre instructor, John Parker for another rousing tour of the latest and greatest "raves" of the London theatre world. See seven quality shows, including a West End comedy, drama and musical, an exciting fringe show, and National Theatre and Royal Shakespeare productions. During free periods, travellers can see additional shows on their own, take city or country day tours, hop over to Paris on the "Chunnel," or join John on daily excursions such as a visit to the "new" Globe Theatre. So that you'll enjoy the plays more, you are invited to attend four active-learning workshops with John prior to departure. In addition, you can participate in discussions of the plays each morning after breakfast. Cost: \$2299 CAN per person sharing; \$2669 single occupancy. Cost includes air fare, arrival transfer, eight nights accommodation with breakfast, best available theatre seats, pre-tour seminars (including a receipt for income tax purposes based on educational content – amount to be determined by VCC), escorted from Vancouver. For details, phone Barbara at Banner Travel – 261-0226; John – 689-1249; or Wayne Decle at VCC – 871-7065.

Shaw and Stratford Theatre Tour

Summer 1997  
Continuing Education will be hosing a summer 1997 theatre tour to experience the Shaw and Stratford summer theatre productions. This tour will be fully escorted by theatre instructor, John Parker. If you wish to receive an early brochure on the tour, please call Barbara Broadbent at Banner Travel, 261-0226. Full tour details will be available in our Winter 1997 Continuing Education flyer.

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 – \$4200 CAN for a two-week tour. This tour concentrates on the wonderful countries themselves. It is not a cruise. It includes many of the sites that make Turkey and Greece special. For free brochure please call Adventures Abroad at 303-1099 (1-800-665-3998 outside Lower Mainland).

Portugal and Spain

On this two-week tour we visit Lisbon and the wild Atlantic coast of Portugal. In Spain we concentrate on Madrid and the Moorish cities of Andalusia – Cordoba, Seville and Grenada. It is also possible to visit northern Spain (including Barcelona) and Andorra. Cost without flights – from \$2395 CAN. With flights from Vancouver – from \$3595 CAN. For free brochure please call Adventures Abroad at 303-1099 (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 Tatra 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 \$4595 CAN. For free brochure please call Adventures Abroad at 303-1099 (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 2-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 303-1099 (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 303-1099 (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 303-1099 (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 303-1099 (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 303-1099 (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. There is also an optional one-week trek in the Atlas Mountains. This tour can be taken for one, two, or three weeks. Cost without flights – from \$795 CAN. With flights from Vancouver – from \$1895 CAN. For free brochure please call Adventures Abroad at 303-1099 (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 and can be a two, three or four-week journey. Cost without flights – from \$2580 CAN. With flights from Vancouver – from \$4080 CAN. For free brochure please call Adventures Abroad at 303-1099 (1-800-665-3998 outside Lower Mainland).

New Zealand

New Zealand is a land of majestic snow-capped peaks and unexplored rain forests, of pristine lakes swarming with fish and turquoise ocean bays speckled with wooded isles. In the South Island there are glaciers and fjords; in the North Island, geysers and volcanoes. This two-week trip can also be combined with our two-week Australia trip to provide a four-week tour. We also have a three-week New Zealand/Australia trip. Cost without flights – from \$2790 CAN. With flights from Vancouver – from \$4290 CAN. For free brochure please call Adventures Abroad at 303-1099 (1-800-665-3998 outside Lower Mainland).

Australia



### Travel Studies (cont')

#### The Italian Islands

This unique two-week tour visits Rome plus the Italian islands of Elba and Sardinia, and the French island of Corsica. Our three-week tour also includes Sicily, Pompeii, Herculaneum and Capri. Cost without flights – from \$2595 CAN. With flights from Vancouver – from \$3895 CAN. For free brochure please call Adventures Abroad at 303-1099 (1-800-665-3998 outside Lower Mainland).

#### Northern 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 303-1099 (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 303-1099 (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. Tunisia can be combined with Morocco and Portugal and/or Spain. Cost without flights – from \$1995 CAN. With flights from Vancouver – from \$3345 CAN. For free brochure please call Adventures Abroad at 303-1099 (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 303-1099 (1-800-665-3998 outside Lower Mainland).

#### Belize

A highlight of any trip to Belize is the coral reefs offshore. On our tour we also visit Mayan ruins such as Altun Ha and Lamani 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 303-1099 (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. It is also possible to combine the tour with Colonial Mexico. Cost without flights – from \$1049 CAN. With flights from Vancouver – from \$1849 CAN. For free brochure please call Adventures Abroad at 303-1099 (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 Palmira and Jerash, hilltop castles such as Crak des Chevaliers, and the great cities of Aleppo and Damascus. Jordan and Syria can be combined with other countries in the Middle East. Cost without flights – from \$3295 CAN. With flights from Vancouver – from \$4790 CAN. For free brochure please call Adventures Abroad at 303-1099 (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. Egypt can be combined with many countries including Greece, Turkey, Jordan, Syria, Israel. Cost without flights – from \$1850 CAN. With flights from Vancouver – from \$3395 CAN. For free brochure please call Adventures Abroad at 303-1099 (1-800-665-3998 outside Lower Mainland).

#### Greece – The Poetic Greek Islands

This tour can be taken for one, 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. The focus is the majesty of the islands from an archaeological and natural history tours. Cost without flights – from \$1895 CAN. With flights from Vancouver – from \$3195 CAN. For free brochure please call Adventures Abroad at 303-1099 (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. Turkey can be combined with Greece and many other countries. Cost without flights – from \$2150 CAN. With flights from Vancouver – from \$3550 CAN. For free brochure please call Adventures Abroad at 303-1099 (1-800-665-3998 outside Lower Mainland).

#### NOTE

Students planning to travel on VCC – CE Study Tours are encouraged to refer to the LANGUAGES section.

## Natural History

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

#### NOTE

Please call 323-5322 for itineraries and bookings.

Our programs are of particular interest to young biologists and children 12 years and older are welcome.

### Field Trips

#### Wine'n Wildlife Tour of the South Okanagan (502879)

Join well-known naturalist and author Dick Cannings and heritage interpreter Margaret Holm in their new surroundings in the Okanagan Valley. The tour includes bird watching, plant identification, big-horn sheep stalking, oving, 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 (including a special six course gourmet dinner hosted by seven local wineries), lunches on Saturday and Sunday and wine tastings. Course fee excludes transportation and accommodation. Accommodation has been arranged at the Southwind Inn (pool and hot tub facilities) with a flat room rate of \$65. (single or double) Field weekend: October 4-6, 1996 Cost: \$254.66 (Includes GST)

#### Caren Range (502873)

With biologist Keith Wade, visit the ancient forest of the Caren. This mountain range forms the backbone ridge of the Sechelt Peninsula. Some of Canada's oldest trees grow here – a 1238 year-old western Hemlock log and stumps of yellow cedar up to 1824 years old were discovered in 1993. This range has produced the first two active breeding records for Marbled Murrelets in Canada and is also home to Roosevelt elk, river otters, cougars, black bear, bobcat, Douglas Squirrels, one species of chipmunk and snowshoe hares! Chartered van and ferry cost are covered by fee. \$79.18 Field trip: Sa. Sep 28; all day

#### Bald Eagles (502855)

In January, bald eagles congregate along the Squamish River to feast on spawning salmon. They migrate here from distances as far away as Alaska and reach numbers in the thousands. Join Dr. Keith Wade on this fascinating day trip where you're guaranteed to see more eagles than you can imagine and other interesting wildlife, as well as enjoying a hot tasty mid-day lunch at Brackendale. \$79 (includes lunch, resource person and raffle) Field trip: Su. Jan 26, 1997

#### Hawks, Eagles and Owls (502859)

On a guided field trip to Boundary Bay with ornithologist Dr. Alice Cassidy, you'll observe the exhilarating field habits of such birds of prey as red-tailed and rough-legged hawks, bald eagles, and short-eared owls. We may also see snowy owls and gyrfalcons. During the winter the fields and marshes of the area supply these birds with a ready supply of small mammals and birds as food. You're guaranteed some close encounters and exciting photographic opportunities. \$40.12 Field trip: Sa. Jan 25, 1997; 09:00-14:00

### 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 1: Winter Birds of Your Garden (502881)

A wide variety of resident and migrant birds frequent Vancouver backyards during the fall and winter seeking both shelter and food. Our grey winter months are made a little cheerier by these visitors. Learn which species you can attract with different foods and feeders, how to identify them and some interesting facts about their biology. Workshop will be conducted by Mike Force, an avid birder for 32 years and a field technician specializing in seabirds, but with excellent knowledge of all groups. \$40.12 Lecture: Th. Nov 14, 19:30-21:30 Field trip: Sa. Nov 16; early morning

#### Workshop 2: Vancouver's Waterfowl (502867)

Late fall and winter are exciting times for Vancouver birders with the arrival of thousands of wintering loons, grebes, ducks, geese, and swans to the shores of southwestern BC. Mike Force will cover all the facets of identification and biology of these birds. Field technician, Mike Force is a well known local birder and is active both here and internationally conducting research on seabirds. \$40.12 Lecture: Th. Nov 28; 19:30-21:30 Field trip: Sa. Nov 30; early morning

#### Flight, Feathers and Reptilian Ancestry – An Introductory Course in Avian Biology (502882)

This series is designed for both beginner and experienced birders who wish to learn about the biology of that class of animals they spend so much time pursuing! These two lectures will concentrate on bird evolution and bird anatomy and physiology, with particular emphasis on special adaptations to flight. The course is taught by Dr. Nancy Ricker, a biology instructor with the Department of Biology at Capilano College and . . . an active birder. Lectures: Th. Jan 23 and 30, 19:30-21:30

### Biodiversity Workshops

#### Biodiversity of Coastal Temperate Forests (502883)

The coniferous forests of coastal BC, while not as dramatic as tropical rainforests, house thousands of species of plants and animals which are specially adapted to our short, wet summers and long drier winters. From the specialized needle-like leaves of the evergreen trees, to 40 species of colourful orchids, to bats nesting in the tree bark, our forests hold many surprises. Join biologist Nancy Baron for an illustrated lecture and a guided walk of the old growth forests of Lighthouse Park to discover some of these specialized inhabitants. \$40.12 Lecture: Th. Sep 19, 19:30-21:30 Field trip: Sa. Sep 21, morning

#### Biodiversity of Wetlands (502884)

Overused by man and critically essential to the marine and estuarine ecosystems, the wetland areas of our coast are home to some of the most diverse forms of life found along our coast. Acting as cleansing filters of runoff from the land, protective nurseries for many marine species, feeding grounds for local and migrant waterfowl, these areas are highly productive and intricate ecosystems. Join Canadian wildlife service biologist for an illustrated lecture and guided field trip to the Fraser River Delta. \$40.12 Lecture: Tu. Oct 28; 19:30-21:30 Field trip: Su. Nov 03; morning

### Travel Lectures

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

#### Florida (502885)

With David Stirling, naturalist Th. Oct 17; 19:30-21:30

#### Galapagos and Ecuador (502876)

With Keith Wade, biologist Tu. Oct 22; 19:30-21:30

#### Nepal (502886)

With Nancy Baron, naturalist Tu. Jan 28, 1997; 19:30-21:30

### Travel Tours

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

#### 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" – mountains rising out of the desert that harbour plants and animals found otherwise only in the Mexican Sierra Madre. We'll visit the Madera Canyon for its oaks, pines, junipers and birds, the Ramsay Canyon for its hummingbirds and the Sonora Desert for its towering saguaros as well as enjoying 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. Sep 12-21, 1996 Cost: \$2295 (includes a tax deductible tuition of \$675)

### 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 11-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: \$7495 (tuition: \$720)

#### Birds and Big Game of Nepal – Nancy Baron

The big game of Nepal is as spectacular as anywhere in the world. Based in charming jungle lodges, travel on elephant back in search of tiger, rhino, and leopard. Journey by boat through the remote Bardia National Park in search of the rare Gangetic dolphin, and gharial crocodiles while enjoying the rich bird life (over 300 species). In Langtang National Park we will trek and bird watch in mid-elevation oak-rhododendron forests with the spectacular Himalayas in full view. (An extension to India an option). Oct-Nov 1997

Please check Refund Policy, page 49.

### Field Course

#### Learning in the Wild: Natural History and Environmental issues of British Columbia

A new wilderness education program, Learning in the Wild, offered by Capilano College, takes students out of the classroom and the "classroom" out into one of Canada's most treasured natural spaces – the rare old-growth temperate rainforests and the rich oceans of Clayoquot Sound. British Columbia, as the most biodiverse province in Canada, provides students with a unique learning environment. This three-week study program based in Clayoquot Sound, will explore biodiversity, bog, seashore, freshwater and temperate rainforest ecology, ethnobiology, the natural history of local fauna and flora, endangered species and habitats; environmental issues and ethics, as well as ecological field methods. Join leading scientists and First Nations elders as course topics are presented as illustrated lectures, discussions, and guided field trips. Presented by Capilano College's departments of Biology and Environmental Science in conjunction with the Clayoquot Biosphere Project, the course is available for both college credit or as a non-credit course. It will be of interest to teachers seeking professional development, college students and the lay public and professionals seeking to increase their knowledge of this integrated subject area. Jul 01-21, 1997. For information call Extension Programs at Capilano College – 984-4901.

## Recreation

### Sailing

#### INSTRUCTOR

Jordan Dobrinkin, a computer enhanced seamanship and marine electronics consultant, lecturer and columnist, has taught navigation extensively. He was a job set master instructor and co-authored the original Coastal Navigation Standard of the CYA Learn to Cruise Program. He worked for many years as an electronics engineer for IBM, Lockheed and BC Tel.

#### Sailing Local Howe Sound/Canadian Yachting Association (CYA) Certificate (502818)

This three-day, long weekend, live-aboard sailing adventure offers a unique escape to acquire sailing instruction up and down the BC coast. Aside from sailing, there is usually time for hiking, BBQs and evening entertainment. You do not need previous sailing experience nor must you participate in certification exams to come aboard. This course covers manoeuvring under sail, power, basic navigation and other skills required to complete certificate standards for bareboat chartering privileges locally and internationally. Theory home study for certificate is required. Departure dates for long weekends: Labour Day – Sa. Aug 31; Thanksgiving – Sa. Oct 12. \$379 (includes food provisions, study materials and tax receipt). Space limited, register early. For departure information call Marcus Kerry at Sail Train International – 731-1023. For registration call 871-7070.

#### Purchasing and Using Electronic Chart Plotters (503504)

This course is designed for recreational boaters who are considering buying an electronic chart plotter. The relative merits of raster and vector electronic charts and their application to onboard laptop or dedicated plotter units will be examined. Through interactive computer simulation, participants will explore the basic functions of electronic chart plotters and their interfacing with GPS, speed and depth sensors. For information, please call Brian Cole, senior program coordinator – 871-7062. (Dobrinkin) \$115 1 day - Sa. Oct 19, 09:00-16:30 - CC

Continuing Education courses and programs are exempt from the government's current freeze on tuition fees. As a result, some CE tuition fees have experienced a small increase.



## Writing

## Media Writing & Communications

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)

prerequisite for the following courses:  
• 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 – September 11, 19:00-20:00, Langara College, 100 West 49th Avenue. Program director and instructors will be available for program information.

#### INSTRUCTORS

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

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

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.

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.

Peter Walls is a journalism instructor at Langara College. He has been a reporter for the Calgary Herald, Vancouver Province and newspapers in California and Idaho.

Peter Walton is a public relations and communications consultant with 15 years' experience in journalism, public relations, corporate communications and community relations.

#### Fundamentals of Journalism (102904)

The course explains the structure and function of the news story, principals of concise, fair and accurate reporting, effective interviewing and media law. Writing effective news and feature leads and the body of the news story will also be covered. The course begins by reviewing effective journalist writing. – 3 units \$310 12 eve - Tu. Sep 24, 19:00-22:00 - Lan (Walls) 12 eve - Th. Sep 26, 19:00-22:00 - Lan (Rains)

#### Corporate Issues Management (102905)

An examination of the tools and techniques used in a corporate communications environment to assess and manage issues facing a company. Participants will develop and implement a communications plan designed to address specific issues. (MacDonnell) \$310 12 eve - We. Sep 25, 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 - Th. Sep 26, 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) \$365 10 eve - We. Sep 25, 18:30-21:30 - CC

#### 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. Class will take a field trip to a restaurant (cost not included in fee). Each student will complete one feature food article. – 2 units (Comfort) \$185 7 eve - Th. Oct 31, 18:30-21:30 - Lan

#### Research Tools for Writers/Reporters (102922)

Many people who want to write – whether it be romance novels or self-help guides – never do, because they think they need to be an expert before they begin. In fact, the kickstart, even the inspiration for most writing comes from other written sources. This course gives students the tools for researching almost anything, starting with how to assess their own ideas in the context of what is being published. In hands-on exercises students learn how to determine the "aboutness" of their subject and how knowledge is organized, tapping into libraries and government sources. Students will use traditional tools such as periodical indexes, thesauri and dictionaries and also on-line library catalogues and Internet word searches. (Comfort) \$135 4 eve - Tu. Nov 19, 18:30-21:30 - Lan

#### Travel Journalism – Level I (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 - Tu. Oct 01, 18:30-21:30 - Lan

#### Travel Journalism – Level II (102921)

For students who have completed Travel Journalism – Level I and wish to continue writing and submitting queries within the supporting context of the classroom. Some of the class time will be devoted to one-on-one discussions between student and instructor. (Comfort) \$150 5 eve - We. Oct 30, 18:30-21:30 - Lan

#### Creating Effective Newsletters (non-computer) (102920)

Whether you're an experienced desktop publisher, or a novice who doesn't know a dingbat from a drop cap, this comprehensive newsletter course will teach you everything you need to know to produce an outstanding publication. Every aspect of newsletter design, from concept to completion – and beyond – will be covered. You will define your objectives, develop a budget, select a name, set the editorial policy, design a layout and nameplate, discuss writing techniques and work with graphics and photos. Nothing has been left out! You will learn about copyright law, service bureaus, print shops, rates for freelancing and how to use your newsletter as a marketing tool. Each student will receive a soundly researched manual with step-by-step guidelines for using all the information you've learned. (Johnston) \$325 11 eve - Th. Sep 26, 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) \$135 4 eve - Th. Oct 03, 18:30-21:30 - Lan

#### Feature Writing (102911)

Learn research and writing techniques that add creativity and scope to your journalistic skills. Topics include developing story ideas, outlining, conducting research, writing colourful leads, and using logic and drama to captivate the reader. You will also learn marketing strategies that will enable you to turn magazine writing into a lucrative career. Techniques explored in this course can also be applied to public relations, newspaper and broadcast writing. – 3 units (Rains) \$310 12 eve - Th. Sep 24, 19:00-22:00 - Lan

#### Investigative Journalism (102912)

Students learn to search out stories and conduct in-depth research. Topics include gathering information from governmental sources, following money trails and tracing people. Students will research and produce a piece of investigative journalism. Prerequisite: Fundamentals of Journalism (102904) or prior approval by program coordinator. – 2 units (Patterson) \$185 7 eve - Th. Sep 26, 19:00-22:00 - Lan

#### Managing Your Media Message (102915)

This is a must course for anyone who ever wants to successfully represent their organization via the all-powerful news media. Managing Your Media Message will teach participants the three critical factors for getting an organization's story out to the media:  
• timing (what is news)  
• tactics (how to structure your media message)  
• tactics (how to survive hostile interviews)  
Based on the instructor's more than 1500 media interviews during his 15-year journalism and communications career, this course will teach proven and practical ways to successfully navigate your message through the media maze. This intensive, one-day workshop will concentrate on camera interviews, key messaging, interview tips, techniques handling difficult crisis communications situations. (Walton) \$100 1 day - Sa. Oct 26, 09:00-16:00 - Lan



## Media Writing (con't)

## 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. Sep 24, 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. The second class is likely to be moved to an evening, depending upon event schedules. — 1 unit. (Rains) \$160  
3 day - Sa. Nov 16, 11:00-15:00 - Lan

## Creative Writing

The Writing Program is an integrated program that offers participants the opportunity to develop, build upon and hone their writing skills. Students will work through a syllabus designed to move them naturally from training in the basics to a variety of more advanced courses in three areas: creative writing, professional writing, business and technical writing. For information call Wayne Decle at VCC — 871-7065 or at Langara College — 323-5322. For registration call 871-7070 or 323-5324.

## Evaluation

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

## INSTRUCTORS

**Dale Adams-Segal, BA, MA**, has been writing since 1979. She has written award-winning tele-plays for a television series and specials, and for children's and family education. Currently residing in Vancouver, she writes poetry, short stories, and children's books; teaches creative writing; and facilitates writers' discovery in group and private practice.

**Judy E. Corser** is a former journalist and editor. Judy has published seven 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**, senior program coordinator for the Creative Writing Program and Media Writing and Communications Certificate Program. Wayne has a strong background in English literature and creative writing and has taught "short fiction" in the Writing Program for several years.

**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 Lone Sky. He is also the recipient of a national endowment for the Arts Directors grant.

**Felicia Klingenberg, MA**, English, Diploma Applied Linguistics, has been teaching since 1987. She currently teaches reading and writing in the English Department at Langara College. Felicia is an ex-journalist who is working on a collection of personal essays.

**Ramon Kubicek** has worked in many fields of writing: advertising, education, children's stories, art criticism, magazine articles, fiction, poetry. He has recently finished two books on art, *Returning to the Source: Themes in Recent Transformative Art and Art and Healing: A Practical Handbook*. He teaches in the English department at Langara College.

**John Lekich** is a Vancouver freelance writer whose work has appeared in a wide variety of newspapers and magazines across North America over the last 15 years, including the *Hollywood Reporter*, the *Globe and Mail* and the *Los Angeles Times*. He is the winner of seven Western Magazine awards and a National Magazine award.

**Deanna Levis** teaches essay writing at Capilano College. She is a Master's degree candidate, and she has been a teaching assistant for SFU's English department.

**Maureen Medved, MFA Creative Writing**, has written for theatre, film, radio and print. Her writing has appeared in literary journals and magazines and she has performed her monologues, *The Tracey Fragments*, for many years. She has worked as a communicator for corporations and the arts and has edited and written for a variety of publications.

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

**Doraleen Saul** has been a full-time professional freelance writer for 18 years. She is the author of magazine articles, books, and film scripts, and an award-winning writer of internationally distributed television programs for children. She is currently working on a book, *Writing Your Way Back Home*.

## Writing Skills Improvement (102811)

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

- words and meanings: the power of a good vocabulary
- parts of speech: nouns, pronouns, verbs, adjectives, adverbs, etc.
- the sentence: subject, predicate, object
- kinds of sentences: simple, compound, complex, compound/complex
- grammar: subject verb agreement, misplaced modifiers, possessive forms, parallelism, fragments, run-on sentences
- punctuation: uses of the comma, colon, semi-colon and dash
- spelling: eleven simple rules
- mechanics: manuscript format, capitalization, quotation marks, italics, hyphens
- paragraph organization: topic sentences, development, unity, coherence
- writing style: diction, syntax, wordiness, repetition, voice, variety
- writing formats: exposition, definition, narration, letters, reports, proposals. \$165

6 eve - Tu. Oct 15, 19:00-21:30 - Lan (Levis)  
6 eve - Mo. Oct 21, 18:30-21:00 - CC (Medved)  
6 eve - Th. Oct 17, 19:00-21:00 - Lan (Levis)  
6 eve - We. Oct 23, 18:30-21:00 - CC (Medved)

## How to Write for Television (102714)

This course teaches you how to develop and write a television script. Classes will cover such areas as character development, story structure, dialogue, and "visual" camera-oriented narration. You will study TV scripts from such shows as *Hill Street Blues*, *Golden Girls*, and *LA Law*. You will also learn how to successfully "pitch" your completed story ideas to a network "showrunner." (Borden) \$150  
6 eve - Tu. Oct 15, 19:00-21:30 - Lan

## Fiction for Absolute Beginners (102788)

This course offers beginning writers a chance to write in the company of other beginning writers, learn focusing and editing skills, get positive feedback, and become familiar with the fundamentals of story, character, conflict, point-of-view, and dialogue. Students write short sketches every week and have fun doing so. Each student ends the course with a story to be presented in the final class. (Kubicek) \$150  
6 eve - Tu. Oct 15, 19:00-21:30 - Lan

## Writing and Selling a Romance Novel (102786)

For serious "romance writers," this course will offer an in-depth look at the elements necessary in "romance writing," focusing on writing, polishing, and selling the romance novel. Some class assignments and critiquing will take place. The class is targeted for students with strong story ideas or with work in progress. (Corser) \$150  
6 day - Sa. Oct 26, 09:30-12:30 - Lan

## Introduction to Writing and Selling a Romance Novel (102790)

Award-winning author Judy Corser (w/a Judith Brown) will conduct an all-day workshop focusing on the romance novel. The workshop will cover essential aspects such as markets, agents, resources, how to write a selling synopsis query letter, story archetypes in the romance genre, characterization techniques and plotting. Interested students should come to class with their own story ideas. This class is aimed at the beginner romance writer. (Corser) \$80  
1 day - Sa. Oct 05, 09:30-16:30 - Lan

## The Courage to Craft (102787)

A beginner's guide to creative writing. This workshop/class is designed for people who would like to write but have never done so, or for writers who suffer from "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 their 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) \$140  
6 eve - Tu. Oct 15, 18:30-21:30 - Lan  
6 eve - Th. Oct 17, 18:30-21:30 - Lan

## College and University Essay Writing (102719)

Prepare yourself for success in college and university courses that include formal essays. Mastering the essay format allows you to concentrate on textual content. Topics will include audience, purpose, occasion, generating ideas, overcoming blocks, structuring topic, formulating thesis, sentence patterns, punctuation, literary analysis, literary terms, quotations, plagiarism, words and meanings, and writing a research paper. You'll gain confidence with your new essay-writing skills and be able to tackle your essays with enthusiasm. (Levis) \$245  
6 eve - We. Oct 16, 19:00-21:30 - 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 two short stories. (Decle) \$180  
8 eve - We. Oct 16, 19:00-21:30 - Lan

## The Elements of Fiction (102795)

For the aspiring writer, a solid grounding in fictional techniques is a first step in creating a successfully written and readable piece of fiction. But often key craft issues are overlooked in the rush to "get it down on the page." This course introduces new writers to the fundamental elements of fiction—dialogue, story structure, character, tone and conflict. Conducted in a positive atmosphere, each session involves lecture-discussions, in-class writing assignments, and review of published examples. By the end of the series, the participants have all the necessary tools to begin writing fiction in any genre. (Decle) \$125  
4 eve - Mo. Oct 21, 19:00-22:00 - Lan

## Creative Writing — Introduction to the Personal Essay (102791)

This course is intended for those who wish to explore ways to write about themselves and their lives, whether for fun or for profit. Writing essays about your experiences offers the chance to find pattern, sense and meaning in your life. Personal essays are also enjoying a growing public market, appearing in the guise of newspaper columns and as feature pieces in magazines. Geared to the beginner, the focus of the course is on generating ideas to help you transform even the most ordinary experiences into insightful essays. Students will be expected to produce weekly draft essays based on the ideas they generate in class. Through a workshop format, students will share their drafts with others and receive feedback to help shape and focus their work. (Klingenberg) \$150  
6 eve - We. Oct 16, 18:30-21:00 - Lan

## The Business of Writing (102792)

Strong writing skills are only part of being a successful freelance writer — you need business knowhow as well. Turn your dream of a writing career into a practical reality by learning the basics of operating your own freelance writing business — setting up a home office, securing contracts, promoting your services, taking care of taxes, devising a business plan, and having fun doing it! (Saul) \$150  
6 eve - Tu. Oct 15, 19:00-21:30 - Lan

## Journal Writing (102794)

In your journey of self-discovery, writing can be one of your most important allies. Learn how to use writing to access your own native wisdom and intuition. Learn specific writing exercises to heal aspects of yourself that have been wounded or abandoned or both. Discover, through writing, your own inner landscape, your rich personal anthology of undiscovered stories waiting to be told. (Saul) \$150  
6 day - Sa. Oct 19, 10:00-12:30 - Lan

## Writing Your Autobiography (102793)

How many times have you said to people, "I could write a book . . ."? Well here's your chance! Whether it's for publication or for your grandchildren, this course will teach you how to draw meaning and congruence from the events of your life and the lessons you've learned, and to put them together into a readable and inspiring autobiography. (Saul) \$150  
6 aft - Sa. Oct 19, 13:30 - 16:00 - Lan

## An Introduction to Writing a Novel (102814)

Intended for anyone who has always wanted to write a book but doesn't know where to begin, this course will focus on the conception, structuring and development of a book-length work. The basic elements of fiction, as seen in published writing and the students' own material, will be explored in a discussion/workshop format. Although the "novel" will be the main reference point in discussion, people interested in biography, short-story collections and other book-length "story" forms will find this course beneficial. Students with work in progress are encouraged to bring it to the first class. The aim of the course will be to produce an outline for a book, as well as short pieces of actual writing. (Furst) \$180  
8 eve - Tu. Oct 15, 18:30-21:00 - Lan

## The Advanced Novel (102723)

For those students with a novel-in-progress, this workshop will focus on the craft and the vision of the novel — particularly character, structure and emotional content — to gear you towards completing a fully finished novel of professional calibre. This workshop is progressive. Participants are encouraged to repeat the course, if necessary, until their novel is completed. Attention will be paid to final edits and marketing the finished product. (Furst) \$180  
8 eve - We. Oct 16, 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) \$135  
6 mng - Sa. Oct 19, 09:30-11:30 - Lan

## Basic Editing (102881)

Learn the process of editing to improve your own and other writers' work. In this course students learn ways to objectively stand back from their writing, to do what editors do — from revision to copy-editing. They will edit writing samples in class, as well as their own works in progress (e.g. newsletters, magazine articles or non-fiction books). Some of the class time will be devoted to one-on-one discussions between student and instructor. (Comfort) \$125  
4 eve - We. Oct 02, 19:00-21:30 - Lan

Access, Introduction to, Intermediate, Advanced . . . 21  
Accounting for the Non-Accountant . . . 15  
Accounting, Intermediate . . . 12  
Accounting, Introductory . . . 12, 43  
Accounting Using ACCPAC PLUS G/L A/R A/P for DOS and Windows . . . 23  
Accounting with ACCPAC Plus — G/L . . . 21  
Administration of Early Childhood Services . . . 35  
Administrative Law and Procedures . . . 40  
Administrative Skills — Part III . . . 17  
Adobe Illustrator — Introductory Workshop (Computer — Mac) . . . 7  
Advanced Novel, The . . . 46  
Advocacy, Government Relations and Lobbying for Community Groups . . . 39  
Agency, Partnership and Incorporation . . . 40  
All You Wanted to Know About Vitamins and Minerals From A to Zinc . . . 32  
Application of Computer Software in Project Management . . . 17  
Application of Fissure Sealants for Board Examination Candidates . . . 31  
Application of Treatment Liners . . . 31  
Art of Conversation, The . . . 36  
Art of Critical Thinking, The . . . 35  
Art Therapy, Introduction to . . . 28  
Assertiveness Training . . . 32  
Assessment and Referral for Substance Abuse . . . 34  
Assessment, Referral and Community Resources . . . 34  
Australia . . . 43  
Auxiliaries Role in Geriatric Dentistry, The . . . 31  
Avoid Employment Disputes — Know Your Rights and Responsibilities . . . 31

Bald Eagles . . . 44  
Bargain and Inexpensive Wines of the World . . . 36  
Be the Very Best You Can Be . . . 31  
Belize . . . 44  
Belgian Interpretation . . . 35  
Biodiversity of Coastal Temperate Forests . . . 44  
Biodiversity of Wetlands . . . 44  
Birds and Big Game of Nepal . . . 44  
Board Recruitment and Development . . . 39  
Board/Staff Relations . . . 39  
Bookbinding Workshop . . . 6  
Bookkeeping from Start to Finish . . . 18  
Bookkeeping, Introduction to . . . 15  
Bookkeeping, Part II . . . 15  
Breathing for Well Being . . . 29  
Building a Powerful Vocabulary . . . 12  
Building a Productive Team . . . 16, 17  
Building Maintenance and Cost Control . . . 11, 42  
Building Service Management . . . 11, 12, 42  
Building Service Worker, Level I . . . 11, 42  
Business Administration . . . 12  
Business Etiquette and Professionalism . . . 15  
Business Law, Introductory . . . 12  
Business Letters that Get Results . . . 12, 15  
Business Management . . . 11  
Business of Music, The . . . 38  
Business of Writing, The . . . 46  
Business Planning . . . 12  
Business Practices . . . 11  
Buying and Selling a Business . . . 40  
Buying and Selling Real Estate . . . 41

Canadian Legal Process . . . 40  
Canadian Libraries for New Canadians . . . 18  
Cantonese Conversation — Level I & II . . . 37  
Cardiac Monitoring . . . 29  
Career Exploration and Planning . . . 13  
Caren Range . . . 44  
Caring for People Living with HIV or AIDS — Level I & II . . . 29  
Case Method Teaching in the Health Professions . . . 28  
Casting Techniques for Jewellery and Small Sculptures . . . 10  
Challenge Examination — Data Communications . . . 24  
Challenge Examination — Telecommunications Management I . . . 24

Accelerated Learning and Effective Memory Empowerment . . . 32  
Access, Introduction to, Intermediate, Advanced . . . 21  
Accounting for the Non-Accountant . . . 15  
Accounting, Intermediate . . . 12  
Accounting, Introductory . . . 12, 43  
Accounting Using ACCPAC PLUS G/L A/R A/P for DOS and Windows . . . 23  
Accounting with ACCPAC Plus — G/L . . . 21  
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Administrative Law and Procedures . . . 40  
Administrative Skills — Part III . . . 17  
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Application of Fissure Sealants for Board Examination Candidates . . . 31  
Application of Treatment Liners . . . 31  
Art of Conversation, The . . . 36  
Art of Critical Thinking, The . . . 35  
Art Therapy, Introduction to . . . 28  
Assertiveness Training . . . 32  
Assessment and Referral for Substance Abuse . . . 34  
Assessment, Referral and Community Resources . . . 34  
Australia . . . 43  
Auxiliaries Role in Geriatric Dentistry, The . . . 31  
Avoid Employment Disputes — Know Your Rights and Responsibilities . . . 31

Chambers Practice . . . 40  
Chemical Dependency Within the Dental Profession . . . 31  
Children's Mandarin Education . . . 37  
Civil Litigation . . . 16  
Clinical and Administrative — Working Together . . . 31  
Clinical Decision-Making: Redefining Nursing Process for the 21st Century . . . 28  
College and University Essay Writing . . . 46  
Colour Theory and Application . . . 10  
Comedy Improvisation — Level I & II . . . 36  
Commercial Conveyances . . . 40  
Commercial Litigation . . . 40  
Commercial Photography . . . 10  
Commercial Property Management . . . 42  
Commercial Transactions . . . 40  
Communications — Business Correspondence . . . 12, 43  
Communications — Speaking and Listening Skills . . . 12  
Community Relations . . . 39  
Company Law . . . 40  
Competency Assessment with Older Adults: Ethical and Clinical Issues . . . 29  
Composition . . . 6  
Computer and Communications Hardware — Level I, II & III . . . 23  
Computer Applications in Business — Windows . . . 7, 12, 14, 43  
Computer Lab for ESL Instructors, An Introduction to the . . . 26  
Computerize for Windows I & II . . . 31  
Computers — IBM, Introduction to . . . 7  
Computers — Macintosh, Introduction to . . . 7  
Concert Band . . . 38  
Conflict Resolution, Negotiation and Mediation . . . 12  
Conflict Resolution — Level I & II . . . 32  
Construction, Introduction to . . . 42  
Consulting — The Career of the Future . . . 12  
Continuing Studies in Early Childhood Education . . . 35  
Contracts . . . 40  
Conversational Skills Improvement I for Advanced ESL Speakers . . . 36  
Conversational Skills Improvement II & III . . . 37  
Conversational Skills, Intermediate . . . 36  
Conveyancing I & II . . . 16  
Coping with Life Threatening Illness . . . 33  
Core Content for Childbirth Educators . . . 29  
CorelDRAW! (Computer — IBM), Introduction to . . . 7  
CorelDRAW!, Introduction to, Advanced . . . 21  
Corporate Administration, Advanced . . . 40  
Corporate I & II . . . 16  
Corporate Issues Management . . . 45  
Costa Rica — Land of Eternal Life . . . 43  
Counselling as a Creative Process . . . 33  
Counselling Skills: A Gestalt Approach, Advanced . . . 33  
Counselling Skills — Level I & II, Basic . . . 33  
Counselling Theories . . . 34  
Country Life: A Guide to Owning Recreation Land, The . . . 43  
Courage to Craft, The . . . 46  
Course Preparation Workshop . . . 34  
Creating Effective Newsletters . . . 7, 45  
Creative Illustration . . . 7  
Creative Thinking at Work . . . 17  
Creative Writing I — An Introduction to Fiction Writing . . . 46  
Creative Writing — Introduction to the Personal Essay . . . 46  
Creativity and Healing . . . 29  
Creativity and the Designing Process . . . 6  
Credit and Collections Fundamentals . . . 12  
Creditors Remedies . . . 40  
Criminal Appeals Process . . . 40  
Criminal Law and Procedure . . . 40  
Critical Skills for Communication for Couples, Families and Work . . . 32  
Critical Thinking Skills . . . 17  
Cross-Cultural Management . . . 12  
Current Art Scene — Ideas and Practice . . . 6  
Curriculum Development, An Introduction to . . . 26  
Czech Conversation — Level I . . . 37  
Czech Republic, Slovakia and Hungary . . . 43

Challenge Examination — Understanding Telecommunications . . . 24  
Chambers Practice . . . 40  
Chemical Dependency Within the Dental Profession . . . 31  
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Computer Lab for ESL Instructors, An Introduction to the . . . 26  
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Costa Rica — Land of Eternal Life . . . 43  
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Counselling Skills — Level I & II, Basic . . . 33  
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Critical Thinking Skills . . . 17  
Cross-Cultural Management . . . 12  
Current Art Scene — Ideas and Practice . . . 6  
Curriculum Development, An Introduction to . . . 26  
Czech Conversation — Level I . . . 37  
Czech Republic, Slovakia and Hungary . . . 43

Darkroom, Basic . . . 10  
Data Communications . . . 24  
Dead Men Do Tell Tales . . . 31  
Dealing with Difficult People . . . 31  
Decorative Painting — Level I & II . . . 6  
Delivering Effective Instruction . . . 18  
Deny Death, Deny Life: An Exploration of Life's Terminal Process . . . 32  
Design Illustration . . . 6  
Developing Business Communication Skills . . . 37  
Diabetes Mellitus in the Older Adult . . . 29  
Differing Health Care Needs of Ethnic Groups . . . 28, 30  
Diploma in Adult Education . . . 25  
Direct Mail Marketing for Small Business . . . 8  
Documentary Filmmaking, Introduction to . . . 36  
DOS and Hard Disk Management . . . 23  
DOS, Introduction, Intermediate, Advanced . . . 19  
Drafting Techniques I . . . 10  
Dress Form Workshop . . . 8  
Drugs and Human Behaviour . . . 34  
Early Childhood Education Level I . . . 35  
Editing, Basic . . . 46  
Effective Memo and Letter Writing . . . 17  
Effective Memo and Report Writing . . . 12  
Effective Oral Communication . . . 15  
Egypt . . . 44  
Electronic Publishing . . . 45  
Electronic Publishing (PageMaker — IBM) . . . 8  
Electronic Publishing (QuarkXPress — Mac) . . . 7  
Electronic Publishing & Design . . . 8  
Elements of Fiction, The . . . 46  
English Upgrading & Composition Writing . . . 36  
English Writing Skills Improvement I . . . 36  
Enhancing Dental Health Through Good Nutrition . . . 31  
ESL, Mid-Intermediate, Upper Intermediate, Advanced . . . 36  
ESL Tutoring, An Introduction to, Part Two . . . 26  
Ethics: The Key for Survival for the Next Millennium . . . 39  
Exam Anxiety . . . 32  
Excel 5.x — Microsoft Office, Introduction to . . . 23  
Excel, Introduction to . . . 21  
Excel — Databases, Intermediate . . . 21  
Excel — Worksheets and Charts, Intermediate . . . 21  
Excellent Customer Service in the Dental Office . . . 31  
Existentialism . . . 35

Facilitating Community Development Forum . . . 40  
Facilitation Skills for Team Leaders . . . 17  
Family Counselling for Substance Abuse . . . 34  
Family Counselling Skills . . . 34  
Family Day Care: Good Beginnings, Introduction to . . . 35  
Family Violence — The Best Kept Secret . . . 31  
Fashion Business Basics . . . 8  
Fashion Design, Introduction to . . . 8  
Fashion Illustration . . . 8  
Fast Track Word for Windows . . . 20  
Feature Writing . . . 45  
Festive Arrangements . . . 9  
Fiction for Absolute Beginners . . . 46  
Figure Drawing — Anatomy . . . 6  
Figure, Form and Media Explorations . . . 6  
Finance for Managers . . . 13  
Financial Management . . . 30  
Financial Statements — Forecasting and a Cash Budget . . . 18  
Financing and Business Strategy . . . 18  
Finding Time for Results . . . 16, 17  
Flight, Feathers and Reptilian Ancestry — An Introductory Course in Avian Biology . . . 44  
Floral Design Course Challenge . . . 9  
Floral Design II & III . . . 9  
Floral Design Portfolio Preparation . . . 9  
Florida . . . 44  
Floristry, Introduction to . . . 9  
Flower Shop Procedures, Basic . . . 9  
Flute: Beginners, Intermediate . . . 38  
Foodsafe — Level I & II . . . 33  
Foodsafe — Level I — For ESL Students . . . 33  
Foodsafe — Level I — In Cantonese . . . 33  
Foot Care for the Elderly . . . 29  
Foundations for ESL Instruction . . . 27  
Four R's of Assertiveness: Rights, Responsibilities, Risks and Rewards . . . 31

French Conversation — Level I & II . . . 37  
From Conflict to Collaboration . . . 17  
Fundamentals of Design . . . 10  
Fundamentals of Journalism . . . 45  
Fundamentals of Non-Profit Management . . . 39  
Fundamentals of Project Management . . . 17  
Furniture Design and Style I . . . 10

Galapagos and Ecuador . . . 44  
Garment Construction Certificate . . . 8  
German Conversation — Level I . . . 37  
Gerontological Nursing I . . . 30  
Gerontological Nursing, Introduction to . . . 30  
Gerontology, Introduction to . . . 30  
Getting the Most from Custom Labs . . . 11  
Grammar Review for Productive Business Writing . . . 12  
Graphic Design, Introduction to . . . 7  
Great Red Wines of the World . . . 36  
Greece and Turkey — Lands of Legend . . . 43  
Greece — The Poetic Greek Islands . . . 44  
Greek Conversation — Level I . . . 37  
Group Counselling for Substance Abuse . . . 34  
Group Counselling Skills . . . 34  
Group Skills — Part II . . . 17  
Guitar: Beginners, Intermediate . . . 38  
Guitar Jazz Rock Improv . . . 38

Hawks, Eagles and Owls . . . 44  
Health and Health Problems in Later Life . . . 30  
Health Care Interpreter . . . 35  
Healthful Cuisine and Nutrition . . . 32  
Hiring the Right Person . . . 17  
History of Design . . . 10  
Home Care Nursing Program . . . 28  
How to Implement and Manage a Successful Patient Recall Program . . . 31  
How to Select and Renovate a House for Profit . . . 41  
How to Start a Private Health Care Practice — A Workshop for Nurses . . . 28  
How to Start a Business . . . 18  
How to Write a Cookbook . . . 45  
How to Write for Television . . . 46  
How to Write Great Training Materials . . . 18  
Human Resources . . . 13

Identifying and Marketing Business Opportunities . . . 18  
Image Make-over Workshop (for women) . . . 8  
Improve Your Image (for men) . . . 8  
Independent Study . . . 40  
India . . . 43  
Indian and Metis Students . . . 27  
Individual Counselling Skills . . . 34  
Individual Counselling Skills for Substance Abuse . . . 34  
Indonesia — Islands of the Gods . . . 43  
Infant-Toddler Educator Training . . . 35  
Infection Control Update . . . 32  
Interior Design I — Residential . . . 10  
Intermediate Internet/World-Wide Web . . . 23  
Internet 101 On-line . . . 22  
Internet and the Non-Profit Sector . . . 39  
Internet: Basic Tools for Library Workers . . . 18  
Internet, Introduction, Intermediate . . . 20  
Internet: Introduction to the Network of Networks . . . 18  
Internet: Netscape and Next Generation Web Browsers . . . 18  
Internet: Research Tools for Library Workers . . . 18  
Internet: The Technical Side . . . 18  
Internet: Web Design and Development with HTML . . . 18  
Internet Web Page Design . . . 23  
Interpersonal Communication . . . 39  
Interpersonal Skills — Part I . . . 17  
Interviewing for Legal Assistants . . . 40  
Introductory Legal Office . . . 16  
Investigative Journalism . . . 9  
IREM 101: Successful Site Management . . . 11, 42  
Issues and Needs in Multicultural Health Care . . . 28, 30  
Italian Conversation — Level I & II . . . 37  
Italian Islands, The . . . 44

Japanese Conversation — Level III . . . 38  
Japanese Conversation — Level I & II . . . 37  
Jazz and Blues Jam Workshop . . . 38  
Jazz Band . . . 39

## Course Listing

Challenge Examination — Understanding Telecommunications . . . 24  
Chambers Practice . . . 40  
Chemical Dependency Within the Dental Profession . . . 31  
Children's Mandarin Education . . . 37  
Civil Litigation . . . 16  
Clinical and Administrative — Working Together . . . 31  
Clinical Decision-Making: Redefining Nursing Process for the 21st Century . . . 28  
College and University Essay Writing . . . 46  
Colour Theory and Application . . . 10  
Comedy Improvisation — Level I & II . . . 36  
Commercial Conveyances . . . 40  
Commercial Litigation . . . 40  
Commercial Photography . . . 10  
Commercial Property Management . . . 42  
Commercial Transactions . . . 40  
Communications — Business Correspondence . . . 12, 43  
Communications — Speaking and Listening Skills . . . 12  
Community Relations . . . 39  
Company Law . . . 40  
Competency Assessment with Older Adults: Ethical and Clinical Issues . . . 29  
Composition . . . 6  
Computer and Communications Hardware — Level I, II & III . . . 23  
Computer Applications in Business — Windows . . . 7, 12, 14, 43  
Computer Lab for ESL Instructors, An Introduction to the . . . 26  
Computerize for Windows I & II . . . 31  
Computers — IBM, Introduction to . . . 7  
Computers — Macintosh, Introduction to . . . 7



Jazz Improvisation	39
Jazz Piano: Beginners, Intermediate	38
Joan's Jam: Music for the ESL Classroom	26
Jordan/Syria	44
Journal Writing	46

Kenya and Tanzania	43
Keys to Entry Into Acting for Film, Television and Theatre, The	36
Korean Translators, Workshop for	35

Labour Law for Legal Assistants	40
Labour Relations 1330	12
LAN Technology and Networking	24
Law and Tenant Relations	42
Law for Court Interpreters	35
Layout and Design, Advanced	8
Leadership and Team Skills	15
Leading Your Team to Empowerment	17
Learning in the Wild: Natural History and Environmental Issues of British Columbia	45
Learning to Draw from the Right Side of the Brain	6
Learning to Teach: A Practical Course for Health and Social Service Professionals	28
Legal Communications	40
Legal Drafting	40
Legal Ethics and Confidentiality	16
Legal Office Procedures	16
Legal Office Program, Introduction to the	16
Legal Primer for Working with Immigrants and Refugees	35
Legal Research	40
Legal Terminology	16
Library Skills - Cataloguing and MARC Records, Basic	18
Library Skills - Collections and Acquisitions, Basic	18
Life and Career Planning: Decision Making in Difficult Times	32
Life Drawing	6
Light Cure Technology in the Orthodontic Practice	31
Litigation I	16
Live Sound Engineering	38
Local Area Network Management - Level I, II & III	23
Local Area Networks, Introduction to	20
Loss and Grief	32
Lotus 1-2-3 for Windows, Introduction to	21
Lotus for Windows - Worksheets/Charts, Intermediate	21
LPI Exam	42

Mac Labs	8
Making Your Own Nutritious Preserves	32
Management Policy and Practices	12
Managing a Strata Corporation	41
Managing Change	17
Managing Large Networks	23
Managing the Integrated Office	24
Managing Your Media Message	45
Mandarin Conversation - Level I	38
Mandarin for Cantonese Speakers - Level I & II	38
Marketing	12
Marketing and Public Relations	39
Massage Therapy, Introduction to	29
Master Valuer@Program - The Answer to the Appraisal Question, The	9
Matrimonial	16
Maximizing Leadership Performance	15
Meaning of Life, The	36
Media Writing	46
Medical Approach to Periodontal Disease, The	31
Medical Management of Dental Caries, The	31
Medical Office Billing I - Non Computerized	15
Medical Office Billing II - Computerized	15
Medical Office Billing II - Computerized	14
Medical Office Procedures/Administrative Assistant	15
Medical Terminology I & II	15
Medications for Psychological and Neurological Disorders	29, 30
Medications for Treatment of Chronic Pain	29, 30
Melody and Song Writing	38
Metal Techniques I, II & III	10
Methods of Exporting	17
Microcomputers, Introduction to	19
Microsoft Office, Intermediate	20
MIDI Music I	38
Millinery - Level I	8
More of the Business of Music	38
Morocco	43
Mortgages	40
MS-Access 2.0 - Microsoft Office, Introduction to	23
MS-Word 3.1, Introduction to	23
MS-WORD 6.x - Microsoft Office, Introduction to	23
Multimedia Video Production	23
Music Theory	39
Mystery of Romantic Love, The	35

Napal	44
New Zealand	43
Ninth Annual London Theatre Tour	43
Non-Profit Sector	40
Northern Italy	44
Note Taking with Forkner Shorthand	14
Novell NetWare, Introduction to, Intermediate, Advanced	20
Nutrition and a Healthier Life Style	32
Nutrition and Vegetarianism	32
Nutrition for a Healthier Lifestyle	31

Office Automation	14
Office Automation Challenge Exam	14
Operating a Contract Cleaning Business	11
Oral and Writing Skills for Multicultural and Settlement Workers	35
Organizational Behaviour	12
Organizational Development and Evaluation	30
Organizing and Managing Small Libraries - Part I & II	18
Orientation to the Non-Profit Management Certificate Program	39
Overcoming Performance Anxiety/Being Who You Are in Spite of it All	32

PageMaker Desktop Publishing, Introduction to, Intermediate	21
Paint, Surfaces and Collage	6
Painting	6
Painting and Colour Exploration	6
Palliative Care Concepts for Professionals in Care Facilities	29
Paper Making	6
Pastels	6
Pattern Making Certificate	8
Payroll (Manual and Computerized), Introduction to	15
Perfect Fit Workshop	8
Performance Management: Goals and Reviews	17
Personal Computers, Introduction to	45
Personal Injury Practice	40
Personal Pattern Making	8
Personal Property Security	40
Personnel Management	12
Perspective Sketching and Drawing, An Introduction	8
Persuasive Legal Writing for Litigation	40
Peru and Bolivia	44
Philosophy	36
Photo-Documentation for Two-Dimensional Works	8
Photography, Basic, Intermediate	10
Photojournalism	10
Photoshop for Beginners	24
Photoshop Intensive	8
Photoshop, Level I	8
Physical and Functional Assessment of the Older Adult	29
Piano: Beginners, Intermediate	38
Planning a Successful Combined ESL and Vocational Program	26
Portfolio Preparation and Professional Presentation	8
Portraiture	6
Portugal and Spain	43
Post Production for Photography	11
PowerPoint, Introduction to	21
Practical Darkroom	10
Practical Lighting	10
Practicum for Childbirth Educators	29
Principles of Medication Use with Older Adults	29, 30
Problem Solving and Action Planning	17
Professional Job Search Techniques	15
Professional Orientation to Interpreting Skills	15
Professional Telephone Communication Skills	15
Program Orientation	33
Pronunciation Improvement	37
Property Law	40
Proposal Writing	39
Provincial Instructor Diploma	25
Public Approval Process for Real Estate Development	41
Public Relations	45
Publishing Web Pages	20
Purchasing and Using Electronic Chart Plotters	45

Rapid Interpretation of the Twelve Lead ECG	29
Real Estate Appraisal	43
Real Estate Development	42
Real Estate Development, Applied	42
Real Estate Development Finance	41
Real Estate Development, Introduction to	41, 43
Real Estate Law	43
Real Estate Marketing	43
Realism	6
Records Management, Advanced Topics 1617	14, 18
Records Management I	14, 18

Records Management, Specialized Functions 1618 15, 18	
Relationship Enhancement	32
Rental Property and Changing Laws	41
Report and Proposal Writing	17
Research Tools for Writers/Reporters	45
Residential Property Management	42
Resume and Interview Skills	13
Rewriting Course Materials into Accessible English for ESL Learners	26, 27

Sailing Local Howe Sound/Canadian Yachting Association Certificate	45
Saxophone/Clarinet: Beginners, Intermediate	38
School Age Child Care	35
School Age Child Care, Introduction to	35
Scotland - Discovering the Highlands and Islands	43
Securities	40
Self Esteem: The Ultimate Asset	32
Self-Help Groups: Are They Beneficial in Today's Health Care?	29
Settlement and Integration, Introduction to	35
Settlement and Integration Issues for ESL Instructors, Introduction to	26
Settlement and Integration Theory	35
Sewing Techniques	8
Shaw and Stratford Theatre Tour	43
Shopping Centre Management	43
Short Subject Filmmaking	36
Simply Accounting for Windows, Introduction to, Advanced	21
Simply/Bedford Accounting for DOS and Windows	23
Singing - Level I	38
Small Claims Court Practice 2050	40
South Africa	43
Southeastern Arizona "Sky Islands"	44
Southern England and the Channel Islands	44
Spanish Conversation - Level I, II & III	38
Sponsorship and Cause-Related Marketing	39
Sports Nutrition	32
Sports Nutrition for Fitness Instructors	32
Stage Band - Level I	38
Stepping up to Leadership	16
Stock Photography	11
Strategic Management of Fundraising Campaigns	39
Stress and Burnout - The Caregiver's Dilemma	31
Stress Reduction	32
Stroke: A Nursing Care Update	29
Studio Lighting, Advanced	10
Substance Abuse, Introduction to	34
Substance Abuse Practicum	34
Success/Prosperity and Leadership Through Systemized Thinking and Effective "E&P" Communication	32
Supervisors Meeting the Challenge	15
Supervisory/Management and Decision Making	15

Taking Charge	28
Teach Adults	5, 25
Teaching Business ESL in the Classroom	26
Teaching English for Academic Purposes	26
Teaching ESL: An Overview of	25, 27
Teaching English for Business People	26, 27
Teaching ESL Literacy in the Multi-Level Class	26
Teaching ESL Using Poetry	26
Teaching ESL Using Storytelling	26
Teaching Grammar	27
Teaching Grammar One & Two: Theory and Practice	26, 27
Teaching Listening and Speaking	26
Teaching Overseas: Survival Skills	26, 27
Teaching Pronunciation	26, 27
Teaching Reading	27
Teaching Reading and Writing	27
Teaching Skills for Childbirth Educators	29
Teaching Strategies for Cross-Cultural Learning and Communication	26
Teaching TOEFL Using an Interactive Approach	26, 27
Teaching Vocabulary	26, 27
Teaching Writing	26
Telecommunications Management I & II	24
TESL 21 Overview of Teaching English as a Second Language	27
TESL 31 Teaching English as a Second Language: Theory and Skill Development	27
TESL 32 Teaching English as a Second Language: Materials Selection and Development	27
TESL 33 Applied English Grammar and Phonetics	27
TESL 34 Teaching English as a Second Language/Teaching English as a Second Dialect for TESL 35	27
TESL Methods	27
TESL 41 Program Planning and Evaluation in Teaching English as a Second Language	27
TESL Inservice Qualification Program, The	27
TESL Internship	26

Thai Conversation - Level I	38
The Best B&Bs: A Beginner's Guide to Starting a Bed and Breakfast	43
Therapeutic Touch - Level I	29
Thinking on Your Feet	17
Thirty-ninth and Cambie Shoppers Spree and Tour	36
Time Management Skills	15
TOEFL Preparation	36
Torts	40
Train the Trainer Certificate	25
Training Program Design	18
Training with Leading Edge Technologies	18
Travel Journalism - Level I & II	45
Travel Studies	44
Tunisia	44
Turkey - Romance of a Rugged Land	44
Tutoring for the LPI (Language Proficiency Index)	26
Tutoring for the TOEFL (Test of English as a Foreign Language)	26
Twelve Lead ECG and its Clinical Applications, The	29
Typing - Keyboarding For Beginners	14
Typing - Speed Building	14
Typography on QuarkXPress	8

Understanding Business Technology	19
Understanding Multimedia	23
Understanding Telecommunications	24
Understanding the Internet	23
Urinary Incontinence: Assessment and Intervention	29
Using Games in the ESL Classroom	26, 27
Using Interactive Multi-Media to Teach ESL	26
Using Leadership Language	16
Using Popular Songs to Teach ESL	26, 27

Vancouver's Waterfowl	44
Video Journalism	46
Vietnamese Conversation - Level I & II	38
View Camera Techniques	11
Visual Basic for Windows	24
Vocational Counselling	39
Volunteer Coordination, Introduction to	39
Volunteers: Protect Them from Becoming an Endangered Species	39

Water Colour - Level I & II	6
When Transition Hurts: Coping with Changes in Health Care	28
WHMIS in the Dental Office - An Overview	31
Wide Area Networking	23
Willan Choir	39
Wills and Estates	16, 40
Windows 3.1, Intermediate	20
Windows 3.1, Introduction to	19
Windows 95, Introduction to	19, 20
Windows 95 Upgrade	20
Windows NT Administration	23
Wine and Spirit Education Trust - Higher Certificate Course	36
Wine Appreciation and Wine Tasting, Introduction to	36
Wine Certificate Course	36
Wine'n Wildlife Tour of the South Okanagan	44
Winter Birds of Your Garden	44
Word for Windows, Advanced	20, 21
Word for Windows, Introduction, Intermediate	20
WordPerfect for Windows, Advanced	20, 21
WordPerfect for Windows, Introduction, Intermediate	20
WordPerfect for Windows Upgrade	20
Working with 5-Year-Olds	35
Working with Adolescents to Promote Positive Body-Image and Self-Esteem	29
Working with Difficult People	15
Wreaths, Swags and Cabashas	9
Writing a Novel, An Introduction to	46
Writing About Food	45
Writing and Selling a Romance Novel, Introduction to	46
Writing Dynamic Business Letters	12
Writing for Magazines	46
Writing for Movies: The Basics	36
Writing Skills Improvement	46
Writing Your Autobiography	46

Yucatan, The	44
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LANGARA  
COLLEGE

## Student Information

### Withdrawals, Refunds & Course Cancellations

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

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

REFUNDS ARE SUBJECT TO AN ADMINISTRATIVE CHARGE OF 20 PERCENT OF COURSE FEES OR A MINIMUM OF \$10 AND TO A MAXIMUM OF \$30. As an alternative, we would be pleased to issue a "deferred fee credit" for 100 percent of the course registration fee. 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.

### 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 20 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

### Citizenship Requirements for Admission

Canadian citizens, including permanent residents in Canada (landed immigrants), are eligible for enrollment at Vancouver Community College.

By exception, those whose status in Canada falls within one or more of the following categories may be considered for enrollment as though they were Canadian citizens or permanent residents in Canada, including:

- A foreign domestic worker with valid employment authorization permit.
- An individual who is in Canada to carry out official duties as a diplomatic or consular officer, or as a representative or official of a country other than Canada, or of the United Nations or any of its agencies, or of any intergovernmental organizations in which Canada participates; or as a dependent or a member of the staff of any such diplomat, consular officer, representative or official and is able to substantiate with an identity card issued by External Affairs which gives his/her position, date of issuance and date of validity.

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 Education, Skills and Training.

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.

### Please see 4 Ways to Register, page 4.

### 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



### 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.

## 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, 1155 East Broadway, Box 24785, Station F, Vancouver, BC V5N 5V2, stating the dissatisfaction and the tuition fee will be refunded in full.





## Student Information

### Questions Most Asked

#### How do I obtain more information about a Program?

Program Guides giving detailed information about a particular program are available through our Continuing Education offices. Please phone one of the numbers listed on page 4.

To speak to the program coordinator responsible for each program, please see the list on page 4.

Some programs host information sessions where details about the program are discussed. Please see page 5.

#### Are there any prerequisites I must have to take a course?

In most cases, prerequisites are not required. However, please read the course information in this flyer carefully as some courses require a certain skill or knowledge level. Some certificate programs do have entry requirements.

#### 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 49 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 49.

#### 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 varies. Please contact the program coordinator for further information. Applications can be picked up at any CE campus office. Application deadlines are September 30 and January 30.

Your tax deductible donation to the CE Instructors' Student Bursary Fund is welcome. Please call the VCC Educational Foundation for details at 871-7173.

#### Why can't I simply register in any certificate program course?

In many certificate programs students are required to go through a rigorous application procedure. This ensures that the potential student is appropriate to take the training. Once an application is received, students are evaluated and/or interviewed. Evaluation/interview periods vary from program to program. Once a student has successfully completed the application process and has been accepted into a program, they are allowed to register in courses.

### Students with Special Needs

Services for students with disabilities who are registered in CE certificate programs may be arranged through Sheila Stickney, senior program coordinator, 874-9923. Services include interpreting, note taking and braille.

City Centre, King Edward, King Edward West Campuses and Langara College 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.



### 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:

August 31 – September 2 inclusive  
October 12 – 14 inclusive  
November 9 – 11 inclusive  
December 24 – January 1 inclusive

### Earn a Certificate

If you need training to get ahead in your job, to broaden your career path or embark on a new career, a Vancouver Community College Continuing Education Certificate Program is designed to specifically meet your needs.

Representatives of industry and the professions help plan these programs for adults who want to get a thorough background in a particular field but who do not want to undertake a degree program. Each Certificate Program must meet the following criteria:

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

## FAX & MAIL-IN REGISTRATION



**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	COURSE NAME	LOCATION	START DATE	TIME
1 (6 DIGITS)				
2				
3				
4				

TOTAL FEES	METHOD OF PAYMENT	CREDIT CARD INFORMATION <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD
1	\$ _____ <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> CHEQUE <input type="checkbox"/> CREDIT	NAME ON CARD
2		CREDIT CARD ACCOUNT NUMBER
3		EXPIRY DATE
4		

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, telephone 875-7057, e-mail grochester@vcc.bc.ca

Fax & Mail-In Registration



# vancouver community college langara college

## fall term begins september 9

**1** city centre  
250 west pender street  
443-8380

**2** king edward  
1155 east broadway  
871-7070

**3** king edward west  
691 east broadway  
874-9923

**4** langara college  
100 west 49th  
323-5322

