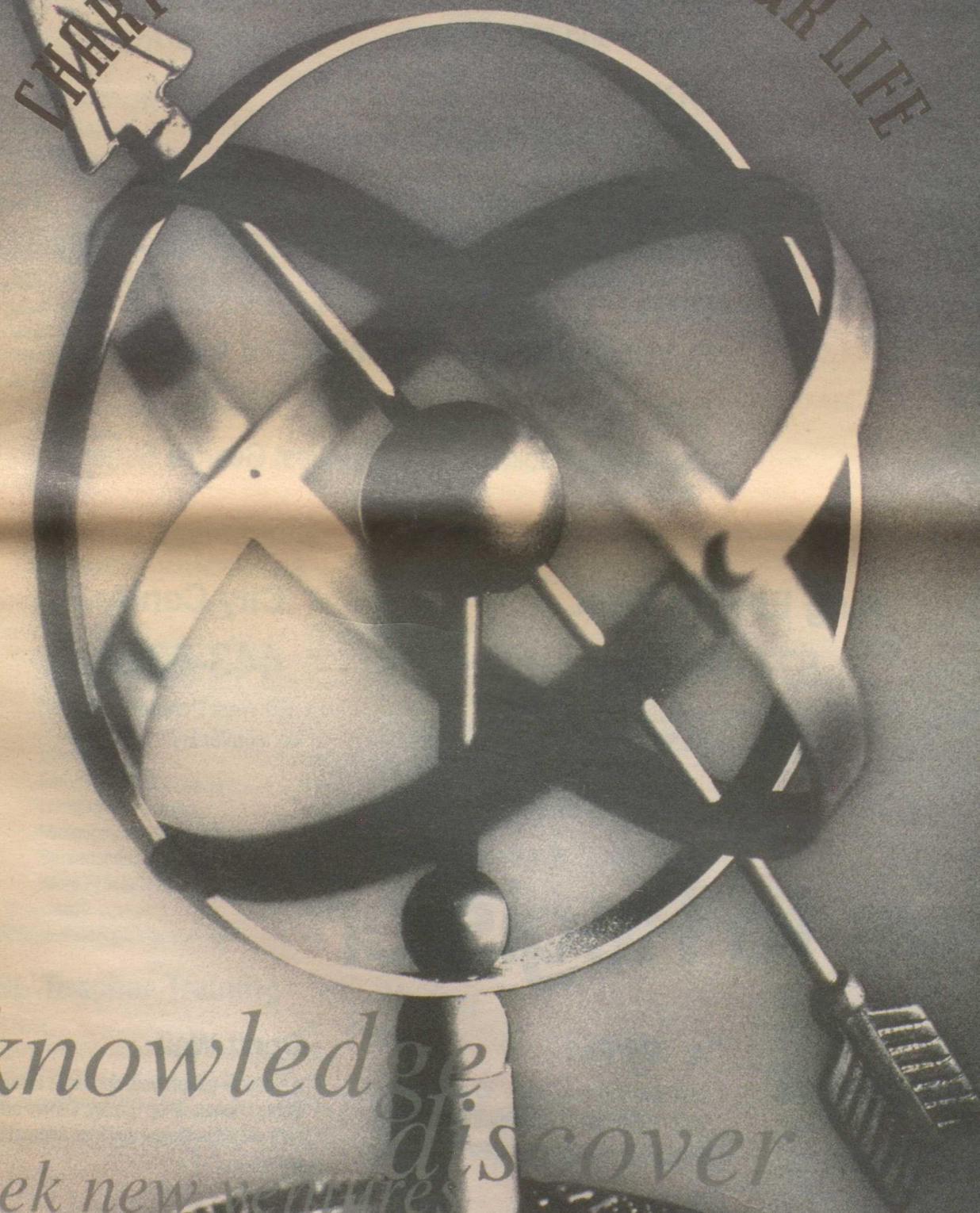


Ref. Desk.

VANCOUVER COMMUNITY COLLEGE CONTINUING EDUCATION

WINTER
97

CHART NEW DIRECTIONS IN YOUR LIFE



knowledge
discover
seek new ventures
languages
educate

LUX ET VERITAS

EDUCATION

PART-TIME STUDIES

TRAINING

PROFESSIONAL
DEVELOPMENT



EDUCATION

PART-TIME STUDIES

TRAINING

PROFESSIONAL
DEVELOPMENT



Continuing Education Locations

CC

City Centre Campus, 250 West Pender Street

KEC

King Edward Campus, 1155 East Broadway

KEC North

2019 Dundas Street

KEC West

691 East Broadway

LAN

Langara College, 100 West 49th Avenue

OAK

Oakridge Shopping Centre, #320 (North Tower)
Cambie and 41st Avenue

ODH

O'Doul's Hotel, 1300 Robson Street

ROB

Robson Square Conference Centre, 800 Robson Street

SVH

St. Vincent's Hospitals, 749 West 33rd Avenue

VPL

Vancouver Public Library, 350 West Georgia Street

King Edward

871-7070

1155 East Broadway
Box 24785 Stn F
Vancouver BC V5N 5V2

King Edward West

874-9923

691 East Broadway
Vancouver BC V5T 1X7

City Centre

443-8380

250 West Pender Street
Vancouver BC V6B 1S9

4 Ways to Register

1. By Mail

Fill in the registration form on page 35 and mail 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

3. In Person

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

4. By Fax

Use the form on page 35 and FAX to 871-7300. Payment by charge card only.

Registration hours:

City Centre and King Edward Campuses
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, 09:00-17:00

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

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Weather Warning

In the event of a snow storm disruptive enough to postpone evening classes, please listen to an announcement on CKNW 98 AM radio after 16:00 or telephone any Continuing Education office for more information.

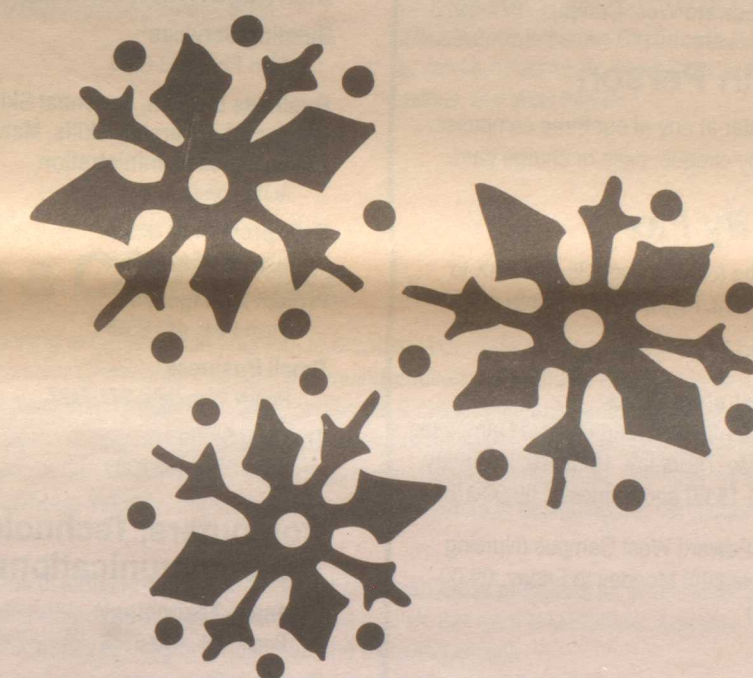
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Dates Closed

Continuing Education will be closed on:

December 24, 1996 - January 1, 1997 inclusive
March 28 - March 31 inclusive



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

About the Cover 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.

4 Ways to Register

1. By Mail

Fill in the registration form on page 35 and mail 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

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Continuing Education Phone Numbers

City Centre Campus, 443-8380
King Edward Campus, 871-7070
King Edward West Campus, 874-9923

Program Coordinators

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

Arts & Design

Design Studies

Judith O'Keeffe, 443-8386

Electronic Publishing & Design

Judith O'Keeffe, 443-8386

Floral Design

Joyce Jackson, 871-7462

Fashion Arts

Evelyn May, 443-8387

Gemmology

Judith O'Keeffe, 443-8386

Interior Design Technology

Barbara Houston, 985-6074

Jewellery

Maciek Walentowicz, 443-8571

Business, Career Management & Training

Building Services

Brian Pink, 443-8388

Business English, Essential Skills For Leaders, Leadership Skills, Management Skills, Office Administration

Anne Tollstam, 871-7021

Entrepreneurial Skills

Brian Pink, 443-8388

Project Management

Brian Pink, 443-8388

Small Business

Peggy Worobetz, 871-7427

Training Skills

Brian Pink, 443-8388

Computers, Technology & Telecommunications

Business Technology

Brian Pink, 443-8388

Groupware

Brian Pink, 443-8388

Oakridge Computer Centre

Pat Austin, Mishele 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

General Interest

Wine

Gail Rochester, 871-7079

Health Care

Childbirth Educators

Diane Donaldson, 874-9923

Dental

Monica Maletz, 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, 871-7165

Multicultural/Settlement

Marilyn McClaren, 871-7064

Languages

English Skills Improvement

Leanne Quirk, 871-7070

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

Building Manager (Residential)

Brian Pink, 443-8388

Legal Assistant

Anne Tollstam, 871-7021

Writing

Write-Smart

Anne Tollstam, 871-7021

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.

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.

With All the Business Downsizing, Your Career May Need New Direction

The times may be uncertain, but your career doesn't have to be.

Which is where Vancouver Community College, Continuing Education comes in.

Whether you are beginning a career or well advanced in one, we can help turn the downsizing into the **Upsizing of Your Career**.

We offer more than 500 courses – from Art and Design; Computer Technology and Telecommunication; Business Leadership; Non-Profit and Nursing Management; to Teaching English as a Second Language.

All taught by our outstanding instructors who are leading practitioners in their fields.

Our classes are offered at convenient hours – evening, weekends, days at either of our three campus or at downtown locations.

Yes, the times are uncertain.

It is time you made some changes.

New Courses Include

ISO 9000 (100188), page 15

Business Strategy Planning (100185), page 15

Computer Foundations, Basic (100401) and Technical (100402), page 18

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Operating a Contract Cleaning Business (109035), page 10

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Self-Esteem: The Ultimate Asset (202754), page 24

Demystifying Death: Exploring our Traditions (202836), page 24

Brass Playing: Beginners (502561), page 28

Free Information Nights

Please join us for the following FREE program information sessions.

Building Manager (Residential) Certificate Program

Th. Jan 09, 18:00-19:00, Continuing Education office, City Centre Campus, 250 West Pender

English Skills Improvement

Th. Jan 09 and We. Jan 15, 18:00-20:00, Continuing Education office, City Centre Campus, 250 West Pender

Floral Design Certificate Program

Th. Jan 09, 17:00-19:00, Continuing Education office, City Centre Campus, 250 West Pender

Gerontology Certificate Program – Nursing

We. Feb 05, 19:00-20:30, King Edward West

Groupware Certificate Program (certificate pending)

We. Jan 15, 18:00-19:00, Continuing Education office, City Centre Campus, 250 West Pender

Interior Design Technology Program (certificate pending)

Th. Jan 09, 19:00-20:00, Continuing Education office, City Centre Campus, 250 West Pender

Legal Assistant Certificate Program

Mo. Jan 06, 17:30-18:30, Room 237, City Centre Campus, 250 West Pender

Telecommunications Management Certificate Program

Tu. Jan 07, 17:30-18:30, Continuing Education office, City Centre Campus, 250 West Pender

Office Administration Certificate Program

Tu. Jan 14, 17:30-18:30, Room 237 City Centre Campus, 250 West Pender

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. 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.

Building Manager

Counselling Skills

Substance Abuse

Court Interpreting

Early Childhood Education Level I

Administration of Early Childhood Services

Infant-Toddler Educator

School Age Child Care

Electronic Publishing and Design

Fashion Arts

Fashion Design

Garment Construction

Pattern Making

Floral Design

Telecommunications Management

Non-Profit Management

Multicultural/Settlement

Management Skills for Supervisors

Nursing Management

Childbirth Educators

Continuing Care Management

Gerontology-Nursing

Post Anaesthetic Recovery

Sterile Supply Processing Aide

Office Administration

Legal Assistant

Conveyancing

Corporate

Litigation

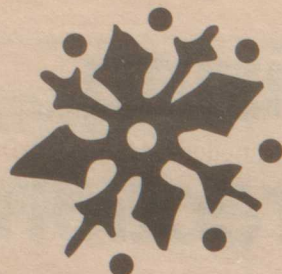
Leadership

Teaching English as a Second Language

CERTESL

Teaching English as a Second Language

Inservice Qualification



Arts & 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 of 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.

INSTRUCTORS

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.

Ken Hughes has a masters degree in design from the Royal College of Art (London). He is a practising graphic designer and experienced educator at Canadian universities and colleges. As well as developing interdisciplinary design curriculum at the post-secondary level, he has originated learning resources for BC's public school system, with a particular emphasis on design's creative problem-solving process and how it can be applied to everyday situations.

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. (TBA) \$225
10 eve - Tu. Jan 21, 18:00-21:00 - CC

Creativity and the Process of Designing (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. (Hughes) \$195
10 eve - Mo. Jan 20, 19:00-21:00 - CC

Photo-Documentation Workshop (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. (Agrios) \$80
1 day - Sa. Feb 08, 09:00-16:00 - CC

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. These challenge exams are offered in the fall term. (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 January 10.

Course Evaluation

Students will be evaluated 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 Winter 1997

Foundation Courses

- Graphic Design – An Introduction (050408)
- Introduction to Computers (Mac) (050441)
- Computer Foundations – Basic (100401)

Intermediate Courses

- Creative Illustration (050410)
- Adobe Illustrator Introductory Workshop (050440)
- Advertising Design (050454)
- Introduction to CorelDRAW! (050448)
- Creating Effective Newsletters (102920)
- 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

- Direct Mail Marketing for Small Business (050456)
- Mac Labs (050453)

Application Procedures

All prospective students must complete an Electronic Publishing and Design application form and return it to the College by January 10, 1997. 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.

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 Langara College and Simon Fraser University.

Marcel Beaulieu is a graduate of the University of Manitoba with a Bachelor of Interior Design. Faculty of Architecture. His professional work experience includes corporate office design, as well as residential design. 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 experience in journalism and advertising include copy writing and news writing.

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 Alberta College of Art with over 20 years' experience including: art director at the Bay; art director at Palmer Jarvis Advertising on multi-award winning Woodward's account. She is currently a freelance art director/designer for a variety of clients.

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 in computer graphics and electronic prepress. Besides numerous design competition awards, he has also been published in MacArtist.

Foundation Courses

Graphic Design – An Introduction (Non-computer) (050408)

This non-computer, introductory course examines the many aspects of the graphic design industry with an emphasis on creativity and problem solving. 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 eve - Th. Jan 23, 18:30-21:30 - CC
10 mng - Sa. Jan 25, 10:00-13:00 - 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, and basic drawing techniques on Adobe Illustrator. Evaluations consist of hands-on work and two exams. (Lyn) \$350
10 eve - Mo. Jan 20, 18:30-21:30 - CC

Computer Foundations – Basic (100401)

A comprehensive introduction to microcomputers for the beginning computer user. Content is focused in three areas: (1) basic hardware knowledge for IBM compatible systems; (2) Windows-based operating systems, and (3) applications software covering word processing and spreadsheets using Microsoft Word and Excel. A knowledge of typing is highly recommended. The course is entirely hands-on with one computer per student. Prerequisite: none. \$280
10 eve - We. Jan 22, 18:30-21:30 - CC

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. Jan 21, 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. Jan 22, 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 of 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 Foundations (100401) (Pegg) \$410
10 eve - Tu. Jan 21, 18:30-21:30 - CC

Advertising Design (Non-computer) (050454)

Create dynamic synergy between words and pictures. This course will show how to stir emotions and conjure visions that stimulate. You will learn how to conceptualize an ad, brochure, or direct mailer, as well as the use of type, photographs and illustrations to achieve maximum impact. You will touch on the importance of working within a budget, as well as art direction and working as a team with all the people involved, such as the writer, photographer, illustrator, colour separator, printer and of course, the client. Projects will include a promotional brochure and a direct mailer. Prerequisite: Graphic Design – An Introduction (050408) (O'Byrne) \$210
10 eve - Mo. Jan 20, 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. Jan 16, 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 (050441). Creating Effective Newsletters (102920) or equivalent recommended. (Thiessen) \$365
10 eve - Tu. Jan 21, 18:30-21:30 - CC

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. Feb 05, 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. Jan 20, 18:30-21:30 - CC

Elective Courses

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

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. Jan 25, 10:00-16:00 - 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. Jan 20, 19:00-22:00 - CC

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 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. Jan 21, 19:00-22:00 - CC

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

This course develops 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. Jan 22, 19:00-22:00 - CC

Workshops

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. 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. Jan 25, 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 section.
5 eve - Fr. Feb 21, 18:30-21:30 - CC

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 enrolment. Register early by calling 443-8380.

INSTRUCTORS

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.

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. Feb 08, 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 choices, 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. Feb 15, 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. Jan 28, 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 - Mo. Jan 27, 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. (Staiger) \$185
9 mng - Mo. Jan 20, 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. Feb 01, 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, 30 cm ruler – clear plastic, metric fibreglass tape measure, a 3-ring binder. Come prepared to be measured; wear usual bra and a simple slip. This course is for women dressmakers only. (Zibin) \$180
4 day - Sa. Feb 15, 09:00-16:00 - 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

How to read course description

Creativity and the Process of Designing (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.

(Hughes)

\$195

10 eve - Mo. Jan 20

19:00-21:00

Fashion Arts (con't)

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.

Lisa Geller, 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 Kleitcho, 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 Sclaretta 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 Sistersich, 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 June 14, 1997. Interviews will be scheduled shortly thereafter. Term One begins on Monday, September 14, 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. Secondary school completion or equivalent.
2. A working knowledge of the English language, plus the ability to speak, read and write clearly and accurately.
3. Submit a letter with the application form, stating reasons for wishing to enter the Fashion Arts Program.
4. Present examples of fashion-related work (designs, illustrations and garments) at a successful interview prior to the commencement of the program.

Floral Design

Certificate Program

The 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 January 09 from 17:00 to 19:00 at VCC City Centre Campus.

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 January 09. 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, include flowers and most floral supplies. The required text for Introduction to Floristry (250105) is available at the College bookstore. 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, Arts and Design Programs at 443-8386.

INSTRUCTORS

Chantal-Julie Bédard, After studying Fine Arts at Laval University in Quebec City, Chantal moved to Vancouver where she discovered floristry and found her calling. She is now an active floral designer specializing in European hand-tied bouquets.

Beverley Woodburn is the territory quality manager for AFS Canada with over 20 years' experience in the floral industry including shop owner and travelling marketing

counsellor. She willingly shares her wealth of experience in her engaging presentations.

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. Jan 11, 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) \$460 10 eve - Mo/Tu. Jan 13, 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. (Stanton) \$650 15 eve - We/Th. Jan 15, 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. (Portno) \$650 9 day - Sa. Jan 18, 10:00-15:30 - 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 - Mo. Feb 17, 18:30-21:30 - CC

Floral Design Labs

Presented by practising professionals, 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.

Hand-tied Bouquets (205113)

Learn how to construct European hand-tied bouquets using the spiral technique. You will experiment with popular bouquet formats including the nosegay, biendemeier, arm bouquets and English country garden. The use of colour and special occasion aesthetics including weddings will also be discussed. – 15 hours. (Bedard) \$220 5 eve - Mo. Feb 17, 18:30-21:30 - CC

Planted Baskets (250114)

Spring and summer are the times for you to plant sensational seasonal containers. This lab teaches the techniques and aesthetics involved in making impressive indoor and outdoor planted baskets. Topics include plant selection and care and the use of colour and texture. – 15 hours (Bedard) \$220 5 eve - Tu. Feb 18, 18:30-21:30 - CC

Floristry Program Lecture Series

This series will appeal to anyone planning to enter the floral industry and to individuals in the floral business who are determined to enhance customer service and increase profitability.

Sales, Service and Customer Care Extraordinaire (250115)

The first session includes sales tips to enhance your profit margin and a potpourri of ideas to raise customer service to an astonishing level. The second session explores how to turn losses into profits by making a few simple changes that could have positive impact on your shop. Topics also include pricing for profit, controlling the cost of goods sold and design room productivity. – 4 hours (Woodburn) \$25 2 eve - We. Mar 12/19, 18:30-20:30 - 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, spectrometers 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 10, 1997 and run Wednesday evenings, 18:30-21:30, until June 1998. Diploma year classes begin September 09, 1997 and run Tuesday and Thursday evenings 18:30-21:30, until June, 1998.

Applications for the next entry (September 1997) are now being accepted.

NOTE

Fees are subject to periodic revision. Current fees include membership in the Canadian Gemmological Association and all course notes. Full tuition is expected upon registration. 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 program is for anyone interested in the basic principles of gems and jewellery valuation. Through a combination of lectures and hands-on practice, you will learn how to communicate accurate jewellery descriptions, rank craftsmanship, practice techniques to value perplexing gems and jewellery items and gain confidence in appraisal report writing.

Topics include: jewellery appraising, principles of valuation, nomenclature and appraisal definitions, research techniques, understanding market values, accurate report writing, identifying manufacturing methods, metals testing, valuation of diamonds and coloured gemstones, value factors in phenomenal gems, valuing synthetic and treated gemstones, hallmarks, understanding provenance and how it affects value, valuing antique jewellery appraisals, valuing for insurance appraisals and more. . . Previous experience is not required. (Miller) \$950 5 day - Mo/Tu/We/Th/Fr. Mar 10-14, 19:00-16:00 - CC

The registration deadline is February 10. A minimum enrolment of 10 participants is required for the course to proceed, so register early!

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, corporations and 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.

For other related Gemmology courses please see: JEWELLERY section on this page.

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 VCC City Centre Campus.

Entrance and Completion Requirements

Design Fundamentals (051601) is the program 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, January 09 at City Centre Campus, 250 West Pender Street, 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 UBC, Capilano College and BCIT.

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. Jan 28, 19:00-22:00 - CC

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. Feb 03, 19:00-22:00 - CC

Furniture Design and Style I (051602)

This course provides students with the essential knowledge and background required to identify and distinguish various furniture styles. Originating with the classics and carrying through to the 20th century, students will examine the work of important designers. – 2 units. (Thomson) \$210 8 eve - Th. Jan 30, 18:30-21:30 - CC

Furniture Design and Style II (051613)

This course follows on from Furniture Design and Styles I by examining work of the major designers from the end of the 19th century through the 20th century. The student will gain an understanding of styles such as: arts and crafts, art nouveau, art deco, bauhaus, and post modernism. – 2 units. (Thomson) \$210 8 mng - Sa. Feb 01, 09:00-12:00 - CC

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. (TBA) \$310 12 eve - Th. Jan 30, 19:00-22:00 - CC

Textiles for Interior Design (504215)

This course will familiarize students with textiles, their properties, production and specialized uses in interior design. Topics covered will include textiles in history (from fibre to finished product), textiles in interior design, safety precautions and maintenance. Students will learn through

the mediums of text, group discussion, research, group projects, hands-on experience, and visual aids. Evaluation of understanding the topic will be done through assigned projects and class participation. Prerequisite: Fundamentals of Design (051601) (Rodgers) \$210 8 eve - We. Jan 29, 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 and Drafting I. – 3 units. (TBA) \$310 12 eve - We. Jan 29, 19:00-22:00 - CC

Materials and Interior Finishes (051603)

This course introduces a variety of materials and finishes used in residential and commercial interiors. Topics include furniture, floor, wall and ceiling finishes, windows, doors and accessories – their origin (history), characteristics, manufacturing methods, installation and maintenance. (Saatkamp) \$310 12 eve - Th. Jan 30, 19:00-22:00 - 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. Jan 29, 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 443-8380.

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, riveting 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. Jan 18, 09:00-15:30 - CC 10 eve - Tu. Jan 21, 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). Prerequisite: Successful completion of Metal Techniques I or equivalent. (Thompson) \$245 5 day - Sa. Feb 22, 09:00-15:30 - CC 10 eve - We. Jan 22, 18:30-21:30 - CC

Casting Techniques for Jewellery and Small Sculptures (051103)

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



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 currently manages Sundown Consulting Services. He has been teaching on a part-time basis for six years.

John Neuils is the former facilities supervisor for the West Vancouver School District and currently manages HJN Building Services. Mr. Neuils 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, 871-7070 for advice on language skills courses. (Clarke) \$200 5 Day - Sa. Jan 25, 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/Leadership 1000 (109036)

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 with a focus on practical solutions to everyday problems. Specific topics include: budget preparation and controls, estimating and costing of building service work, purchasing of equipment and chemicals, inventory control, scheduling and motivation of staff. Special emphasis is given to teamwork and leadership skills and supervising a multi-cultural 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. (Neuils) \$295 10 day - Sa. Jan 25, 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 Services (con't)

building inspections, supervising on-site work, basic appliance repair, fire safety, security, and an introduction to heating and plumbing systems. Classes include field trips for an on-site apartment building inspection, and hands-on demonstrations using a variety of appliances and other equipment. \$195
10 eve - We. Jan 29, 19:00-22:00 - CC

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
4 mng - Sa. Jan 25, 09:00-12:00 - CC

Also see Residential Building Manager under REAL ESTATE section, page 29.

Business English Skills

INSTRUCTOR

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 (104119) \$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. Mar 15, 09:30 - CC

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. Jan 25, 09:30-15:30 - CC

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. Feb 08, 09:30-15:30 - CC

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. Feb 22, 09:30-15:30 - CC

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. Mar 08, 09:30-15:30 - CC

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 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 program is being offered as two workshops, which may be taken separately, or as a package.

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
Will be offered April 1997

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
Will be offered April 1997

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

The program start date is September 1997.
For information call 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 fulfil program requirements. Each participant may, therefore, select course options best suited to meet their needs. Courses are taught by business professionals who bring real life experience and knowledge to the classroom. In all five specializations you will be introduced to the latest in office technology and procedures, designed to improve your effectiveness and increase your employment potential.

A certificate is available to students in each of the five specializations after the successful completion of Level I and Level II (186 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
Any course from Accounting, Bookkeeping, Budgeting section - min. 24 hours
Option – Any course/s from OAC section - 42 hours
Total minimum course hours - 102 hours

Level II

** Office Automation (104502) - 18 hours
Additional courses from OAC section totalling - min. 66 hours
Total minimum course hours - 84 hours

Total Level I and II course hours for certificate - 186 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 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
Additional course/s from OAC section totalling - 45 hours
Total minimum course hours - 117 hours

Total Level I and II course hours for certificate - 186 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 section - min. 18 hours
Medical Terminology I (104417) - 30 hours
Total minimum course hours - 102 hours

Level II

Medical Office Procedures/Administrative Assistant (104424) - 24 hours
Medical Terminology II (104420) - 30 hours
Medical Office Billing (104520) - 12 hours
Additional course/s from OAC section totalling - min. 18 hours
Total minimum course hours - 84 hours

Total Level I and II course hours for certificate - 186 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
Any course from Accounting, Bookkeeping section - min. 18 hours
Additional courses from OAC Communication/Supervisory section OR the Essential Skills for Leaders series totalling - 30 hours
Total minimum course hours - 102 hours

Level II

Supervisory/Management and Decision Making (104507) - 24 hours

Records Management I (104509) - 30 hours
Additional courses from OAC Communication/Supervisory section totalling - 30 hours
Total minimum course hours - 84 hours

Total Level I and II course hours for certificate - 186 hours

* Exemptions permitted
** Challenge exam

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 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

Records Management II/Advanced topics - 30 hours
Records Management III Specialized Functions - 24 hours
Any course from the OAC section totalling 6 hours
Total minimum course hours - 84 hours

Total Level I and II course hours for certificate - 186 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. To graduate from this program students must have computer knowledge for the area of their specialty such as MS Word, Lotus or Excel. If students do not have practical computer experience, they may choose from a wide range of computer courses at VCC. For further information please call Anne Tollstam at 871-7021.

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. Jan 14, 17:30-18:30 - CC Room 237

Typing/Keyboarding

INSTRUCTORS

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 accounting and has several years' office-related experience.

Typing – Keyboarding For Beginners 1020 (104404)

Learn to touch type the alpha numeric keyboard on an electronic typewriter. Recommended for those who want to use a computer terminal or typewriter for business or personal use. Theory such as tabulating, centring and letters will not be taught. Therefore more emphasis is placed on typing and keyboard skills. Access to a typewriter/keyboard between class time would be helpful. Please bring your own paper. (Textbook to be purchased at CC Bookstore prior to first session.) - 18 hours (MacIsaac/Makortoff) \$85
6 mng - Sa. Jan 25, 09:30-12:00 - CC
6 eve - Mo. Jan 27, 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. Jan 29, 18:30-21:30 - CC

Computers

Computer Foundations – Basic (100401)

A comprehensive introduction to microcomputers for the beginning computer user. Content is focused in three areas: (1) basic hardware knowledge for IBM compatible systems (2) Windows-based operating systems, and (3) applications software covering word processing and spreadsheets using Microsoft Word and Excel. A knowledge of typing is highly recommended. The course is hands-on with one computer per student. Prerequisite: none. – 30 hours \$280
10 eve - We. Jan 22, 18:30-21:30 - CC

Medical Office Billing II - 1415 (104520)

(See Medical section for details)

Administrative/Management

INSTRUCTORS

Pat Aspinall, CRM, has her own management consulting business. Prior to forming her own company Pat worked for many years as a records manager for the City of Surrey and the New Westminster Police Department. She has taught records and information management for Lower Mainland colleges and has appeared as a guest speaker for many ARMA conferences and meetings.

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.

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.

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. (Fox) \$85
1 eve - Mo. Jan 27, 18:30-20:30 - CC

Office Automation 1115 (104502)

Office Automation not only emphasizes machines, but the new attitude required to handle organization of work around the flow of information. This course introduces you to "automation" as a "whole," the challenges, opportunities and attitudes presented by the changing office world. Topics include: overview of the electronic office; changing office technology; awareness of skills, knowledge and insights needed in office careers. We will discuss changes to the business office; review human factor; information processing; look at time management; how orderly work stations are essential to effective administrative support; and be aware of different functions in the electronic office. Textbook: "Electronic Office Procedures," purchased at City Centre bookstore prior to the class. – 18 hours (Fox) \$140
6 eve - Mo. Feb 03, 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. (Bradley) \$170
10 eve - We. Jan 22, 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 (Aspinall) \$170
10 eve - Th. Jan 23, 18:30-21:30 - CC

Records Management – Specialized Functions 1618 (104557)

This course is designed to introduce you to specialized functions within records/information management. You will explore several functions such as: forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. – 24 hours (Bradley) \$160
8 eve - Will be offered in Spring term –April/May 1997

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

Introduction to Payroll (Manual 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. Jan 30, 18:30-21:30 - CC

Introduction to Bookkeeping 1115 (104511)

This introductory course in bookkeeping will deal with the procedures that make up the accounting cycle of a service business. You will be introduced to transactions, journals, general ledgers, trial balance, as well as preparing simple financial statements. The text/kit is *Accounting Fundamentals Fifth Edition*, Hoffman Pacy Flashner. This text should be purchased from the City Centre Bookstore before the first class. – 24 hours (Slizak) \$165
8 eve - Tu. Jan 21, 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 Pacy Flashner. The text should have been purchased for the Introduction to Bookkeeping course. The students should read Chapters 11 and 12 before the first class. – 24 hours (Slizak) \$165
8 eve - We. Jan 22, 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. Jan 29, 18:30-21:30 - CC

Communication/Supervisory

INSTRUCTORS

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

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. Feb 01, 09:30-15:30 - CC

Time Management Skills 1816 (104566)

Beating the clock! This interactive, participant-centred skill development program is designed to help participants become aware of how they use time and look at specific techniques they can use to establish and accomplish priorities. The focus will be on providing immediately-useful skills. You will also examine concepts of balance and control and develop useful time-managing skills. This program does not promote one method of time management, but rather examines some alternatives to help participants find the method that works best for them. Participants will be provided with specific techniques that they can apply on the job. - 6 hours (Dean) \$75
1 day - Sa. Mar 22, 09:30-15:30 - CC

Working with Difficult People 1115 (104570)

This course is designed to foster teamwork and cooperation in your organization. Learn who are the difficult people in your life and why. Discuss cast of characters and problems involved. Find solutions and learn how to overcome attitude problems. – 6 hours (Dean) \$75
1 day - Sa. Mar 01, 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 - We. Feb 19, 18:30-21:30 - CC

Medical

INSTRUCTORS

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

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

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

Medical Terminology I – 1115 (104417)

Office Administration (con't)

Medical Office Billing II – Computerized 1515 (104520)

Prerequisite for this course is Medical Office Billing I – Non Computerized (104536) or for participants currently working with a non-computerized medical billing system. You will become familiar with data processing tasks required to bill for procedures performed in a variety of medical billing environments including general medical practice, medical specialty, physiotherapy, chiropractic, naturopathy, etc. – 12 hours (Cheung) \$145
2 day - Sa. Feb 22, Mar 01, 09:30-15:30 - CC

Introductory Legal Office Program

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

Introduction to the Legal Office Program is the first of five courses and will be offered for three hours at \$45. All other courses are nine hours in duration at \$85 each. Enroll individually or register for the package of five courses for \$350 – a saving of \$35.

All five courses 1115 (104425) \$350

Introduction to the Legal Office Program
Civil Litigation
Corporate
Matrimonial
Conveyancing

NOTE

Legal Office Skills Test (104540) – Th. Mar 06, 18:30-21:30 - CC

INSTRUCTORS

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

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

Introduction to the Legal Office Program 1215 (104426)

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

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

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. Feb 18, 18:30-21:30 - CC

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. Feb 13, 18:30-21:30 - CC

Conveyancing 1715 (104431)

This introductory course will provide an overview of the responsibilities and duties of conveyancing including the steps required to complete a typical residential conveyance. – 9 hours (TBA) \$85
3 eve - Tu. Jan 28, 18:30-21:30 - CC

Legal

Legal Ethics and Confidentiality 1815 (104532)

This program will cover legal ethics as it applies to support staff in the various areas of law. Using case studies reviewed by the Bar Association we will discuss how the ethics of the profession bind you. Emphasis will be placed on the value of confidentiality. – 9 hours (Dean) \$105
3 eve - Mo. Feb 17, 18:30-21:30 - CC

Legal Office Procedures 1915 (104531)

This program is designed to provide you with an overview of what happens in a law office. You will analyze the structure of a law office and the various types of lawyers and areas of law. In addition, you will look at the importance of effective systems and procedures and the ramifications of system failure in the practice of law. A video discussing the law office of the future rounds out a discussion on adapting your general office skills to effective legal office skills. We will also discuss the various types of legal support staff and their specific responsibilities. - 12 hours (Dean) \$110
4 eve - Mo. Jan 20, 18:30-21:30 - CC

Corporate II 1616 (104573)

Advanced corporate records are for those who are familiar with corporate records or those who have completed the corporate course. This four-evening course will cover: extra-provincial registrations, dissolutions, restorations, alterations to memorandum and articles of a company with emphasis on alterations of share structure. – 12 hours (Komorowska) \$125
5 eve - Th. Mar 13, 18:30-21:30 - CC

Legal Terminology 2015 (104530)

This course covers 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. Jan 22, 18:30-21:30 - CC

Conveyancing II – 2115 (104541)

An in-depth study into the legal procedures involved in the purchase and sale of single family residential dwellings. You will be shown the standard documents used in a residential purchase and sale and participants will prepare documents and reports required to close the transaction. Prerequisite is Conveyancing 1715 (104431). – 15 hours (TBA) \$125
5 eve - Tu. Mar 11, 18:30-21:30 - CC

Courses to be offered in 1997

Litigation II - 2120 (104565)

Wills and Estates 1615 (104430)

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

Essential Skills for Leaders

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

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

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

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. She has extensive management and supervisory experience in the fashion retailing industry.

Jenny Lewis is the president of Lewis Consulting which specializes in the training and development of management skills, selling in a service environment and customer service skills. Prior to founding Lewis Consulting, 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 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." This course will 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. Jan 31, 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. Mar 14, 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. Feb 21, 09:00-16:30 - ROB

The following course will be offered in Spring 1997

Finding Time for Results 1319 (100320)

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

Hiring the Right Person 2050 (100309) – 6 hours
Creative Thinking at Work 2020 (100316) – 6 hours
* Thinking on Your Feet 2025 (100315) – 6 hours
Conflict to Collaboration 2070 (100307) – 6 hours
* Performance Management: Goals and Reviews 2080 (100308) – 6 hours
Facilitation Skills for Team Leaders – 2020 (100311) – 6 hours
* Leading Your Team to Empowerment – 2222 (100312) – 6 hours

* These courses will be available in 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.

Courses held off-campus

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

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

TRAINERS

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

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

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

Stepping up to Leadership 1316 (100317)

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1 day - Fr. Jan 31, 09:00-16:30 - ROB

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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
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- 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. Feb 21, 09:00-16:30 - ROB

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. Feb 08, 09:00-16:30 - CC

Facilitation Skills for Team Leaders – 2020 (100311)

Leading productive teamwork teams is an acquired skill. Gain confidence in leading your work teams from random disorganization through to innovative solutions. Learn how to focus the work team without stifling creativity. Assist your team to analyze issues from different perspectives and to build on their collective synergy. Participants will be taught the tools and techniques for generating ideas and determining solutions. All participants will be given the opportunity to lead and/or manage one or more practice sessions. Sharpen your facilitation skills by learning and practising the following tools and techniques: brainstorming, force field analysis, positive/negative analysis, fishbone diagrams (cause-effect diagrams), grouping, categorizing, ranking, assessing risk, and consensus building. – 6 hours (Oster) \$150
1 day Sa. Mar 01, 09:00-16:30 - CC

Creative Thinking at Work 2020 (100316)

People today are being asked to do more with less and to find innovative ways to save money. Creative thinking is a tool you can use to accomplish both of these. It can help you solve problems, save money and make do with less – all things required in today's business environment. This course outlines the fundamentals of creative thinking and when and where it is best applied. The program is taught using examples, exercises and applications of creative thinking. Topics covered include: what is creative thinking, opening mental locks, soft and hard thinking, the creative process, challenging the rules, I am not creative, putting it to work. – 6 hours (Dean) \$150
1 day - Sa. Mar 15, 09:00-16:30 - CC

From Conflict to Collaboration 2070 (100307)

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

- define the causes of conflict
- understand conflict management concepts and styles
- assess your current strengths and areas for improvement in resolving conflicts
- use specific communication skills to clarify and understand issues, interests and concerns
- apply the conflict resolution process to your everyday work situations
- set goals for building competency in the use of conflict resolution skills and methods. – 6 hours (Hannah) \$150
1 day - Sa. Mar 22, 09:00-16:30 - CC

Hiring the Right Person – 2050 (100309)

Interviewing and selecting the best candidates for hire can be a difficult and time-consuming task. Employee turnover, costly hiring expenses and the constantly-changing job market make the role of an interviewer an important one. This program is designed to enhance the interviewing skills of individuals in any organization.

During the program participants will increase their awareness of the role of an interviewer; apply a simple five-step process to prepare for an interview; follow a seven-point system when conducting the interview; and practise and obtain written and verbal feedback on their interviewing skills. Each participant is asked to bring to the program a job description of an open position within his or her organization (if possible) and actual resumes received from applicants for this position. These materials allow for immediate application for participants. – 6 hours (Lewis) \$150
1 day - Sa. Mar 08, 09:00-16:30 - CC

Critical Thinking Skills 1010 (100303)

This program uses real-life reasoning processes to emphasize and define your abilities in critical thinking. Critical thinking was identified by the Conference Board of Canada as one the most-desired skills in leaders of today. This course will help you apply the concepts of critical thinking in what you do at work and show you what immediate benefits to expect. Using case studies and current events, you will put critical thinking to work. – 6 hours (Dean) \$150
1 day - Sa. Feb 15, 09:00-16:30 - CC

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

Finding Time for Results 1319 (100320)

Managing Change 1020 (100304)

Thinking on Your Feet 2025 (100315)

Performance Management Goals and Reviews 2080 (100308)

Leading Your Team to Empowerment 2222 (100312)

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. For detailed information call Brian Pink at 443-8388.

INSTRUCTOR

Kathy Hollinger is an honors graduate of VCC's Computer Applications Support Specialist Program with over 15 years' experience in private enterprise as a trainer and manager. She presently operates her own computer software consulting and training company, Humanware Computer Training Consultants.

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 - We. Jan 29, 18:30-21:30 - CC

Administrative Skills – Part III (100117)

Objectives: On completion you'll be able to:

1. Develop and implement performance management strategies
2. Use effective business writing skills
3. Develop and institute a goal setting/achievement plan
4. Manage time and priorities efficiently and effectively. (Guenard) \$310
8 eve - Will be offered in Spring term

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.

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 Pink, senior program coordinator at 443-8388. For registration call 871-7070.

Who Should Attend

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

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 technologies.

Delivering Effective Instruction (100159)

Will be offered at a later date

Training Program Design (100152)

Will be offered at a later date

How to Write Great Training Materials (100154)

Will be offered at a later date

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 day class will include visits to several sites where leading edge training technologies are in use. (Dean) \$275
2 eve - Tu. Feb 25, 18:30-21:30 - CC AND 1 day - Mo. Mar 10, 09:00-15:00 - TBA

City Centre Courses

(Non Continuing Education 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 (1753 & 1754)

The theory and practice of preparing various yeast dough products. Students will be involved in the baking of bread, buns, croissants, Danish pastries, sweet dough and other yeast dough speciality products.

Saturdays, 08:00 to 13:30 (Room 217)
10 sessions, Jan 25–Mar 29, Cost: \$122.50
Text: VCC Recipe Book, \$10

Uniform: \$60 (refundable deposit)

Cake Baking and Decorating (3489 & 3268)

An introduction to the preparation and baking of tortes, mousses, cheesecakes and many other products, as well as an overview of cake decorating.

Saturdays, 08:00 to 13:30 (Room 212)
10 sessions, Jan 25–Mar 29, 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, Jan 25–Mar 29, 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, Jan 22–Mar 26, Cost: \$65

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, Jan 21–Mar 25, 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, Jan 21–Mar 25, Cost: \$65
Decorating tools: \$20

General Baking (2291 & 2619)

Includes: cookies, quick breads, slices, pies, puff pastry and savoury items.

Saturdays, 08:00 to 13:30 (Room 214)
10 sessions, Jan 25–Mar 29, Cost: \$122.50
Text: VCC Recipe Book, \$10

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, Jan 20–Mar 24, 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, Jan 13, 18:00-19:00, Banquet Room, 3rd Floor, 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

Courses offered this term

Hospitality Marketing (7489)

Marketing principles and concepts specifically geared to the hospitality industry. Topics include the marketing mix, planning (including occupancy projections), industry trends, product differentiation, promotion on a limited budget, sales through conferences and associations, public relations and the role of the marketing department with other back-of-the-house departments. \$252.50
12 eve - Th. Jan 23, 18:30-21:30 - CC

Independant Study Project

Contact Dave Donaldson, department head for details – 443-8378. Cost: \$100

For detailed Hospitality course information call Dave Donaldson at 443-8378

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.

Information session for new students

Date: Th. Jan 16, 18:00-19:00
Place: Room 626, City Centre, 250 West Pender Street, Vancouver

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

Business Law (7386)

This course teaches how to understand business law and the implications of governmental controls as they impact upon business and office operations. Topics include legal systems, contracts, property, business entities, local statutes, domestic policy, and tariffs and quotas. \$252.50
12 eve - Th. Jan 23, 18:30-21:30 - CC

For detailed Executive Assistant course information call Roberta Collins 443-8525

The Business Management Forum

The Business Development Bank of Canada offers The Business Management Forum.

Whether you are an unemployed professional in career transition or your company needs outplacement support, your re-employment or self-employment training needs will be met through the BUSINESS MANAGEMENT FORUM. The FORUM, assisted by HRD Canada, local chambers of commerce and the Business Development Bank, is a dynamic seven-week (full-time days) program with an 89 percent success rate. Training includes: resume development and interview techniques, communication skills, self-assessment, small business start-up, consulting as a career option, the hidden job market and more.

Call the Business Development Bank at 666-0979.

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.

Small Business

For registration and general information phone 443-8380. 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. Jan 28/30, 19:00-22:00 - CC OR 1 day - Sa. Feb 08, 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. Feb 04/06, 19:00-22:00 - CC OR 1 day - Sa. Feb 15, 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. Feb 11/13, 19:00-22:00 - CC OR 1 day - Sa. Feb 22, 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. Feb 18/20, 19:00-22:00 - CC OR 1 day - Sa. Mar 01, 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. Feb 25/27, 19:00-22:00 - CC OR 1 day - Sa. Mar 08, 09:00-16:00 - CC

New Small Business Offerings for Winter Term

Forums on New Skills for Business

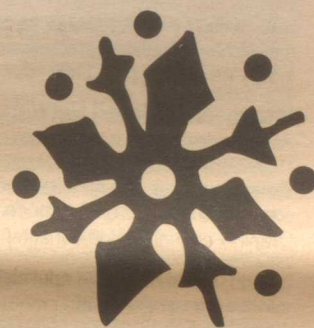
In partnership with the Business Development Bank (BDB), we're pleased to offer a new series which features business skills that are growing rapidly in importance in the business world. For information on all forums, please call Brian Pink at 443-8388.

ISO 9000 (100188)

ISO 9000 is an International Standard for Quality Assurance and Quality Management. With the globalization of business the importance for Canadian business to consider adopting some of the standards is rapidly increasing. Learn what ISO 9000 is all about and how you can decide whether it's for you and if so, how to implement it in your organization. (BDB) \$55
1 mng - Tu. Feb 04, 08:30-11:30 - VPL

Business Strategy Planning (100185)

Building the right strategies and a profitable business requires combining creative planning and management skills. The lure of new markets or products always brings opportunities. These must be reviewed in relation to risk, your organization's strengths and weaknesses, resources, competition and other changing conditions in the marketplace. Learn to maximize your chances of making the right decisions and build the tactics that will help you reach your objectives. (BDB) \$135
3 mng - Tu. Feb 18, 08:30-11:30 - VPL



Computers, Technology & 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. Jan 20, 19:00-21:30 - CC

Computers

Course Location

- Oakridge Centre, 320 North Office Tower, 650 West 41st Avenue
- City Centre, 250 West Pender Street
- Registration and information – 443-8380

Class Sizes and Information

Classes at the Oakridge Microcomputer Lab permit a maximum of six or 12 students. For information on individual courses, please call 261-2806.

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 Counselling Guide

What do you wish to learn?

An Introduction to Microcomputers

Introduction to Microcomputers – Oak
Computer Foundations – Basic (100401) – CC (See Groupware section)

How to Operate a Specific Software Program

Courses are listed according to the application area (e.g. accounting, word processing, etc., under No. 5 below, Computer Applications). Call for directions if necessary. Please pay particular attention to the required prerequisites.

Local Area Networks

Courses available are listed under this heading. No. 3 below.

Groupware

Please see Groupware section of this flyer.

Desktop Publishing

Courses available are listed under this heading.

Internet

Courses are available under this heading.

Counselling

Oak courses only – Pat Austin/Mishele Mathern (261-2806), E-mail: mmathern@vccoaklab.com

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.

Every student will have a personal work station. Classes at Oakridge are limited to 6 or 12 students. Course materials, including take-home reference notes, are provided for all classes.

Our courses will get you "up and running" quickly. Oakridge courses run in a one-day or three-evening format on week days, nights and on weekends. Choose the timing that best suits your learning style and schedule.

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

VCC OAKRIDGE INSTRUCTORS

Pat Austin (program manager for Oakridge) has been a full-time computer instructor for 13 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) is a full-time computer instructor with 12 years' experience in teaching and curriculum development. Mishele loves to teach. She teaches Windows, WordPerfect, Word for Windows, Excel, CorelDRAW!, PageMaker, PowerPoint and MS-Office.

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

Frank Kathwaroon has over seven years' experience in teaching microcomputer courses, 22 years' experience in business training and a terrific sense of humour. He teaches Introduction to Microcomputers, DOS, Windows 3.1, Windows 95, PageMaker, CorelDRAW!, Excel and Lotus.

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

1. Introduction to Computers

Introduction to Microcomputers (100605)

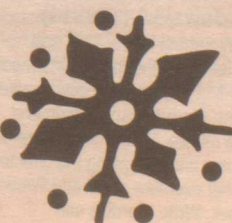
This course is designed for individuals with little or no previous microcomputer experience. Fundamental hardware and software operations are explained. Understand CPUs, RAM, floppy disks and disk drives, hard disk drives, files, and operating systems. Hands-on training involves overviews of a variety of topics including: word processing, spreadsheets, Windows 3.1, Windows 95 and using a mouse. Students will also explore the Internet when access is available. Some typing is required. \$190

1 day - Mo. Jan 06, 09:00-17:00 - Oak
1 day - Sa. Jan 11, 09:00-17:00 - Oak
3 eve - Tu. Jan 21, 18:30-21:30 - Oak
1 day - We. Jan 29, 09:00-17:00 - Oak
1 day - Su. Feb 09, 09:00-17:00 - Oak
1 day - Fr. Feb 21, 09:00-17:00 - Oak
1 day - Mo. Mar 10, 09:00-17:00 - Oak
1 day - Sa. Mar 22, 09:00-17:00 - Oak

Introduction to DOS (100903)

This course introduces the basic concepts and commands of DOS, the Disk Operating System, for file and disk management. Exercises show the purpose of DOS, how to manage files and format disks. Hard disk management includes: creating and using sub-directories efficiently, "mapping" hard disk structure and backing-up data. Some typing is required. This course is suitable for all versions of DOS. \$190

1 day - Tu. Jan 14, 09:00-17:00 - Oak
1 day - Sa. Mar 01, 09:00-17:00 - Oak



Computers (cont')

Introduction to Windows 3.1 (100914)

Windows is a graphic environment for file, disk and program management. Use icons and the File Manager to perform tasks such as finding, copying and deleting files. Learn window manipulation and screen navigation using a mouse. View the structure of your hard disk by expanding and collapsing the directory tree. Also included is a brief overview of several Windows "applets" such as the Clock, Write, Cardfile and Paintbrush. Introduction to Microcomputers (100605) is strongly recommended as a prerequisite for those with little or no microcomputer experience. If you have Windows 95, please see Introduction to Windows 95 (101138) \$190

1 day - Fr. Jan 10, 09:00-17:00 - Oak
3 eve - We. Jan 15, 18:30-21:30 - Oak
1 day - We. Jan 22, 09:00-17:00 - Oak
1 day - Tu. Feb 04, 09:00-17:00 - Oak
1 day - Sa. Feb 15, 09:00-17:00 - Oak
1 day - Th. Feb 27, 09:00-17:00 - Oak
1 day - We. Mar 12, 09:00-17:00 - Oak
1 day - Tu. Mar 25, 09:00-17:00 - Oak

Introduction to Windows 95 (101138)

This course is designed for new or inexperienced Windows 95 users. Learn window manipulation and screen navigation using the mouse. Understand files, folders, and the structure of your hard disk. Use the Explorer and My Computer programs to find, copy, delete and move files and folders. Work with the taskbar, and organize your Windows 95 Desktop. Introduction to Microcomputers (100605) is a strongly recommended prerequisite for those with little or no computer experience. Those with experience in Windows 3.1 should consider taking the Windows 95 Upgrade (101139) course. \$190

1 day - Tu. Jan 07, 09:00-17:00 - Oak
1 day - Sa. Jan 18, 09:00-17:00 - Oak
1 day - We. Feb 05, 09:00-17:00 - Oak
3 eve - Tu. Feb 11, 18:30-21:30 - Oak
1 day - Su. Feb 23, 09:00-17:00 - Oak
1 day - Fr. Mar 07, 09:00-17:00 - Oak
1 day - Su. Mar 16, 09:00-17:00 - Oak
1 day - We. Mar 26, 09:00-17:00 - Oak

2. DOS, Windows and Office**Introduction to DOS (100903)**

This course introduces the basic concepts and commands of DOS, the Disk Operating System, for file and disk management. Exercises show the purpose of DOS and how to manage files. Hard disk management includes: creating and using sub-directories efficiently, "mapping" hard disk structure and strategies for backing-up data. Some typing is required. This course is suitable for all versions of DOS. \$190

1 day - Tu. Jan 14, 09:00-17:00 - Oak
1 day - Sa. Mar 01, 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. Jan 24, 09:00-17:00 - Oak
1 day - Fr. Mar 14, 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. Feb 14, 09:00-17:00 - Oak

Introduction to Windows 3.1 (100914)

Windows is a graphic environment for file, disk and program management. Use icons and the File Manager to perform tasks such as finding, copying and deleting files, and formatting disks. Learn window manipulation and screen navigation using a mouse. View the structure of your hard disk by expanding and collapsing the directory tree. Also included is a brief overview of several Windows "applets" such as the Clock, Write, Cardfile and

Paintbrush. Introduction to Microcomputers (100605) is strongly recommended as a prerequisite for those with little or no microcomputer experience. If you have Windows 95, please see Introduction to Windows 95 (101138) \$190

1 day - Fr. Jan 10, 09:00-17:00 - Oak
3 eve - We. Jan 15, 18:30-21:30 - Oak
1 day - We. Jan 22, 09:00-17:00 - Oak
1 day - Tu. Feb 04, 09:00-17:00 - Oak
1 day - Sa. Feb 15, 09:00-17:00 - Oak
1 day - Th. Feb 27, 09:00-17:00 - Oak
1 day - We. Mar 12, 09:00-17:00 - Oak
1 day - Tu. Mar 25, 09:00-17:00 - Oak

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 - Th. Feb 13, 09:00-17:00 - Oak

Introduction to Windows 95 (101138)

This course is designed for new or inexperienced Windows 95 users. Learn window manipulation and screen navigation using the mouse. Understand files, folders, and the structure of your hard disk. Use the 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 Windows 95 Desktop. Introduction to Microcomputers (100605) is a strongly recommended prerequisite for those with little or no computer experience. Those with experience in Windows 3.1 should consider taking the Windows 95 Upgrade (101139) course. \$190

1 day - Tu. Jan 07, 09:00-17:00 - Oak
1 day - Sa. Jan 18, 09:00-17:00 - Oak
1 day - We. Feb 05, 09:00-17:00 - Oak
3 eve - Tu. Feb 11, 18:30-21:30 - Oak
1 day - Su. Feb 23, 09:00-17:00 - Oak
1 day - Fr. Mar 07, 09:00-17:00 - Oak
1 day - Su. Mar 16, 09:00-17:00 - Oak
1 day - We. Mar 26, 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. Jan 23, 09:00-17:00 - Oak

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

Intermediate Windows 95 (101148)

Expand your knowledge of the Windows 95 operating system. This course emphasizes customizing the Windows 95 environment. Learn how to modify the desktop, create shortcut icons, and customize the Start and Document menus. Use the Control Panel to adjust mouse, keyboard, regional and display settings. Students will also learn about ScanDisk, Disk Defragmenter, and DriveSpace. We will also discuss the boot sequence, creating an emergency startup disk, and starting up in safe mode. This class will also include an overview of the Registry and DLL files. Experience with Windows 95 is essential. Introduction to Windows 95 (101138) or Windows 95 Upgrade (101139) is recommended. \$190

1 day - Fr. Jan 10, 09:00-17:00 - Oak

1 day - Sa. Feb 01, 09:00-17:00 - Oak

1 day - Fr. Mar 14, 09:00-17:00 - Oak

Introduction to Microsoft Office

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

Intermediate Microsoft Office (101136)

Work in the Windows environment the way it was meant to be; transfer and manage information between Office programs with ease. 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. Jan 30, 09:00-17:00 - Oak

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

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 - Tu. Jan 14, 09:00-17:00 - Oak
1 day - Sa. Feb 01, 09:00-17:00 - Oak
1 day - Tu. Mar 18, 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 - Tu. Jan 28, 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. Feb 12, 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 - Th. Feb 27, 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 - Tu. Jan 21, 09:00-17:00 - Oak

1 day - Sa. Feb 15, 09:00-17:00 - Oak

Intermediate Novell NetWare 4.x (101145)

As a continuation of Introduction to Novell NetWare 4, this course explores Novell 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 - We. Feb 05, 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. Feb 18, 09:00-17:00 - Oak

Novell NetWare 4.x Server Management (101147)

Expand your supervisory skills beyond user management. Understand how NetWare runs on the server and ways to customize operations. Learn about how the server is set up, console commands, NetWare utilities for managing the server, and other options available at the supervisory level. Intermediate Novell NetWare 4.x (101145) is a prerequisite. Advanced Novell NetWare 4.1x (101146) is recommended. \$190

1 day - Tu. Feb 25, 09:00-17:00 - Oak

1 day - Sa. Mar 15, 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 - Su. Jan 12, 09:00-17:00 - Oak

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

1 day - Sa. Feb 08, 09:00-17:00 - Oak

1 day - Tu. Feb 18, 09:00-17:00 - Oak

3 eve - Mo. Feb 24, 18:30-21:30 - Oak

1 day - Th. Mar 13, 09:00-17:00 - Oak

1 day - Su. Mar 23, 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 - Mo. Jan 27, 09:00-17:00 - Oak

1 day - Su. Feb 16, 09:00-17:00 - Oak

1 day - Fr. Mar 21, 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 - Fr. Jan 31, 09:00-17:00 - Oak

1 day - Sa. Mar 01, 09:00-17:00 - Oak

5. Computer Applications**Word Processing****Introduction to WordPerfect for Windows (101106)**

This course is suitable for those with version 6 or version 7. Each student will be given their choice of the version they want to run in class. 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. \$190

1 day - Mo. Jan 20, 09:00-17:00 - Oak

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

1 day - Sa. Mar 22, 09:00-17:00 - Oak

Intermediate WordPerfect for Windows (101108)

This course is suitable for those with version 6 or version 7. Each student will be given their choice of the version they want to run in class. 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. Feb 03, 09:00-17:00 - Oak

1 day - Mo. Mar 24, 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 aspects of 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. Mar 06, 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 - We. Jan 08, 09:00-17:00 - Oak

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

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

3 eve - Th. Feb 27, 18:30-21:30 - Oak

1 day - Tu. Mar 11, 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. Introduction to Windows (100914) or Introduction to Windows 95 (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. If you have little or no word processing background, see Introduction to Word for Windows (100796). \$190

1 day - We. Jan 29, 09:00-17:00 - Oak

1 day - Th. Mar 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 - Tu. Jan 21, 09:00-17:00 - Oak

3 eve - We. Feb 12, 18:30-21:30 - Oak

1 day - Tu. Mar 04, 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. Feb 04, 09:00-17:00 - Oak

3 eve - We. Mar 05, 18:30-21:30 - 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: worksheet 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. Jan 28, 09:00-17:00 - Oak

1 day - Mo. Mar 17, 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, and filling ranges. 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 - Fr. Feb 07, 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 - Th. Jan 09, 09:00-17:00 - Oak

1 day - Sa. Jan 25, 09:00-17:00 - Oak

1 day - Th. Feb 06, 09:00-17:00 - Oak

1 day - We. Feb 26, 09:00-17:00 - Oak

3 eve - Tu. Mar 04, 18:30-21:30 - Oak

1 day - Tu. Mar 18, 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, 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 - Fr. Jan 17, 09:00-17:00 - Oak

1 day - Sa. Feb 22, 09:00-17:00 - Oak

1 day - Th. Mar 20, 09:00-17:00 - Oak

Microcomputer Accounting**Accounting with ACCPAC Plus - GL (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

Computers (cont')

Advanced Access (101133)

This course is suitable for those with version 2 or version 7. Each student will be given their choice of the version they want to run in class. 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 forms. Customize forms with key field combo boxes. Create main/subform displays for related records. Intermediate Access (101132) is strongly recommended as a prerequisite. \$190
1 day - Fr. Feb 07, 09:00-17:00 - Oak
1 day - We. Mar 12, 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 can also be arranged for groups of five or more students.

Groupware Certificate Program

(Certificate Pending)

The 90s have seen the growth of computer networks – local area networks, private wide area networks and finally, the widest area network of them all, the Internet. While the initial incentive for networking might have been sharing files and printers and centralizing management functions such as back-up, people are now looking for more from all this connectedness. Groupware leverages the investment in network platforms by allowing people to work together. Groupware products range from e-mail and scheduling to network OLE to document management to business intranets to work flow. The common objective is to get people to work together electronically, rather than just sharing hardware resources. This program will provide students with a thorough theoretical background as a basis for evaluating how groupware products might best suit various work environments. As well, students will be given practical experience with related software products. These products include: Lotus Notes, Microsoft Exchange Office, Novell Groupwise and others. Upon completion of all courses, students will be well prepared to improve the network productivity of any organization.

The program is open to non-certificate students.

Information Night

Time: We. Jan 15, 18:00-19:00
Place: Continuing Education office, City Centre Campus, 250 West Pender Street, Vancouver

General information and registration
Call 443-8380**Certificate Requirements**

Five courses completed successfully in not more than two years:

1. Computer Foundations – Basic
2. Computer Foundations – Technical
3. Groupware – Level I
4. Groupware – Level II
5. Groupware – Level III

Entry Requirements

Students may register directly in the individual courses, subject to prerequisites in some cases. Prerequisites are identified in the course descriptions. There is no prerequisite for Computer Foundations – Basic. To register in Groupware – Level I, students must have a good working knowledge of PC and network issues including: DOS/Windows 3.x/Windows 95, NetWare and/or NT operations, and applications software such as Microsoft Office, Computer Foundations – Basic and Technical are design to satisfy this prerequisite.

Course Exemptions

Course exemptions will be considered for Computer Foundations – Basic and Technical only. Students who are confident with computer fundamentals and Windows-based operating systems and Microsoft applications programs will be exempt from Computer Foundations –

Basic, but must pass a challenge exam to receive exemption from Computer Foundations – Technical. A 75 percent passing grade is required to obtain exemption from Computer Foundations – Technical.

Computer Foundations – Basic (100401)

A comprehensive introduction to microcomputers for the beginning computer user. Content is focused in three areas: (1) basic hardware knowledge for IBM compatible systems; (2) Windows-based operating systems, and (3) applications software covering word processing and spreadsheets using Microsoft Word and Excel. A knowledge of typing is highly recommended. The course is hands-on with one computer per student. Prerequisite: none. \$280
10 eve - We. Jan 22, 18:30-21:30 - CC

Computer Foundations – Technical (100402)

Building on Computer Foundations – Basic (or for those with equivalent experience), this course provides an in-depth review of technical issues surrounding PC systems. It is especially useful for persons seeking professional advancement in the computer field or those who wish to be "power users." The course covers issues around the installation, configuration and management of workstation operating systems (e.g. Windows 3.x/95) and network operating systems (e.g. NetWare and NT). Prerequisite: Computer Foundations – Basic or equivalent education/experience. \$240
7 eve - Th. Jan 23, 18:30-21:30 - CC

Groupware – Level I (100403)

This course will give you a strong theoretical background in groupware issues. Content includes: basic concepts of groupware, with a particular emphasis on Intranets; types of groupware (e.g. e-mail, document management); comparisons and demonstrations of the most common groupware products (e.g. Microsoft Internet Information Server, Exchange, and Office; Novell's Groupwise; Lotus Notes); and case studies of groupware implementation. A brief overview of major competitors in the marketplace is also included. Prerequisite: Computer Foundations – Technical. \$360
6 eve - We. Jan 29, 18:30-21:30 - CC

Groupware – Level II (100404)

This course will provide you with an opportunity to study and use the more popular groupware products. Topics include: (1) installation, configuration and management issues revolving around popular groupware families, e.g. Microsoft, Novell, Lotus; (2) office suites and groupware – enabling suite families such as MS Office or Corel Office to take advantage of groupware structures. Prerequisite: Groupware – Level I. Available April 1997

Groupware – Level III (100405)

This final course will give you an in-depth knowledge of more advanced groupware issues such as work flow, video conferencing and other leading-edge technologies. Prerequisite: Groupware – Level II. Available Fall 1997

Computer Foundations Challenge Exam (100406)

This challenge exam is only for students who wish to enroll directly into Groupware – Level I, without completing Computer Foundations – Technical. A passing grade of 75 percent is required. The fee for the exam is non-refundable. \$45
1 eve - We. Jan 22, 18:30-21:00 - CC

Telecommunications Management

Certificate Program

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

Non-certificate students may enroll in any course. For registration and general course information call 871-7070

For detailed course information call Peggy Worobetz at 871-7427

Certificate requirements

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

Courses include

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

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

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

Information Session

To learn more about this program and/or meet the instructors, a free "drop-in" Information Session is being held on Tuesday, January 07, 17:00-18:30 - CC (Room number to be posted at Continuing Education office)

INSTRUCTORS

Bill Clark is the president and founder of Tricor Telemangement 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 an independent contractor who has been an instructor with this program for the past ten years and was previously with BC Tel as a system development engineering specialist. As an active member of the telecommunications community, he has written several courses, facilitated workshops and was a guest speaker at the CBTA in Vancouver (Canadian Business Telecommunication Association).

*** 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. Jan 14, 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. Jan 16, 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. Jan 16, 18:00-21:00 - CC

*** Data Communications (102204)**

Participants will learn the basics of data terminology. Designed for the telecommunication manager, this course is a good introduction for the sales or technical representative. 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. Jan 15, 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. 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. Jan 16, 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 - We. Jan 08, 18:30-20:30 - KEC

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

\$185 2 hrs - We. Jan 08, 18:30-20:30 - KEC

Challenge Examination – Data Communications (102209)

\$185 2 hrs - We. Jan 08, 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 call Peggy Worobetz – 871-7427.

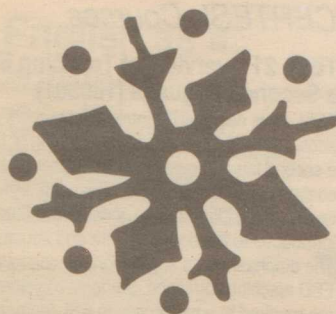
Virtual Private Networking (102257)

This two-day seminar addresses a relatively new telecommunications service called Virtual Private Networking, actively being promoted by telephone network providers around the world. It allows organizations to augment their existing private networks with VPN expansion, or use VPN as a total replacement for their private network. VPNs are essentially an outsourcing alternative using the public switched network, to a private network for companies who would rather not be in the telephone business. In this seminar determine whether VPN is the right choice for your organization. \$695
2 day - Tu/We. Feb 18/19, 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.

Persons interested in a general introduction to business technology may wish to enroll in the course Understanding Business Technology. See BUSINESS TECHNOLOGY section, page 15.



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 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 Certificate 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.

Arlene Howard, BED, is an experienced ESL instructor and is currently teaching at the VCC ESL Outreach Department. Arlene is interested in community-based ESL classes, the use of multi-media for ESL instruction, and innovative teaching resources for the ESL classroom. Arlene has presented workshops at the TEAL and TESOL Conferences. Arlene teaches the TESL Prerequisite Course, An Overview of Teaching ESL.

Pat Kennedy, BA, MEd, has taught ESL at VCC since 1973. She has also taught in Singapore, Toronto and Taiwan. Pat has been intermediate coordinator and department head of the English Language Skills Department at VCC. Pat has done curriculum development in the area of "English for Work" for the Ministry of Education and the English 001-004 Program for Open Learning Agency. Pat teaches the TESL Prerequisite Course, An Overview of Teaching ESL.

Nina Kozakiewicz, BA, MA, MEd (Language Education). Nina has taught at VCC since 1973. She has taught all language levels. Nina is interested in the use of media in the ESL classroom. Nina co-produced the video and booklet, What Do People Really Say? Nina teaches the TESL Prerequisite Course, An Overview of Teaching ESL.

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.

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.

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

TESL Certificate Program Withdrawal, Refund and Course Cancellation Policy

A written request for a refund must be received by VCC, Continuing Education Division, before the second session of the class. A request for a refund must state the reasons and be accompanied by your receipt. If you intend to withdraw, we must be advised that day or the following morning after the class so another student can be contacted from the waitlist to take your place in the class. There will be no refund or fee deferment if this procedure is not followed. In courses of six sessions or less, requests for refunds require a minimum of 48 hours notice before the start date of the course. All refunds are subject to an administrative charge of 20 percent of the course fee or a minimum of \$10 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

Most courses are taught at City Centre Campus. Please note some are taught at other locations.

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 aft - Fr. Jan 10, 12:30-15:30 - KEC (Zetter)
6 sessions - Fr. Jan 24/31, Feb 07, 18:30-21:30 - Sa. Jan 25, Feb 01/08, 09:00-17:00 (Kozakiewicz/Kennedy)
6 sessions - Fr. Feb 07/14/21, 18:30-21:30, Sa. Feb 08/15/22, 09:00-17:00 - CC (Stechishin/Chang/Timberg)
5 day - Mo/Tu/We/Th/Fr. Feb 24/25/26/27/28, 09:00-16:00 - CC (House/Howard)

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 (150867)

This 30-hour course concentrates on the theory and methodology used for teaching English grammar to English as a Second Language speakers. Teaching Grammar One: Theory and Practice will focus on beginner through intermediate level grammar structures. \$315
10 eve - We. Jan 08, 18:30-21:30 - CC (Danneberg)
10 mng - Sa. Jan 18, 09:30-12:30 - CC (Plumb)

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. \$315
10 eve - Th. Jan 09, 18:30-21:30 - CC (Van Bryce)
10 mng - Sa. Jan 18, 09:30-12:30 - CC (MacCafferty/Sim)

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/Wakal) \$315
10 eve - Tu. Jan 14/21/28, Feb 04/11/18/25, Mar 04/11/18, 18:30-21:30 - CC

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. \$365
12 eve - Tu. Jan 14, 18:30-21:30 - CC (Lovelock)
10 sessions - We. Jan 22/29, Feb 05/12/26, Mar 05/19/26, 18:30-21:30; Sa. Feb 01/15, 09:00-16:00 - CC (Clark)

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
10 eve - Mo. Jan 06, 18:00-21:00 - CC

Teaching Writing (150813)

This 30-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. \$315
7 sessions - Sa. Feb 08, 09:00-16:00; Feb 15, 13:00-16:00; Feb 22, 09:00-16:00; Mar 01, 13:00-16:00; Mar 08, 13:00-16:00; Mar 15, 09:00-16:00; Mar 22, 13:00-16:00 - CC (Lovelace/Price-Hosie/MacCafferty)

10 eve - Tu. Jan 14/21/28, Feb 04/11/18/25, Mar 04/11/18, 18:30-21:30 - CC (Talbot/Price-Hosie)

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
10 eve - Mo. Jan 06, 18:30-21:30 - CC

TESL Elective Courses

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

NOTE

Courses are taught at City Centre Campus and other locations.

Withdrawal, Refund and Course Cancellation Policy

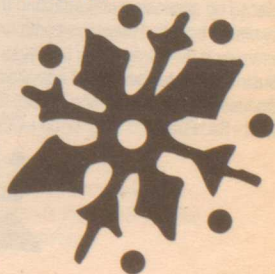
Students registered in Elective Courses are requested to refer to the information provided in the flyer regarding withdrawal, refunds and course cancellation policy. Please note that requests for refunds require a minimum of 48 hours notice prior to course start date. Refunds are subject to an administrative 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. Feb 01, 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. Feb 08, 09:00-16:00 - CC
1 day - Sa. Mar 08, 09:00-16:00 - CC



TESL Certificate Program (con't)

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. Mar 01, 09:30-16:30 - CC
1 day - Sa. Mar 22, 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. Feb 15, 13:00-17:00 - CC

1 aft - Sa. Mar 22, 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 - Sa. Feb 15, 13:00-17:00 - KEC North

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. Jan 25, 09:00-16:00 - 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. Mar 08, 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. Mar 15, 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. Feb 08, 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. Feb 08, 13:00-17:00 - 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. Participants will be given a tape cassette and print materials as part of the workshop. (Boxall) \$55 includes tape

1 mng - Sa. Mar 01, 09:30-12:30 - CC

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. Mar 22, 09:30-16:30 - CC

Language Education Through Drama (150877)

This experimental ten-hour workshop will use theatre sports, improvisation and role play as a vehicle for language learning in the ESL classroom. A variety of techniques and exercises will be explored to develop expressiveness using voice, body movement, gestures, character work, tall tales, masks and more. (Sears) \$100

2 day - Fr. Mar 07, 18:30-22:00; Sa. Mar 08, 09:00-16:30 - CC

The Power of Poetry in Language Education (150869)

This ten-hour workshop will explore a rationale for teaching poetry in the ESL classroom. Workshop participants will examine poetry as a tool for developing power vocabulary. Participants will also explore teaching techniques for developing a variety of forms of poetry, including haiku and cinquain, while creating their own personal poetry. Poetry will also be examined as a means of cross-cultural education. (Sears) \$100

2 day - Fr. Feb 14, 18:30-22:00; Sa. Feb 15, 09:00-16:30 - CC

A Group Dynamics Workshop for ESL Teachers (150785)

This hands-on three-hour workshop will be three dimensional in focus. Participants will examine how to expand ESL/EFL students' vocabulary, assist students in reaching their conversational comfort zone, and finally strategies for assisting students to understand first language English speakers. (Wolfe) \$40

1 aft - Sa. Jan 25, 13:00-16:00 - KEC

The Lesson's in the Song (150794)

This dynamic, five-hour, idea-packed workshop will demonstrate techniques and activities for teaching language through the medium of song. Following an interactive language/music lesson, small groups will analyze and select a song, and develop a lesson plan. Each individual will then develop a language extension to share and critique with the class. (Funger/Maier) \$70

1 day - Sa. Feb 08, 10:00-16:00 - CC

Making and Creating Language Games for Teaching English (150784)

This dynamic hands-on three-hour workshop will focus on developing new language games and adapting existing games for use in the ESL classroom. (Elliott) \$40

1 aft - Sa. Mar 15, 13:00-16:00 - KEC

Using the Westcoast Reader in an ESL Classroom (150885)

Learn new and creative ways to use the Westcoast Reader in an ESL classroom. Joan Acosta, a highly-skilled ESL instructor and editor of this popular newspaper, will present a wide range of learning activities and teaching strategies in this hands-on three-hour workshop. Participants will explore activities that can be used to teach speaking, listening, reading and writing skills at all language levels. (Acosta) \$40

1 aft - Sa. Feb 22, 13:00-16:00 - KEC

Presenting and Practising New Language (150853)

The emphasis in this 12-hour workshop will be on the practical application for presenting new language. The aims of this course are to identify the characteristics of a good presentation; look at formal, conceptual, phonological and stylistic considerations; explore different approaches to presentation; look at practical techniques; discuss ways or providing practice activities in order to incorporate the target language into the learner's existing store of knowledge. It is recommended that those planning to attend this workshop have a good understanding of English grammar. (Williams) \$130

2 day - Sa. Mar 08/22, 09:30-16:30 - CC

Teaching English as a Foreign Language

VCC offers a program of 55 hours of courses for people who are planning to teach English overseas. A Statement of Completion will be issued to those people who complete all 55 hours of instruction in the Winter term (1997).

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 - Mo/Tu/We/Th/Fr. Feb 24/25/26/27/28, 09:00-16:00 - CC (House/Howard)

6 sessions - Fr. Jan 24/31, Feb 07, 18:30-21:30; Sa. Jan 25, Feb 01/08, 09:00-17:00 - CC (Kozakiewicz/Kennedy)

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 - Feb 15, 13:00-17:00 - KEC North

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. Feb 22, 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. Mar 01, 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. Mar 08, 09:00-16:00 - CC

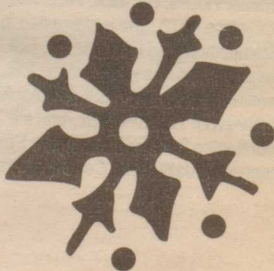
Making and Creating Language Games for Teaching English (150784)

This dynamic hands-on three-hour workshop will focus on developing new language games and adapting existing games for use in the ESL classroom. (Elliott) \$40

1 aft - Mar 15, 13:00-16:00 - KEC

CERTESL

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 Winter term begins in January 1997 and ends in April 1997.

**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**Certificate Program**

The VCC TESL Inservice Qualification Certificate Program has been developed for experienced ESL instructors who do not have a recognized TESL teacher-training credential. The TESL Inservice Qualification Program is 145 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 deadline for the 1997 TESL Inservice Qualification Certificate Program applications is July 25, 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.

The TESL Inservice Qualification Program (150201)

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

Foundations for ESL Instruction (150202)

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

Teaching Grammar (150203)

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

Teaching Listening and Speaking (150204)

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

Teaching Pronunciation (150207)

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

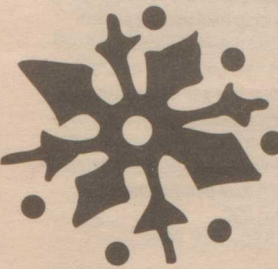
Teaching Reading and Writing (150205)

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

Practicum (150206)

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

Applications for the TESL Inservice Qualification Certificate Program are available throughout the year. The application deadline for the 1997 TESL Inservice Qualification Program is July 25, 1997. All applications will be reviewed, a short list will be interviewed and a class will be selected by Sep 08, 1997

**General Interest****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 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 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. Jan 27, 19:30-21:30 - KEC

Great Red Wines of the World (505221)

Cabernet Sauvignon, Pinot Noir, Barolo, Chianti, Hermitage and of course Port, just to name a few, are 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 - Mo. Feb 24, 19:30-21:30 - KEC

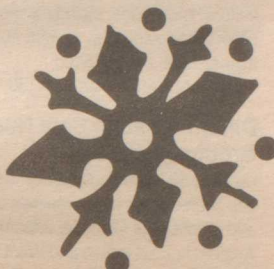
Third Annual Society of Wine Educators Tasting (Fundraising) (505257)

1 eve - Mo. Mar 03, 19:30-21:30 - KEC

Dessert Wines from Sweet to Rich (505219)

Luscious, honeyed, sweet wines – a lot of people don't understand them. They definitely have a place in our food world. These great wines come from all corners of the wine world. They will please and excite you. The way they feel in your mouth and the way they linger on your palate and finish is hard to describe. You have to be there. Join us for a low calorie night. Desserts will be served as refreshments. (Warwick) \$38.52 (Includes GST)

1 eve - Mo. Mar 17, 19:30-21:30 - KEC

**Health****Professional Health Care**

These courses will be of interest to health care workers, social service workers and family care givers. (Also see Interpersonal and Personal Development for courses on communication, stress reduction, and wholeness in personal and work life.)

To register by phone call 874-9923.

INSTRUCTORS

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

Mary Blake, R.Psych., is a social worker on the VHHSC 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 competency assessments, and she has been involved in the recent Guardianship Hearings. She holds 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 their search for self-employment opportunities.

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

Carol Carr, MSW, is the social worker 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, and is presently head nurse, Intensive Care and Post Anaesthesia Recovery Room at Richmond Hospital. Shirley brings an awareness of the feelings that a float nurse has when encountering a new area. Her experiences, enthusiasm and humour ensure an effective, enjoyable learning experience for both staff nurses and float nurses.

Doris DeGroot, MD, is a family physician and community consultant for the Hospice Program of the Vancouver Health Board. She has 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 Minoru Residence/Richmond Hospital. She has many years' experience in the field of gerontology, particularly with frail, institutionalized elderly adults.

Danielle Gagnier, BFPA, is a soloist in the Universal Gospel Choir and has been 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 Centre.

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

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, RMT, graduated in nursing in 1980 and specialized in adult oncology/pediatrics. She graduated from the West Coast College of Massage Therapy in 1987. She presently has a private practice specializing in pediatrics, infant massage, rehab and labour and delivery, teaches in palliative care, and is clinical supervisor for WCCMT Outreach Program at GF Strong.

Kathleen Porter is an educator, group facilitator, and consultant with over 25 years' experience in the non-profit sector. She has trained volunteers to lead programs, groups and boards in the areas of health, recreation, community development and education. She conducts workshops for the Self-Help Resource Association of BC on self-help/support groups and grassroots facilitation skills, as well as workshops on mutual aid to the Ministry of Social Services and other professionals. She works with BC organizations, such as the Alzheimer Society, to provide training and support for both professionals and self-helpers.

Professional Health Care (con't)

Sonia Usmiani, 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, humour, and pragmatism.

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 through both outpatient services and inpatient units.

Managing the People Issues: Helping Employees Through Times of Change (202891)

Responsible leaders and managers often find that their plans for change do not work in practice as they appeared on paper. When their carefully considered decisions are met with resistance, stonewalling, or sabotage, they feel frustrated, puzzled and angry. This workshop will show that much resistance to change arises from a failure to deal with the human factors in the change process. It will use Myers-Briggs Type Indicator® to focus on practical strategies for responding to individual employee needs to facilitate the response to change. (Spilman) \$175
2 day - Fr/Sa. Feb 21/22, 09:00-16:30 - KEC

Case Method Teaching in the Health Professions (200728)

Wanting to improve the self-reflection and critical thinking skills of your students or staff? Join this interactive workshop to experience using case method. Explore with colleagues how case method builds teamwork skills and stimulates students and staff to examine dilemmas and issues facing health professionals today. (Moore) \$55
1 day - Fr, Mar 14, 18:30-21:30 - KEC West

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

Improve your teaching skills at this interactive, practice-oriented workshop. Instructor Pru Moore creates a comfortable, non-threatening atmosphere and helps you learn and experience adult education principles and instructional methods from planning through to evaluation. Allow 25 hours outside of class to complete learning modules. Course texts are required - available at KEC Bookstore. Five Monday format. Eligible for three credits in BCIT's Advanced Diploma Program. (Moore) \$385
5 day - Mo, Feb 17/24, Mar 03/10/24, 09:00-16:00 - CC

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, Feb 28, 09:30-16:30 - KEC

Home Care Nursing Program (202782, 202783)

Originally developed by the Continuing Care Division of the Ministry of Health as an orientation program for newly hired home care nurses, the Home Care Program has been adapted as an educational program to provide RN's and BSN's who wish to move into community-based nursing with the knowledge and skills to meet competency standards and to develop confidence in providing home care nursing service. Must have two years FTE acute care nursing in last three years to be eligible. This program is eligible for six elective transfer credits in the UBC BSN program. The program is completed over a 13-week period, includes clinical and theory and consists of: Course 1: 9 weeks, 7 days of classes and 6 days of clinical
Course 2: 4 weeks, 75 hours of clinical, 4 hours of class
In addition, there are two written assignments plus a case study exam. For information or application, phone Sheila Stickney, program coordinator at 874-9923. (Kerzner)
Next offered: Course 1: Apr 4-May 30, 1997, Course 2: Jun 7-27, 1997

Taking Charge: Clinical Leadership for Nurses (202771)

For staff nurses, charge nurses, team leaders, head nurses, and case managers. In today's decentralized organizations, staff nurses are required to take charge and assume leadership roles. 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 and leadership styles and learn how to use this information. You will learn team building strategies such as problem solving, conflict resolution, group process, motivation, delegation, empowerment and assertiveness. (Rohrer) \$140
2 day - Mo/Tu, Jan 20/21, 09:00-16:00 - KEC West

Issues and Needs in Multicultural Health Care (200725)

Keeping abreast of health care challenges in the 1990s involves learning more about culture. Through exercises, group discussion, media and case studies you will learn about the impact of socio-cultural factors such as language, values, beliefs and customs on health behaviour, communication, family relationships and reactions to illness. You will learn to incorporate cross-cultural knowledge, including specific needs of immigrant children, adolescents, women and seniors, in health assessment. (Mogg) \$105
1 day - Mo, Jan 27, 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 beliefs and practices of Chinese, Japanese, Vietnamese, Central American, East Indian and West Indian immigrants in British Columbia. This knowledge 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 addresses how to build effective relationships and use specific approaches with several ethnic groups. (Mogg) \$105
1 day - Mo, Feb 24, 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, Feb 07, 09:30-16:30 - KEC

Massage Therapy - Level II (200740)

This course is designed for students who have completed Introduction to Massage Therapy. During this course you will review techniques learned in the Intro course, learn new techniques to induce relaxation, and explore the relationship of the body/mind connection and how it relates to massage therapy. The training method emphasizes practical applications and hands-on practice. Many of these techniques can be used in your home and work situations. Bring two sheets, two pillows, two towels, mat, oil and a blanket. Wear loose, comfortable clothing or a tank top and shorts. Come prepared to practise massage techniques. (Narod) \$75
1 day - Sa, Mar 08, 10:00-16:00 - CC

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

Professionals who work with adolescents with poor self-image seek 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 promote 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. (Usmiani) \$95
1 day - Sa, Mar 01, 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. 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 - Tu, Mar 04, 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
2 mng - Sa, Mar 01/08, 09:30-12:30 - CC

Assessment Series

Designed for nurses working in any setting to enhance skills in systematic, theory-based assessment as well as documentation and data analysis. Bring stethoscope and wear comfortable clothing. (Clarke) \$105 per course
Head to Toe Assessment (202710)
1 day - We, Jan 29, 09:00-16:00 - KEC West
1 day - Th, Mar 13, 09:00-16:00 - KEC West
Cardiovascular Assessment (202702)
1 day - We, Feb 05, 09:00-16:00 - KEC West
Respiratory Assessment (202718)
1 day - We, Mar 05, 09:00-16:00 - KEC West
Common Medical Emergencies (202796)
1 day - We, Mar 26, 09:00-16:00 - 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 - We, Feb 12/19/26, 09:00-16:00 - KEC West

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 - We, Feb 19/26, 18:30-21:30 - KEC West

Physical and Functional Assessment of Older Adults (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. (Earthy) \$105
1 day - Fr, Feb 28, 09:00-16:00 - KEC West

Advanced Hospice Training (202797)

This course will provide nurses with techniques to manage symptoms of a dying person and to facilitate communication with the person and his/her family. For experienced home care nurses and palliative care unit nurses. Also appropriate for nurses who have completed the prerequisite course, Palliative Care Concepts for Professionals. This program is co-sponsored with the Continuing Care Division, Vancouver Health Board. (Carr/DeGroot/Yearwood) \$100
1 day - Fr, Jan 31, 09:00-17:00 - KEC

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 - Mo, Jan 27, 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 - Tu, Feb 11, 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 mng - Th, Mar 06, 09:00-13:30 - KEC West

CPR & First Aid

INSTRUCTOR

Karen Clark is a nationally certified Canadian Red Cross first aid instructor and instructor trainer who has taught first aid for the Red Cross for 12 years. For the past five years she has been an authorized instructor with her own training company.

A Canadian Red Cross certificate is issued to participants successfully completing CPR and First Aid courses, valid for two years, and Childsafe, valid for three years.

CPR Basic Rescuer (CPR C) (202010)

8 hours. No prerequisites. Of particular interest to health care and dental personnel. Course includes obstructed airway management for infant, child and adult as well as CPR for infant, child, adult and two person. (Clark) \$50
2 eve - Tu/Th, Jan 28/30, 18:00-22:00 - KEC West
2 eve - Tu/Th, Mar 25/27, 18:00-22:00 - KEC West

CPR Basic Rescuer-Recert (C Recert) (202015)

4 hours. Prerequisite: must have taken Basic Rescuer within the last two years. Course focuses solely on testing of all skills in the Basic Rescuer course. (Clark) \$35
1 eve - Tu, Feb 20, 18:00-22:00 - KEC West
1 eve - Tu, Mar 11, 18:00-22:00 - KEC West
1 eve - Th, Apr 24, 18:00-22:00 - KEC West

Childsafe (202024)

8 hours. No prerequisite. Of particular interest to daycare and preschool workers and parents. Meets all provincial licensing requirements for daycare. Course has strong focus on prevention and includes obstructed airway management for infant and child, CPR for infant and child, and basic first aid. (Clark) \$50, couples \$90
2 eve - Th, Feb 6/13, 18:00-22:00 - KEC West

Emergency First Aid (202039)

8 hours. No prerequisite. Course includes obstructed airway management for infant, child and adult, CPR for infant, child and adult, and first aid for bleeding. Meets all provincial licensing requirements for daycare. (Clark) \$50
2 eve - Th, March 6/13, 18:00-22:00 - KEC West

Standard First Aid (202038)

16 hours. No prerequisite. Course includes all the content in Emergency First Aid plus two person CPR and first aid for broken bones, wounds and emergency medical conditions. Meets all provincial licensing requirements for daycare. (Clark) \$100
2 day - Sa/Su, Feb 8/9, 09:00-18:00 - KEC
2 day - Sa/Su, Mar 8/9, 09:00-18:00 - KEC

Childbirth Educators Non-Certificate

INSTRUCTOR

Diane Donaldson, RN, CBE, has taught childbirth classes for more than 25 years. She has been a bedside nurse at BC Women's Hospital in the delivery suite for ten years, has developed childbirth education curriculum and independent study materials for colleges and provincial and federal government programs, and regularly presents at perinatal workshops. She is the program coordinator for the VCC Childbirth Educator's Certificate Program.

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, Mar 08/09/10/11/12, 09:00-16:00 - KEC West

For course information and registration phone 874-9923.

Childbirth Educators

Certificate Program

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

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

Course Description

The certificate program consists of three courses - two independent (guided) study and one 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, Mar 08/09/10/11/12, 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.

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

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

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

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.

Leah Shapera, RN, BSN, MSN, has worked as a gerontological nurse specialist and consultant in acute care, long-term care, adult day programs, and community settings. Leah is currently director of Integrated Gerontology/Clinical nurse specialist at Mount Saint Joseph Hospital, and holds a joint appointment with the UBC School of Nursing in the BSN and MSN programs.

Janice Stanbury, RN, BSN, MSN is clinical director/clinical nurse specialist, Elder Health at Peace Arch District 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 - \$320; 24 hours - \$205; 18 hours - \$160

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:

Communication - Level I (203608)

Focuses on awareness of self in one-to-one communication with well/frail older adults, their families and members of the health team. Key communication variables are examined; participants generate strategies to reduce communication barriers, and learn how to adapt communication and interviews with older adults experiencing sensory impairments. (Berry) \$160
3 day - Th, Jan 09/16/23, 09:00-16:00 - KEC West

Communication - Level II (203609)

This course builds on what participants learned in Level I and focuses on awareness of self, communication theory and practice in the small group setting. Emphasis is on communicating proactively and responsibly within small groups in numerous health settings. Self-assessment of leadership knowledge and skills in different circumstances provides a foundation for self-development and change in professional practice. (Berry) \$205
4 day - Th, Feb 06/13/20/27, 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, leadership, ethics, 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. (Shapera) \$310
6 day - Fr, Mar 14/21, Apr 04/11/18/25, 09:00-16:00 - KEC West

Gerontological Nursing II (203606)

This course is the second of two in which participants integrate knowledge of aging, health, communication and nursing and apply it to comprehensive care management with frail, older adults and their family members. Emphasis in both courses is on theory/research based clinical practice. This course focuses on psychosocial assessment and intervention for social isolation, delirium, depression, dementia, and behavioural distress. Special focus on enhancing abilities of cognitively-impaired older adults. (Kline) \$310
6 day - Fr, Jan 10/17/24, Feb 07/14/21, 09:00-16:00 - KEC West

Electives offered this term

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

Multicultural Health Care Series - Issues and Needs in Multicultural Health Care (200725)

(Mogg) \$105
1 day - Mo, Jan 27, 09:30-16:30 - KEC West

Differing Health Care Needs of Ethnic Groups (200728)

(Mogg) \$105
1 day - Mo, Feb 24, 09:30-16:30 - KEC West

Advanced Hospice Training (202797)

Carr/DeGroot/Yearwood) \$100
1 day - Fr, Jan 31, 09:00-17:00 - KEC

Continuing Care Management

Certificate Program

This one-year, part-time certificate program, developed in collaboration with the British Columbia Association of Community Care, emphasizes the BC context, is industry-specific to continuing care and is practice-based. For managers and administrators who are in the continuing care field or who wish to move into continuing care, this program provides an opportunity to develop 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 each course 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.

Anthony (Tony) Arimare, labour relations consultant, has over 14 years of extensive experience in human resources management in the public and private sector.

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 CCI.

Courses offered this term

NOTE Management Processes (201601)

This course provides an overview of management theory and processes, including management principles and styles, organizational structures, management skills, power and change theory

Nursing Mangement (con't)

Course Description

The certificate program is offered in a part-time format of 45 hours, with an additional 45 hours of reading and assignment requirements.

Content areas:

- management theory and processes
- management change and transitions
- assertiveness and conflict management
- communication - principles, styles, written, verbal, interviewing
- labour relations processes - disciplinary process, handling the problem employee
- issues and trends in health care system
- employment processes
- team building
- staff development
- quality assurance and risk management. Part-time format, \$400

7 day - Sa. Mar 15, Apr 05/12/26, May 03/24, June 7, 09:00-16:00 AND 1 eve - We. May 28, 18:30-21:30 - KEC

Sterile Supply Aide

Independent study (correspondence course) offered for individuals working as sterile supply processing aides or technicians who wish to update their knowledge of related subjects. Especially useful for those who learned on-the-job with only minimal theory. Learn principles of microbiology and infection control, decontamination, assembly, sterilization, storage and distribution of equipment, instruments and supplies. (Stokney) \$305 Ongoing registration. For further information call 874-9923.

Continuing Education for Dental Personnel

A full schedule of dental CE courses is being offered in the Winter 1997 term. To receive the dental course schedule, please phone 874-9923. Program Coordinator: Monica Maletz

Interpersonal & Personal Development

INSTRUCTORS

Randy Boychuck, 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.

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 Dougal Reilly, BA, BSW, RSW, MSW, Dip. Gerontology, is a gerontologist/ social worker at Caraim Health Care Society, and the managing principal of Gerocoon Consulting Inc. Her clinical experiences encompass a variety of health care settings and teaching institutions as a practising and consulting social worker, gerontologist, educator, and researcher.

Wendy Hiliard, 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 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, is a consultant in health, business, education and community settings in 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 counselling practice.

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

Coming in From the Edge - Living from Centre (202892)

For many, life today is demanding, stressful and often lived at a pace that is less than comfortable. Sometimes overwhelming and disturbing, this pace and way of life can leave us with the feeling of existing from the edge of ourselves, rather than living from our centre. Are you living in a way that is less than what you are or what you want? If so, this course can help you gain insight, new perspectives and some skills to help you move closer to your centre of wholeness through group sharing, centering and visualization activities. This is not a stress management or time management course, nor does it offer an instant solution. It is an exploration for those who are ready to ask the questions, who want more soul in the dullness of their lives. (MacGregor) \$100

2 eve - Tu. Feb 04/11, 18:30-21:30 - KEC West

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 factors which facilitate self-esteem and factors which hinder it. The course 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. (Boychuck) \$65

1 day - Sa. Feb 22, 09:00-15:00 - CC

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. Feb 18, 09:00-15:00 - KEC West

Anger Management (202826)

For persons 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 then 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 - Tu. Mar 18, 09:00-15:00 - KEC West

Assertiveness Skills (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. Feb 25, 09:00-15:00 - KEC West

Accelerated Learning and Effective

Memory Empowerment (201070)

Certified hypnotherapists teach you how to identify belief systems that reduce your rate of learning and your ability to remember what you have learned. Learn how to systemize your thinking through self-hypnosis, to accelerate your learning and how to optimize your potential with the lever-learning and hooking techniques. (Deschambault/Savage) \$70

1 day - Sa. Feb 22, 10:00-16:00 - CC

Stress Reduction (201072)

Certified hypnotherapists teach you how to identify belief 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 and how to use self-hypnosis to create a mind-body-brain connection. (Deschambault/Savage) \$40

1 mng - Sa. Mar 08, 09:00-12:00 - CC

Exam Anxiety (201071)

Certified hypnotherapists teach you how to identify belief systems that create exam anxiety, and how this anxiety affects your examination potential. Learn how to systemize your thinking to reduce exam anxiety, and optimize your potential through self-hypnosis with effective recall techniques and ego-enhancement. (Deschambault/Savage) \$40

1 aft - Sa. Mar 08, 14:00-17:00 - CC

Relationship Enhancement (201068)

Certified hypnotherapists teach you how to identify belief systems that decrease the potential for all types of relationship success. Learn how to systemize your thinking with the aid of self-hypnosis and 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 they affect other people in your daily life. (Deschambault/Savage) \$125 per person; \$100 each for couples

2 day - Sa. Feb 01/08, 10:00-16:00 - CC

Critical Communication Skills 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. The way we communicate is largely a result of what we observed in our families. Two parties to any relationship may bring very different patterns of communication, resulting in 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. Participants will practice listening and self-expression skills through a variety of structured exercises. (Boychuck) \$65

1 day - Sa. Mar 01, 09:00-15:00 - CC

Demystifying Death: Exploring Our Traditions (202836)

Intended for the general public, this three-hour course will help to clarify issues and demystify taboos surrounding the topic of death and dying. This course will promote identification of personal feelings and issues about death, as well as help prepare us for the experience of managing funeral arrangements when a death has occurred. Using a slide presentation, the presenter escorts participants on a sensitive journey through a hospital's anatomical pathology department to learn about post mortem procedures, and through a funeral home where they will learn about funeral arrangements, from the embalming procedures to casket or urn selection, to burial. The slide 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 - Th. Feb 27, 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 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) \$105

2 eve - Tu. Feb 18/25, 18:30-21:30 - KEC West

For additional courses see PROFESSIONAL HEALTH CARE, page 21.

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. Jan 18, 09:00-18:00 - CC

1 day - Sa. Jan 25, 09:00-18:00 - CC

1 day - Sa. Feb 01, 09:00-18:00 - CC

1 day - Sa. Feb 08, 09:00-18:00 - CC

1 day - Sa. Feb 15, 09:00-18:00 - CC

1 day - Sa. Feb 22, 09:00-18:00 - CC

1 day - Sa. Mar 01, 09:00-18:00 - CC

1 day - Sa. Mar 08, 09:00-18:00 - CC

1 day - Sa. Mar 15, 09:00-18:00 - CC

1 day - Sa. Mar 22, 09:00-18:00 - CC

Foodsafe - Level I (Basic) - For ESL Students (250203)

This Level I class is specifically designed for students who speak English as their second language. Instruction will be in English, but paced to accommodate the ESL student. For content details, see description above. NOTE: Students must speak English. Class limited to 15. \$80

2 day - Sa. Feb 01/08, 09:00-16:00 - CC

2 day - Sa. Mar 15/22, 09:00-16:00 - CC

Foodsafe - Level I (Basic) - In Cantonese (250205)

This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. \$80

1 day - Sa. Feb 08, 09:00-18:00 - CC

1 day - Sa. Mar 08, 09:00-18:00 - CC

Foodsafe - Level II (Advanced) (250202)

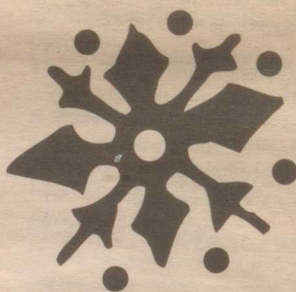
A revised program for owners, managers, chefs and supervisors in restaurants or health care food services. Upon successful completion, participants will receive a Foodsafe Certificate from the Provincial Ministry of Health. Prerequisite: Successful completion of Foodsafe - Level I; must be in supervisory or management position. Topics:

- major types of food-borne illnesses not discussed in Level I, i.e. Hamburger disease
- design and maintenance of a food service establishment
- managing sanitary practices in a food service establishment
- implementing a Hazard Analysis Critical Control Point System (HACCP), \$80

1 day - Sa. Jan 25, 09:00-18:00 - CC

1 day - Sa. Feb 22, 09:00-18:00 - CC

1 day - Sa. Mar 22, 09:00-18:00 - CC



Human & Social Services

Counselling Skills

INSTRUCTORS

Tamara Adelman, 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.

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. Lee currently works in suicide prevention.

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 Rungta, 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. She works from a feminist and narrative perspective. She has a diverse practice, including gay/lesbian people and women who have experienced domestic abuse.

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 Shebitz, 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 - Mo. Jan 06, 18:30-21:30 - CC (Shamai)

12 eve - We. Jan 08, 18:30-21:30 - CC (Shamai)

12 eve - Th. Jan 09, 18:30-21:30 - CC (Krakow)

8 mng - Fr. Jan 10, 09:30-12:30 AND 2 day - Fr. Jan 17/ Feb 14, 09:30-16:30 - KEC (Rungta)

Basic Counselling II (101806)

Will be offered April 1997

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 Caribshi, available at campus bookstore. (Coomber/Margolis) \$300

4 day - Sa. Jan 11/18, Feb 01/15, 09:30-16:30 AND 3 eve - Tu. Jan 21/28, Feb 04, 18:30-21:30 - AND 1 mng - Sa. Feb 22, 09:30-12:30 - CC

A Gestalt Approach: Building on the Client-centred Model (101810)

In a client-centred approach, the focus is on developing the relationship between client and counsellor, and on the counsellor's ability to be empathetic. 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 demeanor 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 equivalent, with permission of the program coordinator. (Menzel/Rungta) \$145

1 eve - Fr. Feb 28, 18:30-21:30 AND 2 day - Sa/Su. Mar 01/02, 09:30-16:30 - KEC

Counselling as a Creative Process (101808)

For counsellors and clients alike, creative expression offers a means of enhancing spontaneity, fluidity and inner wisdom. Creative modalities such as art, movement, film and storytelling address important emotional issues directly and with gentleness, allowing clients to arrive at their own answers in a uniquely personal way. This workshop is intended for those interested in applying creative expression 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) \$145

1 eve - Fr. Feb 07, 18:30-21:30 AND 2 day - Sa/Su. Feb 08/09, 09:30-16:30 - KEC

Counselling Skills

Certificate Program

The Counselling Skills Certificate Program teaches knowledge and practical skills in counselling to enable participants with relevant social services experience to work with clients in a helping, rehabilitative or therapeutic 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.)
- Satisfactory, documented 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; a 100-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. Jan 07, 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/psychologist, 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.

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) - 100 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. Jan 07, 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.

Substance Abuse (cont')

Eleanor May, MSW, works with 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 Counseling Psychology, is a substance abuse counselor at a Vancouver outpatient clinic. He has a particular interest in Gestalt Therapy.

Selina Robinson, MA Counseling 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)

(Laird/Robinson) \$50
Will be offered in April 1997

Introduction to Substance Abuse (200112)

(Sanders) \$200
Will be offered in April 1997

Drugs and Human Behaviour (200127)

(May) \$155
Will be offered in May 1997

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. Jan 09, 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. (Robinson) \$300
10 eve - Mo. Jan 13, 18:30-21:30 AND 1 day - Sa. Jan 18, 09:30-16:30 - CC

Family Counselling for Substance Abuse (200117)

(Robinson) \$300
Will be offered in April 1997

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. (Chadwick) \$300
12 eve - We. Jan 08, 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. (Laird) \$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 the program coordinator at 871-7110.

A number of workshops will be offered this term 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
- 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

Lenny 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.

Leslie Kemp has a master degree in social work and is the senior program associate at the Social Planning and Research Council of BC. She is the coordinator of the annual Community Development Institute held each year in a different local.

Wayne Kong-Ming Wong has a master of arts degree in counselling and has for the past 13 years been involved in program development and organizational change. He is presently on staff at Ray Cam Community Centre. Mr. Wong is also a Tai Chi instructor.

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. Jan 09, 18:30-21:30 - CC AND 1 day TBA

Community Development and Education (150504)

This course examines the concept of community development and the role of the worker in the community development process. It explores strategies for building community strengths, working with groups, identifying community strengths and needs, and program planning and evaluation. This course provides an opportunity to explore current issues in advocacy and techniques dealing with racism. (Kemp/Wong) \$265
12 eve - Th. Jan 09, 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. 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 1978, 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

NOTE

The tuition is \$1200 if paid in four installments. If the full amount of tuition for the three core components is paid before Sep 30, 1997, 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

Apr 30, 1997. Late applications may be accepted subject to space availability. Call 871-7070 for brochure and application form.

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

Information Night

An Information Night will be held Tu. Feb 06, 1997 at 19:30 at KEC Continuing Education office.

Workshop

Practice Workshop in Simultaneous Interpreting (150133)

If you are a practising interpreter, a graduate of the Court Interpreting Program, or a member of STIBC, take this opportunity to come together with colleagues for a series of intensive practice workshops in simultaneous interpreting skills. You will have access to the latest technology in language labs at KEC, interpreting materials in diverse fields (legal, medical, economic, etc.), guidance and feedback. Call 871-7070 by Feb 19, 1997 for application forms. (Various) \$235
16 hours - TBA March
20 hours - TBA April-May

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, and 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 - CC

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, post-basic program prepares already qualified ECE graduates with the specialized skills and knowledge to supervise infant and toddler group day care settings. Applications for September 1997 are now being accepted. Please call 871-7070 for further details.

C. Administration of Early Childhood Services

This one-year, post-basic program provides qualified ECE graduates with the specialized skills and knowledge to effectively manage and administer programs for young children. Applications for September 1997 are now being accepted. Please call 871-7070 for further details.

D. Continuing Studies in Early Childhood Education

This program offers enrichment, upgrading and continuing professional development for preschool and day care staff. Individual courses/workshops are also open to parents and other interested persons. Please note that this program does NOT qualify individuals to supervise in preschool or day care settings. A brochure which outlines this term's offerings is available upon request at 871-7070.

E. School Age Child Care

INSTRUCTORS

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

Richelle Leckey is out of school care coordinator at Douglas Park Community Centre and brings over seven years of practical experience to the classroom. She is co-chair of the School Age Child Care Association and also chair of SACCA on the Board of Directors of the Westcoast Child Care Resource Centre.

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

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

This term the following core courses will be offered:

Working with 6-9 Year Olds (150656)

The focus here is on the growth and development of children in this age group and the ways in which effective planning and guidance can promote positive self-esteem. (Leckey) \$120
6 eve - We. Jan 08, 19:00-22:00 - CC
1 day - Sa. Feb 08, 09:30-16:00 - CC

Working with 9-12 Year Olds (150657)

Key topics will include the maturing child, the concept of personal challenge, the role of field trips for this age group and effective supervision skills. (Dubinsky) \$120
6 eve - We. Feb 19, 19:00-22:00 - CC
1 day - Sa. Mar 22, 09:30-16:00 - CC

Family Child Care

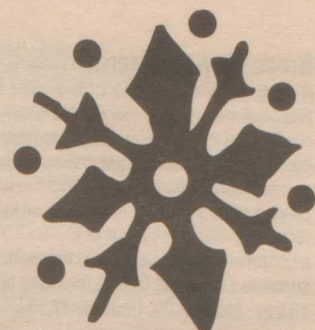
Caring for a small group of children in your own home can provide a rewarding experience for you and meet the important need of young families for quality child care. Recommended by Community Care Licensing, this course will offer you the information and skills you will need to ensure a good beginning!

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 a former director of education for Western Canada Family Child Care Association

Introduction to Family Child 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. Jan 22, 18:45-21:45 - CC
2 day - Sa. Feb 01, Mar 01, 09:00-15:00 - Off campus



Languages

English Skills Improvement

Two information sessions will be held for all students interested in any English Skills Improvement courses: Thursday, January 09 and Wednesday, January 15, 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 City Centre Campus.

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 enrolment. Also, the College reserves the right to reduce hours of instruction due to lower enrolment.

INSTRUCTORS

Marlene Durieu, 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 Ferrera, BA, received her degree in English and French and has taught in Africa, Israel and Canada since 1972

Liz Strayski, BA (English), TESL (VCC), worked in business for 16 years. She has been teaching ESL and business courses since 1988

Mid-Intermediate ESL (103044)

A course for students who have taken a lower intermediate course and wish to continue learning and practising their English. The focus of the course is on speaking and listening. But reading and writing skills are taught. Text required. (Demers) \$290
24 eve - Mo/We. Jan 20, 18:00-20:00 - CC

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. (Ferrera) \$290
24 eve - Mo/We. Jan 20, 18:00-20:00 - CC

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. Jan 21, 18:00-20:00 - CC

English Writing Skills Improvement I (103007)

Learn to write fluently, skillfully and correctly. This introductory course stresses punctuation, sentence and paragraph structure and grammar. There 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. (Durieu) \$195
12 eve - Tu. Jan 21, 18:00-20:00 - CC

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-

Mandarin Education for Children & Adults

The Vancouver First Mandarin School was established in 1988 by a group of enthusiastic, dedicated graduates from various universities in Taiwan under the auspices of the Vancouver Community College (VCC). It has now expanded to include many classes at Langara College.

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

Children's Mandarin Education

Each course has 16 sessions. They are held on Saturdays from 09:30-12:00 and 12:30-15:00. Courses begin February 15, 1997. 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 complement 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 February 15, 1997. 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, February 15, 1997, 10:00-12:00.

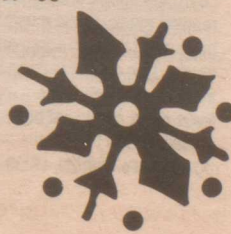
Adult Mandarin Education

Adult Mandarin language education covers 10 weekly sessions. Classes are held on Saturdays and begin three times a year: January, April and September. Classes are from 10:00-12:00. Courses begin January 18, 1997. 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 mg - Sa. Jan 18, 10:00-12:00 - KEC
02 - Level I - 10 mg - Sa. Jan 18, 10:00-12:00 - KEC
03 - Level I - 10 mg - Sa. Jan 18, 10:00-12:00 - Lan
04 - Level II - 10 mg - Sa. Jan 18, 10:00-12:00 - Lan
05 - Level II - 10 mg - Sa. Jan 18, 10:00-12:00 - Lan



Mandarin Education for Children & Adults (cont')

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. Jan 18, 10:00-12:00 - KEC
02 - Level II - 10 mng - Sa. Jan 18, 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. Jan 18, 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.

02 - Level I - 10 mng - Sa. Jan 18, 10:00-12:00 - Lan
03 - Level II - 10 mng - Sa. Jan 18, 10:00-12:00 - Lan



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.

John Doherty is a tenor and alto saxophonist who is extremely active on the local jazz scene. In addition to his duties at VCC, John teaches privately and performs regularly with both his quintet and his Mingus tribute band, Mingsmania. As well, he is the director of the Windsor High Alumni Big Band.

Jeff Jang is versatile in many styles including classical, rock, jazz and folk music. He holds a bachelor of music degree in guitar performance from UBC, as well as a diploma of music from VCC. He has received numerous awards and scholarships, including first prize at the 1994 Northwest Guitar Competition and the 1992 VCC Concerto Competition.

Gary Keenan 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.

Jeannie Lee 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 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.

Cheryl McHugh holds a bachelor of musical arts in Performance from the University of Western Ontario. Cheryl is active as a performer and teacher in Vancouver.

Jim Tempest holds a bachelor of music degree from Western Washington University and a masters of arts in music education from UBC. He is active as both a performer and teacher in Vancouver.

Graig Tompkins has been an active musician for many years. After his flute studies at Queen's University, he went on to join the festival singers of Canada in 1977. Two years later he moved to Vancouver to work with Jon Ashburn and he is still singing with the Vancouver Chamber Choir. His interest in the voice has led him to regular participation in workshops and master classes by leaders in the field, and to the completion of the artist diploma at the Vancouver Academy of Music. In addition to teaching at VCC, he has also taught at the Delta Community Music School and the Vancouver Academy of Music.

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. Jan 20, 18:00-19:00 - KEC
10 eve - Mo. Jan 20, 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. Jan 20, 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. (Braverman) \$147.66 (Includes GST)
10 eve - We. Jan 22, 18:00-19:00 - 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. (Braverman) \$147.66 (Includes GST)
10 eve - We. Jan 22, 19:00-20:00 - 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).

Brass Playing: Beginners (502561)

An introduction to the fundamentals of playing brass instruments for those who have little or no experience. Learn the basics of tone production, breathing skills and reading music. Basic music theory and reading skills will be learned through some ensemble playing and chamber music. This course is open to those who play any brass instrument. Each student must provide his or her own instrument; music will be supplied. (Tempest) \$74.90 (Includes GST)
10 eve - Mo. Jan 20, 18:30-19:30 - KEC

Brass Playing: Intermediate (502562)

A continuation of the introductory brass playing course. Students interested in this course should feel comfortable reading music and have some experience playing a brass instrument. This course will concentrate on the development of musical skills: sight reading, ensemble playing skills and exercises designed to improve technique will be the focus of this course. Each student must provide his or her own instrument; music will be supplied. (Tempest) \$74.90 (Includes GST)
10 eve - Mo. Jan 20, 19:30-20:30 - KEC

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. (McHugh) \$74.90 (Includes GST)
10 eve - Mo. Jan 20, 18:30-19:30 - 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. (McHugh) \$74.90 (Includes GST)
10 eve - Mo. Jan 20, 19:30-20:30 - 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. (Jang) \$117.70 (Includes GST)
10 eve - We. Jan 22, 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. (Jang) \$117.70 (Includes GST)
10 eve - We. Jan 22, 20:00-22:00 - KEC

Vocal

Singing - Level I (102614)

Designed to help you on your way to singing with ease and comfort. This program looks at the voice, how it works and how to keep it healthy. Topics covered include vocal onset, breath management, resonance, posture, range extension, delivery and other topics of interest. Two hour group sessions alternate with half hour individual lessons in which you are encouraged to bring your own music in order that you can apply the skills and techniques that you have learned in class. Class size limited to eight. (Tompkins) \$247.17 (Includes GST)
8 eve - Mo. Jan 20, 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. Trumpet and trombone players are still needed for this ensemble! No audition required. New members must consult with the instructor before registering. (Braverman) \$130.91 (Includes GST)
12 aft - Sa. Jan 04, 12:30-14:30 - KEC

Concert Band (502548)

Players of all woodwind, brass and percussion 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. Jan 20, 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. (Doherty) \$93.09 (includes music fee and GST)
10 eve - Tu. Jan 21, 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 Jan 07. Music is purchased separately. No audition is required. Call 871-7301 for further information.

Appreciation & 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. Jan 23, 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. (Braverman) \$128
10 eve - We. Jan 22, 20:00-22:00 - KEC

Spring (April/May) term offerings

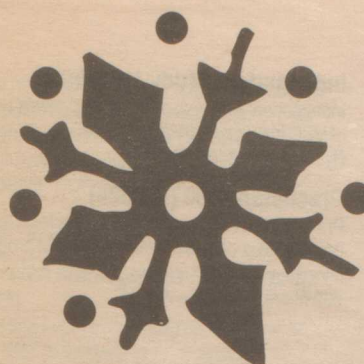
MIDI Music 1 (102604)

Live Sound Engineering (102606)

Guitar Jazz Rock (502544)

Jazz and Blues Jam (502543)

Saxophone and Clarinet (502519 and 502520)



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 and Ethics of Non-profit Management - 36 hours (101902)
Interpersonal Communications - 30 hours (101903)
Leadership and Human Resource Management - 30 hours (101904)
Marketing and Public Relations - 30 hours (101905)
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

Winter term 1997

INSTRUCTORS

Mary Jardine is director of District Services for the Canadian Career Society, BC. For over 20 years, Mary has been facilitating workshops, training trainers, assisting organizations in meeting their goals, and volunteering in the community.

Leigh Higinbotham, management consultant specializing in strategic planning and organizational development.

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.

Laura MacMaster brings almost two decades of senior administrative experience in the not-for-profit sector. By employing a variety of fundraising strategies Ms. MacMaster has successfully raised both operating and capital funds for a host of cultural organizations in Vancouver, Ontario and Quebec.

Lisa McIntosh is an experienced educator. For the past seven years she has been helping adults develop their public speaking and communication skills.

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 - Mo. Jan 06, 18:00-19:30 - CC Room 237

Fundamentals and Ethics of Non-Profit Management (101902)

This course covers the basic principles, philosophy and structure of not-for-profit organizations. It emphasizes the function, purpose, roles and responsibilities of the board, administration, staff and volunteers. Participants will examine trends, community resources and legal issues/liability. In addition, the course will introduce principles and ethical decision-making while maintaining the organization's mission and mandate. (Lapp) \$305
12 eve - Mo. Jan 13, 18:30-21:30 - CC

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. (Stoll) \$290
10 eve - Tu. Jan 14, 18:30-21:30 - CC

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 - Th. Jan 16, 18:30-21:30 - CC

Planning and Evaluation (101906)

This course offers an understanding of both technical and applied aspects of program planning and evaluation in the non-profit sector. It highlights the purposes, use and importance of program planning, provides an understanding of what a program is, how it is developed and how its performance and outcome are assessed; and offers techniques and tactics for managing planning and evaluation activities. The course will provide participants with knowledge, skills and a level of comfort to enable effective program planning in their own organization and includes an introduction to strategic planning. (Higinbotham) \$290
10 eve - Tu. Jan 14, 18:30-21:30 - CC

Specialty Streams

Training Volunteers (101952)

This course is designed for students in the volunteer management specialty stream. In addition, interested individuals who are currently managers of volunteers are encouraged to register. Training is your most effective risk management tool. This interactive two-day workshop will enable you to prepare, facilitate, and implement orientation, education, and training sessions for small or large groups of volunteers. You will learn how and where training fits into the overall volunteer management process. Topics include: characteristics of a trainer; how to "get the message across," the audience of adult learners, effective training formats, methods, and climate, planning, designing, and executing workshops, the trainer's tools, and evaluation techniques. In addition, you will have the opportunity to see how YOU fare as a trainer! Prepare to enjoy yourself, and to take a risk! (Jardine) \$115
2 day - Sa. Mar 01/08, 09:00-16:00 - CC

Facilitating Community Development Forum (101962)

This is the third forum co-sponsored with Volunteer Vancouver. 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.

9 eve - We. Jan 15/29, Feb 12/26, Mar 12/26, Apr 09/23, May 07, 18:00-21:00 - St. Vincent's Hospitals, 749 West 33rd Avenue, Inservice Room

Principles of Fundraising (101961)

This course is designed for students in the non-profit and fundraising management specialty streams. In addition, this course stands alone and interested individuals working/volunteering in the not-for-profit sector are encouraged to register. This course offers a basic overview of the principles and concepts of fundraising. Participants will learn about the current fundraising climate - patterns of giving and fundraising approaches, the essential steps for developing an effective fundraising program, and how to build and sustain donor relations. The final day will be devoted to a hands-on fundraising exercise with a non-profit organization selected by program registrants. (MacMaster) \$160
3 day - Sa. Feb 01/08/22, 09:00-16:00 - CC

Workshops

Stand Up and Speak! (101990)

Getting your point across is difficult if you're uncomfortable speaking in front of an audience. This workshop will help you build the confidence and skills to become a great public speaker in a fun and supportive environment. Participants will use their new public speaking skills to make short presentations. (McIntosh) \$85
2 mng - Sa. Jan 18/25, 09:00-13:00 - 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 - Tu. Jan 28, 18:00-20:30 - CC

Board Development Workshops

Volunteer Vancouver, in cooperation with Continuing Education VCC, is pleased to offer an ongoing series of open workshops for board members, staff and other interested individuals. You may register for individual workshops or a package consisting of all three workshops. 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.

Leadership skills and Meeting Management (101985)

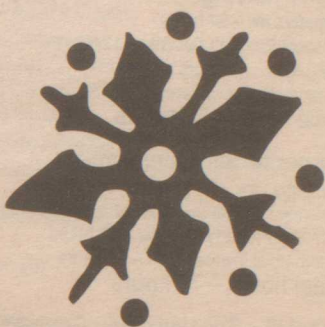
For those interested in or new to chairing boards or other committees: a look at personal attributes and skills to ensure effective and efficient meetings. \$30
1 eve - We. Feb 19, 18:30-21:30 - CC

Team Building for Boards (101986)

Examine the stages of group development, formal and informal power dynamics on boards, and components of an effective team. \$30
1 eve - We. Mar 05, 18:30-21:30 - CC

Risk Management for Boards (101987)

What board members and staff need to know about legislative and social policy in BC: risk management audits, and the many screening techniques to use when recruiting employees and volunteers to provide services to children and other vulnerable clients. (National Education Campaign on Screening) \$30
1 eve - We. Mar 19, 18:30-21:30 - CC
Package consisting of all three Board Development Workshops (101983) \$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 - Mo. Jan 06, 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

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.

Karen Howatson is a legal assistant with 12 years' experience in corporate finance with a major law firm.

Shirley Kay practises general civil law.

Elaine Langston, MBA, CMA, is a law firm consultant in administration and accounting.

Tomina Lazar, a legal assistant for 18 years, is a consultant to law firms in litigation file management.

Michael Ritzker is a criminal defence lawyer.

Allen H. Soroka, BSc, LLB, MLS, is assistant law librarian at the UBC Law Library.

Cheryl M. Stephens, BA, LLB, a legal educator for 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 - Mo. Jan 13, 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 - Tu. Feb 18, 18:00-21:00 - 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 - Th. Feb 06, 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 - We. Feb 19, 18:00-21:00 - CC

Contracts 1060 (104820)

An introduction to contract law, including formation, capacity, breach and remedies. (Kay) \$170
6 eve - We. Jan 08, 18:00-21:00 - CC
4 day - Sa. Mar 01, 10:00-14:30 - 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 - Mo. Feb 17, 18:00-21:00 - CC

Personal Injury Practice 2010 (104815)

Covers relevant statutes, Supreme Court rules, relevant substantive law governing procedure, procedures and skills to manage a personal injury file. (Lazar) \$215
8 eve - Th. Jan 09, 18:00-21:00 - CC

Commercial Litigation 2020 (104814)

Learn to manage a commercial litigation file, the usual complications and additional steps required. \$240
Available Spring (April/May) 1997

Creditors Remedies 2030 (104813)

Covers law and procedure, including Federal Court, applicable statutes, creditors remedies, debtors remedies and defences; pre-judgment and execution proceedings. \$180
Available Spring (April/May) 1997

Chambers Practice 2040 (104812)

Learn procedures and forms for chambers applications, jurisdiction of master, exparte applications, desk orders vs. registrar's order. (Barzo) \$180
4 eve - Mo. Mar 03, 18:00-21:00 - CC

Property Law 3010 (104811)

Cover nature and scope of interests in land, retainer in conveyancing, undertakings, conflict of interest, contract of purchase and sale, land title system and tax issues. Condominium laws and issues. (TBA) \$240
8 eve - Tu. Jan 07, 18:00-21:00 - CC

Personal Property Security 3040 (104810)

Theory, concepts, procedures and forms for personal property security regime. Review validity of security agreements and rights of parties. \$180
Available Spring (April/May) 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. (TBA) \$180
4 eve - Tu. Mar 04, 18:00-21:00 - CC

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. (Wellman) \$240
8 eve - We. Jan 08, 18:00-21:00 - CC

Advanced Corporate Administration 4020 (104822)

Learn to do corporate alterations: roll-overs, amendments, change in share structure, amalgamation, continuation, extra-provincial registrations, federal incorporations. (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. (Howatson) \$180
4 eve - Th. Mar 06, 18:00-21:00 - CC

Specialization Courses

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. \$240
Available Spring (April/May) 1997

Small Claims Court Practice 2050 (104865)

Learn Small Claims Court rules, procedures, documents and strategies. (Barzo) \$180
Available Spring (April/May) 1997

Criminal Law and Procedure 2070 (104866)

Covers substantive law and procedures and the criminal justice system. (Ritzker) \$240
6 eve - Mo. Jan 06, 18:00-21:00 - CC

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. Feb 22, 10:00-16:30 - CC

Labour Law for Legal Assistants 2080 (104868)

Covers the legal practice, information requirements and rules and procedures for arbitrations and labour board proceedings. \$180
Available Fall 1997

Interviewing for Legal Assistants 6000 (104870)

Learn skills and techniques for client and witness interviews, class discussion and role playing interviews. (Lazar) \$240
4 eve - We. Mar 05, 18:00-21:00 - CC

Buying and Selling a Business 4050 (104871)

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

Persuasive Legal Writing for Litigation 1035 (104872)

Learn and practise some strategies, techniques and ethics involved in persuasive writing in litigation documents. Prerequisite: Legal Communications or equivalent. (Stephens) \$110
1 day - Sa. Feb 08, 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 (April/May) 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 Spring (April/May) 1997

Administrative Law and Procedures 2095 (104876)

Administrative tribunals, regulatory agencies, judicial review: their functions and procedures; how to prepare for hearings, and practice before tribunals. \$300
8 eve - Tu. Feb 04, 18:00-21:00 - CC

Client Accounting for Legal Assistants 2082 (104850)

Client file accounting and accounting concepts: trust account procedures and compliance, Law Society rules and problem prevention, billing procedures, GST, PST, using reports and inquiries. (Langston) \$240 plus textbook
3 day - Sa. Jan 18, Feb 01/15, 10:00-16:30 - CC

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 – Jan 02 – Apr 25

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. A second scholarship award is provided by the Coinamatic Company.

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, Jan 09, 1997, 18:00-19:00
Place: VCC City Centre, Continuing Education Office, 250 West Pender Street, 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. Jan 28, 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 for an on-site apartment building inspection, and hands-on demonstrations using a variety of appliances and other equipment. There is no prerequisite for this course. \$195
10 eve - We. Jan 29, 19:00-22:00 - CC

Building Service Management/Leadership 1000 (109036)

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 with a focus on practical solutions to everyday problems. Specific topics include: budget preparation and controls, estimating and costing of building service work, purchasing of equipment and chemicals, inventory control, scheduling and motivation of staff. Special emphasis is given to teamwork and leadership skills and supervising a multi-cultural 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. \$295
10 day - Sa. Jan 25, 09:00-13:00 - CC

Building Service Worker – I (109008)

Learn general cleaning and floor maintenance. Students will explore types of soils, types of cleaners, cleaning chemicals, germicides and disinfectants, washroom and window cleaning, sweeping methods and equipment, floor machines and servicing specialty areas. Safety issues will also be covered. Students will gain a foundation of building service knowledge, to help improve professional practice. Prerequisite: Students must possess reasonably good oral, reading and writing skills. Students who have difficulty with English should contact Continuing Education, 871-7070 for advice on language skills courses. \$200
5 day - Sa. Jan 25, 09:00-16:00 - CC



Writing

Write-Smart

INSTRUCTORS

Deanna Lewis teaches essay writing at Capilano College. She is a masters 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.

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. Topics covered include parts of speech, grammar, punctuation, paragraph organization, writing styles, writing formats of exposition, definition, narration, letters, reports and proposals. \$165
6 eve - Mo. Feb 03, 18:30-21:00 - CC (Medved)
6 eve - Tu. Feb 04, 19:00-21:30 - CC (Levis)
6 eve - We. Feb 05, 18:30-21:00 - CC (Medved)
6 eve - Th. Feb 06, 19:00-21:00 - CC (Levis)

College and University Essay Writing (102719)

Prepare yourself for success in college and university courses that include formal essays. 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. (Levis) \$245
6 eve - We. Feb 05, 19:00-21:30 - CC

Accelerated Learning and Effective Memory

Empowerment 24
Access, Advanced 18
Access, Introduction to, Intermediate 17
Accounting for the Non-Accountant 11
Accounting with ACCPAC Plus - G/L 17
Administration of Early Childhood Services 27
Administrative Law and Procedures 30
Administrative Skills, Part III 13
Adobe Illustrator, Introductory Workshop
(Computer - Mac) 7
Advertising Design 7
Agency, Partnership and Incorporation 30
Anger Management 24
Art Therapy, Introduction to 22
Assertiveness Skills 24
Assessment and Referral for Substance Abuse 26
Assessment, Referral and Community Resources 25

Basic Counselling Skills, Level I, II

Bilingual Interpretation 26
Bookkeeping from Start to Finish 15
Bookkeeping, Introduction to, Part II 11
Brass Playing: Beginners, Intermediate 28
Breathing for Well Being 22
Building a Powerful Vocabulary 10
Building a Productive Team 12, 13
Building Maintenance and Cost Control 9, 30
Building Service Management/Leadership 9, 31
Building Service Worker, Level I 9, 31
Building Services 10
Business Etiquette and Professionalism 11
Business Letters that Get Results 10
Business Strategy Planning 15
Buying and Selling a Business 30

Canadian Legal Process 30
Cardiac Monitoring 22
Cardiovascular Assessment 22
Career Exploration and Planning 10
Case Method Teaching in the Health Professions 22
Casting Techniques for Jewellery and Small Sculptures 9
Challenge Examination, Data Communications 18
Challenge Examination, Telecommunications
Management I 18
Challenge Examination, Understanding
Telecommunications 18
Chambers Practice 30
Children's Mandarin Education 27
Childsafe 22
Civil Litigation 12
Client Accounting for Legal Assistants 30
College and University Essay Writing 31
Colour Theory and Application 9
Coming in From the Edge, Living from Centre 24
Commercial Conveyances 30
Commercial Litigation 30
Commercial Transactions 30
Common Medical Emergencies 22
Communication, Level I, II 23
Community Development and Education 26
Company Law 30
Competency Assessment with Older Adults: Ethical and
Clinical Issues 22
Computer Foundations, Basic 6, 11, 18
Computer Foundations Challenge Exam 18
Computer Foundations, Technical 18
Computers 16, 18
Computers - Macintosh, Introduction to 6
Concert Band 28
Conflict Resolution, Level I 24
Continuing Studies in Early Childhood Education 27
Contracts 30
Conversational Skills Improvement I, II, III for Advanced
ESL Speakers 27
Conveyancing I, II 12
Core Content for Childbirth Educators 23
CoreIDRAW! (Computer - IBM), Introduction to 7
CoreIDRAW!, Introduction to, Advanced 17
Corporate Administration 30
Corporate I, II 12
Counselling as a Creative Process 25
Counselling Theories 25
CPR Basic Rescuer (CPR C) 22
CPR Basic Rescuer-Recert (C Recert) 22

Creating Effective Newsletters 7
Creative Illustration 6
Creative Thinking at Work 13
Creativity and the Process of Designing 6
Creditors Remedies 30
Criminal Appeals Process 30
Criminal Law and Procedure 30
Critical Communication Skills for Couples,
Families and Work 24
Critical Thinking Skills 13

Data Communications 18
Delivering Effective Instruction 13
Demystifying Death: Exploring Our Traditions 24
Design Illustration 6
Dessert Wines from Sweet to Rich 21
Developing Business Communication Skills 27
Diabetes Mellitus in the Older Adult 22
Differing Health Care Needs of Ethnic Groups 22, 23
Direct Mail Marketing for Small Business 7
DOS, Intermediate, Advanced 16
DOS, Introduction to 15, 16
Drafting Techniques I 9
Drugs and Human Behaviour 26

Early Childhood Education, Level I 26
Effective Memo and Report Writing 10
Effective Oral Communication 11
Electronic Publishing (PageMaker - IBM) 7
Electronic Publishing (QuarkXPress - Mac) 7
Emergency First Aid 22
English Upgrading & Composition Writing 27
English Writing Skills Improvement I 27
ESL Instruction, Foundations for 21
ESL, Mid-Intermediate, Upper Intermediate, Advanced 20
ESL Tutoring, An Introduction to 27
Exam Anxiety 24
Excel, Introduction to 17
Excel, Worksheets and Charts, Intermediate 17

Facilitating Community Development Forum 29
Facilitation Skills for Team Leaders 13
Family Child Care: Good Beginnings, Introduction to 27
Family Counselling for Substance Abuse 26
Family Counselling Skills 25
Fashion Business Basics 7
Fashion Design Certificate 7
Fashion Design, Introduction to 7
Fashion Illustration 7
Financial Statements - Forecasting and a Cash Budget 15
Financing and Business Strategy 15
Finding Time for Results 12, 13
Floral Design Course Challenge 8
Floral Design II, III 8
Floral Design Portfolio Preparation 8
Floristry, Introduction to 8
Flute: Beginners, Intermediate 28
Foodsafe, Level I - For ESL Students 24
Foodsafe, Level I, II 24
Foodsafe, Level I - In Cantonese 24
From Conflict to Collaboration 13
Fundamentals and Ethics of Non-Profit Management 29
Fundamentals of Design 9
Fundamentals of Project Management 13
Furniture Design and Style I, II 9

Garment Construction Certificate 8
Gerontological Nursing, Introduction to, II 23
Gestalt Approach: Building on the Client-centred Model 25
Grammar Review for Productive Business Writing 10
Graphic Design, An Introduction 6
Great Red Wines of the World 21
Group Counselling for Substance Abuse 26
Group Counselling Skills 25
Group Dynamics Workshop for ESL Teachers 20
Group Skills, Part II 13
Groupware, Level I, II, III 18
Guitar: Beginners, Intermediate 28
Guitar Jazz Rock 28

Hand-tied Bouquets 8
Head to Toe Assessment 22
Health Care Interpreter 26
Hiring the Right Person 13
History of Design 9

Home Care Nursing Program 22
Hospice Training, Advanced 22, 23
Hospitality Marketing 14
How to Start a Business 15
How to Start a Private Health Care Practice,
A Workshop for Nurses 22
How to Write Great Training Materials 13

Identifying and Marketing Business Opportunities 15
Image Make-over Workshop (for women) 7
Improve Your Image (for men) 7
Independent Study Project 14
Individual Counselling Skills 25
Individual Counselling Skills for Substance Abuse 26
Infant-Toddler Educator Training 26
Interior Design I, Residential 9
Internet, Introduction to, Intermediate 16
Interpersonal Communication 29
Interpersonal Skills, Part I 13
Interviewing for Legal Assistants 30
Introduction to the Computer Lab for ESL Instructors 20
ISO 9000 15
Issues and Needs in Multicultural Health Care 22, 23

Jazz and Blues Jam 28
Jazz Band 28
Jazz Improvisation 28
Jazz Piano: Beginners, Intermediate 28
Joan's Jam: Music for the ESL Classroom 20

Labour Law for Legal Assistants 30
Language Education Through Drama 20
Law and Tenant Relations 30
Law for Court Interpreters 26
Layout and Design, Advanced 7
Leadership and Team Skills 11
Leadership Skills and Meeting Management 29
Leading Your Team to Empowerment 13
Learning to Teach: A Practical Course for Health and
Social Service Professionals 22
Legal Communications 30
Legal Drafting 30
Legal Ethics and Confidentiality 12
Legal Office Procedures 12
Legal Office Program, Introduction to the 12
Legal Research 30
Legal Terminology 10
Lessons in the Song 20
Litigation II 12
Live Sound Engineering 28
Local Area Networks, Introduction to 16
Lotus 1-2-3 for Windows, Introduction to 17
Lotus for Windows - Worksheets/Charts, Intermediate 17

Mac Labs 7
Making and Creating Language Games for Teaching
English 20
Management Processes 23
Managing Change 13
Managing the Integrated Office 18

Course Listing (con't)

Note Taking and Forkner Shorthand	11
Novell NetWare 3.1x, 4.x, Introduction to, Intermediate, Advanced	16
Novell NetWare 4.x Server Management	16
Nursing Mangement	24
Office Administration	12
Office Automation	11
Office Automation Challenge Exam	11
Operating a Contract Cleaning Business	10
Orientation to the Non-Profit Management Certificate Program	29
Overcoming Performance Anxiety/Being Who You Are in Spite of It All	24
PageMaker Desktop Publishing, Introduction to, Intermediate	17
Pattern Making Certificate	7
Payroll (Manual and Computerized), Introduction to	11
Perfect Fit Workshop	7
Performance Management Goals and Reviews	13
Personal Injury Practice	30
Personal Pattern Making	7
Personal Property Security	30
Perspective Sketching and Drawing, An Introduction	7
Persuasive Legal Writing for Litigation	30
Photo-Documentation Workshop	6
Photoshop, Level I, Intensive	7
Physical and Functional Assessment of Older Adults	22
Piano: Beginners, Intermediate	28
Planning and Evaluation	29
Planted Baskets	8
Portfolio Preparation and Professional Presentation	7
Power of Poetry in Language Education	20
PowerPoint, Introduction to	17
Practice Workshop in Simultaneous Interpreting	26
Practicum for Childbirth Educators	23
Presentations, Introduction	17
Presenting and Practising New Language	20
Principles of Fundraising	29
Problem Solving and Action Planning	13
Professional Health Care	22
Professional Orientation to Interpreting Skills	26
Professional Telephone Communication Skills	11
Pronunciation Improvement	27
Property Law	30
Provincial Instructor Diploma	31
Publishing Web Pages	16
Records Management I, Advanced Topics	11
Records Management, Specialized Functions	11
Relationship Enhancement	24
Respiratory Assessment	22
Resume and Interview Skills	10
Risk Management for Boards	29
Sales, Service and Customer Care Extraordinaire	8
Saxophone and Clarinet	28
School Age Child Care	27
Securities	30
Self Esteem: The Ultimate Asset	24
Self-Help Groups: Are They Beneficial in Today's Health Care?	22
Settlement and Integration, Introduction to	26
Settlement and Integration Issues for ESL Instructors, Introduction to	20
Simply Accounting for Windows, Introduction to, Advanced	17
Singing, Level I	28
Small Claims Court Practice	30
Stage Band, Level I	28
Stand Up and Speak!	29
Standard First Aid	22
Stepping up to Leadership	12, 13
Stress Reduction	24
Stroke: A Nursing Care Update	22
Substance Abuse, Introduction to	26
Substance Abuse Practicum	26
Supervisors Meeting the Challenge	11
Supervisory Management and Decision Making	11
Taking Charge: Clinical Leadership for Nurses	22
Teach Adults	31
Teaching Business ESL in the Classroom	20
Teaching English for Academic Purposes	19
Teaching ESL Overview of	19, 20
Teaching Grammar	21
Teaching Grammar One, Two: Theory and Practice	19
Teaching Listening and Speaking	19, 21
Teaching Overseas: Survival Skills	20

Teaching Pronunciation	19, 21
Teaching Reading	19
Teaching Reading and Writing	21
Teaching Skills for Childbirth Educators	23
Teaching Strategies for Cross-Cultural Learning and Communication	19
Teaching TOEFL Using an Interactive Approach	19, 20
Teaching Writing	19
Team Building for Boards	29
Telecommunications Management I, II	18
TESL 21 Overview of Teaching English as a Second Language	20
TESL 31 Teaching English as a Second Language: Theory and Skill Development	20
TESL 32 Teaching English as a Second Language: Materials Selection and Development	20
TESL 33 Applied English Grammar and Phonetics	20
TESL 34 Teaching English as a Second Language/Teaching English as a Second Dialect for Indian and Metis	20
TESL 35 TESL Methods	20
TESL 41 Program Planning and Evaluation in Teaching English as a Second Language	20
TESL Inservice Qualification Program	21
Textiles for Interior Design	9
Thinking on Your Feet	13
Third Annual Society of Wine Educators Tasting	21
Time Management Skills	11
TOEFL Preparation	27
Torts	30
Train the Trainer Certificate	31
Training Program Design	13
Training Volunteers	29
Training with Leading Edge Technologies	13
Tutoring for the LPI (Language Proficiency Index)	20
Tutoring for the TOEFL (Test of English as a Foreign Language)	20
Typing - Keyboarding For Beginners	11
Typing - Speed Building	11
Typography on QuarkXPress	7
Understanding Business Technology	15
Understanding Telecommunications	18
Urinary Incontinence: Assessment and Intervention	22
Using Games in the ESL Classroom	20
Using Interactive Multi-Media to Teach ESL	20
Using Leadership Language	12, 13
Using the Westcoast Reader in an ESL Classroom	20

Virtual Private Networking	18
Vocational Counselling	25
Volunteer Coordination, Introduction to	29
Willan Choir	28
Wills and Estates	12, 30
Windows 3.1, Introduction to, Intermediate	16
Windows 95, Introduction to, Intermediate	16
Windows 95 Upgrade	16
Wine and Spirit Education Trust - Higher Certificate Course	21
Wine Appreciation and Wine Tasting, Introduction to	21
Wine Certificate	21
Word for Windows, Fast Track	17
Word for Windows, Introduction to, Intermediate, Advanced	17
WordPerfect for Windows, Advanced	17
WordPerfect for Windows, Introduction, Intermediate	16
Working with 6-9 Year Olds	27
Working with 9-12 Year Olds	27
Working with Adolescents to Promote Positive Body-Image and Self-Esteem	22
Working with Difficult People	11
Writing Dynamic Business Letters	10
Writing Skills Improvement	31

TEACHER TRAINING

Provincial Instructor Diploma



A Ministry of Education,
Skills & Training Program

The Provincial Instructor Diploma provides you the training and credentials to teach adults in a private or public college in British Columbia. This Ministry of Education, Skills & Training program is now in its 25th year.

Diploma in Adult Education

This diploma program provides advanced training for educational practitioners to further their professional skills in the instruction of adults.

Bachelor of Education

A work-while-you-learn program, you can receive up to one year of university credit for your training and experience and one year credit from the Provincial Instructor Diploma and the Diploma in Adult Education.

Train the Trainer

Recognized by Industry, this 90-hour certificate course offers training for consultancy in the private and corporate sectors.

For more information:

Tel: (604)871-7499 Fax: (604)871-7511

E-mail: dchui-chai@vcc.bc.ca

Earn a Certificate

Building Manager	Management Skills for Supervisors
Counselling Skills	Nursing Management
Substance Abuse	Childbirth Educators
Court Interpreting	Continuing Care Management
Early Childhood Education Level I	Gerontology-Nursing
Administration of Early Childhood Services	Post Anaesthetic Recovery
Infant-Toddler Educator	Sterile Supply Processing Aide
School Age Child Care	Office Administration
Electronic Publishing and Design	Legal Assistant
Fashion Arts	Conveyancing
Fashion Design	Corporate
Garment Construction	Litigation
Pattern Making	Leadership
Floral Design	Teaching English as a Second Language
Telecommunications Management	CERTESL
Non-Profit Management	Teaching English as a Second Language
Multicultural/Settlement	Inservice Qualification

VANCOUVER
COMMUNITY
COLLEGE



Continuing Education Locations

CC

City Centre Campus, 250 West Pender Street

KEC

King Edward Campus, 1155 East Broadway

KEC North

2019 Dundas Street

KEC West

691 East Broadway

LAN

Langara College, 100 West 49th Avenue

OAK

Oakridge Shopping Centre, #320 (North Tower)
Cambie and 41st Avenue

ODH

O'Doul's Hotel, 1300 Robson Street

ROB

Robson Square Conference Centre, 800 Robson Street

SVH

St. Vincent's Hospitals, 749 West 33rd Avenue

VPL

Vancouver Public Library, 350 West Georgia Street

King Edward

871-7070

1155 East Broadway
Box 24785 Stn F
Vancouver BC V5N 5V2

King Edward West

874-9923

691 East Broadway
Vancouver BC V5T 1X7

City Centre

443-8380

250 West Pender Street
Vancouver BC V6B 1S9

4 Ways to Register

1. By Mail

Fill in the registration form on page 35 and mail 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

3. In Person

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

4. By Fax

Use the form on page 35 and FAX to 871-7300. Payment by charge card only.

Registration hours:

City Centre and King Edward Campuses
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, 09:00-17:00

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



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.

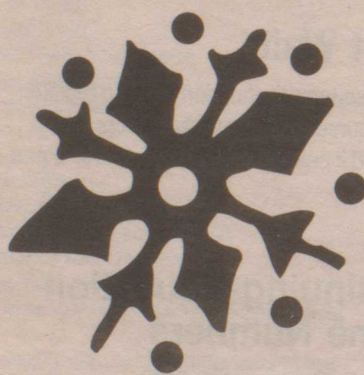
The college reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrollment. Should a course be cancelled, a FULL refund will be made.

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.



Please see 4 Ways to Register, page 33.

Student Information

Citizenship Requirements for Admission

Canadian citizens, including permanent residents in Canada (landed immigrants), are eligible for enrollment at Vancouver Community College.

By exception, those whose status in Canada falls within one or more of the following categories may be considered for enrollment as though they were Canadian citizens or permanent residents in Canada, including:

A. A foreign domestic worker with valid employment authorization permit.

B. An individual who is in Canada to carry out official duties as a diplomatic or consular officer, or as a representative or official of a country other than Canada, or of the United Nations or any of its agencies, or of any intergovernmental organizations in which Canada participates; or as a dependent or a member of the staff of any such diplomat, consular officer, representative or official and is able to substantiate with an identity card issued by External Affairs which gives his/her position, date of issuance and date of validity.

C. An individual who is in Canada, who has applied for Permanent Resident/Landed Immigrant status and who can provide evidence of the "letter of approval in principle" to the institution for admissions purposes.

D. Any person who has been determined under the Immigration Act to be a Convention Refugee and can present a letter from Employment and Immigration Canada confirming this.

E. A person under an international exchange, scholarship or fellowship agreement where there has been joint approval by the receiving institution and by the Ministry of 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.

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

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 and West Campuses and many other CE locations are wheelchair accessible and provide parking for the disabled. For further information, please call Sheila Stickney at 874-9923.

Don't Wait

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

Dates Closed

Continuing Education will be closed: December 24-January 1, 1997 inclusive and March 28-31, 1997 inclusive

Weather Warning

In the event of a snow storm disruptive enough to postpone evening classes, please listen to an announcement on CKNW 98 AM radio after 16:00 or telephone any Continuing Education office for more information.



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.

Vancouver Community College Alumni Association

Keeping in touch is "networking" and networking is fundamental in ensuring continued employment. The VCC Alumni Association is your way of keeping in touch. We need you and you need us!

If you have attended a VCC program over the last 30 years, you are eligible to join the Alumni Association. It's that simple—and it's FREE!

Members receive a bi-annual newsletter highlighting Alumni and College events, profiling past graduates and much more. The association is "your" association. It is open to your ideas and needs.

Do you wish to participate in social events? Dances? Dinners? Group outings? Do you want workshops and speaker series dealing with topics relevant to you? Do you wish to belong to a group that offers a sense of community?

If you answered YES to any of those questions, then we want to hear from you! For further information, write or give us a call at:

VCC Alumni Association
1155 East Broadway
Box 24620, Station F
Vancouver, BC V5N 5T9
Phone: 871-7173
Fax: 871-7200

Fax & Mail-in Registration

FAX & MAIL-IN REGISTRATION



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	\$ _____	NAME ON CARD _____
2	<input type="checkbox"/> MONEY ORDER	CREDIT CARD ACCOUNT NUMBER _____
3	<input type="checkbox"/> CHEQUE	EXPIRY DATE _____
4	<input type="checkbox"/> CREDIT	

SIGNATURE _____ DATE _____

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

vancouver community college

winter term begins
january 10

city centre **1**
250 west pender street
443-8380

king edward **2**
1155 east broadway
871-7070

king edward west **3**
691 east broadway
874-9923

