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V A N C O U V E R
C O M M U N I T Y
C O L L E G E

Continuing Education

EDUCATION

PART-TIME STUDIES

TRAINING

PROFESSIONAL

DEVELOPMENT

spring 1997

reach
for
the top
dream
target
your
future

T A R G E T Y O U R F U T U R E



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

LGH

Lions Gate Hospital
231 East 15th Avenue
North Vancouver

OAK

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

ODH

O'Doul's Hotel
1300 Robson Street

RDH

Roundhouse Community Centre
181 Roundhouse Mews

ROB

Robson Square Conference
Centre, 800 Robson Street

VV

Volunteer Vancouver
301 - 3102 Main 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

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.

4 Ways to Register

1. By Mail

Fill in the registration form on page 31 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 31 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, 08:30-17:00

Continuing Education Phone Numbers

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

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 end date.

Sincerely,

Gail Rochester

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

The Small Print

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

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Dates Closed

Continuing Education will be closed on:

March 28–March 31 inclusive
May 17–19 inclusive
July 1, August 4

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.

Program Coordinators

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

Arts & Design

Design Studies

Judith O'Keefe, 443-8386

Electronic Publishing & Design

Judith O'Keefe, 443-8386

Floral Design

Joyce Jackson, 871-7462

Fashion Arts

Evelyn May, 443-8387

Gemmology

Judith O'Keefe, 443-8386

Interior Design Technology

Barbara Houston, 443-8390

Jewellery

Maciek Walentowicz, 443-8571

Business, Career & Management

Building Services

Brian Pink, 443-8388

Business English, 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

Computers & Telecommunications

Groupware Management

Brian Pink, 443-8388

Oakridge Computer Centre

Pat Austin, Mischele Mathern, 261-2806

Telecommunications

Peggy Worobetz, 871-7427

ESL Teacher Training

CERTESL

Teaching English as a Foreign Language
Teaching English as a Second Language
TESL Inservice Qualification
Jennifer House, 871-7056

Health

CPR & First Aid

Sheila Stickney, 874-9923

Childbirth Educators

Diane Donaldson, 874-9923

Dental

Monica Maletz, 874-9923

Foodsafe

Sheila Stickney, 874-9923

Professional, Allied & Holistic 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

Mandarin

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

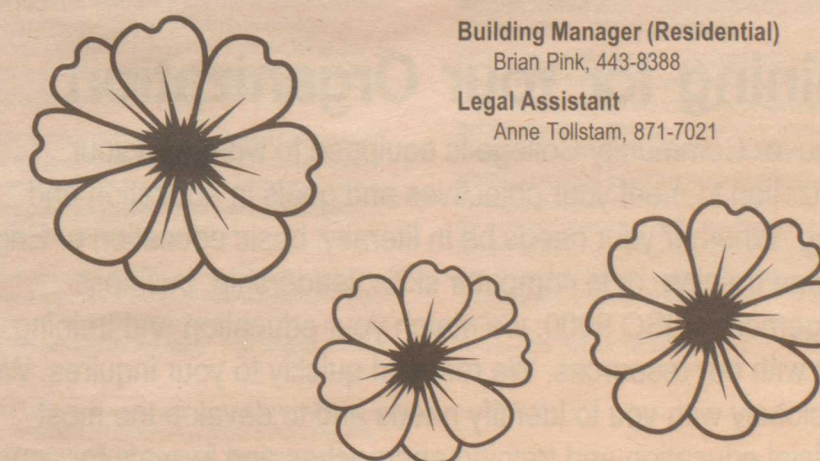
Real Estate & Law

Building Manager (Residential)

Brian Pink, 443-8388

Legal Assistant

Anne Tollstam, 871-7021



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

Moving Ahead at Continuing Education

In an ever-changing workplace, you need to keep your career moving. The question is, in what direction? VCC – Continuing Education is dedicated to leading the way in professional education. That's why at Continuing Education you'll find courses and certificate programs – taught by leading professionals who practice what they teach and combine theory with real-world experience to provide you with the knowledge you need to keep your career going in the right direction. Here are just a few exciting new courses . . .

New Courses Include

Logo Design and Stationery Layout (050436), page 6

Mac Labs (050453), page 6

Photoshop – Level II (Computer) (050444), page 6

Felt Pen Rendering (050423), page 6

Getting started as a Freelancer (050457), page 6

Merchandising Strategies for Fashion (050958), page 6

Planning Small Outdoor Garden Spaces (250115), page 7

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World Music Lecture Series (502530), page 25

Groupware Management Certificate Program, page 14

Bidding and Estimating for Cleaning Contractors (109037), page 8

Making Peace with a Lifetime: Earlier Trauma and the Process of Aging (202895), page 19

Start a Self-Mutual Help Group (201080), page 21

Osteoporosis Prevention (201079), page 21
Vitamins and Minerals from Natural Food Sources (200416), page 21

Massage Therapy Level II (200740), page 18
Breathing for Well-Being (202835), page 18

Magnification and Surgical Telescopes in Dental Practice (203417), page 20
Creativity: Discovering Our Inner Resource (202741), page 21

Training for Your Organization

Vancouver Community College is equipped to work with your organization to meet your objectives and goals in education and training. Whether your needs be in literacy, basic education or English language training; or in computer skills, leadership, business management or ISO 9000; we match your education and training needs with our resources. We respond quickly to your inquiries. We work closely with you to identify needs and to develop the most beneficial education and training approaches and formats for your employees. For our quick response and more information call Brian Pink, 443-8388.

Free Information Nights

Please join us for the following FREE program information sessions.

Counselling Skills Certificate Program
Tu. Apr 08, 18:00-19:00, Continuing Education office, City Centre Campus, 250 West Pender

Court Interpreting Certificate Program
Tu. Apr 15, 19:30, Continuing Education office, Langara College, 100 West 49th Avenue

Floral Design Certificate Program
Tu. Apr 15, 17:00-19:00, Continuing Education office, City Centre Campus, 250 West Pender

Gemmology Program
Mo. Apr 14, 19:00-20:00, Room 164, City Centre Campus, 250 West Pender

Gerontology Certificate Program – Nursing and Home Care Nursing Program
Mo. May 26, 19:00-20:30, King Edward West 691 East Broadway (corner Fraser Street)

Groupware Certificate Program (certificate pending)
Tu. Apr 15, 19:00-20:00, Continuing Education office, City Centre Campus, 250 West Pender

Osteoporosis Prevention (201079), page 21

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

Interior Design Technology Certificate Program (certificate pending)

Th. Apr 10, 19:00-20:00, Continuing Education office, City Centre Campus, 250 West Pender

Legal Assistant Certificate Program
Mo. Apr 07, 17:30-18:30, City Centre Campus, 250 West Pender

Non-Profit Sector Management Certificate Program
We. Mar 26, 18:00-19:00, Room 237, City Centre Campus, 250 West Pender

Office Administration Certificate Program
Tu. Apr 15, 17:30-18:30, Room 237 City Centre Campus, 250 West Pender

Substance Abuse Certificate Program
Tu. Apr 08, 18:00-19:00, Continuing Education office, City Centre Campus, 250 West Pender

Telecommunications Management Certificate Program
We. Apr 02, 17:00-18:30, Continuing Education office, City Centre Campus, 250 West Pender

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

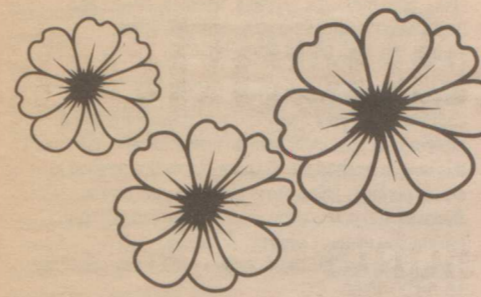
Leadership

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! These design-related courses are intended to increase awareness of design theory and practices, design applications and technologies, aesthetics, invention and originality, creativity and the designing process.

These courses will appeal to individuals interested in, or involved in, any of the art and design disciplines as well as 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.

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
4 day - Sa. Apr 19, 09:00-14:00 - 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. Apr 26, 09:00-16:00 - CC

Electronic Publishing, Graphic Design & Illustration

Any of the electronic publishing, graphic design and illustration courses listed under the Electronic Publishing and Design Certificate Program can be taken on an individual basis providing course prerequisites are met. Please refer to the course descriptions listed under the Electronic Publishing and Design Certificate Program for details.

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 foundation 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.

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 individuals who wish to take one or more courses providing they meet the following 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. 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. Challenge exams are offered in the fall term.

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

4 day - Sa. Apr 19

09:00-14:00

CC

Course name

Course number

Course description

Instructor

Total due

Start date

Time

Location

(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 April 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 Spring 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)
- Newsletter Production (050459)
- PageMaker-IBM (050460)
- Electronic Publishing (QuarkXPress-Mac) (050447)

Elective Courses

- Logo Design and Stationery Layout (050436)
- Photoshop Level I (050443)
- Photoshop Level II (050444)

Other Design Courses

- Felt Pen Rendering (050423)
- Perspective Sketching and Drawing – An Introduction (050415)

Workshops

- Getting Started as a Freelancer (050457)
- Mac Labs (050453)

Application Procedures

All prospective students must complete an Electronic Publishing and Design application form and return it to the College by April 10. The application form and program guide are available from the City Centre Continuing Education office or by calling 443-8380.

INSTRUCTORS

Marcel Beaulieu is a graduate of the University of Manitoba with a Bachelor of Interior Design, Faculty of Architecture. His professional work experience includes corporate office design, as well as residential design. 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. 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 and has 16 years' experience working in the design and advertising industry. She has been an art director at several western agencies including Palmer Jarvis and has spent many years as a freelance art director, designer, illustrator and educator.

Libba Levstek is a graduate of the Ontario College of Art and has ten years' experience as a freelance illustrator. Libba'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.

Christine O'Byrne is a graduate of the Alberta College of Art with extensive art director experience including The Bay and Palmer Jarvis Advertising. She is currently a freelance art director/designer for a variety of clients.

Richard Rodak has 16 years' experience as a freelance designer, art director and production coordinator. He has an extensive background in traditional methods of design, typography and production, supplemented with computer skills.

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 including the Toronto Star. He 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 mng - Sa. Apr 19, 10:00-13:00 - CC
10 eve - Th. Apr 24, 18:30-21:30 - CC

Introduction to Computers – Macintosh (Computer) (050441)

This beginner's course provides a broad overview of the Macintosh computer, its operating system and how it is used in the graphic design industry. You learn file hierarchy and effective file management, basic troubleshooting techniques and shortcuts, and basic drawing techniques on Adobe Illustrator. Evaluations consist of hands-on work and two exams. (Lyn) \$350
10 eve - Mo. Apr 21, 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. (Hollinger) \$280
10 eve - Mo. Apr 21, 18:30-21:30 - CC
10 eve - We. Apr 23, 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? This is an opportunity to learn about illustrating as a profession and to add new pieces to your portfolio. You will learn how to work quickly and creatively on projects designed to show your drawing and painting style. 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 to the first class, and be prepared to take notes. You will need to purchase some art supplies. (Levstek) \$285
10 eve - Tu. Apr 22, 18:30-21:30 - CC

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

Explore the exciting world of electronic drawing and design in this introductory workshop to Adobe Illustrator. 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: how to create it, wrap it around objects, edit, link, and stretch it, or even how to turn it into a graphic object itself. Prerequisite: Introduction to Computers – Mac (050441). (Thiessen) \$410
10 eve - We. Apr 23, 18:30-21:30 - CC

Electronic Publishing & Design (con't)

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, and how to use type, photographs and illustrations to achieve maximum impact. Working within a budget, as well as working as a member of a team that can include writers, photographers, illustrators, printers and of course, clients, projects will include a promotional brochure and a direct mailer. Prerequisite: Graphic Design – An Introduction (050408). See page 5. (O'Byrne) \$210
10 eve - Mo. Apr 14, 18:30-21:30 - CC

Newsletter Production (Non-Computer) (050459)

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 nameplate, discuss writing techniques and work with graphics and photos. You will learn about 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. (Johnston) \$325
11 eve - Th. Apr 17, 18:00-21:00 - CC

QuarkXPress – Mac (Computer) (050447)

This course teaches the basic concepts of QuarkXPress, a comprehensive page layout program that provides all the tools you need to produce effective, well-designed documents. You will learn the tool box; menus and palettes; how to size documents, import and edit text, manipulate typographic controls and add graphic elements. Discover the easy way to create tabs, the innumerable advantages of paragraph rules and how to insert dingbats with a simple command and wrap text around pictures. You will produce a newsletter as a project. Prerequisite: Introduction to Computers – Macintosh (050441). Newsletter Production (050459) or equivalent recommended. (Thiessen) \$365
10 eve - Tu. Apr 22, 18:30-21:30 - CC

PageMaker – IBM (Computer) (050460)

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. Newsletter Production (050459) recommended. (Hurst) \$365
10 eve - We. Apr 16, 18:30-21:30 - CC

Elective Courses**Logo Design and Stationery Layout (050436)**

Students will learn how to use the basic principles of design to create distinctive and successful logos. It will be taught in a step-by-step approach, going from initial research through to camera-ready art. However, the process does not end here. Each logo demands its own unique treatment and this is carried through by applying the logo to a stationery package (business card, letterhead and envelope). Typography, paper, inks and various printing techniques will also be discussed. A mixture of both theory and practical, this course is beneficial to both designers and non-designers. Students certainly don't have to know how to draw, but knowledge of the Macintosh programs Illustrator and QuarkXPress would be a definite asset. (Lyn) \$285
10 eve - Tu. Apr 22, 18:30-21:30 - CC

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. You will Photoshop's major capabilities, including 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. Apr 17, 18:30-21:30 - CC

Photoshop – Level II (Computer) (050444)

Building on Photoshop Basics, you will learn how 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: Photoshop – Level I (050443) or permission of instructor. (Thiessen) \$365
5 day - Sa. Apr 19, 10:00-16:00 - CC

Other Design Courses**Felt Pen Rendering (050423)**

This course will help you develop felt pen rendering techniques by exploring colour, composition, typography and design. Through interactive class presentations and discussions, we will learn how to come up with the best possible solution for a design problem and how to sell it to your client. Drawing skills are helpful but not essential. Class projects include billboard design and rendering a TV storyboard. Please bring pencils and paper to first class. (Kirkaldy) \$135
8 eve - Th. Apr 17, 19:00-22:00 - CC

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

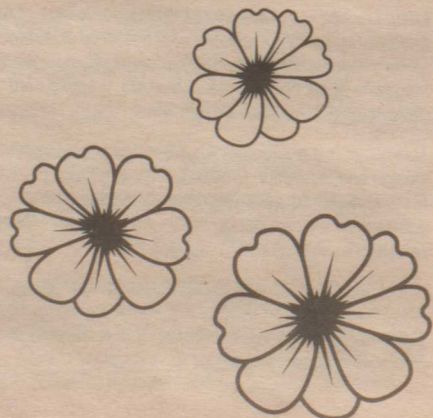
This course develops your visual skills while teaching perspective sketching and projection techniques. The fundamentals of perspective will be introduced through the study of quick sketches using basic geometry as building blocks for more complex drawings. The introduction of one-point, two-point and 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. Apr 16, 19:00-22:00 - CC

Workshops**Getting Started as a Freelancer (050457)**

Freelancing puts you right in the forefront of a powerful trend that has developed in the 90s. With the downsizing of major companies and the uncertain job market – many artists and illustrators, writers and photographers are setting up computers and operating out of the comfort of their own home. And – many more ad agencies and other major corporations are hiring freelancers rather than full-time staff. This intensive one-day seminar will give you the incentive and know-how to get started. You'll learn the basics of setting up a home office, where to look for clients, how to put together a portfolio, marketing yourself effectively, legal considerations, calculating rates and negotiating with clients. A comprehensive take-home manual is included. Space is limited to 15 participants, so register early. (Johnston) \$75
1 day - Sa. Apr 26, 09:00-16:00 - 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. (Daem) \$95 per session.
5 eve - Th. May 08, 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 enrollment. Register early by calling 443-8380.

INSTRUCTORS

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

Corinne Richardson has 15 years' experience designing, costing, sourcing, fabrics, production planning and working with contractors and advisors.

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.

Brenda Swinglehurst, NDD, graduated in Fashion at Croydon College of Art and Design, England. She has worked as a pattern maker for manufacturers in London, Montreal, Chicago and Vancouver for almost 30 years.

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

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

Merchandising Strategies for Fashion. (050958)

This course involves the study of techniques and procedures used to develop and produce a fashion produce line for a manufacture or retail environment. Topics include sourcing colour and style trends, step-by-step methods to find raw materials, time management, and merchandising principles. \$160
7 eve - Tu. Apr 29, 18:30-21:30 - CC

Children's Wear I – Pattern Making (050943)

Taught by a professional pattern maker, this course provides the knowledge, skills and experience necessary to draft patterns for children's wear in a variety of styles. You will construct all the blocks needed as a basis for this area of pattern making and, using standard size 4 blocks, draft patterns for various current popular styles. Drafting paper and pattern card are provided, but bring to first class: HB pencil, eraser, 38 cm ruler – clear plastic metric fibre-glass tape measure, french curve, set square, tracing wheel, a three-ring binder. (Swinglehurst) \$180
4 day - Sa. May 24, 09:00-16:00 - 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. (Bryant) \$185
9 mng - Sa. Apr 26 - 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 fibre-glass 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. May 24, 09:00-16:00 - CC

Millinery – Level I (050937)

Hats are In! Learn the basic millinery skills from a professional designer. This course covers structured fabric hats, blocking and trimming both felts and straws. A "mad-hatter" or more "haute couture," you will have fun, learn a lot, and make at least two hats of your own design. Early registration is advised. All necessary materials may be purchased directly from the instructor. Bring to the first

class: tape measure, scissors, needles, thread and dressmaker's extra long pins. (Wardel) \$240
7 mng - Tu. May 06, 09:00-12:00 - CC

Dress Form Workshop (050947)

Learn to make your own individual dress form with a professional custom fit from an instructor who has taught this unique method for 15 years. Apply this method to create perfectly fitting dress forms for your clients. Supplies and preparation will be discussed during the preliminary evening session. (East) \$60
1 eve - We. Apr 30, 19:00-21:00 - AND 1 day - Sa. May 10, 10:00-15:00 - CC

Fashion Arts**Certificate Program**

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

NOTE

All terms are not offered each semester

**Program Content
Fashion Design Certificate**

Term One – Fashion Drawing
Term Two – Fashion Design
Term Three – History of Fashion
Term Four – Collection Design
Term Five – Textiles

Pattern Making Certificate

Term One – Block Construction
Term Two – Design Drafting Theory
Term Three – Design Drafting Practical
Term Four – Designer Patterns/Draping
Term Five – Production Patterns/Grading

Garment Construction Certificate

Term One – Sewing Techniques
Term Two – Industrial Sewing
Term Three – Tailoring
Term Four – Couture
Term Five – Collection Toiles

After graduation from these three certificate programs the student is eligible for the

Fashion Arts Certificate

Term Six
• Fashion Graphics
• Collection Portfolios
• Collection Manufacture
• Fashion Show Production

At the end of this term students present their individual collection at the Graduate Fashion Show.

INSTRUCTORS

Evelyn May, BHE, is the Fashion Arts coordinator at VCC and has been an instructor for the program since 1986. Having worked in the fashion industry since 1984, she is experienced at every level of the design process in each discipline. She graduated in home economics and Education at the University of British Columbia in 1980.

Lisa Gellert, AAS, is a freelance illustrator and textile designer. She has worked in the fashion industry and education in New York and Vancouver. She graduated as an associate applied science, majoring in fashion, at the Parsons School of Design, New York, 1985.

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

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

Peggy Morrison, BA, ARCT., has worked in the fashion industry since 1966. Her career started as fashion coordinator for The Bay and Eatons and, since 1972, she has been involved in administration and teaching at local fashion schools, combining this with freelance work as a fashion show producer and coordinator.

Gayle Ramsden, BHE, has worked as a pattern maker and grader for fashion manufacturers in Winnipeg and Vancouver. She has trained personnel in the use of computerized pattern design, markers, grading and cutting systems. She graduated in home economics at the University of Manitoba, 1981.

Concetta Sciarretta trained in fashion in Vancouver and has worked at various levels of design and production in the fashion industry in Hong Kong and Vancouver. She graduated in fashion design, 1984; fashion arts certificate, VCC, 1989.

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

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

Marg Zibin is a freelance pattern maker and has been teaching the subject since 1987. She graduated in fashion arts, VCC, 1987; provincial instructors diploma, VCC, 1989.

Application Deadline

Applications for the next entry to the Fashion Arts Certificate Program must be received by 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. Have secondary school completion or equivalent.
2. Have a working knowledge of the English language, plus the ability to speak, read and write clearly and accurately.
3. Submit a letter with the application form, stating reasons for wishing to enter the Fashion Arts Program.
4. Present examples of fashion-related work (designs, illustrations and garments) at a successful interview prior to the commencement of the program.

Floral Design**Certificate Program**

The VCC Floral Design Certificate Program for individuals who want to take floral design courses for personal interest providing course prerequisites are met. Individuals can also select to complete the entire certificate program. To learn more about the courses and the program, join us at the information session on April 15 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
- 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. A college certificate is awarded to individuals who successfully complete all program requirements.

Application Procedures

Individuals interested in the Floral Design Certificate Program are required to complete and submit the Floral Design Certificate Program application form by April 15. 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). To request a Floral Design Certificate Program application form and program guide, contact the City Centre Continuing Education office in person or by calling 443-8380.

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, please call the Floral Design program coordinator, Joyce Jackson, at 871-7462 or the coordinator, Arts and Design Programs at 443-8386.

INSTRUCTORS

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

Elaine Harman is an award-winning floral designer, consultant and educator dedicated to pursuing excellence in all of her endeavours.

Nell Passero, trained in Europe, has extensive floristry experience ranging from operating her own business to freelance designing.

Rick Portice has worked for 20 years in the floral industry in retail, consulting, and custom contracts.

Gail Stanton has 16 years' experience in the floral industry in wholesale, retail and as a freelance designer.

Beverly Woodburn has 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 exempt 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. Apr 19, 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 centerpiece, corsage, toпиary, 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. (Passero) \$460
10 eve - Mo/Tu. Apr 21, 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. Apr 23, 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. (Portice) \$650
9 day - Sa. Apr 26, 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. Apr 28, 18:30-21:30 - CC

Basic Flower Shop Procedures (250108)

The student will learn the procedures that are specific to the day-to-day operation of a flower shop including the importance of computers, wholesalers, shop maintenance, health and safety considerations, ethical behaviour and the importance of setting priorities. Students will also learn to provide professional customer service and effective selling techniques and skills that are relevant to the floral industry. – 33 hours elective. (Portice) \$375
5 day - Mo/Tu/We/Th/Fr. Aug 11, 09:00-16:00 - CC

Workshops**Hand-tied Bouquets (250113)**

Learn how to construct European hand-tied bouquets using the spiral technique. You will experiment with popular bouquet formats including the nosegay, biedermeier, 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 - We/Th. Jun 11, 18:30-21:30 - CC

Vancouver Community College Continuing Education joins with the Roundhouse Community Centre to offer these courses specifically designed for urban lifestyles. For further information and to register, please contact Judith O'Keefe at Vancouver Community College, 443-8386.

Planning Small Outdoor Garden Spaces (250118)

Do you want to maximize the use of your balcony, deck or courtyard? Landscape architect, Damon Oriente, will take you through the planning process so you can create functional and environmentally friendly planted spaces suitable for entertaining and relaxing. Learn how to organize your outdoor space to get the most from your budget, the climate conditions and changing seasons. Topics include: design, structure and budget considerations, containers, suppliers, construction materials, lighting, plant uses, and more! On completion of this course, you will have developed your plan and be ready to start planting. Bring photos and measurements of your space to the first session if possible. (Oriente) \$150
3 eve - Th. May 15, 18:30-21:30 - RDH

Planted Containers (250116)

If you have a balcony, deck or space for a window box, you can plant a variety of containers and soon you will be harvesting your own fresh herbs, salad greens and tomatoes! Or, if flowers are your passion, learn which species provide colour and fragrance throughout the growing season. Topics include: suitable container and plant selection, soil, drainage and watering requirements, maintenance tips, plus the use of colour and texture. This course is a combination of demonstrations and hands-on experience. Fee includes some plant materials. (Bedard) \$145
2 mng - Sa. May 24, 09:00-13:00 - RDH

Sales, Service and Customer Relations – Lecture (250117)

This lecture 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. Topics include sales tips to enhance your profit margin and a potpourri of ideas to raise customer service to an astonishing level, and how to turn losses into profits by making a few simple changes that could have positive impact on your floral business. – 2 hours (Woodburn) \$35
1 eve - Mo. Jun 02, 18:30-20:30 - CC

Summer Intensive Floral Design Certificate**Floral Design Challenge (250104)**

1 aft - Sa. Jul 05, 09:00-15:30 - CC – \$150

Introduction to Floristry (250105)

5 day - Mo/Tu/We/Th/Fr. Jul 7, 09:00-15:30 - CC – \$460

Floral Design II (250106)

5 day - Mo/Tu/We/Th/Fr. Jul 14, 09:00-15:30 - CC – \$650

Floral Design III (250107)

5 day - Mo/Tu/We/Th/Fr. Jul 21, 09:00-15:30 - CC – \$650

Portfolio Preparation (250110)

3 day - Mo/Tu/We. Aug 18, 09:00-14:00 - CC – \$180

Basic Shop Procedures (250108)

5 day - Mo/Tu/We/Th/Fr. Aug 11, 09:00-14:00 - CC – \$375

Summer Intensive Floral Design Certificate application deadline April 30, 1997.

NOTE

Courses are subject to cancellation if minimum enrolments are not met. Register early to avoid disappointment.

Gemmology

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

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

Preliminary year classes begin Sep 10, We. eve, 18:30-21:30 to Jun/98.
Diploma year classes begin Sep 09, Tu/Th. eve, 18:30-21:30 to Jun/98.

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

Interior Design Technology Certificate Program

(Certificate Pending)

In recent years, interior designers have fulfilled the needs and desires of an increasingly complex society, by creating a variety of environments that complement 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 a variety of design-related fields. Planned with the input from industry leaders, educators, professional designers, architects, and students, the certificate program fulfills many of the skills required of the increasingly diverse 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 part-time 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 fields today. The program is structured for those who wish to continue their professional education while working or pursuing alternative options during the day.

Courses are available for professional and personal enrichment. All courses will be held at VCC City Centre Campus. Please note: All courses are not offered each term.

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 (14 units):

- Design Fundamentals (051601)
- History of Design (504214)
- Colour Theory and Application (504218)
- Freehand Drawing (051604)

• Business Matters and Applications of Design (051612)
Students make up the balance of required units by determining their own course of study from the program electives and workshops most relevant to their career needs and goals. To receive a certificate, all course work (24 units of instruction) should be completed within a three-year period. Students who wish to take courses in the program must have solid competency in the English language. Certificate students should have successfully completed grade 12 or equivalent.

Qualifications

Some individuals have extensive backgrounds in art and design, while others have none. The 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 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, April 10 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, has 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. Her background of teaching at the University of Manitoba and other colleges, along with the practical experience of residential and hotel 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 the University of British Columbia 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 several post-secondary institutions in the Lower Mainland.

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 at many other post-secondary institutions.

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 eve - Th. Apr 17, 18:30-21:30 - 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: Design Fundamentals. Core course - 3 units. (Houston) \$310
11 eve - Tu. Apr 15, 19:00-22:00 AND 1 mng - Sa. Jun 21, 09:00-12:00 - CC

Freehand Drawing for Design (051604)

Drawing skills are integral to successful communication to our clients. In this studio class you'll be encouraged to experiment with expressive use of media, to develop an understanding of composition and to build your rendering skills. In-class drawing exercises will emphasize developing and integrating a wide range of drawing techniques. You will learn how to use line, line weight and contour, space and form, proportion and relationship, light and dark values. These fundamentals will help your perception of the whole and begin to communicate your ideas in this visual medium. - 2 units. (Houston) \$210
8 eve - We. Apr 23, 19:00-22:00 - CC

If you are planning to enter the program and require program advice, contact 443-8390.

Jewellery

INSTRUCTORS

Peter Thompson was trained under a master goldsmith in England. He has worked in Vancouver for the last 17 years in his own studio.

Metal Techniques I (051101)

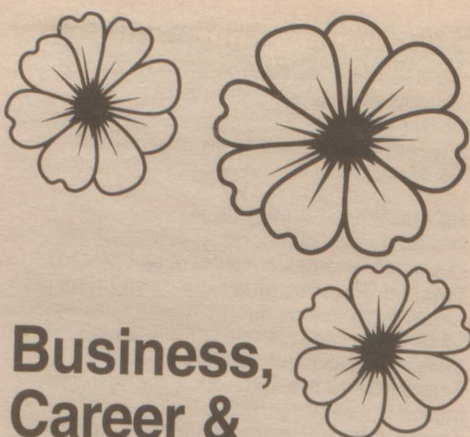
This course introduces the basic materials, tools and terminology in jewellery making. Students will become familiar with a variety of techniques including piercing, doming, texturing, rivetting and soldering. Projects include the making of chains, rings, brooches and other jewellery objects. Students will be required to purchase their own tools and materials (approximate cost \$200). No experience necessary. (Thompson) \$245
10 eve - Tu. Apr 15, 18:30-21:30 - CC

Metal Techniques II (051114)

A further exploration of materials, tools and a variety of techniques with an emphasis on soldering, construction and fabrication. Projects include the making of chains, rings and brooches. Students will be required to purchase their own tools and materials (approximate cost \$130). Prerequisites: Successful completion of Metal Techniques I or equivalent. (Thompson) \$245
10 eve - We. Apr 16, 18:30-21:30 - CC

Summer Jewellery Intensive (051136)

This Summer Jewellery Intensive is ideal for the jewellery enthusiast, or any person interested in updating and expanding their jewellery making skills during this instructional workshop session. Participants will be required to purchase their own tools and materials (approximate cost \$335). No previous experience is necessary. NOTE: You must register and pay your fees by June 09. If the minimum registration of ten participants is not achieved by this date, the course will be cancelled and fees refunded. If you register prior to May 25, you will be eligible for \$75 fee discount. (Thompson) \$735
15 days - Mo. Jul 07 - Jul 25, 09:00-15:30 - CC



Business, Career & Management

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 Neuls is the former facilities supervisor for the West Vancouver School District and currently manages HJN Building Services. Mr. Neuls is chairman of the Advisory Committee for the Building Service Worker Program at VCC and also serves on the board of the Canadian Building Servicing Association.

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

Building Service Worker - Level I (109008)

Learn general cleaning and floor maintenance. Students will explore types of soils, types of cleaners, cleaning chemicals, germicides and disinfectants, washroom and window cleaning, sweeping methods and equipment, floor machines and servicing specialty areas. Safety issues will also be covered. This is a theoretical course which prepares students for the hands-on program. (See note below) Students will gain a foundation of building service knowledge to help improve professional practice. Prerequisite: Students must possess reasonably good oral, reading and writing skills. Students who have difficulty with English should contact Continuing Education, 871-7070 for advice on language skills courses. (Clarke) \$200
5 Day - Sa. Apr 19, 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. (Neuls) \$295
5 day - Sa. May 10/24, Jun 07/21, Jul 05, 08:30-16:30 - 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. (Neuls) \$295
5 day - Sa. May 10/24, Jun 07/21, Jul 05, 08:30-16:30 - CC

Building Maintenance and Cost Control (109002)

Available September 1997 - (Watters) \$195

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. Apr 19, 09:00-12:00 - CC

Bidding and Estimating for Cleaning Contractors (109037)

Designed for persons with professional experience in contract cleaning. Topics include bidding on government and private sector jobs, standard cost and cleaning time estimates, strategies for maximizing profit and minimizing labour costs, and quality control while serving the contract. This course provides ideas and techniques for successful contract bidding and estimating. (Dallas) \$45
1 day - Sa. May 24, 09:00-13:00 - CC

Also see Building Manager (Residential) under REAL ESTATE section of this flyer, page 27.

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 (104419) \$285

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

NOTE

Business English Skills Test (104539) Sa. Jun 14, 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. Apr 26, 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. May 10, 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. May 24, 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 (Dean) \$80
1 day - Sa. Jun 07, 09:30-15:30 - CC

Entrepreneurial Skills

Certificate Program

The Entrepreneurial Skills Certificate Program is a part-time EVENING program developed and proven successful by Okanagan University College.

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, with one-on-one guidance from an experienced business person. 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 - 84 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 (104117) - 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. Apr 15, 17:30-18:30 - CC Room 237

Typing/Keyboarding

INSTRUCTOR

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

Typing - Keyboarding For Beginners 1020 (104404)

Learn to touch type the alpha numeric keyboard on an electronic typewriter. Recommended for those who want to use a computer terminal or typewriter for business or personal use. Theory such as tabulating, centring and letters will not be taught. Therefore more emphasis is placed on typing and keyboard skills. Access to a typewriter/keyboard between class time would be helpful.

Office Administration (cont.)

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

Computers**Computer Foundations – Basic (104041)**

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 (Hollinger) \$280
10 eve - Mo. Apr 21, 18:30-21:30 - CC
10 eve - We. Apr 23, 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 ARIMA conferences and meetings.

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)

Will be offered in the Winter 1998 term

Office Automation 1115 (104502)

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

Records Management – Advanced Topics 1617 (104556)

Available Fall term

Records Management – Specialized Functions 1618 (104557)

This course is designed to introduce you to specialized functions within records/information management. You will explore several functions such as: forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. – 24 hours (Aspinall) \$160
8 eve - Th. Apr 24, 18:30-21:30 - CC

Accounting/Bookkeeping/Budgeting**INSTRUCTORS**

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

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

Introduction to Payroll (Manual and Computerized) 1315 (104409)

For small business owners and personnel who wish to learn how the current source deduction rules affect payroll preparation. Learn to prepare hourly, salaried and commission payroll, payroll law, record maintenance, pay cheque and statement preparation and T4 preparation. Understand employer reporting such as WCB, Revenue Canada Taxation, Records of Employment and Stats Canada. – 24 hours (Johnston) \$155
8 eve - Th. Apr 24, 18:30-21:30 - CC

Introduction to Bookkeeping 1115 (104511)

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

Accounting for the Non-Accountant 1415 (104510)

Available Fall term 1997

Communication/Supervisory**INSTRUCTORS**

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

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.

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. May 31, 09:30-15:30 - CC

Leadership and Team Skills 1815 (104564)

Today's team work trend challenges each of us towards personal growth within a changing organizational culture. This class will help you develop skills to become a better team member, enable you to make a valuable contribution to your team's success, persuade others to follow your lead and gain respect up and down the corporate ladder. – 6 hours (MacIsaac) \$75
1 day - Sa. Jun 14, 09:30-15:30 - CC

Business Etiquette and Professionalism 1820 (104408)

Everyone, from junior clerical staff to senior executives, who has questions on appropriate behaviour and a desire to increase their professionalism on the job, will benefit from this program. This course is designed to enhance existing skills and build additional skills in dealing with potentially difficult situations with staff, co-workers and clients. Topics include: projecting professionalism,

improving tone of authority and credibility in your business relationships and confidentiality, discretion and ethics in the workplace. – 6 hours (Dean) \$75
1 day - Sa. May 03, 09:30-15:30 - CC

Supervisory/Management and Decision Making 1315 (104507)

This course will focus on the techniques and skills required to manage effectively within today's organization. Topics covered will be communication, decision making and leadership skills, all vital components of an effective supervisor/manager. Textbook, *Management*, to be purchased from City Centre Bookstore prior to class. – 24 hours (Dean) \$150
8 eve - Mo. Apr 21, 18:30-21:30 - CC

Effective Oral Communication 1315 (104546)

Available Fall term 1997

Medical**INSTRUCTORS**

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

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

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

Medical Terminology I – 1115 (104417)

This program approaches the medical language through the study of word parts, prefixes, stems and suffixes. You will learn the basics of selected body systems, including symptomatic and diagnostic terms. This course is the first half of a two part course designed for people currently working, or who would like to work or study in related medical technology. (Textbook may be purchased from City Centre Bookstore.) – 30 hours (Rogers) \$175
10 eve - We. Apr 23, 18:30-21:30 - CC

Medical Office Procedures/Administrative Assistant 1315 (104424)

Learn administrative and clinical duties to effectively manage a medical office. Topics covered: scheduling appointments and receptionist duties, patient records management, classification of drugs and routes of medication, financial records and laboratory procedures. An on-site visit to a doctor's office is planned. Medical office assistant handbook to be purchased from City Centre Bookstore. – 24 hours (Moe) \$165
8 eve - Mo. Apr 21, 19:00-22:00 - CC

Medical Office Billing I – Non Computerized 1415 (104536)

This course will help you understand what is involved in medical office billing and how to process information needed prior to billing by computer. Learn Billing by Service Bureau, Medical Services Plan of BC, WCB and Out of Province. This course is a prerequisite for Computerized Billing II (104520). Students currently working with a non-computerized medical billing system may apply in writing for an exemption. – 12 hours (Moe) \$125
2 day - Sa. May 03/10, 09:30-15:30 - CC

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. May 24/31, 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) – Tu. Jun 10, 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.

Katharine Wellman, QC, has 30 years' law practice experience in BC, Alberta, and Saskatchewan.

Introduction to the Legal Office Program 1215 (104426)

This class will cover the various types of law firms in existence and the roles of legal support staff in the profession as well as introduce reference sources and discuss the various areas of law. An overview of the "package" content and presentation will also be covered. – 3 hours (Dean) \$45
1 eve - Tu. Apr 22, 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. Apr 24, 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. Apr 29, 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. May 15, 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 (Wellman) \$85
3 eve - Tu. May 20, 18:30-21:30 - CC

Legal**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 - Th. Jun 05, 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. May 07, 18:30-21:30 - CC

Courses to be offered in Fall 1997

Litigation II - 2120 (104565)
Legal Ethics and Confidentiality 1815 (104532)
Corporate II – 1616 (104573)
Conveyancing II – 2115 (104541)
Wills and Estates 1615 (104430)

For registration call 443-8380.

For detailed information contact Anne Tollstam, 871-7021.

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
* 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.

Leading Your Team to Empowerment – 2222 (100312)

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

- * what is empowerment?
- * the role of the empowering leader
- * how workers improve productivity and worker commitment through empowerment
- * skills and activities for developing an empowered work team
- * the readiness of your team to work as a self-directed team. – 6 hours (Oster) \$150
1 day - Sa. Apr 26, 09:00-16:30 - CC

Finding Time for Results 1319 (100320)

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

- * analyzing your day
- * setting goals and priorities
- * delegating
- * creating productive meetings
- * handling interruptions
- * understanding your self-motivation to complete your day and projects. – 6 hours (Cuzzetto) \$165
1 day - Fr. May 02, 09:00-16:30 - ROB

Thinking On Your Feet 2025 (100315)

At this highly participatory course you will learn proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience, prepare and use visual aids, handle impromptu speaking situations, and get the results you want. Participants will learn how to think effectively on their feet, organize and practise for a business presentation, and use non-verbal communication to reinforce the spoken message. Attend this course and learn more about how your audience sees YOU, and how to make your presentation more memorable. Participants will have the opportunity to make presentations and receive constructive feedback in a supportive environment. – 6 hours (Swankey) \$150
1 day - Sa. May 10, 09:00-16:30 - CC

Managing Change 1020 (100304)

Change is the only thing that is constant nowadays. Employees are tired of hearing that another change is on the way, especially since they are still adjusting to the last one. Organizations need to consider both the business side of change as well as the human side. This program will help managers learn how to address employees' emotions as they manage the change process. During the program, participants will recognize how they personally react to change; understand their role in the change process; apply five steps to communicating change to employees; deal with employee resistance; and increase team commitment to change. – 6 hours (Lewis) \$150
1 day - Sa. May 24, 09:00-16:30 - CC

Performance Management: Goals and Reviews 2080 (100308)

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

- * understand the key aspects of an effective performance
- * write performance goals, measures and action plans
- * provide positive and constructive performance feedback, leadership, training, information and support required for successful achievement of goals – 6 hours (Hannah) \$150
1 day - Sa. Jun 07, 09:00-16:30 - CC

Stepping up to Leadership 1316 (100317)

Becoming a leader is not an easy transition. It requires a whole new set of skills, as well as an understanding and acceptance of new roles, from "doer" to "delegator." At the end of this course you will understand the skills required to effectively supervise:

- * 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. Jun 20, 09:00-16:30 - ROB

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

Using Leadership Language 1317 (100318)
Building a Productive Team 1318 (100319)
Facilitation Skills for Team Leaders 2020 (100311)
Problem Solving and Action Planning 1030 (100306)
Hiring the Right Person 2050 (100309)
Creative Thinking at Work 2020 (100316)
Conflict to Collaboration 2070 (100307)
Critical Thinking Skills 1010 (100303)

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

Connie Simington is a management consultant with 18 years' experience in project management, systems integration and marketing. She holds a degree in computer science and has specialized training in project management. She has worked with a number of major corporations in Toronto, Vancouver and the USA.

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.

Fundamentals of Project Management (100168)

This course provides participants with an understanding of the project management discipline, an insight into the application of project management in their job, a framework for successful implementation of project management techniques, recognized tools and techniques for process improvement, team motivation and communication in a project management setting. Case studies illustrate successful applications of project management. (Simington) \$205
4 eve - Mo/We. Apr 14/16/21/23, 18:30-21:30 - CC

Microsoft Project Software (100189)

Available October 1997 – (Hollinger) \$230

Management Skills for Supervisors**Certificate Program****Program Goal**

To provide broad, practical up-to-date supervisory management training. To deliver this training in three modules that can be taken separately in any sequence. Interpersonal Skills
Group Skills
Administrative Skills

Who Should Attend?

Management Skills for Supervisors has been designed for current and future supervisors and managers in all occupations in the private, public and non-profit sectors. One of the strengths of the program is the diversity of experience that is shared by the participants in the classes.

Format

The program is offered in three modules totalling 72 hours. Training techniques include individual, small and large group experiences and lectures using participants' actual work experiences. Enrollment is limited to optimize the effectiveness of this process.

Certification

Participants who complete all three parts, Interpersonal Skills, Group Skills and Administrative Skills qualify to receive the Management Skills Certificate.

INSTRUCTOR

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

Interpersonal Skills – Part I (100115)

Will be offered in Fall term

Group Skills – Part II (100116)

Objectives: On completion you'll be able to:

1. Identify personal leadership styles
2. Demonstrate appropriate and flexible leadership skills to meet various situations
3. Identify things that motivate and demotivate work groups
4. Develop and implement strategies to improve employee motivation
5. Display leadership and group participatory skills in meetings
6. Determine personal and organization stress factors
7. Implement stress reduction techniques. (Guenard) \$310
8 eve - We. Apr 23, 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

Management Skills for Supervisors (cont')

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. May 13/15, 19:00-22:00 - CC

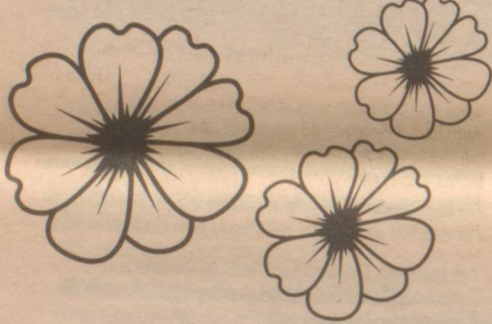
Week 4

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. May 20/22, 19:00-22:00 - 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. May 27/29, 19:00-22:00 - CC

Computers & Telecommunications



Computers & Telecommunications

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 Oakridge Lab 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, page 14.

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, Microsoft Office, and Corel 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, PowerPoint, 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 - Sa. Mar 22, 09:00-17:00 - Oak
1 day - Sa. Apr 12, 09:00-17:00 - Oak
1 day - Mo. Apr 28, 09:00-17:00 - Oak
1 day - We. May 14, 09:00-17:00 - Oak
1 day - Su. Jun 01, 09:00-17:00 - Oak
1 day - Th. Jun 19, 09:00-17:00 - Oak
1 day - Sa. Jul 12, 09:00-17:00 - Oak
1 day - Th. Aug 07, 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 - Th. May 01, 09:00-17:00 - Oak
1 day - Fr. Jun 20, 09:00-17:00 - Oak

Introduction to Windows 3.1 (100914)

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

1 day - Tu. Mar 25, 09:00-17:00 - Oak
1 day - Tu. Apr 22, 09:00-17:00 - Oak
1 day - Su. May 25, 09:00-17:00 - Oak
1 day - Mo. Jun 23, 09:00-17:00 - Oak
1 day - Tu. Jul 22, 09:00-17:00 - Oak
1 day - We. Aug 20, 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 - We. Mar 26, 09:00-17:00 - Oak
1 day - Mo. Apr 07, 09:00-17:00 - Oak
1 day - Sa. Apr 19, 09:00-17:00 - Oak
1 day - We. Apr 30, 09:00-17:00 - Oak
1 day - Su. May 11, 09:00-17:00 - Oak

1 day - We. May 21, 09:00-17:00 - Oak
3 eve - Tu. May 27, 18:30-21:30 - Oak
1 day - Th. Jun 12, 09:00-17:00 - Oak
1 day - Su. Jun 22, 09:00-17:00 - Oak
1 day - Tu. Jul 15, 09:00-17:00 - Oak
1 day - Fr. Aug 08, 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 - Th. May 01, 09:00-17:00 - Oak
1 day - Fr. Jun 20, 09:00-17:00 - Oak

Intermediate DOS (100912)

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

1 day - Tu. May 20, 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 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. Jun 06, 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 - Tu. Mar 25, 09:00-17:00 - Oak
1 day - Tu. Apr 22, 09:00-17:00 - Oak
1 day - Su. May 25, 09:00-17:00 - Oak
1 day - Mo. Jun 23, 09:00-17:00 - Oak
1 day - Tu. Jul 22, 09:00-17:00 - Oak
1 day - We. Aug 20, 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 Start/Up 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. May 29, 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 - We. Mar 26, 09:00-17:00 - Oak
1 day - Mo. Apr 07, 09:00-17:00 - Oak
1 day - Sa. Apr 19, 09:00-17:00 - Oak
1 day - We. Apr 30, 09:00-17:00 - Oak
1 day - Su. May 11, 09:00-17:00 - Oak

1 day - Su. May 11, 09:00-17:00 - Oak
1 day - We. May 21, 09:00-17:00 - Oak
3 eve - Tu. May 27, 18:30-21:30 - Oak
1 day - Th. Jun 12, 09:00-17:00 - Oak
1 day - Su. Jun 22, 09:00-17:00 - Oak
1 day - Tu. Jul 15, 09:00-17:00 - Oak
1 day - Fr. Aug 08, 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. Apr 24, 09:00-17:00 - Oak

1 day - We. Jun 25, 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, starting up in safe mode, and an overview of the Registry. Experience with Windows 95 is essential. Introduction to Windows 95 (101138) or Windows 95 Upgrade (101139) is recommended. \$190

1 day - Fr. Apr 11, 09:00-17:00 - Oak
1 day - Sa. May 10, 09:00-17:00 - Oak
1 day - Fr. Jun 13, 09:00-17:00 - Oak
1 day - Fr. Aug 15, 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 - Fr. May 02, 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 - Sa. Apr 12, 09:00-17:00 - Oak

1 day - We. Jun 04, 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 - Th. May 01, 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 - Th. May 08, 09:00-17:00 - Oak

Advanced Novell NetWare 3.1x (100923)

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

1 day - We. May 14, 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 Network 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. Apr 15, 09:00-17:00 - Oak

1 day - Sa. May 03, 09:00-17:00 - Oak

1 day - We. Jul 23, 09:00-17:00 - Oak

1 day - Sa. Aug 09, 09:00-17:00 - Oak

Intermediate Novell NetWare 4.x (101145)

As a continuation of Introduction to Novell NetWare 4.x, 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 - Tu. May 06, 09:00-17:00 - Oak

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

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

1 day - Sa. Jun 14, 09:00-17:00 - Oak

1 day - We. Aug 20, 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 - Th. May 22, 09:00-17:00 - Oak

1 day - Sa. Aug 16, 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. Mar 23, 09:00-17:00 - Oak

1 day - Tu. Apr 08, 09:00-17:00 - Oak

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

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

1 day - We. May 07, 09:00-17:00 - Oak

1 day - Sa. May 17, 09:00-17:00 - Oak
3 eve - Th. May 22, 18:30-21:30 - Oak
1 day - Mo. May 26, 09:00-17:00 - Oak
1 day - Su. Jun 08, 09:00-17:00 - Oak
1 day - Tu. Jun 17, 09:00-17:00 - Oak
1 day - Tu. Jul 08, 09:00-17:00 - Oak
1 day - Sa. Jul 19, 09:00-17:00 - Oak
1 day - We. Aug 13, 09:00-17:00 - Oak

Intermediate Internet (101142)

Now that you are comfortable with the basics of sending e-mail, reading news, and using the World Wide Web, move on to more advanced topics. Improve your search strategies. Learn about mailing lists for specialty topics; find the listserve or majordomo lists that interest you; subscribe, post and read messages. Learn to find free software on the Internet such as helper applications for your web browser and anti-virus software. Use FTP to download this software, then install it on your computer. You will also be introduced to Gopher and Telnet. Experience with the Internet is a prerequisite; Introduction to the Internet (101141) is strongly recommended. \$190

1 day - Sa. Apr 05, 09:00-17:00 - Oak

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

1 day - Th. May 15, 09:00-17:00 - Oak

1 day - Sa. Jun 21, 09:00-17:00 - Oak

Computers (con't)

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

Introduction to Excel (100795)

Learn the fundamentals of Excel including: worksheet creation and editing; entering data and formulas; relative and absolute addressing; saving, opening and printing worksheets as well as improving worksheet presentation. In addition, shortcuts using the keyboard, mouse, and the standard and formatting toolbars will be explored. Introduction to Windows (100914) or Introduction to Windows 95 (101135) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190
1 day - We. Apr 09, 09:00-17:00 - Oak
1 day - Sa. Apr 26, 09:00-17:00 - Oak
1 day - Th. May 8, 09:00-17:00 - Oak
3 eve - We. May 14, 18:30-21:30 - Oak
1 day - Tu. May 27, 09:00-17:00 - Oak
1 day - Sa. Jun 14, 09:00-17:00 - Oak
1 day - Th. Jun 26, 09:00-17:00 - Oak
1 day - Fr. Jul 18, 09:00-17:00 - Oak
1 day - Th. Aug 14, 09:00-17:00 - Oak

Intermediate Excel - Worksheets and Charts (100798)

Expand your knowledge of Excel worksheets. Intermediate topics include: working with dates and date math, using data series and AutoFill, and using 3-dimensional workbooks. Students will learn how to create decision-making formulas using the IF function. Building charts using the Chart Wizard and graphics capabilities will also be examined. Experience with Excel is essential. Introduction to Excel (100795) is recommended. \$190
1 day - We. Apr 16, 09:00-17:00 - Oak
1 day - Sa. May 24, 09:00-17:00 - Oak
1 day - We. Jun 18, 09:00-17:00 - Oak
1 day - Th. Aug 21, 09:00-17:00 - Oak

Microcomputer Accounting

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

Learn how to use ACCPAC - G/L to set up a general ledger system. Students will learn how to convert existing manual data, add transactions in batches, edit transaction batches, post batches to the ledger and print out various financial reports. The financial statement report writer will also be explored. A basic understanding of accounting principles is a prerequisite. \$190
1 day - Mo. Apr 14, 09:00-17:00 - Oak
1 day - Su. Jun 01, 09:00-17:00 - Oak

Introduction to Simply Accounting for Windows (101111)

Learn how to set up the chart of accounts; entering vendors, customers and employees and the history of each. Students will make journal entries; enter purchase invoices; make payments, enter sales invoices and receipts. Also covered is printing the Balance Sheet, Income/Expense Statements, Trial Balances, Ledgers and Journals. A basic understanding of accounting principles is required. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190
1 day - Su. Apr 20, 09:00-17:00 - Oak
1 day - We. May 21, 09:00-17:00 - Oak
1 day - Su. Jun 22, 09:00-17:00 - Oak

Advanced Simply Accounting for Windows (101112)

In this more advanced approach to Simply Accounting for Windows, students will learn how to fully utilize each of the subsidiary ledgers and job costing. More detailed accounting functions will be covered for Purchase Discounts, Sales Discounts, NSF Cheques, exporting to a spreadsheet, and manipulation of information in the spreadsheet to create comparative financial statements. Experience with Simply Accounting for Windows is essential. Introduction to Simply Accounting for Windows (101111) is recommended. \$190
1 day - Su. May 04, 09:00-17:00 - Oak

Desktop Publishing

IBM/IBM Compatible

NOTE about Office and PowerPoint

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

Introduction to PowerPoint (101137)

PowerPoint combines desktop publishing capabilities and graphic design management with tools to organize your work into professional presentations. Use PowerPoint to organize your presentation order and style. Create handouts, outlines, presentations, slides, overheads, and on-screen presentations. Previous computer experience with other Windows programs and familiarity with a mouse is required. Introduction to Windows (100914) or Introduction to Windows 95 (101138) is strongly recommended as a prerequisite. \$190
1 day - Tu. Apr 15, 09:00-17:00 - Oak
1 day - Su. May 04, 09:00-17:00 - Oak
1 day - Th. Jun 05, 09:00-17:00 - Oak
1 day - Fr. Aug 22, 09:00-17:00 - Oak

Introduction Presentations (101149)

Corel Office 7 Presentations program combines desktop publishing capabilities and graphic design management with tools to organize your work into professional presentations. Use Presentations to organize your presentation order and style. Create handouts, outlines, slides, overheads, and on-screen presentations. Previous computer experience with other Windows programs and familiarity with a mouse is required. Introduction to Windows 95 (101138) is strongly recommended as a prerequisite. \$190
1 day - Fr. Aug 22, 09:00-17:00 - Oak

Introduction to CorelDRAW! (101103)

Explore various CorelDRAW! concepts and commands such as tools, colour palette, the editing window and status line. Learn object manipulation: stretching, rotating, scaling, skewing and other on-screen alignment aids. Explore curve and node control, and how to set and customize typefaces. Familiarity with a mouse and experience with other Windows programs is essential. \$190
1 day - Mo. May 12, 09:00-17:00 - Oak
1 day - Sa. Jun 21, 09:00-17:00 - Oak

Advanced CorelDRAW! (101117)

Learn and use CorelDRAW!'s advanced options and editing techniques. Kern text, convert text to curves and different shapes. Use the special menu to set preferences for duplicate placement, nudging, angles and constraining objects. Contour for highlighting. Class exercises include perspective, blending, extruding, and building a three-colour logo. Experience with CorelDRAW! is essential. Introduction to CorelDRAW! (101103) is strongly recommended. \$190
1 day - Tu. Jun 03, 09:00-17:00 - Oak

Introduction to PageMaker Desktop Publishing (100746)

Learn fundamental PageMaker skills for setting up a document, typesetting and editing. Develop skills in using PageMaker's tools, working with text blocks, saving and filing publications, setting up master pages for multi-page publications, creating a two-fold, two-colour brochure, and adjusting and editing text. Class exercises include the production of a two-sided brochure. Familiarity with a mouse and experience with other programs is essential. \$190
1 day - Fr. Apr 04, 09:00-17:00 - Oak
1 day - Sa. May 03, 09:00-17:00 - Oak
1 day - Sa. Jun 07, 09:00-17:00 - Oak
1 day - Tu. Aug 05, 09:00-17:00 - Oak

Intermediate PageMaker Desktop Publishing (100766)

Now that you understand PageMaker basics, explore the following topics: setting up a four-page, two-colour newsletter, using master pages, creating spot colour separations; setting up a style sheet; entering text via word processing programs; using additional text editing techniques; and producing templates. Experience with PageMaker is essential. Introduction to PageMaker (100746) is strongly recommended. \$190
1 day - Mo. May 05, 09:00-17:00 - Oak
1 day - Mo. Jun 23, 09:00-17:00 - Oak

Advanced WordPerfect for Windows (101116)

Explore the power of WordPerfect for Windows' WYSIWYG environment. Desktop publishing features are explored through the use of lines, boxes, incorporating graphic images within a document and style sheets. Also learn how to create tables of contents, indexes, and basic macros. Experience with WordPerfect for Windows is essential. \$190
1 day - Fr. May 30, 09:00-17:00 - Oak

Advanced Word for Windows (101115)

This course focuses on customizing and automating Word for Windows operations, with special emphasis on field codes. Learn tables of contents, indexes, creating and running basic macros, and inserting graphics into documents. Basic merge commands are also covered. Experience with Word for Windows is essential. \$190
1 day - Th. May 22, 09:00-17:00 - Oak
1 day - Th. Aug 14, 09:00-17:00 - Oak

For other desktop publishing courses see the ELECTRONIC PUBLISHING AND DESIGN page 5.

Database Management

NOTE about Office and Access

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

Introduction to Access (101131)

Introduction to Access is designed to build a solid foundation for database management. Understand basic database concepts and terminology. Learn fundamental procedures to build, modify, manage and use an Access database. Design, define and modify database table definitions. Display, add, change and delete data in tables. Build powerful queries to select and view data based on a variety of criteria. Familiarity with a mouse and experience with other programs is essential. Introduction to Windows (100914) or Introduction to Windows 95 is strongly recommended. \$190
1 day - Th. Apr 10, 09:00-17:00 - Oak
1 day - Fr. May 09, 09:00-17:00 - Oak
1 day - Sa. May 31, 09:00-17:00 - Oak
1 day - Fr. Jun 20, 09:00-17:00 - Oak
1 day - Tu. Aug 12, 09:00-17:00 - Oak

Intermediate Access (101132)

This course builds on the foundation laid in the Introduction to Access. Learn how to use field properties including input masks, data entry validation, primary keys and indexes. Learn about action queries and queries with calculated fields. Create, modify, and use a variety of forms for data input and display. Build basic reports for data printouts. Experience with Access is essential. Introduction to Access (101131) is recommended as a prerequisite. \$190
1 day - Fr. Apr 18, 09:00-17:00 - Oak
1 day - We. Jun 11, 09:00-17:00 - Oak
1 day - Fr. Aug 15, 09:00-17:00 - Oak

Advanced Access (101133)

Learn how to create, customize, modify and delete relationships between tables. Understand different types of relationships, join types, primary tables, primary and foreign keys, and related tables. Use relational tables to store and find data in different tables through specialized queries. Understand referential integrity and the impact it has on adding, changing, and deleting records. Use the cascade update and cascade delete options. Customize forms with key field combo boxes. Create main/subform displays for related records. Intermediate Access (101132) is strongly recommended as a prerequisite. \$190
1 day - Fr. May 02, 09:00-17:00 - Oak
1 day - Th. Jun 19, 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 Management 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: Tu. Apr 15, 19:00-20:00
Place: Continuing Education office, City Centre Campus, 250 West Pender Street, Vancouver

General information and registration

Call 443-8380. For program advice call Brian Pink at 443-8388.

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 designed 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. To receive exemption from Computer Foundations - Technical and enroll directly into Groupware - Level I, students must pass the Groupware Entrance Exam (see description below). 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 - Mo. Apr 21, 18:30-21:30 - CC
10 eve - We. Apr 23, 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. Apr 24, 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 or a passing mark in the Groupware Entrance Exam (see description below). \$360
6 eve - Tu. Apr 29, 19:00-22:00 - CC

Groupware - Level II (100404)

Available September 1997

Groupware - Level III (100405)

Available January 1998

NOTE

For details on Groupware - Levels II and III, call for a program brochure 443-8380.

Groupware Entrance Exam (100406)

This entrance exam is only for students who wish to enroll directly into Groupware - Level I, without completing Computer Foundations - Technical. The Groupware Entrance Exam covers topics relevant to the content of Computer Foundations - Basic and Technical; it does not include in-depth technical questions. It is designed to ensure that all persons enrolling in Groupware - Level I have a common core of basic computer knowledge. Sample exams are available at the information session, Apr 15. A passing grade of 75 percent is required. The fee for the exam is non-refundable. \$10
1 eve - Tu. Apr 22, 18:30-20:00 - 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 practicing 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 Wednesday, April 2, 17:00-18:30 - CC (Room number to be posted at Continuing Education office)

INSTRUCTORS

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 progress to the next level. (Laughland) \$285
10 eve - Tu. Apr 15, 18:00-21:00 - CC

* Telecommunications Management I (Voice) (102201)

Learn the basics of telecommunications (voice) in this course involving the study and review of regulations, exchange services, networks and network services, equipment types and features, tariff codes, 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. Apr 17, 18:00-21:00 - CC

Telecommunications Management II (Voice) (102202)

This course is designed to expand upon the topics introduced in the Telecommunications Management I (Voice) course 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). (TBA) \$335
12 eve - TBA (will commence week of Apr 14), 18:00-21:00 - CC

* Data Communications (102204)

Participants will learn the basics of data terminology. Designed for the telecommunication manager, this course is also a good introduction for the sales or technical representative. 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. Apr 16, 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. Apr 17, 18:00-21:00 - CC

* Challenge Examinations

Challenge examinations are available for the Understanding Telecommunications, Telecommunications Management I (Voice) and Data Communications courses. These examinations are for students who feel they are very knowledgeable with the material covered in the course. A program guide, which includes a detailed outline for each course, may be obtained at the Continuing Education office, King Edward Campus, 1155 East Broadway, Vancouver, or by telephoning 871-7070. Students will have ONE opportunity to pass the examination.

Challenge Examination - Understanding Telecommunications (102207)

\$185 2 hrs - Tu. Apr 08, 18:30-20:30 - KEC

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

\$185 2 hrs - Tu. Apr 08, 18:30-20:30 - KEC

Challenge Examination - Data Communications (102209)

\$185 2 hrs - Tu. Apr 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 information call 871-7070.

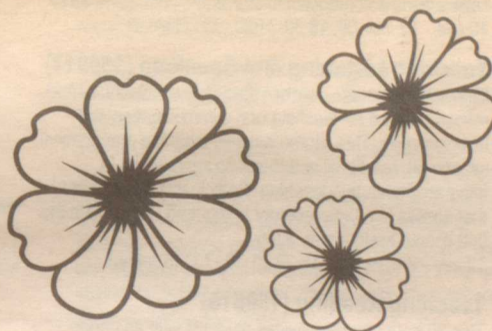
For detailed seminar information please call Peggy Worobetz - 871-7427.

TCP/IP and Internet/Intranet Protocols (102258)

TCP/IP are the protocols of the information highway. They are needed for access to the World Wide Web and have become the de facto standard for internal corporate networks which mimic the Internet and have become popularly known as intranets. This seminar teaches you what you need to know in order to exploit the features and capabilities of TCP/IP. Starting with an in-depth analysis of the TCP/IP architecture you will gain a thorough knowledge of the features and configuration options. You will then learn about administrative issues allowing you to confidently configure internal networks and diagnose potential problems. You will hear about new advances such as IPV6 and will receive an overview of key applications. This seminar is a common sense, practical explanation of how to take what it says in the standards and manuals about TCP/IP and turn it into a functioning, resilient network. \$850
3 day - Tu/We/Th. Apr 29, 08:30-16:30 - ODH

NOTE

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



ESL Teacher Training

Teaching English as a Second Language

Certificate Program

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

of all of the program requirements, graduates receive the Vancouver Community College Teaching English as a Second Language Certificate.

The 1998 TESL Summer School is scheduled from June 1 to August 28, 1998. Application forms for summer school are available throughout the year. The application deadline for the current year is December 31, 1997. Applications will be reviewed and a short list of applicants will be interviewed in January and February 1998. 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 information about the core courses and instructors.

TESL Program Coordinators

Jennifer House, BA, BEd, MEd, has taught 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 Course, 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.

Teaching English as a Second Language (cont')

Alison Norman, BA, MEd, has taught EFL and done teacher training in Thailand and Laos. She has taught in the ESL Outreach Department and the ESL Vocational Department at VCC since 1981. She has also been assistant department head of the VCC ESL Vocational Department and has a special interest in the LINC Program and ESL literacy instruction. Alison 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 Course, An Overview of Teaching ESL.

Maureen Zettler, BA, RSA Preparatory Certificate (International House), MEd. Maureen has taught ESL since 1980 in England, Israel, and Canada. She has 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 eve - We. Apr 02, 18:30-21:30 - CC (Norman)
10 aft - Fr. Apr 18, 12:30-15:30 - KEC (Zettler)
6 sessions - Fr. May 02/09/23, 18:30-21:30; Sa. May 03/10/24, 09:00-17:00 - CC (Stechishin/Chang/Timberg)
5 day - Mo/Tu/We/Th/Fr. May 26, 09:00-16:00 - KEC (House/Howard)
7 sessions - Fr. Jun 06/13/20/27, 18:30-21:30; Sa. Jun 07/14/21, 09:00-16:00 - CC (Kozakiewicz/Kennedy)
5 day - Mo/Tu/We/Th/Fr. Jul 7, 09:00-16:00 - KEC (Howard)
5 day - Mo/Tu/We/Th/Fr. Jul 21, 09:00-16:00 - KEC (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. (Steadman) \$315
10 eve - We. Apr 02, 18:30-21:30 - CC
10 eve - Th. Apr 10, 18:30-21:30 - CC

Teaching Grammar Two: Theory and Practice (150868)

This 30-hour course concentrates on the theory and methodology used for teaching English grammar to English as a Second Language speakers. Teaching Grammar Two: Theory and Practice focuses on advanced through college-preparatory grammar. It is recommended that students register in Teaching Grammar Two as soon as possible after completing Teaching Grammar One. \$315
10 sessions - Sa. Apr 12, 09:30-12:30; Apr 19, 09:00-13:00; Apr 26/May 03/10/24/31/Jun 07/14, 09:30-12:30; Jun 21, 13:00-15:00 - CC (MacCafferty/Sim)
10 eve - Th. May 08, 18:30-21:30 - CC (Van Bryce)

Teaching Pronunciation (150812)

This 30-hour course focuses on methods and techniques used for teaching pronunciation. Topics covered in this course include vowel dimensions, consonants, contractions and reductions, stress and intonation. \$315
10 eve - Tu. Apr 08, 18:30-21:30 - CC (Taylor)

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 - We. Apr 09, 18:30-21:30 - CC (Keating)

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. (Watson) \$315
10 eve - Mo. Apr 07, 18:30-21:30 - 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
8 sessions - Mo. Apr 28, 18:30-21:30; Tu/Th. May 06/08, 18:30-21:30; Sa. May 24, 09:30-16:30; Sa. May 31/Jun 07, 09:30-12:30; Sa. Jun 14, 09:30-16:30; Sa. Jun 21, 09:30-12:30 - CC (Lovelace/Price-Hosie/MacCafferty)

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

9 sessions - Apr 02, 18:00-21:30; Apr 09, 15:00-18:30; Apr 14, 18:30-21:30; Apr 19, 13:00-16:00; Apr 24, 18:00-22:00; Apr 28, 18:00-20:00; May 01, 15:30-17:30; May 03, 08:30-11:30 - CC; May 10, 09:00-11:00 - KEC

TESL Internship (150824)

The TESL Internship is a 45-hour course. It consists of 20 hours of compulsory workshops and 25 hours of practice teaching in an ESL classroom. (House/Lui Williams) \$420
5 workshops - Sa. Apr 12/19/26, Jun 14, 12:30-16:30 - KEC; May 03, 12:30-16:30 - 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 fulfil the elective requirement for the TESL Certificate. Students registered in Elective Courses scheduled for Sundays are advised to bring a lunch as the college cafeteria is closed on Sundays.

NOTE

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 Williams) \$65
1 day - Sa. Jun 21, 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. Jun 14, 09:00-16:00 - CC

Social Issues and the ESL Class (150895)

Over the past few years the trends has been towards learning ESL through content-based curricula. This six-hour workshop incorporates the latest techniques in presenting content, stimulating discussion and encouraging critical thinking. The techniques have been successfully used in the classroom. They are based on a student-centred, communicative approach encouraging active participation. Through an exploration of topical issues such as racism, pollution and medical ethics, the participants will learn how to teach language skills using a variety of activities including role plays, guest speakers, community projects and contact assignments. Presenters will lead the participants through a unit, beginning with brainstorming, introducing new content, using the material, and finally reviewing and reinforcing information. (Hoppentrath/Royal) \$70
1 day - Sa. May 10, 09:30-16:30 - CC

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

Participants will examine the rules and techniques that can be used to rewrite materials ensuring that ESL students will find them more accessible and easier to understand. In this hands-on, four-hour workshop participants will have an opportunity to rewrite a range of articles using the "rules for rewriting" and discuss how to utilize both the rewritten and original materials in an upper-beginner and intermediate ESL classroom. (Kostoff) \$55
1 aft - Sa. Apr 26, 13:00-17:00 - 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. Apr 05, 09:30-16:30 - CC
1 day - Sa. May 10, 09:30-16:30 - CC
1 day - Sa. Jun 21, 09:30-16:30 - 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. May 03, 09:30-16:30 - CC
1 day - Sa. Jun 28, 09:30-16:30 - CC

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

This practical, six-hour workshop will focus on methodology used in preparing students to write this internationally recognized university entrance exam. The exam will be presented and analyzed, as well as the methodology for tutoring the listening, grammar, English usage, reading comprehension, and written short essay components of the TOEFL examination. (Flader) \$65
1 day - Sa. Apr 26, 09:30-16:30 - CC
1 day - Sa. May 31, 09:30-16:30 - CC

Teaching ESL for Business People (150795)

As the demand for English in the international business community has grown to great proportions, this six-hour workshop will explore this need and how ESL tutors can fill it. Creative business English curricula and lesson planning will be presented to give you the extra edge in teaching in this competitive milieu. This course will be of great interest to those wanting to travel internationally. (Flader) \$65
1 day - Sa. Apr 19, 09:30-16:30 - CC
1 day - Sa. May 24, 09:30-16:30 - CC
1 day - Sa. Jun 14, 09:30-16:30 - CC

ESL Tutoring: Part Two (150796)

This six-hour workshop is designed for tutors who want to expand their expertise in the areas of assessment, resources and lesson planning and who have completed An Introduction to ESL Tutoring (150844). This workshop will be of interest to those in the volunteer sector, as well as those wanting to keep their current tutoring strategies fresh. It is recommended that workshop participants complete An Introductory to ESL Tutoring prior to registering in this workshop. (Flader) \$65
1 day - Sa. Apr 12, 09:30-16:30 - CC
1 day - Sa. Jun 07, 09:30-16:30 - CC

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

This 12-hour workshop will focus on teaching adult ESL literacy students within the framework of a multi-level class. Topics will include a discussion on what "literacy" is, the needs of the adult learner, and introductions to instructional approaches, teaching techniques, materials and resources, and lesson planning. Some samples of lesson plans will be provided for all workshop participants. It is recommended that the participants have volunteer or teaching experience in adult ESL literacy classes. (Massaro/Price-Hosie) \$120
4 eve - Tu. Jun 03, 18:30-21:30 - ISS

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. May 10, 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. May 30, 18:30-22:00; Sa. May 31, 09:00-16:30 - CC

The Power of Poetry in Language Education (150869)

This six-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) \$65
1 day - Sa. May 10, 09:00-16:00 - 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. Apr 19, 13:00-16:00 - KEC

The Lesson is 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. Apr 26, 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. Apr 26, 13:00-16:00 - KEC
1 mng - Sa. Jul 12, 09:30-12:30 - KEC

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

This four-hour hands-on workshop will introduce ESL instructors to the use of the computer lab as a tool for teaching ESL. It will provide those unfamiliar with computer labs with a brief introduction to computer jargon and an overview of the ESL software programs for IBM computers. This workshop will be held in the Computer Lab at the KEC (North) Campus located at 2019 Dundas Street, Vancouver. (Sayson/Jabaji) \$65
1 aft - Sa. Jun 21, 13:00-17:00 - KEC North

Conference Elective Credits (150859)

TESL Certificate students can qualify for six hours of elective credits by attending a TESL conference. To qualify, a 200-word report on each workshop must be submitted accompanied by the presenter's signature. A maximum of six hours of workshops presentations can be submitted for credit. The TEAL Conference in 1997 is scheduled for April 5 and 6, 1997. For more information phone (604) 291-8345.

Teaching English as a Foreign Language

VCC offers a program of 55 hours of courses for people who are planning to teach English overseas. It is recommended that people studying in the VCC EFL program volunteer in an ESL classroom. A binder listing volunteer teaching positions is available at the VCC Continuing Education office. It is not necessary to have a university degree to register in this program. A Statement of Completion will be issued to those people who complete all 55 hours of instruction from the following program of studies.

An Overview of Teaching ESL (150802)

An Overview of Teaching ESL provides a practical introduction to the teaching techniques, procedures, and instructional resources used to teach English as a Second Language. This course is the prerequisite for the TESL Certificate Program. The course examines the instructional methodology used for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, role plays, pronunciation, advanced ESL learner, beginning ESL learners, as well as oral testing, and lesson planning. \$225
10 eve - We. Apr 02, 18:30-21:30 - CC (Norman)
10 aft - Fr. Apr 18, 12:30-15:30 - KEC (Zettler)
6 sessions - Fr. May 02/09/23, 18:30-21:30; Sa. May 03/10/24, 09:00-17:00 - CC (Stechishin/Chang/Timberg)
5 day - Mo/Tu/We/Th/Fr. May 26, 09:00-16:00 - KEC (House/Howard)
7 sessions - Fr. Jun 06/13/20/27, 18:30-21:30; Sa. Jun 07/14/21, 09:00-16:00 - CC (Kozakiewicz/Kennedy)
5 day - Mo/Tu/We/Th/Fr. Jul 7, 09:00-16:00 - KEC (Howard)
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1 aft - Sa. Apr 26, 13:00-17:00 - CC

CERTESL Program

The Certificate in Teaching English as a Second Language (CERTESL) Program is a part-time home study program to learn to teach English. It is for current and prospective teachers of English who plan to teach immigrants, aboriginal people, or international students. This course is designed for those who do not have a university degree. Applicants must take six courses (five compulsory courses – including a three-week summer practicum – and one elective course) in order to successfully complete the CERTESL Program. The CERTESL Program is offered by Vancouver Community College in collaboration with the University of Saskatchewan Centre for Second Language Instruction and Extension Credit Studies. CERTESL application forms and program information can be obtained by phoning 871-7070 or faxing 871-7300. Each CERTESL course has a tuition fee of \$297 and a materials fee ranging from \$20 to \$35. The Fall term begins in September 1997 and ends in December 1997. The deadline for registration in the Fall term is July 18, 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, the setting of 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

TESL 42 Supervised Practicum

Designed to provide teacher trainees with the opportunity to apply theory and practice in the field of English as a Second Language. Trainees will have the opportunity to observe experienced and qualified ESL/EFL teachers, and discuss classroom applications and needs of various types of students. Students will plan lessons, teach in an observed situation, and receive feedback and guidance on their teaching. A supervised practicum can be arranged off-campus at a recognized educational institution with an approved and fully qualified ESL or EFL teacher. This course is also offered as a three-week course through Vancouver Community College. Prerequisites: TESL 21, TESL 31, TESL 32

Note: Students are required to pay a \$15 materials fee with submission of tuition fees.

Note: Students are required to pay a \$100 lab fee with submission of tuition fees for the Regular Session.

TESL 43 Professional Project

This course is designed for students who are interested in academic research or in developing a project such as a curriculum, TESL program or TESL materials. Students will be required to complete the same readings as required by students enrolled in TESL 42 Supervised Practicum as well as do library research related to their individual projects. Students will discuss or reflect on the readings and submit response papers to their instructor. Please note that TESL 43 is not recommended for students registered in the VCC and planning to teach in

BC as the professional standards are different from those required in Saskatchewan.

Prerequisites: TESL 21, TESL 31, TESL 32
Note: Students are required to pay a \$30 materials fee with submission of tuition fees.
Note: Students are required to identify an ESL/ESD/EFL-related project. Students will be asked to set up a contract with a campus-based instructor who will also serve as the supervisor/advisor for the project. This contract will involve:
• Setting objectives for the project
• Defining learning resources and access to them
• Detailing methods of evaluation
• Detailing timeliness, frequency of communication, etc.

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 by distance education. On successful completion of the TESL Inservice Qualification Program, graduates will receive a Teaching English as a Second Language Inservice Qualification Certificate and qualify for a Professional Standards Certificate: Level Two from the BC Association of Teachers of English as an Additional Language. The deadline for the TESL Inservice Qualification Certificate Program applications is August 15, 1997.

Admission Requirements

Teaching English as a Second Language Inservice Qualification

Teaching Pronunciation (150207)

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

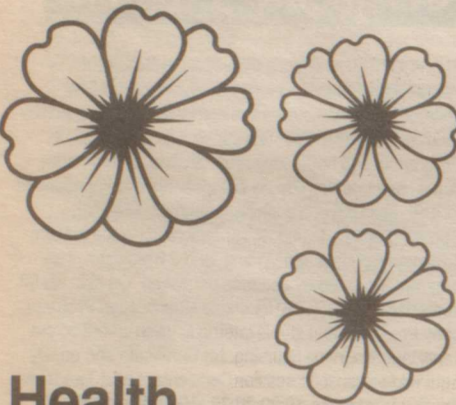
Teaching Reading and Writing (150205)

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 August 15, 1997. All applications will be reviewed, a short list will be interviewed and a class will be selected September 26, 1997.



Health

Professional, Allied & Holistic Health Care

These courses will be of interest to nurses and other health care professionals, health care workers, social service workers and family care givers. (Also see Interpersonal and Personal Development for courses on nutrition, communication, conflict resolution and assertiveness, group facilitation, and wholeness in personal and work life.)

To register by phone call 874-9923.

INSTRUCTORS

A. Beesack, BA, DVATI, member of BC Art Therapy Association, is an artist, educator and art therapist in private practice. She offers workshops in art therapy and creative processes to professionals and the general public.

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

Marie Brazier, RN, BSN, has extensive experience in IV therapy education and clinical practice. She participated in the development of the IV Therapy Team at Lions Gate Hospital and the North Shore Home IV Program, and is the IV therapy clinician at Lions Gate Hospital.

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 education and expertise in assisting nurses across Canada with their search for self-employment opportunities.

Shirley Clarke, RN, MSN, has many years' experience in critical care settings, and is presently team leader, Post Anaesthesia Recovery at Richmond Hospital. Her clinical experience, enthusiasm and humour ensure an effective, enjoyable learning experience for both staff nurses and float nurses.

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

Anne Earthy, RN, BN, MA, is a clinical nurse specialist in 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, BA in Fine and Performing Arts, is a soloist in the Universal Gospel Choir and has been studying breath since 1984. Her background is in dance, 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.

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

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 courses emphasize 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 and pediatrics. She graduated from the West Coast College of Massage Therapy in 1987. She presently has a private practice specializing in pediatrics, infant massage, labour and delivery, and rehabilitation; teaches in palliative care; and is clinical supervisor for WCCMT Outreach Program at GF Strong.

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

Kathleen Porter is an educator, group facilitator, and consultant with over 25 years' experience. She has trained volunteers and board members 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.

Jan Spillman, RN, MEd, is a registered nurse, registered clinical counsellor and mental health educator with a private practice in Burnaby and West Vancouver. She specializes in adult therapy and educational programs related to trauma, neglect, shame, transition and loss. She provides therapy for adults raised in chemically dependent families and for older adults experiencing delayed post-traumatic stress or grief.

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

Sonia Usmiani, MA Counselling Psychology, RCC, has worked extensively with young women, adolescents and children as a counsellor and educator, and has led workshops on body image, self-esteem, and eating disorders in a variety of settings.

Beyond the Basics: Caring for People Living with HIV/AIDS

This series is for those who have completed Introduction to Massage Therapy (200737). You will review techniques learned in the Intro course, learn new techniques to induce relaxation, and explore the relationship of the body/mind connection to massage therapy. The training method emphasizes practical application. Many of these techniques can be used in your home and work. Bring two sheets, two pillows, two small 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. May 10, 10:00-16:00 - CC

Foot Care for the Elderly (200711)

Healthy feet are the foundation of mobility and independence. Designed for home-support workers, facility care aides and family care givers, this course covers theory relating to structure and function of the foot, common nail

and skin conditions, preventive and palliative foot care, and foot care for clients with diabetes and peripheral vascular diseases. (Olson) \$90
2 eve - Tu. Jun 10, 18:30-21:30 - KEC West

Case Method Teaching in the Health Professions (202705)

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 how case method builds teamwork skills and stimulates students and staff to examine dilemmas and issues facing health professionals today. (Moore) \$55
1 eve - Mo. Jun 02, 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 delivery and evaluation. Allow 25 hours outside of class to complete learning modules. Course texts are available at KEC Bookstore. Eligible for three credits in BCIT's Advanced Diploma Program. (Moore) \$385
5 day - Mo/Tu/We/Th/Fr. May 26, 09:00-16:00 - CC

Start a Private Health Care Practice in Nursing (202786)

Many BC nurses are self-employed, working independently of 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; how to connect with a support group and networking avenues. (Brown) \$105
1 day - Fr. Jun 06, 09:00-16:00 - KEC

Introduction to Art Therapy (202785)

What is art therapy? What does an art therapist do? This experiential workshop will familiarize you with the field of art therapy, the creative process and the role of art within the healing process. Through exercises, discussion and hands-on exploration of art materials, you will gain an understanding of how to respond to and encourage another person's expression of self through art. You will learn to identify clients who could benefit from the use of expressive arts and recognize therapeutic qualities of different art media. (Beesack) \$105
1 day - Fr. Jun 06, 09:30-16:30 - KEC

Introduction to Massage Therapy (200737)

The role that massage can play in healing is well recognized by the general public and health care providers. This nine-hour course introduces you to massage therapy and basic relaxation massage techniques that can be used by the public or professionals. The course emphasizes practical application. The instructors recommend that you wear shorts and a tank top and come prepared to practise massage techniques. Bring two sheets, two small towels, two pillows, oil, a blanket, and exercise mat. Instructors have a minimum of 2,000 hours of clinical experience, are instructors or teaching assistants at the West Coast College of Massage Therapy and Registered Massage Therapists in BC. (Narod) \$135
3 eve - Mo. Apr 21, 18:30-21:30 - KEC West

Massage Therapy – Level II (200740)

This course is for those who have completed Introduction to Massage Therapy (200737). You will review techniques learned in the Intro course, learn new techniques to induce relaxation, and explore the relationship of the body/mind connection to massage therapy. The training method emphasizes practical application. Many of these techniques can be used in your home and work. Bring two sheets, two pillows, two small 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. May 10, 10:00-16:00 - CC

Breathing for Well Being (202835)

The quality of our breathing affects our mental, emotional and physical states. Through breath awareness, we can influence these states to gain greater self-knowledge, and to increase our quality of life, potency and personal freedom. This experiential class focuses on the vital action of breathing using a range of techniques and explorations synthesized from voice training, dance, yoga, and meditation. Wear loose, comfortable clothing and bring a blanket. For members of the health and healing

professions, as well as anyone interested in looking at breath as an avenue for well-being. (Gagnier) \$105
3 eve - We. Jun 04, 19:00-21:00 - KEC West

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

This course offers teachers, school counsellors, nurses and others who work with adolescents, an opportunity to explore ways to promote positive body image and self-esteem and to prevent serious problems such as disordered eating and depression. Participants will explore 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. Specific information will be presented on warning signs for eating disorders and depression, suggestions for early intervention, and community resources. (Usmiani) \$95
1 day - Sa. Jun 07, 09:30-16:30 - CC

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

Will a self-help group benefit your clients? Make the best use of limited resources? Is self-help a vital adjunct to health care delivery? This course explores the benefits and limitations of the self-help group concept, the relationship between the professional and the volunteer or "self-helper," and the stages of creating a new group to the transition from a professionally-led group to a volunteer-led group. Participants will examine their beliefs and values about self-help, support and mutual aid groups, and will gain a clearer understanding of what self-help is and how it may benefit their practice and clients. (Porter) \$90
1 day - Mo. May 12, 09:30-16:30 - KEC West
Also see Start a Self-Mutual Help Group (201080) listed under Interpersonal and Personal Development courses, page 21.

Assessment Series

Designed for nurses working in any setting to enhance skills in systematic, theory-based assessment, data analysis and documentation. Bring stethoscope and wear comfortable clothing. (Clarke) \$105 per course
Head to Toe Assessment (202710)
1 day - We. Apr 30, 09:00-16:00 - KEC West
1 day - Mo. May 26, 09:00-16:00 - KEC West
Cardiovascular Assessment (202702)
1 day - We. May 07, 09:00-16:00 - KEC West
Respiratory Assessment (202718)
1 day - We. May 14, 09:00-16:00 - KEC West

Common Medical Emergencies (202796)

This course is for nurses in acute care, long term care or home care who are caring for medical and surgical patients who have the potential to develop acute cardiac and respiratory conditions. Participants will gain an increased understanding of how and when to intervene in chest pain, pulmonary edema, pulmonary embolus or other types of respiratory failure. Emphasis is on pulmonary and cardiac assessment skills, using a theory base to interpret assessment findings, identifying interventions, and prioritizing care. \$105
1 day - We. May 21, 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. Jun 4, 09:00-16:00 - KEC West

Rapid Interpretation of the Twelve Lead ECG (202607)

Unravel the mysteries of the 12 lead ECG and learn to recognize pathologic conditions from ECG interpretation. For CCU and ICU nurses, ECG technicians and paramedics. Fee includes lunch. (Cooper) \$110*
1 day - Tu. May 27, 09:00-16:00 - KEC West

Clinical Applications of Twelve Lead ECG (202616)

The course includes ECG findings related to thrombolytic therapy, right ventricular and posterior infarct, drugs and electrolyte effects, wide complex tachycardias and bifascicular blocks in the acute MI. Fee includes lunch. (Cooper) \$110*
1 day - We. May 28, 09:00-16:00 - KEC West
* \$200 for both 202607 and 202616

Update on Central Lines (202795)

Designed to update participants on types of central lines and sites, care of ports, percutaneous and tunnel catheters, basic principles of maintenance, complications,

and nursing interventions. Includes some hands-on experience in setting up a central line. Participants should have experience with IVS in clinical practice. (Brazier) \$105
1 day - Sa. Jun 07, 08:30-16:30 - Lions Gate Hospital, LGH, Seminar Room B

Physical and Functional Assessment of Older Adults (202784)

Increase your assessment skills with the older adult who experiences a combination of chronic health problems. Apply knowledge of age-related changes in systematic physical and functional assessment. (Earthy) \$105
1 day - Mo. Jun 09, 09:00-16:00 - KEC West

Clinical Decision-making in Gerontological Nursing (202793)

Sound clinical decisions are essential in the complex and multifaceted practice of gerontological nursing in long-term and extended care settings where older adults experience reversible and irreversible conditions at the same time. Enhance your ability to make clinical decisions based on nursing knowledge and a systematic process, and to communicate these decisions effectively. Participants complete a self-study module (7-10 hours) and client assessment in preparation for the course. Register three weeks in advance. (Blais) \$110
1 day - Fr. May 30, 09:00-16:00 - KEC

Making Peace with a Lifetime: Earlier Trauma and the Process of Aging (202895)

Recent studies suggest that reminiscence and the normal developmental tasks of aging can trigger delayed-onset or exacerbation of post-traumatic stress in older adults – even after decades of adequate coping. This occurrence, if recognized and treated appropriately, can offer clients an opportunity to work through unresolved trauma and "make peace with a lifetime." Focus on practical issues of recognition, assessment, referral and treatment of post-traumatic stress and delayed grief in older adults. (Spilman) \$100
1 day - Tu. May 20, 08:30-16:00 - KEC West

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.

Diabetes Mellitus: 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 adults in the management of their diabetes. (Trimble) \$55
1 eve - Mo. Jun 16, 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. Jun 10, 09:00-13:00 - KEC West

Medications and Gerontology: Series

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

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

1 mng - Fr. May 02, 09:30-12:30 - KEC West

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

2 mng - Fr. May 09, Th. May 15, 09:30-12:30 - KEC West

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

1 mng - Th. May 22, 09:30-12:30 - CC

Home Care Nursing Program (202782, 202783)

Originally developed by the Continuing Care Division of the Ministry of Health as an orientation program for newly hired home care nurses, the Home Care Program has

been adapted as an educational program to provide 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. This 13-week program includes clinical and theory, two written assignments, a case study exam 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
For information or application, phone Sheila Stickney, program coordinator at 874-9923.
Course 1: Fr. Apr 4–May 30 – KEC – \$485; Course 2: Jun 2–27 – \$400

CPR and 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. May 06/08, 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 - Th. Apr 24, 18:00-22:00 - KEC West
1 eve - Th. May 29, 18:00-22:00 - KEC West
1 eve - Th. Jun 19, 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 (one manual)
2 eve - Th. May 15, 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. May 24/25, 09:00-18:00 - KEC

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. Jun 05, 18:00-22:00 - KEC West

Childbirth Educators Non-Certificate

INSTRUCTOR

Diane Donaldson, RN, CBE, has taught childbirth classes for more than 25 years, 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
4 day - Sa/Su/Mo/Tu. May 31, Jun 01/02/03, 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
4 day - Sa/Su/Mo/Tu. May 31, Jun 01/02/03, 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 increase their competence in clinical and leadership roles in gerontological nursing. Based on current research and theory, courses involve 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, has extensive experience in community health nursing, adult education and as a consultant to seniors' groups, non-profit organizations and government in program development and evaluation, health promotion, team building, and curriculum development.

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

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 director of Integrated Gerontology and 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 of Elder Health and clinical nurse specialist in Gerontology at Peace Arch District Hospital. She brings to her teaching an extensive knowledge base that she has acquired through clinical and management roles in acute, long-term and community care settings.

Shannon Trevor-Smith, RN, BScN, MA, Dip. Gero, CCMCP, has extensive gerontological nursing experience in head nurse roles in extended care, ambulatory care and short-term assessment and treatment centres. She administered the development of the Geriatric Assessment Centre at St. Mary's Hospital in New Westminster. Shannon is currently director of nursing for Intermediate, Extended and Special Care at Hawthorne Care Centre.

Prerequisites

- current practicing 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 participation, assignments, exams and demonstrated skills.

Course Fees

Vary per course; paid on a course-by-course basis

Length of Program

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

Application

Gerontology Nursing (con't)

Gerontological Nursing Practicum (203607)

With a focus on application and an individualized, self-directed learning contract, the participant integrates theory and skills learned in the previous eight courses with experiences and judgement acquired only in a clinical setting. The practicum involves 122.5 hours over 12 weeks and represents 35 percent of the program learning experience. (TBA) \$350
Apr 01 – Jun 30

Electives offered this term

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

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

1 mng - Fr. May 02, 09:30-12:30 - KEC West

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

1 mng - Th. May 22, 09:30-12:30 - CC

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

2 mng - Fr. May 09, Th. May 15, 09:30-12:30 - KEC West

Continuing Care Management
Certificate Program

This one-year, part-time certificate program, which emphasizes the BC context, is industry-specific to continuing care, practice-based, and has been developed in collaboration with the British Columbia Association of Community Care. It provides managers and administrators in Continuing Care to develop abilities in efficient organizations, effective care teams and quality care outcomes. This is an interactive learning program with class size limited to allow maximum participation. Course assignments are required in which participants apply course content to the operation of their facilities.

Prerequisites

Current practice in the Continuing Care field in a managerial or administrative position, or employment in a managerial position with the availability of a Continuing Care environment in which to apply unit-based assignments.

Certificate Requirements

The program consists of six courses, totalling 144 hours of instruction. (Management Processes; Communications; Introduction to Continuing Care Management; Personnel Management; Financial Management; Organizational Development and Evaluation.) Courses should be taken in chronological order. Each course is offered in four-day formats, 09:00-16:00 hours.

All courses are offered within the BC Continuing Care Context

Course Fees

Each course costs \$435

Evaluation

Students will be evaluated on practice-based assignments, attendance and class participation.

Length of Program

Three terms – 12 months

Program Coordinator

Sheila Stickney

Application

Call 874-9923 for brochure and application form. Qualified participants are selected in order of receipt of application.

INSTRUCTORS

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

W. Baird Blackstone, a senior consultant, Community Care, with the Health Employers Association of British Columbia, has extensive background in employee relations and teaching.

Gerrit Clements is the special health law consultant to the Ministry of Health and has practised health and hospital law since 1974.

Allan Curtis is a business consultant with extensive experience in administration and financial management in community care.

Rob Goodall has extensive experience as a health-care educator and is a management consultant with a special interest in CQI.

Courses offered this term

Communications (201602)

This course provides an overview of communication concepts and skills necessary in developing team work, with emphasis on assertiveness and conflict resolution skills, managing group processes, team building, and verbal and written communication skills. (Goodall) \$435
4 day - Tu/We/Th/Fr. Apr. 15, 09:00-16:00 - KEC

Introduction to Continuing Care Management (201603)

This course provides an overview of continuing care within the health care system. Within a holistic and interdisciplinary health care framework, participants examine current trends and issues impacting the field, implications of government acts and agencies, and relevant legal issues. Participants will be actively involved in developing and/or revising philosophy and mission statements, and developing policy statements and applications useful for their own organizations within a strategic planning framework. (Anderson) \$435
4 day - We/Th/Fr/Sa. May 07, 09:00-16:00 - KEC

Personnel Management (201604)

This course provides participants with a working knowledge of human resource development principles and strategies. Focus is on the managers' role in personnel and staff development, management/employee rights within the context of relevant legislation, scheduling, labour relations, employment processes, and interpretation of collective agreements. (Blackstone) \$435
4 day - Tu/We/Th/Fr. Jun 03, 09:00-16:00 - KEC

Sterile Supply Aide

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

Continuing Education for Dental Personnel

Courses offered will be of interest to Dental Professionals

Program Coordinator: Monica Maltz

Senior Program Coordinator: Sheila Stickney

Mandatory Continuing Education Requirements for Credit

As per the College of Dental Surgeons of BC (CDSBC) and the College of Dental Hygienists of BC (CDHBC) Guidelines for Mandatory Continuing Education, members must report their own CE credits to all licensing bodies on their own behalf, in order to obtain credit. Members are required to bring their licensing/registration number to class, for attendance records.

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

INSTRUCTORS

Craig Beattie, MD, is Associate Clinical Professor in the Department of Ophthalmology at the Faculty of Medicine at the University of British Columbia. He practices at the Eye Care Centre at the Vancouver Hospital complex. He has been involved with eye testing of dentists and dental students for over eight years, and is familiar with the ophthalmological factors which affect (and are affected by) the use of surgical telescopes for microsurgery.

Paddy Briggs is a highly skilled practice management consultant who develops and presents keen and comprehensive dental programs. She is a great motivator and self-esteem builder with excellent interpersonal skills. Paddy promises a rewarding presentation.

Ashifa Dharamsi, RDH, ID, is an instructor with the Dental Assisting/Dental Reception Department of VCC and practices as a Dental Hygienist. Her experience also extends to oral health promotion programming in a developing country.

Shafik Dharamsi, BE, BSDH, MSc (Dental Science), is a PhD student at UBC. He is a sessional instructor with the Dental Assisting/Reception and Dental Hygiene programs at VCC and is a practising dental hygienist. He also teaches at UBC in the areas of Preventive and Community Dentistry and within the BDS Dental Hygiene Degree Completion program.

Jacqueline Ehler, RDN, began her career in the dental field before pursuing a bachelor's degree in Food and Nutrition, with an internship at Mt. Sinai Hospital. She has counselled athletes, taught nutrition, worked at various hospitals and is currently the director of Food Services at VCC.

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

Susan Lazar, RN, has a BA in Psychology and Sociology. She also has American and Canadian Certification in Occupational Health Nursing. Susan brings a wealth of information regarding the health care industry from her 16 years of experience. She is currently manager of Occupational Health and Safety at Richmond Hospital.

Ruth Lunn, RDH, is an instructor at the Dental Hygiene Department at Vancouver Community College, and has been using surgical telescopes in private clinical practice for several years. She has been an important advocate of the use of surgical telescopes in regular hygiene practice.

Lexie Martin, BSc, RT, MSc, received her Master of Science in Microbiology from UBC in 1981. She was involved in research in the Department of Microbiology at the UBC Faculty of Dentistry for ten years and has taught Microbiology and Biology at various colleges and universities since 1979. She is currently an instructor at VCC in the Dental Hygiene and Nursing Departments.

Annette O'Shea-Roche has operated her own business for over 13 years, including thousands of hours training and consulting with hundreds of small businesses. She is known for her powerful presentations and expertise with human resources issues.

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

Lance Rucker, DDS, is associate professor of Clinical Dental Sciences and head of the Surgical Telescope Evaluation Program at UBC. He has pioneered research on the declination angles of surgical telescopes for use in dentistry.

Practice Building: Me, Us and Them – 9 hours

This three part program will take the individual from self-assessment to team development and ultimately transfer the knowledge towards patient care, take what was good customer service and make it excellent. In this hands-on course you will complete individual exercises and participate in group activities. Bring the whole dental team to maximize the benefits. \$110 for three sessions or \$45 per session.

Practice Building: Part I – The “Me” Day (203578)

In the “Me” Day you will discover how your self concept relates to the productivity of the dental practice and what inhibits one from building self esteem. You will assess your skills and competencies and learn more about your belief system and how it reflects your attitude. Learn how to deal constructively with failure and prepare your own plan of action. – 3 hours (Briggs) \$45
1 eve - Tu. Apr. 1, 18:30-21:30 - CC

Practice Building: Part II – The “Us” Day (203579)

Prerequisite Part I. In Part II you will determine how your talents and competencies can now be integrated within your team. Learn the four phases of team development, the makings of a good team and how you personally can contribute to make your staff meetings more useful. – 3 hours (Briggs) \$45
1 eve - Tu. Apr 8, 18:30-21:30 - CC

Practice Building: Part III – The “Them” Day (203580)

Prerequisites Part I and Part II. In this hands on workshop you will discover how to treat THEM, the valued patient. You will discover ways to give value-added service, survey your patients needs, put your patient first and keep your patient loyal. Learn steps to deal with upset patients in order to keep them coming back. – 3 hours (Briggs) \$45
1 eve - Tu. Apr 15, 18:30-21:30 - CC

Occupational Health and Safety Issues (203577)

This program will be of interest to anyone working in a dental/medical facility. What do you need to know to keep healthy in your job? Immunizations for flu, Hepatitis B and Tetanus will be discussed. Other important topics to be covered will include: needle stick injury, latex allergy, ergonomics, immunization, and violence in the workplace. Also how to deal with exposure to blood and body fluids. – 3 hours (Lazar) \$45
1 eve - We. Apr 9, 18:30-21:30 - CC

Magnification and Surgical Telescopes in Dental Practice (203417)

How to use them, how to choose them – for dentists, dental hygienists and orthodontic assistants.

- Why should you use surgical magnification in your dental practice?
- Which factors are important to consider?
- What is important when selecting a surgical telescope and what is currently available “on the market?”
- How can you intelligently select among the many models and types?

This full day program is designed to answer all of these questions and more, with the opportunity for all participants to examine most of the common types and brands of surgical telescopes and magnification systems available today. It will also include hands-on opportunity to be measured for a scope suitable to your needs. - 6 hours (Beattie/Lunn/Rucker) \$150
1 day - Sa. Apr 12, 09:00-16:00 - CC

Nutrition for a Healthier Lifestyle (203538)

This session addresses current nutrition information which you can apply to yourself, and also assist your patients to make wise nutrition choices to enhance their dental and overall health. Topics include: essentials of an optimum diet, making nutritious choices, food labelling, organic produce, vegetarianism, low fat/low sodium diets, nutrients and vitamins. There is also the opportunity to discuss specific questions. – 6 hours. (Ehler) \$90
1 day - Sa. Apr 19, 09:00-16:00 - CC

New “Tools” for Diagnosis in Dentistry (203576)

Are new “tools” to detect halitosis and to reduce microbial contamination in dental water lines necessary in your practice? Hear the latest research results for these and other concerns to guide you in your decision making. – 3 hours (Martin) \$45
1 eve - Tu. Apr 22, 18:30-21:30 - CC

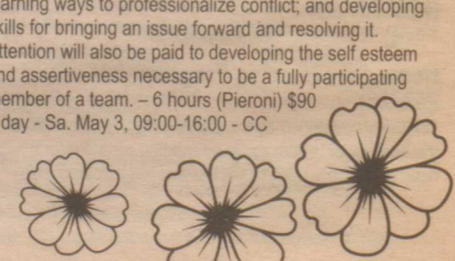
Wellness: Personal and Professional (203562)

Wellness is more than the absence of disease. It is a much broader and encompassing experience of health, fulfillment, satisfaction and vitality. It includes living in concert with your values, principals and dreams, in your personal and professional life. It's easy to forget or lose sight of what matters most. This course will help you get back on track and move in the direction of true wellness, vitality and effectiveness. The critical questions of this day will be: what matters, personally and in your work in dentistry?, what do you want, what are your goals?, what gets in the way of achieving what matters and what can you do about it?, what action will you now take and what support do you need? – 4 hours (Pieroni) \$60
1 mng - Sa. April 26, 09:00-13:00 - KEC

Successful dental teams are built on a foundation of shared purposes, values and goals which require open channels of communication between members of the team. In this one day experiential workshop, the focus will be: becoming aware of your preferred style in dealing with conflict, and the strengths and limitations of that style; learning ways to professionalize conflict, and developing skills for bringing an issue forward and resolving it. Attention will also be paid to developing the self esteem and assertiveness necessary to be a fully participating member of a team. – 6 hours (Pieroni) \$90
1 day - Sa. May 3, 09:00-16:00 - CC

Professional Conflict in the Workplace (203546)

Successful dental teams are built on a foundation of shared purposes, values and goals which require open channels of communication between members of the team. In this one day experiential workshop, the focus will be: becoming aware of your preferred style in dealing with conflict, and the strengths and limitations of that style; learning ways to professionalize conflict, and developing skills for bringing an issue forward and resolving it. Attention will also be paid to developing the self esteem and assertiveness necessary to be a fully participating member of a team. – 6 hours (Pieroni) \$90
1 day - Sa. May 3, 09:00-16:00 - CC



Developing a Dental Office Policy Manual (203527)

Learn why such a manual can save management time and money. See how it is possible to develop a manual which will give legal protection for employers and employees, and provide a more consistent and less stressful atmosphere. Examine how a manual can assist in bringing new employees up to speed quickly; how to formulate consistent, clear and friendly policies to cover issues such as overtime, sick leave, and continuing education requirements. The whole dental team should attend this workshop ready to develop a manual that reflects their particular practice. – 3 hours (Kilmer/O'Shea-Roche) \$45
1 eve - We. May 14, 18:30-21:30 - CC

Enhancing Dental Health Through Good Nutrition (203534)

In this workshop you will gain a clear understanding of the role that nutrition plays in relation to dental health. Topics discussed in this course include: oral health and digestion, the role of carbohydrates, proteins and fat in your diet, nutrients which enhance oral health, foods that enhance oral health, common illnesses due to poor oral health. The session will conclude with a discussion period where you will have a chance to ask questions. - 6 hours (Ehler) \$90
1 day - Sa. May 24, 09:00-15:30 - CC

Topical Anesthetics Sites: Theory and Application (203582)

Prerequisite: CDA or RDH. This course is designed for dental personnel in preparing candidates for their BC Board Examination or for those who wish to refresh their knowledge of theory and application of topical anesthetic. This course will also include a clinical component. Topics include: introduction to theory and application of topical anesthetics; types of topicals used in dentistry; anatomical review of nerves; various local anesthetic injections and related soft and hard tissues anesthetized; topical anesthetic placement sites. – 2 hours (Dharamsi, A. & S.) \$60
1 aft - Sa. May 24, 14:30-16:30 - CC

Application of Fissure Sealants for Board Examination Candidates (203529)

Prerequisite: Currently licensed CDA or RDH (proof required with registration) or currently registered as a board examination candidate with the CDSBC. This course is designed for dental auxiliaries who are preparing for their BC Board Examination or those who wish to upgrade their skills in the precise art of applying fissure sealants. Included will be a didactic component and hands-on clinical experience. Advance registration required. Limited enrolment. - 4 hours (Dharamsi, A and S) \$150
1 aft - Sa. May 24, 10:00-14:00 - CC

Interpersonal & Personal Development

(Also see Professional, Allied and Holistic Health Care for courses in holistic and complementary health care practices that will also benefit persons interested in health and well-being.)

INSTRUCTORS

A. Beesack, BA, DVATI, member of the BC Art Therapy Association, is an artist, educator and art therapist in private practice.

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

Eileen Dougal Reilly, BA, RSW, MSW, Dip. Gero, 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.

Jacqueline Ehler, director of Food Services at VCC, has provided dietary counselling for athletes, been a frequent guest on CBC Radio's Noon Show, written for the Province newspaper, and has been a speaker for the Canadian Dietetic Association. She has developed many public courses to promote healthy eating.

Wendy Hilliard, BA, LLB, specializes in conflict resolution and mediation. 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.

Marion Malcolmson, MSW, RSW, is a coordinator of counselling service at the Invergarry Adult Learning Centre. She has several years of experience as a counsellor in employee assistance programs and maintains a private consulting practice.

Mary Murray, MSW, has worked with groups in a variety of community-based settings in program and organizational development. Her knowledge and experience make her a valuable resource for those dealing with the practical realities of group facilitation.

Kathleen Porter is an educator and group facilitator with over 25 years' experience. She has trained volunteers and board members in the areas of health, recreation, community development and education and currently works as an independent consultant. She conducts workshops for the Self-Help Resource Association of BC on self-help/support groups and grassroots facilitation skills and workshops on mutual aid to the Ministry of Social Services and other professionals.

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

Life today can be demanding, stressful and lived at a pace that is less than comfortable. Sometimes overwhelming and disturbing, this way of life can leave you with the feeling of existing from the edge of yourself, rather than living from your centre. 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 dailyness of their lives. (MacGregor) \$100
2 eve - We. May 21, 18:30-21:30 - KEC West

Creativity: Discovering Our Inner Resource (202741)

Creative expression brings us into direct contact with our emotional experiences and physical bodies. In bringing awareness to these aspects of ourselves, we awaken to the complexity of who we are and enter the world of creativity, art and spirit. Through discussion, group activities and exercises involving the use of art, movement, rhythm, visualization and body awareness, participants will explore their own creative process and the role of creativity in healing. For members of the health and healing professions as well as those interested in learning how to nurture creative expression in self and others. (Beesack) \$80
1 day - Sa. May 03, 09:00-13:30 - CC

Self Esteem: The Ultimate Asset (202754)

Those who have the greatest life satisfaction believe in their own worth and are most likely to have the highest self-esteem. 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; 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. You will do a variety of exercises to explore and facilitate self-esteem. (Boychuck) \$65
1 day - Sa. May 31, 09:00-15:00 - CC

Conflict Resolution – Level I (202802)

This course combines theory with practice to help you manage conflict and deal effectively with tension and anger. Learn to recognize the positive functions of conflict and to 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. May 06, 09:00-15:00 - KEC West

Anger Management (202828)

For persons who have completed either Conflict Resolution – Level I (202802) or Assertiveness Skills (202715). This course first reviews the skills of active listening, self-disclosure, and assertion. Small group role plays then help participants to integrate these skills into their communication in conflict situations. Emphasis is on managing anger and defensiveness in oneself and others. (Hilliard) \$105
1 day - Tu. Jun 24, 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; how to be assertive in situations of strong emotion; and assertive strategies which can lead to positive changes in your life and work. (Hilliard) \$105
1 day - Tu. Jun 17, 09:00-15:00 - KEC West

Group Facilitation (202813)

Learn more about group process, handling group dynamics more effectively, and developing group facilitation and team building skills. Content: theoretical foundations for group/team development and functioning; specific training to improve your skills; leadership and power in groups; decision-making; patterns of group interaction. You will practise basic facilitation tools (e.g. how to get people involved) and increase your cross-cultural awareness and skills. (Malcolmson/Murray) \$175
2 day - Sa. May 03, 09:00-16:00 - CC

Critical Communication Skills for Couples, Families and Work (201074)

Effective communication is essential in relationships to prevent marital breakdown; strained, distant or hostile relationships between parents and teens; or burnout and dissatisfaction at work. Two parties to any relationship may bring different patterns of communication, resulting in ongoing conflict. This course will help you 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. May 24, 09:00-15:00 - CC

Nutrition for a Healthier Life Style (200415)

This course will provide you with nutrition tips and dietary information that you will be able to apply to everyday living to enable you to lose weight, improve your eating habits, or simply to improve your health. Participants will analyze their current nutrition practices and develop a personalized plan. At each session you will learn additional information that you can apply towards making a change in your lifestyle. Topics include: the psychology of eating, food choices, eating patterns, serving sizes, nutrients, daily selection of foods, meal and snack planning, food labelling, healthful cuisine, vegetarianism and organic foods. (Ehler) \$125
4 eve - Th. May 01, 18:30-21:30 - CC

Nutrition and Vegetarianism (200143)

Whether you are a practising vegetarian or are thinking of adopting this way of eating, this course will provide you with information on the varying degrees of vegetarianism, how to meet nutritional requirements while being vegetarian, where to buy food products, recipes, how to prepare foods, and how to incorporate the principles learned into your lifestyle. (Ehler) \$45
1 day - Sa. May 03, 09:00-13:30 - CC

Vitamins and Minerals from Natural Food Sources (200416)

We know we need them but we often don't know why and in what amounts. This course will provide you with information on meeting the recommended daily allowances from natural food sources. Specific vitamins and minerals will be discussed in detail including recommended levels, toxicity, deficiency and function. (Ehler) \$80
2 eve - We. May 28, 18:00-21:30 - CC

Start a Self-Mutual Help Group From the Ground Up (201080)

Self-help and mutual-help groups offer people with a common problem or concern the opportunity to meet with others to share their experiences, knowledge, strengths and hope. These groups are run by and for the members and are started by ordinary people with a desire to make a difference. If you are interested in starting a self-help group, or in helping others to do so, this workshop will cover important steps in launching a successful group... and explore ways to help it remain successful. (Porter) \$85
1 day - Tu. May 13, 09:30-16:30 - KEC West

Osteoporosis Prevention (201079)

Learn positive things that you can do regardless of your age to reduce your risk of osteoporosis and to enhance its treatment. Osteoporosis is a common condition in which bones lose calcium, become brittle and break easily. One in four women and one in eight men over 50 years old develop osteoporosis. You will learn about risk factors, nutrition, exercise, hormone replacement therapy, posture and how to communicate with your health professional about these. Includes comprehensive manual to take home. Learn simple practical ways to begin now to make a difference. (Osteoporosis Society of BC) \$20
1 eve - Mo. May 12, 19:00-21:00 - KEC West

Demystifying Death: Exploring Our Traditions (202836)

Intended for the general public, this course will help to clarify issues and demystify taboos surrounding death and dying. It will help you identify personal feelings about death, as well as help prepare you to manage funeral arrangements when a death occurs. Using a slide presentation, the presenter guides you on a sensitive journey through a hospital's anatomical pathology department to learn about post mortem procedures, and through a funeral home to learn about funeral arrangements, from embalming procedures to casket or urn selection, to burial. The slide presentation ends with an uplifting musical pictorial in celebration of life. The course may not be beneficial to those who are grieving the loss of a loved one. (Reilly) \$40
1 eve - Mo. Jun 09, 18:30-21:30 - KEC West

Foodsafe

Foodsafe is a program in sanitary food handling to 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 are provided.

The program is endorsed by the Restaurant and Foodservices Association of BC and the Provincial Ministry of Health.

Certification

Students who successfully complete Level I and/or Level II qualify to receive the Foodsafe Certificate from the Provincial Ministry of Health. The Foodsafe Certificate is also endorsed by the Restaurant and Foodservices Association of BC.

For further information or to register please call 874-9923.

Foodsafe – Level I (Basic) (250201)

Designed for kitchen staff and dining room attendants. Explore micro-biology – food borne illnesses – personal hygiene and health – serving and dispensing – food protection and preparation – receiving and storing food safely – warewashing and storage methods. \$80
1 day - Sa. Apr 12, 09:00-18:00 - CC
1 day - Sa. Apr 19, 09:00-18:00 - CC
1 day - Sa. Apr 26, 09:00-18:00 - CC
1 day - Sa. May 03, 09:00-18:00 - CC
1 day - Sa. May 10, 09:00-18:00 - CC
1 day - Sa. May 24, 09:00-18:00 - CC
1 day - Sa. May 31, 09:00-18:00 - CC
1 day - Sa. Jun 07, 09:00-18:00 - CC
1 day - Sa. Jun 14, 09:00-18:00 - CC
1 day - Sa. Jun 21, 09:00-18:00 - CC
1 day - Sa. Jun 28, 09:00-18:00 - CC

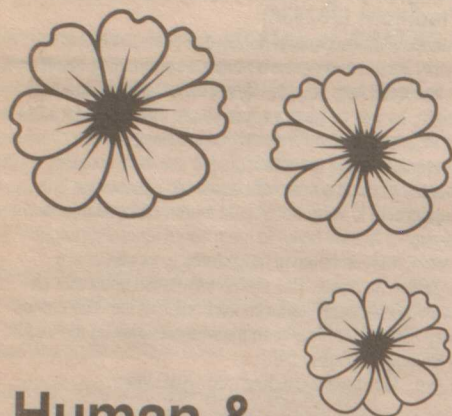
Foodsafe – Level I (Basic) – For ESL Students (250203)

This Level I class is specifically designed for students who speak English as their second language. Instruction will be in English, but paced to accommodate the ESL student. For content details, see description above. NOTE: Students must speak English. Class limited to 15. \$80
2 day - Sa. Apr 26, May 03, 09:00-16:00 - CC
2 day - Sa. Jun 07/14, 09:00-16:00 - KEC

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

This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. \$80
1 day - Sa. May 03, 09:00-18:00 - CC
1 day - Sa. Jun 21, 09:00-18:00 - CC

Foodsafe – Level II (Advanced) (250202)



Human & Social Services

Counselling Skills

INSTRUCTORS

Tamara Adlman, MA Women's Studies, MEd Counselling Psychology, is a counsellor, trainer and educator. She works at North Shore Family Services, specializing in trauma counselling with adolescents and adults. She has taught counselling skills at VCC for several years.

Shirley Coomber, MEd Counselling Psychology, is coordinator of the Resource Centre for Students with Disabilities at BCIT.

Cynthia Coyle, MEd Counselling Psychology, is in private practice. Her experience includes work with addiction and recovery, grief, loss, trauma, sexuality, oppression, and life transitions.

Lorraine Klassen, MEd Counselling Psychology, is a cross-cultural counsellor and trainer working with individuals and organizations who are challenged by inter and intra-personal cultural issues.

Larry Koopman, BEd, is a job placement expert and rehabilitation consultant working with special needs groups.

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

Ross Laird, RCC, MA, Counselling Psychology, is a counsellor and educator in Vancouver. His practice uses body-centred and creative modalities to explore a range of therapeutic themes, including trauma, relationships, and spirituality.

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.

Sara Menzel, MEd Counselling Psychology, is a counsellor with an employee assistance program. She has taught counselling skills courses at VCC for several years. She has trained with the Gestalt Institute of Vancouver.

Selina Robinson, MA Counselling Psychology, teaches in the Substance Abuse Certificate Program of VCC and is a therapist working for various Lower Mainland agencies. Selina has a private practice and utilizes solution-focused ideas enriched with narrative practices.

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

Sally Shamai, MEd Counselling Psychology, Dip. Gerontology, is a counsellor, trainer and educator with a practice in the Lower Mainland. She works from a feminist and narrative perspective.

Basic Counselling Skills – Level I (101805)

This course is designed to introduce individuals to the listening skills that form the foundation of counselling. It will be of particular interest to volunteers and staff in the helping professions. You will practise beginning helping skills, especially empathy. You will participate in counselling interviews as both a helper and a client. This process will require self-disclosure and self-exploration.

You can expect to spend three hours per week completing reading and written assignments. A Statement of Completion is given to those who meet attendance requirements and complete assignments. Please note that this course work requires fluency in English. This course is a prerequisite for those applying to the Counselling Skills, Substance Abuse, and Multi-Cultural/Settlement Worker Certificate Programs. Text: *Counselling Skills for Social Service Workers*, Bob Shebib, available at campus bookstore, \$300

12 sessions - 10 mng - Fr. Apr 04, 10:00-13:00 AND 2 day - Fr. Apr 11/May 09 - CC (Menzel)
12 eve - Tu. Apr 08, 18:30-21:30 - CC (Shamai)
12 eve - We. Apr 09, 18:30-21:30 - CC (Coyle)
12 eve - Th. Apr 10, 18:30-21:30 - CC (Krakow)
11 sessions - 10 eve - Th/Tu. Jul 03, 18:30-21:30 AND 1 day - Sa. Jul 12, 09:30-16:30 - CC (Shamai)
10 eve - Th/Tu. Jul 03, 18:30-21:30 AND 1 day - Sa. Jul 05, 09:30-16:30 - CC (Laird)

Basic Counselling II (101806)

This course is a continuation of Basic Counselling I and is designed for individuals who want to improve their basic counselling skills. Stages I and II of Shebib's Helping model will be discussed and the appropriate skills practised. Class time will be divided into lectures, instructor demonstration and practical experience in the roles of helper and client. Workbook exercises will encourage self-exploration to enhance your effectiveness as a helper. A Statement of Completion is given to those who meet attendance requirements and complete assignments. Prerequisite: Satisfactory completion of Basic Counselling I (101805). Text: *Counselling Skills for Social Service Workers*, Bob Shebib, (Shamai) \$250

10 eve - Th. Apr 17, 18:30-21:30 - CC

Vocational Counselling (101839)

Will be offered January 1977 - (Coomber/Margolis) \$300

Cross-Cultural Counselling (150502)

This course examines issues and theories in cross-cultural counselling, including value orientation, cultural/racial identity formation, communication, crisis intervention, family violence, and employment. Participants will develop greater knowledge of the cultural factors underlying client/counsellor interaction. This course will be of particular interest to counsellors and others in the helping professions who work in culturally diverse settings.

Prerequisite: Basic Counselling I (101805) or permission of program coordinator. (Klassen) \$300

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

Family Counselling Skills II (101840)

This course builds on the Family Systems theory concepts covered in Family Counselling (101833). You will review Family Systems theory and practice family assessment techniques and intervention methods. The focus of this course will be on skill development, using experiential learning and role play. Prerequisite: Family Counselling (101833). Family Counselling for Alcohol/Drug Addiction (200117), or an introductory course in Family Systems theory. (Pierce) \$200

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

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

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

2 day - Fr/Sa. May 23/24, 09:30-16:30 - CC

Marketing for Job Placement Workers (101809)

This workshop is aimed at those whose primary responsibility is job placement in vocational rehabilitation, job training, and employment programs. You will learn practical hands-on skills for marketing strategies with special needs populations, including dealing with potential employers, effective promotion and appropriate sales techniques. Content includes: applicant assessment, market research, the "cold call," the "sales pitch," employer relationship, interviewing techniques. (Koopman) \$125

4 eve - Th. May 01, 18:30-21:30 - CC

Counselling Skills

Certificate Program

The Counselling Skills Certificate Program teaches knowledge and practical skills in counselling to enable participants with relevant social services experience to work with clients in a helping, rehabilitative or therapeutic support role.

Entry Requirements

- Grade 12 completion
- Maturity and emotional stability
- Good knowledge of English, both oral and written
- Relevant experience in social services. (Volunteer experience is credited if it is in a structured, supervised setting. Work or volunteer experience must include use of counselling skills.)
- 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 or a 30-hour practice seminar.

Course Fees: 6 hours - \$50, 36 hours - \$300, Practicum - \$350, Practice Seminar - \$250

Evaluation

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

Length of Program

One course per term: Five terms - 18 months. Practicum and Program Orientation in addition.

Program Coordinator: Joanne Rykers

Application

Call 443-8380 for brochure and application form. Qualified students are accepted in order of receipt of application. Preference is given to those already working in a counselling capacity.

Intake dates: January, April, September each year

Information Meetings

For more information attend the following meeting:
1 eve - Tu. Apr 08, 18:00-19:00 - CC

NOTE

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

INSTRUCTORS

Ross Laird, MA Counselling Psychology, is a professional counsellor psychotherapist, and educator. His practice uses body-centred and creative modalities to explore a range of therapeutic themes, including substance abuse, trauma, relationship, and spirituality.

Sara Menzel, MEd Counselling Psychology, is a counsellor with an employee assistance program. She has trained with the Gestalt Institute of Vancouver, and has taught counselling skills at VCC for several years.

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

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

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

Lynne Zettl, MA Psychology, is a counsellor and therapist with a private practice in Vancouver.

Program Orientation (101837)

This one-day workshop is held on a weekend near the beginning of the certificate program. The content includes experiential exercises to develop self-awareness as it pertains to counselling and to develop cohesiveness and mutual support among the training group. (Rosen/Rykers) \$50

1 day - Sa. Apr 12, 09:30-16:30 0 CC

Individual Counselling Skills (101831)

This course examines the knowledge and skills which are required when counselling on a one-to-one basis. The intent of this course is to provide participants with experiential learning regarding the counsellor/client relationship and to analyze the issues which emerge from this work. Lecture and discussion will enlarge on these issues. You will learn how to evaluate your work on an ongoing basis to ensure that the results are positive and the skills are used appropriately. \$300

12 sessions - 11 eve - Mo. Apr 07 AND 1 eve - Tu. May 20, 18:45-21:45 - CC (Menzel) - No class May 19

12 eve - We. Apr 09, 18:30-21:30 - CC (Rykers)

Counselling Theories (101830)

This course is an overview of the counselling field in terms of theory and practice. Content areas will include discussion of: the major theories of counselling and their contributions to the field as well as their limitations; the different implications these theories have for the practice of counselling, including differences in assessment, in counselling goals and techniques; and in application to particular populations; ethical issues in counselling. The intent of this course is to allow the participants to begin to formulate their own beliefs and approaches to counselling. (Zettl) \$300

12 eve - Tu. Apr 08, 18:30-21:30 - CC

Group Counselling Skills (101832)

This course examines the knowledge and skills which are required when counselling in a group setting. Content will include: identifying types of groups; understanding group effectiveness; understanding group structure and organization; selection of group members; explaining roles and responsibilities of group leader; understanding stages of group development; understanding and dealing with group and individual needs during all stages of development; evaluating change. An exploration of legal and ethical issues, particularly competence, will also be included. This course will emphasize an experiential learning approach. (Laird/Rose) \$300

12 eve - Tu. Apr 08, 18:30-21:30 - CC

Family Counselling Skills (101833)

This course examines the knowledge and skills which are required when involved in family counselling. Content will include: understanding family dynamics and the system approach to family counselling, explaining the indications for using a family systems approach; understanding the impact of the extended family; the process of a family systems assessment; formulating goals; an introduction to appropriate strategies and techniques for use with families. An exploration of appropriate counsellor expectations, counsellor competency, consultations, legal/ethical issues and the importance of record keeping, will also be included. (Pierce) \$300

12 eve - We. Apr 09, 19:00-22:00 - CC

Assessment, Referral and Community Resources (101838)

This course examines the procedures and skills which are used in assessment and referral. Content will include: understanding the purpose of assessment in the referral process; acquiring skill in assessing various issues which require specialized referral, e.g. sexual/physical abuse, substance abuse, suicide risk, crisis intervention, psychiatric problems, depression, stress/burn-out, understanding the referral process, and how to make a good referral; knowledge of community counselling resources; understanding of the legal/ethical issues involved in assessment and referral. (Rosen) \$300

12 eve - We. Apr 09, 18:30-21:30 - CC

Practicum (101836)

This practicum provides an opportunity to master and display the knowledge and skills which have been covered during the classroom component of the Counselling Certificate Program. Emphasis is placed on gaining counselling experience in an appropriate setting. Continuous liaison with the program will be maintained throughout the practicum, through a series of five seminars. 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) \$350

Family Counselling Skills II (101840)

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

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) - 21 hours
Drugs and Human Behaviour (200127) - 21 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 or
Practice Seminar (101845) - 30 hours

Course Fees

6 hours - \$50; 21 hours - \$175; 36 hours - \$300; Practicum - \$350

Information Session

For more information, attend the following meeting:
1 eve - Tu. Apr 08, 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.

Jack Hirose, MEd Counselling, is a counsellor at RADAT, an outpatient clinic for substance abuse counselling. He has special interests in prevention and education.

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

Eleanor May, MSW, 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 Counselling Psychology, is a substance abuse counsellor at a Vancouver outpatient clinic. He has a particular interest in Gestalt Therapy.

Selina Robinson, MA Counselling Psychology, teaches in the Substance Abuse Certificate Program of VCC and is a therapist working for various Lower Mainland agencies. Selina is also in private practice and utilizes solution-focused ideas enriched with narrative practices.

Family Counselling II (101840)

8 sessions - Th. Apr 10 - See Counselling Skills, page 22

Solution Focused and Narrative Therapy Approaches to the Problem of Substance Misuse

2 day workshop - Fr/Sa. May 23/24 - See Counselling Skills, page 22

Course Preparation Workshop (200128)

This one-day workshop is held at the beginning of the certificate program. The content includes group activities aimed at developing individual self-awareness and building group cohesion in the training group. The intent of this workshop is to allow the participants to develop mutual trust and inter-dependence. (Laird) \$50

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

Introduction to Substance Abuse (200112)

This course provides an overview of the concepts involved in understanding substance abuse, the factors involved in controlling substance abuse, and counselling strategies for assisting abusers. The content will include an exploration of terms such as addiction/dependency; history of substance use; patterns of use/abuse; individual, family, societal, cultural and legal factors impinging on substance use; counselling/therapeutic strategies; prevention; factors specific to sub-cultures and minority groups (Hirose) \$175

6 eve - Tu. Apr 01 AND 1 eve - Th. May 08, 18:30-21:30 - CC

Drugs and Human Behaviour (200127)

This course provides participants with the basic pharmacological concept needed to understand the action of psychoactive drugs in the human body. The course also provides an overview of the medical and non-medical use of commonly used drugs, including long and short-term effects on the human body. (May) \$175

7 eve - Tu. May 13, 18:30-21:30 - CC

Individual Counselling Skills for Substance Abuse (200115)

Will be offered in September 1997 - (Laird) \$300

Group Counselling for Substance Abuse (200116)

This course examines the knowledge and skills required when counselling in a group setting, individuals affected by substance abuse. Content includes: an exploration of group dynamics, stages of group development, leadership styles, member roles, types of groups, particular applications to working with substance abuse populations. The experiential component of the course will include an extended group experience as well as the opportunity to lead structured groups. (Laird) \$300

10 eve - Th. Apr 10, 18:30-21:30 AND 1 day - Sa. Apr 12, 09:30-16:30 - CC

Family Counselling for Substance Abuse (200117)

This course examines the knowledge and introductory skills required when counselling the family presenting substance abuse concerns. This course will explore substance abuse in families using a family systems theoretical perspective. Three specific approaches to counselling families will be explored: family of origin, narrative, and solution-focused counselling. Content areas will include: theoretical assumptions, family assessments, counter transference issues, and ethical issues. The intent of this course is to provide students with an introduction to several frameworks for working with families presenting substance abuse concerns. (Robinson) \$300

10 eve - Mo. Apr 07, 18:30-21:30 AND 1 day - Sa. May 03, 09:30-16:30 - CC

Assessment and Referral for Substance Abuse (200126)

Will be offered in September 1997 - (Chadwick) \$300

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 through a series of five seminars. 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) \$350

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 1979, this part-time program enables bilingual men and women to obtain practical training in interpreting techniques, terminologies and procedures, as well as an excellent preparation for other interpreting jobs. \$1200

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. Textbooks included.

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. \$320

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. \$620

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. \$320

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

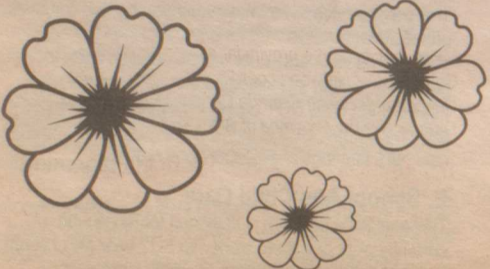
Early Childhood Education (con't)

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

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. Isolde is a director of education for Western Canada Family Day 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 eight evenings AND two Saturdays. Course fee includes a class workbook. (Hager) \$140
8 eve - We. Apr 16-Jun 04, 18:45-21:15 - CC AND 2 day - Sa. Apr. 26, May 31, 09:00-14:00 - Off-campus



Mandarin

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 September 06, 1997. The fee is \$90 per course. (GST is applicable for students age 15 and older - fees will be \$96.30.) Pre-registration for children's classes will be held at KEC and Langara College on Saturday, June 07/14/21, 09:30-14:30.

All students from four years old and up will be accepted. All students will be assigned to the appropriate class at registration time.

Hanyu Pinyin phonetics are adopted to compliment the practice of teaching Mandarin as a Second Language in BC. The written characters incorporate both the culturally rich full version as well as the simplified version for easy learning. The main course materials used throughout the 12 grades are "Hua Yu Ke Ben," an esteemed publication recommended by the Taiwanese Education Sub-Committee. These are supplemented by other materials.

Course numbers and descriptions follow:
505820 - Preschool
505801 - Grade 1
505802 - Grade 2
505803 - Grade 3
505804 - Grade 4
505805 - Grade 5

505806 - Grade 6
505807 - Grade 7
505808 - Grade 8
505809 - Grade 9
505810 - Grade 10
505811 - Grade 11
505812 - Grade 12
505813 - Advanced - 01 (KEC)
- Advanced - 02 (Lan)

Fine Arts for Children

Children's fine art courses have 16 sessions. They are held on Saturdays from 12:30-13:30 or 13:30-14:30. Courses begin September 06, 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)

Adult Mandarin Education

Adult Mandarin language education covers 10 weekly sessions. Classes are held on Saturdays and begin three times a year: January, April and September. Classes are from 10:00-12:00. Courses begin April 19, 1997. The fee is \$162.91 per course (GST included).

The program for adults includes four courses with sub-levels:

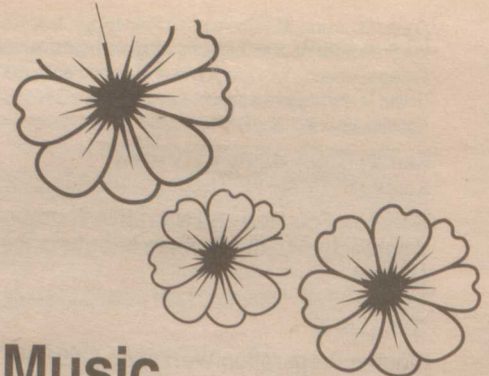
Adult Elementary (505821)
A strong foundation is built through practices in phonetic and intonation employed in the Mandarin language. The usage of Hanyu Pinyin reinforces the simplicity of learning. Students are introduced to simple words used in daily living, as well as the basic sentence structure.
01 - Level I - 10 mng - Sa. Apr 19, 10:00-12:00 - KEC
02 - Level II - 10 mng - Sa. Apr 19, 10:00-12:00 - KEC
03 - Level I - 10 mng - Sa. Apr 19, 10:00-12:00 - Lan
04 - Level I - 10 mng - Sa. Apr 19, 10:00-12:00 - Lan
05 - Level II - 10 mng - Sa. Apr 19, 10:00-12:00 - Lan

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. Apr 19, 10:00-12:00 - KEC
02 - Level II - 10 mng - Sa. Apr 19, 10:00-12:00 - KEC
03 - Level I - 10 mng - Sa. Apr 19, 10:00-12:00 - Lan

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. Apr 19, 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.
01 - Level I - 10 mng - Sa. Apr 19, 10:00-12:00 - Lan (New students)
02 - Level II - 10 mng - Sa. Apr 19, 10:00-12:00 - Lan (Return students)

NOTE
Pre-registration for Adult classes will be held at KEC and Langara College on Sa. Mar 15/22 and Apr 05/12, 10:00-12:00



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.

Daryl Jahnke - guitar, studied at VCC before embarking on a very successful performing career in Japan. He taught for a number of years at VCC. He is heard frequently throughout the Lower Mainland leading the Daryl Jahnke Trio.

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.

Greg Reid - MIDI/Live Sound, has been self-employed in the music industry for many years as the sole proprietor of McReid Music. He has worked as a producer, engineer, publisher, writer, arranger, performer and educator, and has been involved in the design and development of two major recording studios. He has also engineered and co-produced three albums for the VCC Department of Music.

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.

Commercial Music

MIDI Music I (102604)
This introductory course provides an overview of music creation with MIDI by exploring how many different MIDI devices such as keyboards, drum machines, samplers and other sound modules can properly be connected to computers and sequencers. Learn how to set up your own MIDI systems and discover what pieces of equipment are necessary and cost effective. Get hands-on experience using the sequencer program for the Mac, "Deluxe Recorder." No previous experience required. (Reid) \$163
12 eve - Tu. Apr 15, 18:00-20:00 - KEC

Live Sound Engineering (102606)
Learn how to set up and operate PA equipment of all kinds. An organized approach to connect and assemble the correct gear, as well as calibrate and control all components within a sound system are the main goals of this course. Thorough explanations of consoles, equalizers, microphones, cables, power amplifiers, speaker enclosures and much more will be covered. Special attention will be given to revealing the principles of sound and important acoustic properties that all engineers need to know. (Reid) \$163
12 eve - Tu. Apr 15, 20:00-22:00 - KEC

Piano

Piano: Beginners (502517)
Class instruction on individual pianos. You will learn notation, basic playing skills and chording techniques and should have access to a piano for home practice. Enrollment limited to eight per class. In the event of insufficient enrollment in a particular class, classes may be combined. Seniors discount not available due to limited enrollment. (Lyster) \$147.66 (Includes GST)
10 eve - Mo. Apr 14, 18:00-19:00 - KEC
10 eve - Mo. Apr 14, 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. Apr 14, 20:00-21:00 - KEC

NOTE
Prerequisites for Intermediate Piano classes are completion of the appropriate Beginners class, or by permission of the instructor.

Jazz Piano: Beginners (502504)
Instruction on individual pianos. A practical elementary course for students with little jazz background. Fundamental piano techniques relative to the study of jazz and popular music will be emphasized. Enrollment limited to eight per class. Seniors discount not available due to limited enrollment. Prerequisite: Piano: Beginners or permission of instructor. (Lee) \$147.66 (Includes GST)
10 eve - We. Apr 16, 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. (Lee) \$147.66 (Includes GST)
10 eve - We. Apr 16, 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. Apr 14, 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. Apr 14, 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. Apr 14, 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. Apr 14, 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. Apr 16, 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. Apr 16, 20:00-22:00 - KEC

Jazz and Blues Jam Workshop (502543)
An opportunity to meet and play with other guitarists of similar ability. Explore fresh ideas on improvising and gain new insights into soloing and accompanying. Each week a new tune will be used as a means of exploring specific problems associated with ensemble musicianship. (Jahnke) \$112.35 (Includes GST)
10 eve - We. Apr 16, 20:30-22:00 - KEC

Guitar Jazz Rock Improv (502544)
Beginning with an introduction to intervals and ear training, the course will explore the structure and movement of chords and their corresponding scales. A hands-on approach will be used to look at concepts in chord and song structures and new directions in improvising. Prerequisite: Knowledge of notes on finger board and staff. (Jahnke) \$74.90 (Includes GST)
10 eve - We. Apr 16, 19:00-20:00 - KEC

Saxophone/Clarinet: Beginners (502519)
Learn appropriate techniques on saxophone or clarinet, including breathing, tone basic playing skills, some reading skills and basic blues patterns. The course is designed for the beginning player and for those who want the opportunity to play with other students at their own level. Each student must have their own instrument. (Braverman) \$74.90 (Includes GST)
10 eve - Tu. Apr 15, 18:00-19:00 - KEC

Saxophone/Clarinet: Intermediate (502520)
A continuation of the beginners class. Improve upon your reading ability. Solo lines and riffs will be analyzed for playing and jamming in rock, blues and jazz idioms. An ideal way to meet other players at your level who share your interests. (Braverman) \$74.90 (Includes GST)
10 eve - Tu. Apr 15, 19:00-20:00 - 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. Apr 14, 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) \$130.90 (Includes GST)
12 aft - Sa. Apr 12, 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. Apr 14, 19:00-21:00 - 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. Apr 15, 20:00-22:00 - KEC

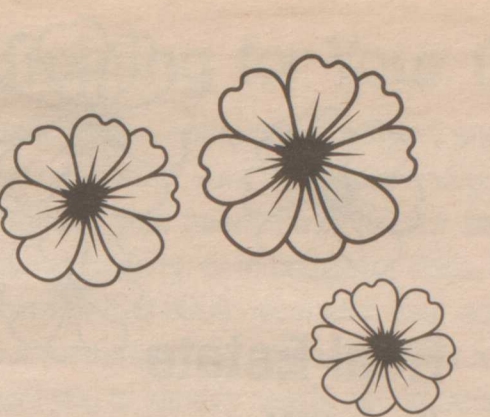
Appreciation and Theory

Jazz Improvisation (102611)
Become a better improviser. You will study in depth the relationship between scales and chords, using the jazz shorthand approach to theory, involving the study of modes, chord progressions, analysis and chord substitution. Also included will be an analysis of several standards, blues and contemporary jazz works. You must be able to read music and have a knowledge of all major scales. (Keenan) \$128
10 eve - Th. Apr 17, 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. Apr 16, 20:00-22:00 - KEC

World Music Lecture Series (502530)
Part 1: Introduction to World Music (502530-01)
An introduction to selected World Music cultures, the lectures will cover important musical styles from North America and abroad placed in their unique cultural context. Classes will begin with lectures, then move to audio and/or video examples, and conclude with directed discussions springing from the participant's reactions to the musical materials. (Crawford) \$60.99 (Includes GST)
4 eve - Th. Apr 17, 18:00-20:00 - KEC

Part 2: Eastern European Music (502530-02)
Join Mike Braverman in these lectures on music of the world. Part 2: Eastern European Music provides an historical overview and explores through recordings and transcriptions, music and dance forms from Bulgarian, Klezmer, Yiddish, Hungarian and other traditions. The influence of this music on Western jazz and pop music will also be discussed. (Braverman) \$60.99 (Includes GST)
4 eve - Th. May 15, 18:00-20:00 - KEC



Non-Profit, Voluntary Fundraising Sector

Non-Profit Sector Management Certificate Program - Revised

(Certificate Pending)

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

The Non-Profit Sector Management Certificate Program offers essential and comprehensive training for adults seeking to launch or advance their management career in the not-for-profit sector. Courses will be of interest to individuals in entry to middle management positions and to volunteers who want to enhance their knowledge, skills and leadership potential.

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

Application Process
Submit:
• application form
• statement of motivation (approximately 250 words)
• letter of reference
Register for group orientation (101901)

Certificate Requirements
Satisfactory completion of five core courses; a specialty stream and a project-based practicum

Core Courses (total 150 hours)
Fundamentals and Ethics of Non-profit Management - 30 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

Spring term 1997

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

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.

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

Rose Terzanol, fundraising manager, BC Children's Hospital Foundation.

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

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 - We. Mar 26, 18:00-19:00 - CC Room 237

Core Courses

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) \$290
10 eve - Mo. Apr 14, 18:30-21:30 - CC

Leadership and Human Resource Management (101904)

This course will focus on the fundamentals of human resource management (HRM) in the context of a rapidly changing society. The following themes run throughout the course: change, vision, leadership, learning organizations, and motivation. It examines basic management theory, the underlying premises for organizing and leading human resources; addresses the difference between management and leadership, and the importance of establishing environments that empower staff. Issues of diversity and equity, which are fundamental to managers today, will be discussed. (Logelin) \$290
10 eve - Tu. Apr 15, 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. Apr 17, 18:30-21:30 - CC

Specialty Streams

Financial Management for Non-Profit Organizations (101941)

This course is designed for students in the non-profit management specialty stream. In addition, interested individuals who are currently managers or volunteers in the non-profit sector are encouraged to register. This course provides an overview of the financial management skills needed to plan, monitor, report and evaluate a non-profit organization's resources. The operational and decision-making implications of charitable tax status along with policies and procedures for accepting gifts. Participants should have knowledge of basic bookkeeping and must register by May 1 by contacting Rosie Jong at 871-7076.. (Stevens) \$135
1 eve - Fr. May 23, 18:30-21:30 - CC AND 2 day - Sa. May 24/31, 09:00-16:00 - CC

Effective Fundraising Techniques (101962)

This course, formerly called Advanced Resource Development, is designed for students in the Fundraising Specialty Stream. The course is also available to interested individuals who are working and/or volunteering in a fundraising capacity. The course explores a broad spectrum of approaches and techniques currently practised in the field, and the benefits and challenges of each. Topics to be covered will include direct mail programs, "Where do I start?," the risks and rewards of special events fundraising; planned giving - what it is and how to develop a program, earned income (or entrepreneurial) fundraising, tribute programs, and the importance of saying thank you - donor recognition. (Grantam/ Terzario) \$160

2 eve - We. Apr 16/30, 18:30-21:30 AND 2 day - Sa. Apr 26, May 10, 09:00-16:00 - CC

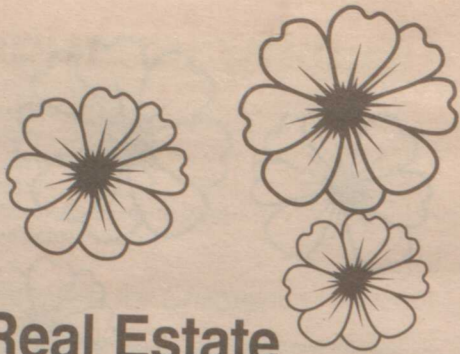
Administrative Management Systems (101942)

This course is designed for students in the non-profit and volunteer management specialty streams. In addition, interested individuals who are currently working in the non-profit sector are encouraged to register. This course provides a practical approach to the administrative skills and strategies which are essential in managing in the non-profit sector. Specific systems and procedures will be identified and challenges commonly encountered in administrative management will be explored. (TBA) \$70
2 eve - We. Jun 04, 18:30-21:30 - CC

Workshops

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
4 day - Mo/Tu/We/Th. Jun 09, 09:30-15:30 - VV



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 a 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. Apr 07, 17:30-18:30, City Centre Campus

Legal Assistant Certificate Requirements

Level I - Core Courses

Canadian Legal Process - 12 hours

Legal Research - 18 hours

Legal Communications - 12 hours

Torts - 18 hours

Contracts - 18 hours

Agency, Partnership and Incorporation - 18 hours

Level I - Total minimum hours - 96 hours

Level II - Practice Area Courses

(Complete one area only)

Litigation

Personal Injury Practice - 24 hours

Commercial Litigation - 24 hours

Creditors Remedies - 12 hours

Chambers Practice - 12 hours

Total hours - 72 hours

Conveyancing

Property Law - 24 hours

Personal Property Security - 12 hours

Mortgages - 12 hours

Commercial Conveyances - 24 hours

Total hours - 72 hours

Corporate and Commercial

Company Law - 24 hours

Advanced Corporate Administration - 24 hours

Personal Property Security - 12 hours

Commercial Transactions - 12 hours

Total hours - 72 hours

Level III - Specialization Courses (Electives)

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

Total Certificate Requirements

Courses - 200 hours

Practicum - 500 hours

Practicum

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

Location

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

Information

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

Spring Courses

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

INSTRUCTORS

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

Nigel Cave practices securities law with Ladrner Downs.

Mindi Coffman is a corporate supervisor and legal assistant.

Brenda Davis practices family law with the Legal Services Society where she was previously director of training.

J. Douglas Eastwood practices in the Civil Law Department of the BC Attorney-General.

Patricia Houlihan is a lawyer with the West Coast Environmental Law Research Foundation.

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

Don Mainland, BA, LLB, supervises corporate services for a major law firm.

Melanie Rodiuk is a legal assistant with the Wealth Preservation Department of a major law firm.

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

Cheryl M. Stephens, BA, LLB, a legal educator for 11 years, is a legal writing specialist.

Katharine Wellman, QC, has 30 years law practice experience in BC, Alberta, and Saskatchewan.

Core Courses

Canadian Legal Process 1000 (104816)

An introduction to Canada's legal system, legal institutions, and basic legal principals. Examine the sources of law and the structure of the court system. (Wellman) \$110

4 eve - Mo. Apr 14, 18:00-21:00 - CC

Legal Research 1015 (104817)

Available Fall 1997

Legal Communications 1030 (104818)

Useful to legal assistants of all levels of experience. Topics covered include: listening skills and legal writing for correspondence, opinion letters and memorandums. (Stephens) \$130

4 eve - Mo. May 12, 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. (Soroka) \$170
4 day - Sa. Apr 12, 10:00-14:30 - CC

Contracts 1060 (104820)

Available Fall 1997

Agency, Partnership and Incorporation 1075 (104821)

Available Fall 1997

Personal Injury Practice 2010 (104815)

Available Winter 1998

Commercial Litigation 2020 (104814)

Learn to manage a commercial litigation file, the usual complications and additional steps required. (King) \$240
8 eve - Tu. Apr 08, 18:00-21:00 - CC

Creditors Remedies 2030 (104813)

Covers law and procedure, including Federal Court, applicable statutes, creditors remedies, debtors remedies and defences; pre-judgement and execution proceedings. (King) \$180

4 eve - Tu. Jun 03, 18:00-21:00 - CC

Chambers Practice 2040 (104812)

Available Winter 1998

Property Law 3010 (104811)

Available Winter 1998

Personal Property Security 3040 (104810)

Theory, concepts, procedures and forms for personal property security regime. Review validity of security agreements and rights of parties. (Mainland) \$180
4 eve - We. Jun 04, 18:00-21:00 - CC

Mortgages 3020 (104809)

Available Winter 1998

Commercial Conveyances 3050 (104808)

Covers commercial conveyancing matters: special issues in commercial conveyances, commercial sales, subdivisions, commercial leases. \$240
8 eve - Tu. Apr 08, 18:00-21:00 - CC

Company Law 4010 (104807)

Available Winter 1998

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

8 eve - We. Apr 09, 18:00-21:00 - CC

Commercial Transactions 4040 (104806)

Available Winter 1998

Specialization Courses

Wills and Estates 6025 (104877)

An introduction to wills and estate planning, intestacy, requirements of a valid will, execution procedures, Wills Variation Act, living wills, powers of attorney, recent developments. (Rodiuk) \$240

6 eve - Mo. May 26, 18:00-21:00 - CC

Estate Administration 6030 (104881)

Available Fall 1997

Small Claims Court Practice 2050 (104865)

Learn Small Claims Court rules, procedures, documents and strategies. (Barzo) \$180

4 eve - We. Apr 09, 18:00-21:00 - CC

Criminal Law and Procedure 2070 (104866)

Available Winter 1998

Legal Drafting 1032 (104864)

Available Winter 1998

Labour Law for Legal Assistants 2080 (104868)

Available Fall 1997

Interviewing for Legal Assistants 6000 (104870)

Available Spring 1998

Buying and Selling a Business 4050 (104871)

Available Fall 1997

Persuasive Legal Writing for Litigation 1035 (104872)

Available Winter 1998

Criminal Appeals Process 2080 (104873)

Available Spring 1998

Securities 4075 (104874)

Covers securities law and practice in corporate administration; filing requirements, VSE listings, due diligence, BCSC policies, public financing, and related matters. (Cave) \$180

4 eve - Th. May 29, 18:00-21:00 - CC

Administrative Law and Procedures 2095 (104876)

Available Fall 1997

Litigating Equality 2090 (104878)

Introduction to enforcing equal rights with a focus on human rights codes and the Charter of Rights and Freedoms. (Eastwood) \$115

2 eve - Mo. May 12/26, 18:00-21:00 - CC

Environmental Law 3080 (104875)

This course covers statutory and common law principles governing environmental issues relating to the practice of property and business law and litigation. (Houlihan) \$180
4 eve - Th. Apr 10, 18:00-21:00 - CC

Family Practice Essentials 2095 (104882)

This course covers the Family Relations Act and the Divorce Act and introduces procedures and statute and case law. Reviews Rules of Court dealing with family cases. (Davis) \$240

6 eve - Th. May 15, 18:00-21:00 - CC

Foreign Law Portfolio Development 1090 (104884)

Available Fall 1997

Advanced Issues in Family Practice 2097 (104883)

Available Fall 1997

Independent Study (104880)

Independent research and writing projects under direction of VCC instructor. (Wellman) \$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 - Apr 01 - Jun 30

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.

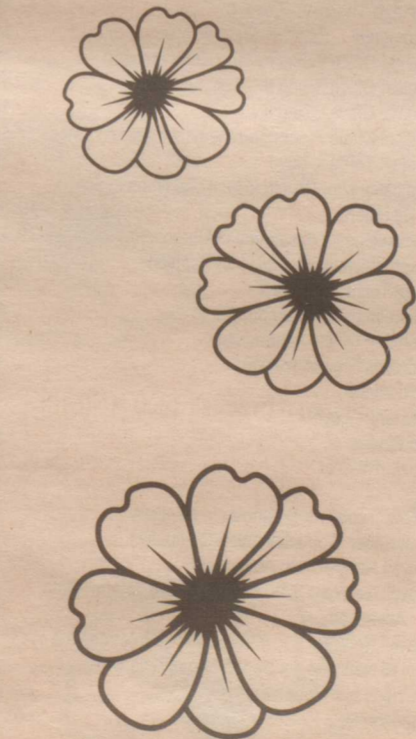
For registration call 443-8380. For course advisory information call Brian Pink at 443-8388.

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 -



Training for Your Organization

Vancouver Community College is equipped to work with your organization to meet your objectives and goals in education and training. Whether your needs be in literacy, basic education or English language training; or in computer skills, leadership, business management or ISO 9000; we match your education and training needs with our resources. We respond quickly to your inquiries. We work closely with you to identify needs and to develop the most beneficial education and training approaches and formats for your employees. For our quick response and more information call Brian Pink, 443-8388.

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

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

Course Listing

A Group Dynamics Workshop for ESL Teachers	17
Access, Introduction, Intermediate, Advanced	14
Accounting for the Non-Accountant	10
Accounting with ACCPAC Plus - G/L (DOS)	14
Additional Information	7
Administrative Law and Procedures	27
Administrative Management Systems	26
Administrative Skills - Part III	11
Adobe Illustrator - Introductory Workshop	
(Computer - Mac)	5
Advertising Design (Non-computer)	6
Agency, Partnership and Incorporation	26
Anger Management	21
Application of Fissure Sealants for Board	
Examination Candidates	21
Applied English Grammar and Phonetics	17
Art Therapy, Introduction to	18
Assertiveness Skills	21
Assessment and Referral for Substance Abuse	23
Assessment, Referral and Community Resources	22
B asic Counselling II	22
Basic Counselling Skills - Level I	22
Basic Flower Shop Procedures	7
Basic Shop Procedures	7
Beyond the Basics: Caring for People Living	
with HIV/AIDS	18
Bidding and Estimating for Cleaning Contractors	8
Bilingual Interpretation	23
Bookkeeping from Start to Finish	12
Bookkeeping, Introduction to	10
Brass Playing: Beginners	24
Brass Playing: Intermediate	25
Breathing for Well Being	18
Building a Powerful Vocabulary	8
Building Maintenance and Cost Control	8, 27
Building Service Management/Leadership	8, 27
Building Service Worker - Level I	8, 27
Business Etiquette and Professionalism 1820	10
Buying and Selling a Business	26
C anadian Legal Process	26
Cardiac Monitoring	18
Cardiovascular Assessment	18
Case Method Teaching in the Health Professions	18
Challenge Examination - Data Communications	15
Challenge Examination - Telecommunications	
Management I (Voice)	15
Challenge Examination - Understanding	
Telecommunications	15
Chambers Practice	26
Children's Mandarin Education	24
Children's Wear I - Pattern Making	6
Childsafe	19
Civil Litigation	10
Clinical Applications of Twelve Lead ECG	18
Clinical Decision-making in Gerontological Nursing	19
Colour Theory and Application	8
Coming in From the Edge - Living from Centre	21
Commercial Conveyances	26
Commercial Litigation	26
Commercial Transactions	26
Common Medical Emergencies	18
Communications	20
Company Law	26
Computer Foundations - Basic	5, 10, 14
Computer Foundations - Technical	14
Computer Lab for ESL Instructors,	
An Introduction to the	17
Computers - Macintosh (Computer), Introduction to	5
Concert Band	25
Conference Elective Credits	17
Conflict Resolution - Level I	21
Continuing Care Management, Introduction to	20
Contracts	26
Conveyancing	10
Core Content for Childbirth Educators	19
CorelDRAW!, Introduction to, Advanced	14
Corporate	10
Corporate Administration, Advanced	26
Counselling Theories	22
Course Preparation Workshop	23
CPR Basic Rescuer (CPR C)	19
CPR Basic Rescuer-Recert (C Recert)	19

Creative Illustration (Non-computer)	5
Creativity and the Process of Designing	5
Creativity: Discovering Our Inner Resource	21
Creditors Remedies	26
Criminal Appeals Process	26
Criminal Law and Procedure	26
Critical Communication Skills for Couples,	
Families and Work	21
Cross-Cultural Counselling	22

D ata Communications	15
Demystifying Death: Exploring Our Traditions	21
Developing a Dental Office Policy Manual	21
Diabetes Mellitus: Older Adult	19
DOS, Introduction to, Intermediate, Advanced	12
Dress Form Workshop	6
Drugs and Human Behaviour	23

E ffective Fundraising Techniques	26
Effective Memo and Report Writing	8
Effective Oral Communication	10
Emergency First Aid	19
Enhancing Dental Health Through Good Nutrition	21
Environmental Law	27
ESL Tutoring, An Introduction to	16, 17
ESL Tutoring: Part Two	16
Estate Administration	26
Excel, Introduction to	14
Excel - Worksheets and Charts, Intermediate	14

F amily Child Care	24
Family Child Care: Good Beginnings, Introduction to	24
Family Counselling for Substance Abuse	23
Family Counselling II	23
Family Counselling Skills I & II	22
Family Practice Essentials 2095	27
Fashion Arts Certificate	6
Fashion Design Certificate	6
Fashion Illustration	6
Fast Track Word for Windows	13
Felt Pen Rendering	6
Financial management for Non-Profit Organizations	26
Financial Statements - Forecasting and a Cash Budget	12
Financing and Business Strategy	12
Finding Time for Results	11
Floral Design Challenge	7
Floral Design Course Challenge	7
Floral Design II & III	7
Floral Design Portfolio Preparation	7
Floristry, Introduction to	7
Flute: Beginners, Intermediate	25
Foodsafe - Level I (Basic & Advanced)	21
Foodsafe - Level I (Basic) - For ESL Students	21
Foodsafe - Level I (Basic) - In Cantonese	21
Foot Care for the Elderly	18
Foreign Law Portfolio Development	27
Foundations for ESL Instruction	17
Freehand Drawing for Design	8
Fundamentals and Ethics of Non-Profit Management	25
Fundamentals of Project Management	11
Furniture Design and Style II	8

G arment Construction Certificate	6
Gerontological Nursing I	19
Gerontological Nursing, Introduction to	19
Gerontological Nursing Practicum	20
Gerontology, Introduction to	19
Getting Started as a Freelancer	6
Grammar Review for Productive Business Writing	8
Graphic Design - An Introduction (Non-computer)	5
Group Counselling for Substance Abuse	23
Group Counselling Skills	22
Group Facilitation	21
Group Skills - Part II	11
Groupware Entrance Exam	15
Groupware - Level I, II & III	15
Guitar: Beginners, Intermediate	25
Guitar Jazz Rock Improv	25

H and-tied Bouquets	7
Head to Toe Assessment	18
Health and Health Problems in Later Life	19
Home Care Nursing Program	19
How to Start a Business	11

I dentifying and Marketing Business Opportunities	11
Indian and Metis Students	17
Individual Counselling Skills	22
Individual Counselling Skills for Substance Abuse	23
Internet, Introduction to, Intermediate	13
Interpersonal Skills - Part I	11
Interviewing for Legal Assistants	26
Issues in Family Practice, Advanced	27

J azz and Blues Jam Workshop	25
Jazz Band	25
Jazz Improvisation	25
Jazz Piano: Beginners, Intermediate	24

L abour Law for Legal Assistants	26
Language Education Through Drama	16
Law and Tenant Relations	27
Law for Court Interpreters	23
Leadership and Human Resource Management	25
Leadership and Organizational Skills	23
Leadership and Team Skills	10
Leading Your Team to Empowerment	11
Learning to Teach: A Practical Course for Health and	
Social Service Professionals	18
Legal Communications	26
Legal Drafting	26
Legal Office Procedures	10
Legal Office Program, Introduction to	10
Legal Research	26
Legal Terminology	10
Lesson is in the Song, The	17
Litigating Equality 2090	27
Live Sound Engineering	24
Local Area Networks, Introduction to	13
Logo Design and Stationery Layout	6
Lotus 1-2-3 for Windows, Introduction to	13
Lotus for Windows - Worksheets/Charts, Intermediate	13

M ac Labs	6
Magnification and Surgical Telescopes in Dental	
Practice	20
Making and Creating Language Games for	
Teaching English	17
Making Peace with a Lifetime: Earlier Trauma	
and the Process of Aging	19
Managing Change	11
Managing the Integrated Office	15
Marketing and Public Relations	25
Marketing for Job Placement Workers	22
Massage Therapy, Introduction to	18
Massage Therapy - Level II	18
Matrimonial	10
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Medical Office Procedures/Administrative Assistant	10
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Disorders	19, 20
Medications for Treatment of Chronic Pain	19, 20
Merchandising Strategies for Fashion	6
Metal Techniques I & II	8
Microcomputers, Introduction to	12
Microsoft Office, Intermediate	13
Microsoft Project Software	11
MIDI Music I	24
Millinery - Level I	6
Mortgages	26
Music Theory	25

N ew "Tools" for Diagnosis in Dentistry	20
Newsletter Production (Non-Computer)	6
Novell NetWare 4.x, Advanced	13
Novell NetWare 3.1x, Introduction to, Intermediate,	
Advanced	13
Novell NetWare 4.x, Introduction to, Intermediate	13
Novell NetWare 4.x Server Management	13
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Office Automation Challenge Exam	10
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Intermediate	14
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Personal Injury Practice	26
Personal Pattern Making	6
Personal Property Security	26
Personnel Management	20
Perspective Sketching and Drawing	6
Persuasive Legal Writing for Litigation	26
Photo-Documentation Workshop	5
Photoshop - Level I & II (Computer)	6
Physical and Functional Assessment of Older Adults	19
Piano: Beginners, Intermediate	24
Planning Small Outdoor Garden Spaces	7
Planted Containers	7
Portfolio Preparation	7
Power of Poetry in Language Education, The	16
PowerPoint, Introduction to	14
Practice Building: Me, Us and Them	20
Practice Building: Part I - The "Me" Day	20
Practice Building: Part II - The "Us" Day	20
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Practice Workshop in Simultaneous Interpreting	23
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Professional Conflict in the Workplace	20
Professional Orientation to Interpreting Skills	23
Professional Telephone Communication Skills	10
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Publishing Web Pages	13

Q uarkXPress - Mac (Computer)	6
R apid Interpretation of the Twelve Lead ECG	18
Records Management I	10
Records Management - Advanced Topics	10
Records Management - Specialized Functions	10
Respiratory Assessment	18
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Self-Help Groups: Are They Beneficial in Today's	
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Solution Focused and Narrative Therapy	
Approaches to the Problem of Substance Misuse	23
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Start a Private Health Care Practice in Nursing	18
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T CP/IP and Internet/Intranet Protocols	15
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Teaching ESL Literacy and the Multi-Level Class	16
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Teaching Reading and Writing	18
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and Communication	16
Teaching TOEFL Using an Interactive Approach	16, 17
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Second Language	17
TESL 31 Teaching English as a Second Language:	
Theory and Skill Development	17
TESL 32 Teaching English as a Second Language:	
Materials Selection and Development TESL	17
TESL 34 Teaching English as a Second Language/	
Teaching English as a Second Dialect for Indian and	
Metis Students	17
TESL 35 TESL Methods	17
TESL 41 Program Planning and Evaluation in Teaching	
English as a Second Language	17
TESL 42 Supervised Practicum	17
TESL 43 Professional Project	17
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Tutoring for the TOEFL (Test of English as a Foreign	
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Typing - Speed Building	10
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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 and Training program is now in its 25th year.

Diploma in Adult Education

This diploma program provides advanced training for educational practioners 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 of 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)871-511
E-mail: dchui-chai@vcc.bc.ca

TEACHER TRAINING

Earn a Certificate

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

Student Information

Withdrawals, Refunds & Course Cancellations

Unless otherwise stated in course advertising, requests for refunds must be received in writing by Vancouver Community College, Continuing Education Division before the second session of the class. Requests for refunds must state reasons and be accompanied by your original receipt.

A different refund policy may apply for some courses and events: e.g. courses of five sessions or less require refund requests 24 hours before the start date; Nursing and Health courses and some Business seminars require refund requests either five or ten business days before the course start date.

REFUNDS ARE SUBJECT TO AN ADMINISTRATIVE CHARGE OF 20 PERCENT OF COURSE FEES OR A MINIMUM OF \$10 AND TO A MAXIMUM OF \$30. As an alternative, we would be pleased to issue a "deferred fee credit" for 100 percent of the course registration fee. Please allow three weeks for processing any refunds. Fee payments made by charge card are refunded by means of a credit to your account. All other refunds are made by cheque.

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

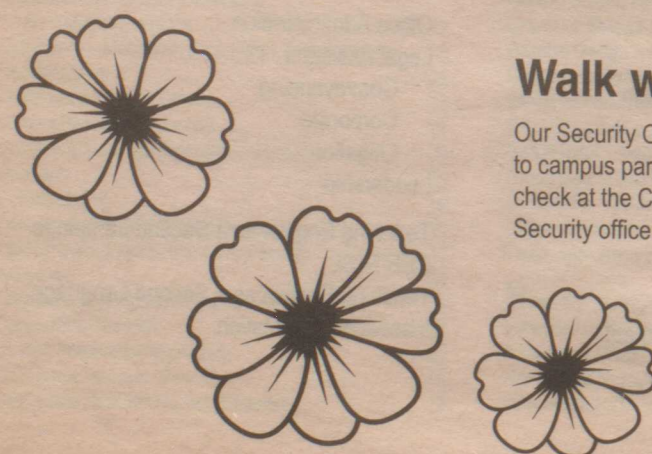
Where to Find Our Brochure

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 31.



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.

Walk with Safety

Our Security Office offers students an escort to campus parking lots in the evening. Please check at the Continuing Education office or Security 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:
March 28-March 31 inclusive
May 1-19 inclusive
July 1, August 4

Certification is Important in Today's Workplace

Continuing Education offers certificates in more than 30 programs.

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!

An "Alumni Benefits Card" is also available for \$25 which entitles you to a 20 percent discount on most Continuing Education programs (some restrictions apply), 10 percent discount at campus bookstores and access to library privileges (excluding computers).

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

4 Ways to Register

1. By Mail

Fill in the registration form on this page 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. See page 2. Pay by cheque, cash or charge card.

4. By Fax

Use the form on this page 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, 08:30-17:00

Don't Wait

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

Continuing Education Phone Numbers

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

FAX & MAIL-IN REGISTRATION

FAX 871-7300

(for VISA or MasterCard use only)

Mail Registration to: 1155 East Broadway
Box 24785, Station 'F'
Vancouver, BC V5N 5V2

Phone: 871-7070

Please TYPE or PRINT in BLACK ink.

Note: One student may register on this form. Place additional registrants on a separate sheet. Photocopy this form for additional students.

☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms.

SURNAME		GIVEN NAMES	
ADDRESS		CITY/MUNICIPALITY	
PROVINCE	POSTAL CODE	HOME PHONE	BUSINESS PHONE LOCAL

COURSE INFORMATION				
COURSE NUMBER	COURSE NAME	LOCATION	START DATE	TIME
1 (6 DIGITS)				
2				
3				
4				

TOTAL FEES	METHOD OF PAYMENT	CREDIT CARD INFORMATION <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD
1	\$ _____ <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> CHEQUE <input type="checkbox"/> CREDIT	NAME ON CARD
2		CREDIT CARD ACCOUNT NUMBER
3		EXPIRY DATE
4		

SIGNATURE _____ DATE _____

The information on this form is collected under the authority of the Freedom of Information/Protection of Privacy Act and is needed to process your application for admission. If you have any questions about the collection or use of the information, contact the Director of Continuing Education, telephone 871-7057, e-mail grochester@vcc.bc.ca

vancouver community college

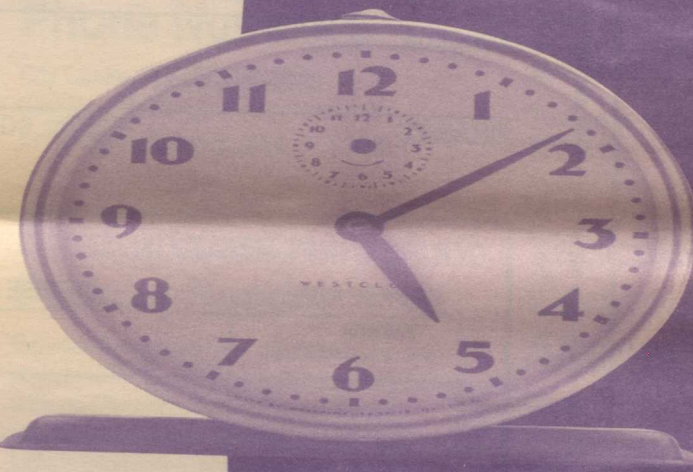
spring term begins
april 7

city centre
250 west pender street
443-8380

king edward
1155 east broadway
871-7070

king edward west
691 east broadway
874-9923

spring 1997



TARGET YOUR FUTURE