

Ref. Desk

Fall
1997

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

Fall 1997

Time
is
money
educate yourself

E D U C A T E Y O U R S E L F

continuing education locations

CC

City Centre Campus
250 West Pender Street
Vancouver BC V6B 1S9
443-8380

GPC

George Pearson Centre
700 West 57th Avenue
Vancouver BC

KEC

King Edward Campus
1155 East Broadway
Box 24785 Stn F
Vancouver BC V5N 5V2
871-7070

LGH

Lions Gate Hospital
231 East 15th Avenue
North Vancouver BC

OAK

Oakridge Shopping Centre
#320 (North Tower)
Cambie and 41st Avenue
Vancouver BC
261-2806

ODH

O'Doul's Hotel
1300 Robson Street
Vancouver BC

ROB

Robson Square Conference Centre
800 Robson Street
Vancouver BC

VV

Volunteer Vancouver
301 - 3102 Main Street
Vancouver BC

continuing education phone numbers

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

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, 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

3. In Person

Register at either of our two 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 Campus, Monday - Thursday, 10:00-19:30; Friday, 09:00-17:00 and Saturday, 09:00-14:00
King Edward Campus, Monday - Thursday, 10:00-19:30, Friday, 09:00-15:00

new courses/programs

Macintosh Computer Refresher
(050461), page 4

Introduction to the Graphic Arts Trade
(0108), page 4

Logo Design and Stationery Layout
(050436), page 4

Design Your Own Advertising (050462),
page 5

Advertising Design Using QuarkXPress
(050463), page 5

Introduction to Print Buying (050464),
page 5

Mac Lab (050453), page 5

Getting Started as a Freelancer
(050458), page 5

Wreaths, Swags and Cabashas
(250112), page 7

Festive Arrangements (250111), page 7

Career Planning, page 9

Cargo Transportation, page 9

Entrepreneurial Skills, page 9

Project Management, page 12

Worksafe Education, page 12

Groupware Management, page 15

Telecommunications Technology
(102261), page 16

Infant Massage (202837), page 20

Personal Financial Planning for Health
Care Personnel (200152), page 20

Vicarious Traumatization and Compas-
sion Fatigue (202898), page 20

Earlier Trauma and the Process of

Aging (202895), page 21

Healthy Aging in Healthy Communities
(203602), page 22

table of contents

arts & design

Design Studies 4
Electronic Publishing, Graphic
Design & Illustration 4
Fashion Arts 6
Floral Design 6
Gemmology 7
Interior Design Explorations 7
Jewellery 8

business, career & management

Building Services 9
Business English Skills 9
Business Survival Training 9
Career Planning 9
Cargo Transportation 9
Entrepreneurial Skills 9
Leadership 11
Management Skills for Supervisors 12
Office Administration 10
Introductory Legal Office 11
Legal Office Skills 10
Medical Office Skills 10
Office Supervisory Skills 10
Records Management Skills 10
Secretarial/Administrative Assistant 10
Project Management 12
Small Business 12
Worksafe Education Programs 12

computers & telecommunications

Computers 13
Computer Applications 13
Database Management 15
Desktop Publishing 15
DOS, Windows and Office 13
Internet 14
Introduction to Computers 13
Local Area Networks 13
Microcomputer Accounting 14
Programming in Visual Basic 15
Spreadsheets/Charts 14
Word Processing 14
Groupware Management 15
Telecommunications Management 16

esl teacher training

CERTESL 19
Teaching English as a Foreign Language 19
Teaching English as a Second Language 17
TESL Inservice Qualification 18
Tutoring ESL 18

health

Professional, Allied, Holistic Health &
Health Education 20
Communications: Interpersonal & Group 21
CPR & First Aid 21
Childbirth Educators 21
Continuing Care Management 22
Dental Personnel Professional
Development 22
Foodsafe 23
Gerontology Nursing 22
Sterile Supply Aide 22
Worksafe Education Programs 23

human & social services

Counselling Skills 23
Substance Abuse 24
Court Interpreting 24
Early Childhood Education 25

mandarin

Mandarin Education for Children & Adults 25

music

Appreciation & Theory 26
Commercial 25
Instrumental 26
Piano 25
Vocal 26

non-profit, voluntary & fundraising sector

Non-Profit Sector Management 26

real estate & law

Building Manager (Residential) 27
Legal Assistant 27

for complete course listing please see page 28

general information

Certificate Programs 8, 29
Course Listing 28
Course Locations 2
4 Ways to Register 2, 31
Free Information Sessions 4
In-house Training 16
Program Coordinators 3
Registration Form 31
Satisfaction Guarantee 29
Student Information 30
Withdrawal, Refund Policy 30

dates closed

Continuing Education will be closed on:
August 30 - September 1 inclusive
October 11-13 inclusive
November 11
December 24 - January 1, 1998 inclusive

program coordinators

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

arts & design

Design Studies
Judith O'Keeffe 443-8386
Electronic Publishing & Design
Judith O'Keeffe 443-8386
Floral Design
Joyce Jackson 871-7462
Fashion Arts
Evelyn May 443-8387
Gemmology
Judith O'Keeffe 443-8386
Interior Design Explorations
Barbara Houston 443-8390
Jewellery
Maciek Walentowicz 443-8571

business, career & management

Building Services
Brian Pink 443-8388
Business English, Leadership Skills, Manage-
ment 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
Jayeson Van Bryce 871-7058
Teaching English as a Foreign Language
Teaching English as a Second Language
TESL Inservice Qualification
Tutoring ESL
Jennifer House 871-7056

health

CPR & First Aid
Sheila Stickney 871-7092
Childbirth Educators
Diane Donaldson 871-7461
Dental
Monica Maletz 871-7065
Foodsafe
Sheila Stickney 871-7092
Professional, Allied & Holistic Health Care
Mary Crooks 871-7078
Sheila Stickney 871-7092
Sterile Supply Aide
Sheila Stickney 871-7092
Worksafe Education
Sheila Stickney 871-7092

human & social services

Counselling Skills, Substance Abuse
Joanne Rykers 443-8392
Court Interpreting
Silvana Carr 871-7166
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 871-7530

music

Judith O'Keeffe 443-8386

non-profit, voluntary & fundraising sector

Non-Profit Management (Revised)
Bonnie Denford-Nelson 871-7061

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

information nights

Please join us for the following FREE program information sessions.

Building Manager (Residential), Th. Sep 18, 18:00-19:00, Continuing Education office, City Centre Campus, 250 West Pender

Business Survival Training, Mo. Sep 15, 18:00, Continuing Education office, City Centre Campus, 250 West Pender

Counselling Skills Certificate Program, We. Sep 10, 18:00-19:00, Continuing Education office, City Centre Campus, 250 West Pender

Court Interpreting Certificate Program, Tu. Aug 26, 19:30, Continuing Education office, King Edward Campus, 1155 East Broadway

Design Studies, Electronic Publishing & Design, Fashion Arts, Floral Design, Gemmology, Interior Design Explorations, We. Sep 10, 17:00-19:00, City Centre Campus, 250 West Pender

Entrepreneurial Skills, We. Sep 10, 18:00-19:00, Continuing Education office, City Centre Campus, 250 West Pender

Gerontology Nursing Certificate Program, Tu. Nov 04, 19:00-20:30, Call Mary Crooks, 871-7078

Groupware Certificate Program (certificate pending), Tu. Sep 16, 19:00-20:00, Continuing Education office, City Centre Campus, 250 West Pender

Home Care Nursing Program, Tu. Oct 28, 19:00-20:00, Continuing Education office, King Edward Campus, 1155 East Broadway

Legal Assistant Certificate Program, Tu. Sep 09, 17:45-19:00, Room 237, City Centre Campus, 250 West Pender

Non-Profit Sector Management Certificate Program, Tu. Sep 09, 18:00-19:00, City Centre Campus, 250 West Pender

Office Administration Certificate Program, Th. Sep 11, 17:45-18:30, Room 237, City Centre Campus, 250 West Pender

Substance Abuse Certificate Program, We. Sep 10, 18:00-19:00, Continuing Education office, City Centre Campus, 250 West Pender

Telecommunications Management Certificate Program, Th. Sep 04, 17:00-18:30, Continuing Education office, City Centre Campus, 250 West Pender

course information

How to read course information

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

5 day - Sa. Sep 27

09:00-14:00

CC

Course name

Course number

Course description

Instructor

Total due

Start date

Time

Location

arts & design

Arts & Design Programs Information Session

Need help in choosing a course or program? The program coordinators for Design Studies, Electronic Publishing & Design, Fashion Arts, Floral Design, Gemmology and Interior Design will be available to provide details about the various courses and certificate programs offered. They will answer your questions, provide you with advice and assist with your course and program choices. Information packages and application forms will also be available.

1 eve - We. Sep 10, 17:00-19:00 - CC

Design Studies

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

These courses will appeal to individuals interested in, or involved in any of the art and design disciplines and for those who simply wish to become more visually aware.

History of Western Art/Design I (051614)

This is a survey art/design history course with an emphasis on classical design styles through the ages and the influences affecting various periods. Historical references and the techniques used to create works of art, architecture, interiors and crafts are examined. Requirement – Interior Design Explorations Program, page 7. (Wnorowska/Campbell) \$310

10 eve - Mo. Sep 22, 19:00-22:00 - CC

Design Fundamentals (051601)

This course introduces basic design principles and concepts, the practical application of design theory, the designing process and space organization techniques while developing creative problem solving skills. Requirement – Interior Design Explorations Program, page 7. (Saatkamp) \$310

10 eve - Tu. Sep 23, 19:00-22:00 - CC

Design Fundamentals II (051609)

Based on the concepts introduced in Design Fundamentals (051601), this course focuses on design development and programming, space planning and presentation techniques, creative problem solving related to work areas, social and private spaces. Topics also include the behavioural aspects of design, psychological and social needs, ergonomics and anthropometrics. Elective – Interior Design Explorations Program, page 7. Prerequisite: Design Fundamentals (051601). (Houston) \$310

10 eve - We. Sep 24, 19:00-22:00 - CC

Drawing for Design Applications II (Perspective Sketching) (050415)

The ability to quickly render and refine ideas using perspective formats is an essential technique required to communicate visually and effectively. Elective – Interior Design Explorations Program, page 7. (Beaulieu) \$210

8 eve - We. Sep 24, 19:00-22:00 - CC

Colour Theory and Application (051615)

This course introduces a variety of colour systems, traditional and contemporary colour theory, and explores colour mixing, relationships and applications. Requirement – Interior Design Explorations Program, page 7. (Bell) \$310

10 eve - Th. Sep 25, 19:00-22:00 - CC

Drawing for Design Applications (051604)

The basic concepts of drawing and two-dimensional language includes the expressive use of media and how to effectively manipulate line, space, volume, form, proportion and value to effectively communicate ideas in a variety of visual formats. Requirement – Interior Design Explorations Program, page 7. (Phillips) \$210

8 eve - Th. Sep 25, 19:00-22:00 - CC

Creativity and the Process of Designing (051701)

Design is about planning, organization and control. Creativity is about producing an outcome that is unique, fresh, original, imaginative and unusual. This course examines the design process and explores individual creative potential. Elective – Interior Design Explorations Program, page 7. (Hughes) \$195

5 day - Sa. Sep 27, 09:00-13:00 - CC

Instructors

Instructor profiles are listed on page 8.

Electronic Publishing, Graphic Design & Illustration

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

Macintosh Computer Refresher (050461)

This 15-hour session is for Macintosh users needing to increase their familiarity with the Mac operating system and practise effective file and font management. This workshop will also appeal to PC users wanting to become familiar with the Mac platform. Computer skills are required. (Thiessen) \$155

5 eve - Mo. Sep 22, 18:30-21:30 - CC

Introduction to the Graphic Arts Trade (0108)

Are you considering a career in the challenging industry of printing? This course provides an overview of the printing industry from prepress in both traditional and electronic digital methods, through printing and bindery. Topics include: basic offset press lithography, letterpress, screen printing, principles of design, typography and layout, the use of computers in relation to design and production, traditional lithographic preparation; scanning, film stripping, and platemaking, paper qualities, inks and the use of colour. Most sessions will be offered in the College's Print Production workshops augmented by an industry tour and guest speakers. Please note, to register for this course, call 443-8400. (Grahame) \$325

10 eve - Tu. Sep 23, 18:30-21:30 - CC

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. Elective Certificate Program. (Lyn) \$285

10 eve - Tu. Sep 23, 18:30-21:30 - CC

Felt Pen Rendering (050423)

This course helps you develop felt pen rendering techniques by exploring colour, composition, typography and design. Through interactive class presentations and discussions, you 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. Sep 25, 19:00-22:00 - CC

Design Your Own Advertising (050462)

This workshop is for individuals planning to do their own advertising and who want to get value for their advertising dollars. Learn how to make your print ads, brochures and mailers more powerful and effective. Topics include advertising basics, typography, concept development, target marketing, and printing formats. (Kirkaldy) \$155

5 eve - Tu. Sep 30, 18:30-21:30 - CC

Advertising Design Using QuarkXPress (050463)

Using QuarkXPress, you will learn how to convert your design renderings electronically. Photo scanning, the effective use of type, style sheets, master pages, converting IBM files, two and four colour projects, file and disk prep are some of the topics covered. This course is for designers with QuarkXPress experience wanting to amplify their designing capabilities. (Morse) \$155

5 eve - Tu. Sep 30, 18:30-21:30 - CC

Introduction to Print Buying (050464)

From business cards to colour brochures, this workshop includes how to communicate with print shops, types of printing, colour basics, use of photographs, prepress requirements, proofing, choosing the right paper, costing, how to prepare your print job and more. (Maihara) \$90

4 eve - We. Oct 01, 18:30-21:30 - CC

Mac Lab (050453)

Now you can practise 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. Oct 02, 18:30-21:30 - CC

Getting Started as a Freelancer (050458)

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) \$95

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

Challenge Exams

Electronic Publishing and Design Certificate Program Challenge Exams

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

Introduction to Computers (Mac) (050450)

Participants must demonstrate a knowledge of the Macintosh computer and its operating system. You will be tested on file hierarchy and effective file management. \$180

1 eve - Th. Sep 11, 18:30-21:30 - CC

1 mng - Sa. Sep 13, 10:00-13:00 - CC

Introduction to Computers (IBM) (050451)

Participants must demonstrate a knowledge of the IBM computer and its Windows operating system. You will be tested on file hierarchy and effective file management. \$180

1 eve - Th. Sep 11, 18:30-21:30 - CC

1 mng - Sa. Sep 13, 10:00-13:00 - CC

Introduction to Graphic Design (050452)

Participants must demonstrate a knowledge of basic graphic design concepts and terminology. These include the ability to work with the measuring system used by designers (points and picas), basic typography and how to design a grid. \$180

1 eve - Th. Sep 11, 18:30-21:30 - CC

1 mng - Sa. Sep 13, 10:00-13:00 - CC

Electronic Publishing & Design Certificate 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. Foundation course for certificate. (Rodak/Stockmann) \$210

10 mng - Sa. Sep 20, 10:00-13:00 - CC

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

Introduction to Computers – Macintosh (Computer) (050441)

This beginner's course provides a basic overview of the Macintosh computer, its operating system and how it is used in the graphic design industry. You will learn file hierarchy and effective file management, troubleshooting techniques and shortcuts, and be introduced to Adobe Illustrator. Access to a Macintosh is recommended. Evaluations consist of hands-on work and two exams. Foundation course for certificate. (Lyn) \$350

10 eve - Mo. Sep 22, 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. Foundation course for certificate. Prerequisite: none. (Hollinger) \$280

10 eve - Mo. Sep 22, 18:30-21:30 - CC

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

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. Intermediate course for certificate. (Levstek) \$285

10 eve - Tu. Sep 23, 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). Intermediate course for certificate. Adobe Illustrator II will be offered January 1998. (Thiessen) \$410

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

Advertising Design (Non-computer) (050454)

Create dynamic synergy between words and pictures. This course will show how to stir emotions and conjure visions that stimulate. You will learn how to conceptualize an ad, brochure, or direct mailer, 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)

Intermediate course for certificate. (O'Byrne) \$210

10 eve - Mo. Sep 29, 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. Intermediate course for certificate. (Johnston) \$325

10 eve - Th. Sep 25, 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. Prerequisite: Introduction to Computers – Macintosh (050441). Intermediate course for certificate. (Thiessen) \$365

10 eve - Tu. Sep 23, 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. Intermediate course for certificate. (Hurst) \$365

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

Typography on QuarkXPress (Computer) (050434)

This comprehensive course comprises three evenings of type theory, followed by seven evenings of practice using Macintosh computers. You will learn to make sound typographic decisions and how to avoid the obvious excesses of the desktop revolution. In the first part you will study type history, design and usage. In the second part you will complete a series of typesetting/layout projects designed to improve typographic skills. All exercises will be critically examined by the instructor (a certified compositor). A working knowledge of QuarkXPress (or PageMaker) is necessary. The instructor will teach typographic taste and refinement – not the program itself. This course will be evaluated by a theory exam, project work and typesetting exercises. Intermediate course for certificate. (Clifford) \$365

10 eve - Mo. Sep 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. Photoshop Level II will be offered in January 1998. Elective Certificate Program. (Thiessen) \$365

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

Electronic Publishing & Design

certificate program

The Electronic Publishing and Design Certificate 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.

Program Structure

The Electronic Publishing and Design Program combines both the development of 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 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 provided 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.
4. Previous training or work experience in graphic design or computer applications an asset.
5. Prospective students wishing to challenge a course or courses will be required to demonstrate their skills and knowledge prior to entry into the program. Challenge exams are offered in the fall term. (Students who pass a challenge exam, but are unable to demonstrate requisite skills in class, may be placed in a lower level course.)
6. Independent access to the computer hardware and software systems required in the courses.
7. Submit a completed application prior to commencement of the program.

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

Challenge Exams:

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

Certificate courses offered Fall 1997

Foundation Courses

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

Intermediate Courses

- Creative Illustration (050410)
- Adobe Illustrator Introductory Workshop (050440)
- QuarkXPress – Mac (050447)
- PageMaker – IBM (050460)
- Advertising Design (050454)
- Newsletter Production (050459)

Elective Courses

- Logo Design and Stationery Layout (050436)
- Photoshop Level I (050443)
- Photoshop Level II (050444)
- Introduction to the Internet and Web Page Design

Electronic Publishing (cont)

Application Procedures

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

Instructors

Roland Clifford has 33 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.

Bob Grahame holds a degree in graphic reproduction, two diplomas in adult education and also has 20 years' experience working in every facet of the printing industry. He is currently the technical assistant, Graphic Arts Printing Production at 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 17 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.

Ljuba Levstek is a graduate of the Ontario College of Art and has 11 years' experience as a freelance illustrator. Ljuba's wide range of clients include advertising agencies, magazine publications, book publishers, greeting card companies and package design firms.

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

Jeff Marihara has been involved with the printing industry for many years. His work experience includes owning and operating his own print shop, functioning as both press operator and graphic designer. In addition, he also operates Graphic Exposure, concentrating his talent and experience in graphic design.

Ruth Morse is a graduate of the Vancouver School of Art - Graphic Design and has spent 18 years working in the advertising industry. Eleven of those years were as a graphic designer with Palmer Jarvis Advertising. She also has a Computer Graphics Technician diploma from VCC. She is currently freelancing in computer graphics and electronic pre-press.

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 17 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.

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.

Computer Aided Design I (050960)

Develop computer operating skills as it is applied in the garment industry. Learn to use the CAD system - digitizing process, data file creation, piece marking, plotting, and basic pattern manipulation. This course is a prerequisite for Computer Aided Design II. (Sciarretta) \$235
6 mng - Sa. Oct 04, 09:30-12:30 - CC

The Business of Fashion (050959)

An overview of the fashion industry highlighting its organization, terminology and unique characteristics. Also examined are the designer's role in product development channels from the fabric design stage to the point of sale; customer behaviour; trend analysis and customer demand forecasts. This course is the first of a series of courses developed for the proposed Fashion Arts Professional Practices Certificate Program (Green) \$135
4 eve - Mo. Sep 29, 18:30-21:30 - CC

Merchandising Strategies for Fashion (050958)

This course involves the study of techniques and procedures used to develop and produce a fashion product 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. Students will become familiar with the buying practices of retailers and develop interpretive skills for product development using sales records and buying trends. (Richardson) \$160
7 eve - Tu. Sep 30, 18:30-21:30 - CC

Introduction to Fashion Design (050951)

This course is geared for people who want to pursue their interest in fashion and is an excellent foundation course for those interested in entering the Fashion Arts Certificate Program. Topics include: principles of design, colour theory, textiles, fashion terminology, fashion trends and influences. (Tang) \$125
6 eve - Tu. Sep 30, 18:30-21:30 - CC

Image Make-over Workshop (050945)

Spend a Saturday creating a new fashion image for your lifestyle. Discover your seasonal palette, body style, wardrobe choices for figure flattery, and accessorizing. Wardrobe planning will save you time, improve your image and prevent future costly wardrobe mistakes. (Rootman) \$60
1 day - Sa. Oct 25, 09:30-16:00 - 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. Sep 27, 09:30-12:30 - CC

Personal Pattern Making (050924)

Patterns becoming too expensive? Learn to make your own patterns to your own measurements with a perfect fit ensured. Individual instruction enables you to work at your own pace in constructing a set of personal Blocks (Slopers) and learning how to draft patterns for any design of your choice. Bring to first class: HB pencil, eraser, 30 cm ruler - clear plastic, metric 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. Oct 18, 09:00-16:00 - CC

Instructors

Colleen Bryant is a graduate of the VCC Fashion Arts Certificate Program, works under her own label, and is currently working in the film industry.

Stan Green, Provincial Instructors Diploma, has worked for over 25 years in the Canadian fashion industry. He has operated his own product development studio,

advising domestic and overseas clients on the creation and marketing of clothing in North America for more than ten years.

Corinne Richardson has 25 years' experience in the Vancouver fashion industry and has designed, merchandised and managed the production of several lines.

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.

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, and is currently manager of Camell Wardrobe Services. She graduated in fashion design, 1984; Fashion Arts Certificate, VCC, 1989.

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

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.

Application Deadline

Applications for the next entry to the Fashion Arts Certificate Program must be received by February 16, 1998. Interviews will be scheduled shortly thereafter. Term One begins on Monday, April 13, 1998. 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.

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 Kleitchko, 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, and is currently the manager of Camell Wardrobe Services. 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.

Floral Design

These Floral Design courses and workshops are designed to provide basic knowledge and skills for individuals seeking personal and professional development in floristry. The Floral Design Certificate Program is for individuals seeking entry into the floral industry and can be completed in two semesters, subject to enrollment. For details about the Floral Design Certificate Program please refer to page 7. To learn more about the courses and program, join us at the Arts and Design Programs Information Session on Wednesday, September 10, 17:00-19:00 - City Centre Campus.

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. Sep 13, 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 practise using various methods and materials to make a centrepiece, corsage, topiary, plus several table and specialty arrangements including a wedding bouquet. On successful completion, participants will have acquired the basic knowledge and skills required to prepare and personalize a host of floral pieces that can add flair to any home decor or be used as the perfect gift. This course can be taken independently of the certificate program and will be of interest to anyone wanting to learn floristry basics. Introduction to Floristry (250105) is the foundation course for the VCC Floral Design Certificate Program. No previous experience is required. - 30 hours. (Bedard) \$460
10 eve - Mo/Tu/We. Sep 15, 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 - Tu/We/Th. Oct 07, 18:30 - 21:30 - CC

Floral Design Labs

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

Wreaths, Swags and Cabashas (250112)

Open to anyone wanting to creatively use items you have or that are easily obtained. This lab focuses on floral mechanics and design applications specific to producing wreaths, swags and cabashas that can be used to decorate the home and/or office. Learn to make a wreath using twigs and cinnamon sticks and swag designs for decorating, mantels, windows, doorways and staircases. A supply list will be distributed at the first class. Wreath forms, seasonal greens and basic floral materials are provided. - 15 hours. (Davis) \$220
3 mng - Sa. Sep 20, 09:00-14:00 - CC

Festive Arrangements (250111)

For individuals interested in creating extraordinary table arrangements using a variety of items you already have on hand or that are easily obtained. You can create stunning new arrangements from recycled items for yourself or to use as gifts. A supply list will be distributed at the first class. Seasonal greenery, seasonal items and basic floristry materials will be provided. - 15 hours. (Davis) \$220
3 mng - Sa. Nov 01, 09:00-14:00 - CC

Pricing for Profit (250119)

If you are determined to succeed in the floral industry, you need to know how to solve the mystery of COGS (cost of goods sold). You will learn how to price floral items so you know you are making a profit on every arrangement. Learning the difference between perceived value and the actual selling price is one of the techniques applied toward increasing profits. This is a fast-paced session full of simple steps developed by one of Canada's floristry veterans. (Woodburn) \$70
2 eve - Mo. Nov 03/04, 18:30-21:30 - CC

Available January 1998

Floral Design III (250107)
Floral Design Portfolio Preparation (250110)
Basic Flower Shop Procedures (250108)

Floral Design

certificate program

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 September 10. This program is open to anyone interested in acquiring competent floral design skills on a part-time basis. Individuals requesting exemption from Introduction to Floristry (250105) based on prior learning experience are required to successfully complete the Floral Design Course Challenge (250104). 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), *The Beginner's Guide to Flower Arranging* and the text for Floral Design II (250106), *The Art of Floral Design* are available at the College bookstore (telephone 443-8363). 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.

Note

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

Instructors

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

Margie Davis received her floral design training in South Africa and is the recipient of numerous trophies and awards for her decorative floral designs. In addition to her designing skills, she has extensive floral business management experience. She has been teaching with VCC Floral Design Certificate since 1994.

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

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

Gail Stanton has 20 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.

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.

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. 18:30-21:30 to Jun/98.
Diploma year classes begin Sep 09, Tu. and Th., 18:30-21:30 to June.

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

Note

Fees are subject to periodic revision. Current fees include membership in the Canadian Gemmological Association and all course notes. Full tuition is expected upon registration. Preliminary year - \$1025
Diploma year - \$1815

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

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

Information Session

An information session will be held in Room 164, City Centre Campus, from 17:00-19:00, Wednesday, September 10. Anyone interested in the program is invited to attend. The Gemmology Program and application form is available at the City Centre CE office or by calling 443-8380.

Interior Design
Explorations Program

(Certificate Pending)

Introduction

In recent years designers have fulfilled the needs and desires of an increasingly complex society by creating environments that address both aesthetics and function. The Interior Design Explorations Program focuses on developing the core skills required to express basic design concepts related to form and function and on developing fundamental design knowledge while encouraging individual creativity and expression. This interdisciplinary curriculum is also diagnostic in that it enables participants to explore design options and interior decorating industries while evaluating potential educational and career opportunities. On completion of the certificate program, participants will be prepared to render and evaluate basic design challenges with confidence.

Objectives

This part-time program is designed for individuals who wish to acquire an overview of design for personal use, or for application to a variety of design-related and decorating industries including:
• The construction industry: contractors, builders, carpenters and cabinet makers

- Suppliers of lighting, textiles, floor and wall coverings
- Suppliers of furniture, accessories and antiques
- Suppliers of kitchen and bathroom components
- Set decoration and film industry applications
- Retail sales in areas related to home furnishings

On completion of the program, participants will be able to:
1. Demonstrate and apply basic principles and processes related to interior space design
2. Render and communicate design ideas in a variety of formats
3. Demonstrate individual creativity
4. Present a self-marketing portfolio suitable for educational or career advancement.

Program Structure

This part-time program is offered evenings and weekends during the fall, winter and spring terms. Participants can select courses of interest from the program providing prerequisites are met or they can take the entire certificate program. Not every course will be offered each term as courses are subject to the availability of instructors and minimum registration requirements. The certificate program consists of 360 hours of instruction combining seven required courses plus electives selected by students to meet their personal goals and career needs. Course and workshop length varies from one day to 30 hours per section. Each course is part of a sequential experience in expanding creativity, developing research abilities, improving communication skills and acquiring knowledge. Course work is demanding and it is expected that participants will commit a minimum of three hours per week/per class toward independent study. Individuals with extensive educational backgrounds may petition to waive a portion of the program.

Entrance and Completion Requirements

The program is open to individuals who wish to take one or more courses provided they meet the following requirements:

1. Secondary school completion or equivalent.
2. A working knowledge of the English Language plus the ability to understand design-related concepts, speak, read and write clearly and accurately. Applicants whose first language is other than English may be required to complete an English Language Assessment.
3. Individuals must complete and submit an Interior Design Explorations Program Application to the program coordinator.
4. Some previous training or work experience in art and design is an asset.

All applicants will receive a written response to their application. Throughout the program students are expected to attend all sessions and complete course work by the specified deadlines. Students will be evaluated on assignments, projects, tests, exams, presentations, attendance and participation, and are encouraged to maintain an average grade of B- (70 percent). If the grade is below the minimum of C, credit will be granted, but the student will be ineligible to receive a certificate due to insufficient mastery of the subject. To receive a certificate, cumulative grades must average B- including the final portfolio project. The grading criteria will vary in some courses due to the demands of the subject. Instructors will advise students of the grading expectations at the beginning of the course. All course work must be successfully completed within a three year time period.

Program Contents

Required Courses (* also listed under Design Studies, page 4)

- * Design Fundamentals (051601) - 30 hours
- * History of Western Art/Design I (504214) - 30 hours
- * History of Western Art/Design II (504251) - 30 hours
- * Colour Theory and Application (504218) - 30 hours
- * Drawing for Design Applications I (Freehand Drawing) (051604) - 24 hours
- Business Practices (051612) - 30 hours
- Portfolio Project (504250) - 24 hours
- Total required - 198 hours

Elective Courses and Workshops

- * Creativity and the Process of Designing (051701) - 24 hours
- * Design Fundamentals II (051609) - 30 hours
- * Spatial Design (504252) - 30 hours
- * Drawing for Design Applications II (Perspective Sketching) (050515) - 24 hours
- Visualization/Presentation (504253) - 24 hours
- Kitchen Design (504254) - 24 hours
- Office Environments (504255) - 24 hours
- Furniture Design and Style I (051602) - 30 hours
- Furniture Design and Style II (051613) - 30 hours
- Materials and Finishes (051603) - 24 hours
- Textiles and Accessories (504215) - 24 hours
- Basic Drafting Concepts (051610) - 24 hours
- Lighting (504256) - 24 hours

Interior Design Explorations Program (cont)

In Development

Bath Design – 18 hours
Styling – 18 hours
Healthy Environments – 12 hours
Eastern Design Philosophies – 12 hours
Total Elective hours required – 162 hours

Information Night

Prospective candidates for the Interior Design Explorations Program are welcome to attend an information night to be held on Wednesday, September 10, 17:00-19:00.

History of Western Art/Design I (051614)

This is a survey art/design history course with an emphasis on classical design styles through the ages and the influences affecting various periods. Historical references and the techniques used to create works of art, architecture, interiors and crafts are examined. Requirement – Interior Design Explorations Program. (Whorowska/Campbell-McLean) \$310
10 eve - Mo. Sep 22, 19:00-22:00 - CC

Design Fundamentals (051601)

This course introduces basic design principles, elements and concepts, the practical application of design theory, the designing process and space organization techniques while developing creative problem solving skills. Requirement – Interior Design Explorations Program. (Saatkamp) \$310
10 eve - Tu. Sep 23, 19:00-22:00 - CC

Design Fundamentals II (051609)

Based on the concepts introduced in Design Fundamentals (051601), this course focuses on design development and programming, space planning and presentation techniques, creative problem solving related to work areas, social and private spaces. Topics also include the behavioural aspects of design, psychological and social needs, ergonomics and anthropometrics. Elective – Interior Design Explorations Program. Prerequisite: Design Fundamentals (051601). (Houston) \$310
10 eve - We. Sep 24, 19:00-22:00 - CC

Drawing for Design Applications II (Perspective Sketching) (050415)

The ability to quickly render and refine ideas using perspective formats is an essential technique required to communicate visually and effectively. Elective – Interior Design Explorations Program. (Beaulieu) \$210
8 eve - We. Sep 24, 19:00-22:00 - CC

Basic Drafting Concepts (051610)

The basic principles of drafting including: the use of drafting instruments, conventions and terminology, symbols and lettering are among the topics covered. Prerequisite – Design Fundamentals (051601). (Saatkamp) \$310
10 eve - We. Sep 24, 19:00-22:00 - CC

Colour Theory and Application (051615)

This course introduces a variety of colour systems, traditional and contemporary colour theory, and explores colour mixing, relationships and applications. Requirement – Interior Design Explorations Program. (Bell) \$310
10 eve - Th. Sep 25, 19:00-22:00 - CC

Drawing for Design Applications (051604)

The basic concepts of drawing and two-dimensional language includes the expressive use of media and how to effectively manipulate line, space, volume, form, proportion and value to effectively communicate ideas in a variety of visual formats. Requirement – Interior Design Explorations Program. (Phillips) \$210
8 eve - Th. Sep 25, 19:00-22:00 - CC

Creativity and the Process of Designing (051701)

Design is about planning, organization and control. Creativity is about producing an outcome that is unique, fresh, original, imaginative and unusual. This course examines the designing process and explores individual creative potential. Elective – Interior Design Explorations Program. (Hughes) \$195
5 day - Sa. Sep 27, 09:00-13:00 - CC

Furniture Design and Style I (051602)

This course provides the essential information and background required to identify and distinguish a variety of furniture styles originating with the classics through to the 20th century. Periods include: Byzantine, Romanesque, Gothic, Renaissance, Baroque, Rococo, Neo-Classical, Georgian, Empire, and Arts and Crafts. (Thomson) \$310
10 day - Sa. Sep 27, 09:00-12:00 - CC

Information and Registration

To request the Interior Design Explorations Program Guide and Application Form, call Annette Chia at 443-8391 or email: achia@vcc.bc.ca
For program details, call Barbara Houston, Interior Design Explorations program coordinator at 443-8390. To register call 443-8380.

Instructors

Marcel Beaulieu is a graduate of the University of Manitoba with a bachelor of interior design. His professional work experience includes corporate office and residential design with one of Vancouver's leading design firms.

Alison Bell is an honours graduate of Parsons School of Design, USA and has worked in both London and New York perfecting her residential designing skills. She is currently working as a freelance designer in Vancouver.

Catherine Campbell-McLean, 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 the second from Milan's Scuola Politecnica.

Barbara Houston, program coordinator, has a master of architecture and bachelor of environmental studies degree from the University of Manitoba and a diploma from Parson's School of Design, New York. Her teaching background 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.

Ken Hughes has a masters degree in design from the Royal College of Art (London) and is a practising graphic designer and design educator as well as the Dean of Design, Emily Carr Institute of Art and Design.

Leon Phillips has a bachelors degree in environmental studies from the University of Waterloo, School of Architecture along with a bachelor of arts from the University of Saskatchewan. He is a practising artist who alternates between art and architecture.

Anna Rodgers graduated from Belfast College of Domestic Science in home economics and for the past eight years has operated a custom design and sewing business in Toronto and Vancouver.

Edith Saatkamp, RID, studied interior design in Montreal and Toronto and is a graduate of Humber College, Toronto. She has practised and taught residential, commercial and retail design for nine years and regularly writes a column about design and furniture styles.

Judith Thomson has a bachelors degree from the University of British Columbia in art history. She spent several years living and working in England where her research and study in the history of furniture began. Currently she teaches History of Design and Furniture at several post-secondary institutions in the Lower Mainland.

Marta Whorowskaka is an interior designer with a masters degree in interior design from the Academy of Fine Arts, Warsaw, Poland. She has many years' experience in commercial design and in post-secondary education.

Maria Wojtowicz is a designer with a masters degree in architecture from Harvard, USA and has studied production design in Warsaw, Poland. She has 20 years of work experience in commercial and residential design and taught at many post-secondary locations.

Guest instructors with special interests and talents are also occasionally invited to participate in the Interior Design Explorations Program.

Jewellery

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. Sep 23, 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. Sep 24, 18:30-21:30 - CC

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

Entrepreneurial Skills (pending)

Fashion Arts

Fashion Design

Garment Construction

Pattern Making

Floral Design

Groupware Management (pending)

Telecommunications Management

Behind the Glitter (051137)

Join James Wallace for a fascinating look behind the scenes of the international jewellery industry. Discover how jewellery is made, how diamonds are graded, where sapphires come from, appraisals and how to purchase wisely at retail and at auctions. Bring a notebook and questions and be prepared for an enlightening and humorous look at the business of glitter through informed eyes. (Wallace) \$80
4 eve - Tu. Oct 07, 19:30-21:30 - CC

Instructors

Peter Thompson was trained under a master goldsmith in England. He has worked in Vancouver for the last 18 years in his own studio.

James Wallace is a gemmologist and noted gemstone broker whose work experience includes wholesale, retail, design, manufacturing and appraisal of fine jewellery items.

business, career & management

Building Services

Building Cleaning – Methods, Equipment, Supplies and Safety (109008)

Designed for building supervisors, staff, contract cleaners and others who are responsible for general cleaning and floor maintenance. This introductory course will examine 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 and liability issues will also be covered, including an overview of WHMIS regulations. Course content applies to residential, commercial and institutional buildings. (Dallas) \$200
5 day - Sa. Sep 27, 09:00-16:00 - CC

Note

This course does not include hands-on training with powered equipment. Persons who want hands-on training should consider the full-time, three month Building Service Worker Program. For details contact program information at 443-8443.

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
8 day - Sa. Sep 27, 09:00-13:00 - CC

Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family properties. The course will review the primary maintenance responsibilities of the residential building manager. Topics include: maintenance planning and cost control, preventative maintenance, building inspections, supervising on-site trades work, basic appliance repair, fire safety, security, and an introduction to heating and plumbing systems. Classes include field trips and hands-on demonstrations using a variety of appliances and other equipment. (Watters) \$195
10 eve - We. Oct 01, 19:00-22:00 - CC

Operating a Contract Cleaning Business (109035)

Designed for persons who want to operate a cleaning business, this course will review critical skill areas for the new or potential owner-manager. Specific topics include: establishing a business plan, sales and marketing strategies, bidding and estimating, work supervision, employment practices, insurance and financial control. At the conclusion of this course you will be able to make an informed decision as to whether or not operating a cleaning business is the right choice for you. (Dallas) \$95
4 mng - Sa. Nov 08, 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. Dec 06, 09:00-13:00 - CC

Instructors

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 a member 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. He is currently maintenance supervisor for a portfolio of 80 commercial and residential buildings in the city of Vancouver. Mr. Watters has been teaching building maintenance for nine years.

Also see Residential Building Manager under REAL ESTATE section of this flyer.

Business English Skills

Polish Your Business English! The following four classes are offered on four Saturdays. Enroll individually at the regular price of \$80 or register for all four courses for a total of \$285 – a saving of \$35.

This is not an ESL course. It is recommended that students register in Grammar Review for Productive Business Writing (104407) prior to enrolling in Writing Dynamic Business Letters (104406).

All four courses 1115 (104419) \$285

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

Note

Business English Skills Test (104539) Sa. Nov 22, 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. Sep 27, 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. Oct 18, 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
1 day - Sa. Nov 01, 09:30-15:30 - CC

Effective Memo and Report Writing 1515 (104414)

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

Business English Skills: You Asked for More! – 1616 (104574)

Any student who wishes to improve business writing skills will benefit from exposure to selected material provided in this class. The course is designed to help you write more clearly as well as read and comprehend more effectively. You will learn to take notes and participate in discussing content. You will practise expressing your ideas orally and in writing. Written in-class assignments, such as letters, memos, outlines, etc., will be checked and revised for correct grammar and sentence structure. Also, an important function of this course is to help you build a larger vocabulary. Class size limited. Bring dictionary. – 18 hours. (Rogers) \$145
6 eve - Mo. Sep 22, 18:30-21:30 - CC

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.

Business Survival Training

Business Survival Training (100190)

This intensive weekend program (five full Saturdays) will give you the skills and resources to objectively analyze all your business activities and follow through with a viable plan for renewal and financial success. Through the application of real case studies and hands-on analysis, you will develop (1) evaluation tools to be applied to real business situations and (2) an understanding of the critical control points of a profit generating plan. Specific evaluation tools cover the five critical areas of your business that impact your bottom line: management, operations, cost controls, finance and marketing. This program is intended for owners, managers or decision-makers of a small to medium-sized business. The instructor will assume that all participants are experienced in business operations. (Vonas) \$495
5 day - Sa. Sep 27, 09:00-15:00 - CC

Information

For a brochure contact Annette Chia at 443-8391 or Brian Pink at 443-8388. An information session will be held on Monday, September 15, 1997 at the Continuing Education office, City Centre. A formal presentation will begin at 18:00.

Instructor

George Vonas has extensive experience in business management and training. A self-starter who enjoys communicating ideas, George has 23 years' experience as a business analyst and consultant, in addition to operating his own business. George's specialty is evaluating the financial and management activities of small to medium-sized businesses and establishing remedial action to correct problems and monitor performance.

Career Planning

Career Exploration and Planning (102101)

Are you interested in developing your career potential? Do you believe that your current job is not meaningful? Has reorganization/downsizing given you an opportunity to explore a new career?

We are in the process of revising this workshop to more fully address these questions. This workshop, to be offered in the winter 1998 term, will be led by a professional career counsellor. The workshop will help you understand your interests and abilities, explore the job market, and make an informed choice about your career future.

In order to help us develop and tailor this program to your needs, we would like to hear from you and get your input. Let us know what topics you'd like addressed in this workshop. Please include your name and address, so that we can keep you updated.

Please write, phone/e-mail, or fax:
Joanne Rykers
VCC Continuing Education
250 West Pender Street
Vancouver, BC V6B 1S9
Phone: 443-8392; fax: 443-8393; e-mail: jrykers@vcc.bc.ca

Cargo Transportation

Introduction to Transportation (100191)

An overview of the cargo transportation industry and how it works. This course will serve the needs of persons considering a career in cargo transportation, as well as experienced employees who want a broader knowledge of the different sectors of this industry. The course will examine the different modes of transport in the local, national and international context. Specific topics include: industry participants, roles and professional responsibility, insurance and documentation, the import-export process, and government regulation affecting transportation. (Martin) \$145
5 eve - Mo. Sep 29, 18:00-21:00 - CC

Information and Registration

For general information and registration call 443-8380. For detailed course information call Terry Mills at 443-8542.

Instructor

Kenneth Martin, BA, CITT, M.C.I.T., has 27 years' experience in the cargo transport industry through employment with several regional motor carriers. Ken is active in local and national transport associations. He has taught courses at BCIT and professional development seminars for industry associations.

Entrepreneurial Skills

(Certificate Pending)

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

The six-month 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.

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.

Information Night

Meet the instructors and ask questions. A formal presentation begins at 18:00.
Time: 18:00-19:00, Wednesday, September 10, 1997
Place: Continuing Education office, City Centre, 250 West Pender Street, Vancouver

General Information and Registration

The program begins September 17, 1997. For a detailed brochure call the CE office at 443-8380 or Annette Chia at 443-8391. To discuss program content, call Brian Pink at 443-8388.

Certificate Requirements

Three courses completed successfully over nine months, beginning September 1997.

1. Introduction to Entrepreneurship (optional)
2. Entrepreneurial Skills
3. The Business Plan

Note

Completion of Course 1 is not necessary for persons who already have a developed business idea.

Registration is handled on a "first come, first serve" basis. Students who want the entire program should register in Course 1 and Course 2 at the same time to avoid disappointment.

Introduction to Entrepreneurship – Course 1 (109401)

This course is open to general registration to serve both those beginning the program as well as persons who wish to explore the self-employment option. The course focuses on three critical areas: (1) self-assessment for running your own business, (2) profiles of successful business startups, and (3) how to generate new business ideas. Upon completion of this course, you will be able to make a clear and realistic assessment of your personal readiness to start a business on your own. \$60
3 eve - We. Sep 17, 18:45-21:45 - CC

Entrepreneurial Skills – Course 2 (109402)

An intensive examination of the following areas: business start-up procedures, marketing, financial management and managing for productivity and growth. Students will draft preliminary marketing and financial plans for their proposed business. Enrollment is limited to 20. \$585
20 eve - We. Oct 08, 18:45-21:45 - CC

Note

There will be a four-week break over Christmas between Sessions 10 and 11. Classes will resume Wednesday, January 07, 1998.

The Business Plan – Course 3 (109403)

Available to Entrepreneurial Skills registrants in March. Course will run from March to June 1998. \$125

Leadership Skills (con't)

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

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

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

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

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

Tom Swankey, BA, BArch, MRAIC, manages his own consulting firm and provides writing and oral communication services to a broad range of business, academic, and government clients across Western Canada.

Project Management

Who should attend

These courses are suitable for all persons who have or will have responsibility for the planning, control or implementation of projects. For a detailed course outline call Brian Pink at 443-8388 or Annette Chia at 443-8391.

Fundamentals of Project Management (100168)

This course will give participants 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 and practical tools for process improvement, team motivation and communication. Case studies are used to illustrate successful applications of the project management discipline in a variety of business settings. (Simington) \$205

4 eve - Tu. Sep 23, 18:30-21:30 - CC

Microsoft Project Software (100189)

This is an introductory hands-on course. Topics covered include: the project manager's role, the Microsoft project environment, setting-up a project file, defining tasks and milestones, task relationships, setting start and finish dates, working with calendars, handling resources, PERT, CPM and Gantt charts, and creating and printing reports. Upon completion of this course participants will be able to manage a simple project using various methods of analysis. Prerequisite: a working knowledge of computers in a Windows environment and completion of Fundamentals of Project Management (100168) or permission from the instructor. (Hollinger) \$230

3 eve- Th. Oct 30, 18:30-21:30 - CC

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.

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 lecturettes 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.

Interpersonal Skills - Part I (100115)

Objectives: On completion participants will be able to

1. Effectively use both verbal and non-verbal communication skills
2. Conduct organized interviews
3. Use decision-making methods in individual and group situations
4. Utilize appropriate assertiveness techniques
5. make win/win decisions one-on-one and in groups. (Hannah/Swankey) \$310

8 eve - Mo. Sep 22, 18:30-21:30 - CC

4 day - Fr. Sep 26, Oct 03/17/24 - KEC

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. Sep 24, 18:30-21:30 - CC

Administrative Skills - Part III (100117)

Will be offered in Winter term

Course Location

King Edward Campus (KEC) - 1155 East Broadway, Vancouver
City Centre Campus (CC) - 250 West Pender Street, Vancouver

For information call Anne Tollstam, program coordinator - 871-7021.

For registration and invoicing call Lynda Boothby - 871-7074. Registrations will be accepted up to one week prior to the course start date.

Instructors

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.

Maureen Hanna 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.

Tom Swankey, BA, BArch, MRAIC, manages his own consulting firm and provides writing and oral communication services to a broad range of business, academic, and government clients across Western Canada.

Small Business

For registration and general information phone 871-7070. For detailed information call Peggy Worobetz, 871-7427.

The Business Development Bank of Canada and Vancouver Community College are pleased to offer the following step-by-step program.

How to Start a Business

This five-week program shows you how to start and manage a business. Each course is six hours of instruction offered on two evenings for three hours per night. \$105 per course or a total of \$395 for all five courses for a saving of \$130.

How to Start a Business

All five courses \$395 (106038)
Participants attending all five courses will receive a Statement of Completion.

Week 1

How to Start a Business (106039)

Running your own business doesn't have to be just wishful thinking - it's all in the planning. Learn the seven key steps to developing your successful new business. \$105

2 eve - Tu/Th. Sep 23/25, 19:00-22:00 - CC

Week 2

Identifying and Marketing Business Opportunities (106040)

Both parts \$105

Part 1: Tuesday - Finding Business Opportunities
Starting a successful business frequently centres on finding an opportunity overlooked by others. This course concentrates on how and where to look, sources of information and accessing ideas for new ventures. Relate your customer's needs to products, prices, promotion and distribution to create your marketing plan.

Part 2: Thursday - Marketing and Advertising
Learn to answer the questions to create effective advertising: the when, where, what and how, by concentrating on the market, media and message. \$105

2 eve - Tu/Th. Sep 30/Oct 02, 19:00-22:00 - CC

Week 3

Bookkeeping from Start to Finish (106042)

These two evenings will explain in easy to understand terms the five basic steps of bookkeeping, from recording the transactions to producing financial statements. \$105

2 eve - Tu/Th. Oct 07/09, 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. Oct 14/16, 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. Oct 21/23, 19:00-22:00 - CC

Worksafe Education Programs

Worksafe educational and training programs on occupational safety and health have been developed by Workers' Compensation Board (WCB) of BC to assist employers and workers to prevent workplace injuries and reduce associated WCB costs. The following programs of six to twelve hours each are offered in collaboration with WCB. Each program contains a range of content areas which can be adapted to suit individual classes or groups. WCB certificates are issued for each program. To register or for more information, contact Continuing Education - 871-7070. Program Coordinator: Sheila Stickney - 871-7092.

Finding solutions to Musculoskeletal and Repetitive Strain Injury (201081)

For supervisors, workers, safety committee members and business owners. Musculoskeletal injuries (MSI) and repetitive strain injuries (RSI) are responsible for 60 percent of all WCB claims and lost days. Learn cost effective and practical strategies for risk identification, assessment and control of back injuries and MSIs and RSIs. - 6 hours. \$95

1 day - Sa. Sep 27, 09:00-16:00 - KEC

Preventing Workplace Violence (201083)

In this program for managers and supervisors you will learn how to conduct a workplace violence risk assessment, interpret WCB regulations on *Protection of Workers from Violence in the Workplace*, and develop preventive measures as part of a workplace violence prevention program. - 6 hours. \$95

2 eve - Tu. Oct 07, 19:00-22:00 - CC

Supervisor Safety Management (201084)

For supervisors and aspiring supervisors, this program provides key information to help you effectively manage health and safety in your workplace. Program includes what practising "due diligence" means, how to identify and analyze workplace hazards, how to conduct an effective workplace safety inspection, and the key policies that WCB safety and hygiene officers apply when inspecting work sites. - 12 hours. \$190

2 day - Sa. Oct 18, 09:00-16:00 - KEC

Occupational Safety and Health in Small Business (201086)

For small business owners and operators who need to know their legal responsibilities for employee safety, how to prevent injury and diseases, and how to manage workers' compensation costs. Program content includes the concept of "due diligence," the policies applied by WCB safety and hygiene officers when they inspect work sites, key components of a workplace safety and health program, and tips to manage WCB assessment and claims costs. - 10 hours. \$130

2 day - Sa. Nov 01, 09:00-15:00 - KEC

Hazard Recognition and Control (201082)

For small business owners, supervisors, safety committee members and workers striving to improve safety performance. Includes who is responsible for identifying and controlling workplace hazards, how to identify and evaluate hazards, how to find information in the safety and health regulations, and how to identify causes of repetitive strain and musculoskeletal (bone, muscle, ligament, tendon and nerve) injuries. - 12 hours. \$190

4 eve - We. Nov 05, 19:00-22:00 - CC

Occupational Safety and Health (OS&H) Committee Training (201085)

This program is for new or established safety committee members to maximize their effectiveness in maintaining a safe premise and operation. Program includes elements of an effective OS&H program, responsibilities of committee members, how to use safety and health regulations, how to conduct effective workplace inspections and accident investigations, and how to deal with situations involving a refusal to do unsafe work. - 10 hours. \$130

2 day - Sa. Nov 15, 09:00-15:00 - KEC

computers & tele-communications

Computers

Course Location

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

Class Sizes and Information

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

Note

All courses require some typing. If you have not done any typing before, or you are a bit "rusty," typing practice is useful before you attend. Introduction to Microcomputers (100605) is recommended for all students without previous computer experience. Mouse skills are essential before taking any class using software in Windows. Introduction to Windows (100914) or Introduction to Windows 95 (101138) is strongly recommended as a prerequisite. Computer accounting students must have a basic knowledge of accounting principles. Students taking Access, PageMaker or CorelDRAW! courses must have mouse skills and experience in the Windows environment.

Computer Counselling Guide

What do you wish to learn?

An Introduction to Microcomputers

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

How to Operate a Specific Software Program

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

Local Area Networks

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

Groupware

Please see Groupware section of this flyer, page 15.

Desktop Publishing

Courses available are listed under this heading, page 15.

Internet

Courses are available under this heading, page 14.

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 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, Desktop Publishing and Personal Information Managers
6. Programming in Visual Basic
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.

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 - Su. Sep 07, 09:00-17:00 - Oak

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

3 eve - Tu. Oct 07, 18:30-21:30 - Oak

1 day - Fr. Oct 24, 09:00-17:00 - Oak

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

1 day - Sa. Dec 06, 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, understanding hard disk structure and backing-up data. Some typing is required. This course is suitable for all versions of DOS. \$190

1 day - Th. Sep 18, 09:00-17:00 - Oak

Introduction to Windows 3.1 (100914)

Windows is a graphic environment for file, disk and program management. Use 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 - Mo. Sep 22, 09:00-17:00 - Oak

1 day - Su. Oct 19, 09:00-17:00 - Oak

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

1 day - Su. Dec 14, 09:00-17:00 - Oak

Introduction to Windows 95 (101138)

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

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

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

1 day - Fr. Sep 19, 09:00-17:00 - Oak

1 day - Mo. Sep 29, 09:00-17:00 - Oak

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

1 day - We. Oct 15, 09:00-17:00 - Oak

3 eve - Th. Oct 16, 18:30-21:30 - Oak

1 day - Mo. Oct 27, 09:00-17:00 - Oak

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

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

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

1 day - We. Dec 10, 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, understanding 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. Sep 18, 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 - Th. Sep 18, 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 - Th. Oct 09, 09:00-17:00 - Oak

Introduction to Windows 3.1 (100914)

Introduction to Windows NT Networking (101150)

NT Server offers server-based networking; NT Workstation offers peer-to-peer networking. This course presents fundamental skills for both, with an emphasis on server-based networking. Accounts, domains, logon procedures and security are explored. Learn about shares, permissions, inheritance and ownership. Understand UNC's and mapping network drives. Suitable for those with version 4. Introduction to LAN (100920) is strongly recommended as a prerequisite. Familiarity with Windows 95 or Windows NT Workstation v.4 is essential. \$190
1 day - We. Sep 10, 09:00-17:00 - Oak
1 day - Sa. Sep 27, 09:00-17:00 - Oak
1 day - Tu. Oct 21, 09:00-17:00 - Oak
1 day - Th. Dec 11, 09:00-17:00 - Oak

Intermediate Windows NT Server (101151)

As a continuation of Introduction to Windows NT Networking, this course explores Windows NT skills for administrators. Create and manage accounts, home directories, permissions, profiles, logon scripts, and more. Learn about user rights and ownership. Understand printing services, printers, and queues. Suitable for those with version 4. Introduction to Windows NT Networking (101150) is the recommended prerequisite. \$190
1 day - Fr. Oct 03, 09:00-17:00 - Oak
1 day - Sa. Oct 25, 09:00-17:00 - Oak

Advanced Windows NT Server (101152)

This course builds on concepts and skills from Intermediate Windows NT Server for administrators. Use predefined groups to create other administrators. Create and manage custom groups. Create and manage directory shares. Understand share level access types and access control lists. Understand, create and use policies. Learn how policies relate to the NT registry, and strategies for registry backups. Suitable for those with version 4. Intermediate Windows NT Server (101151) is the recommended prerequisite. \$190
1 day - Tu. Nov 04, 09:00-17:00 - Oak
1 day - Sa. Nov 22, 09:00-17:00 - Oak

Introduction to Novell NetWare 4.x (101144)

This course introduces basic Novell NetWare 4.x skills to users and supervisors. Login and Logout procedures, network security, passwords, rights, directory structures, and drive mapping are explored. Learn about NDS, the NetWare Directory Services, the directory services tree, context, containers and objects. Introduction to Windows (100914) is a prerequisite for those with little or no experience in Windows. Introduction to Local Area Networks (100920) is recommended. \$190
1 day - Fr. Sep 12, 09:00-17:00 - Oak
1 day - Sa. Oct 04, 09:00-17:00 - Oak
1 day - Th. Nov 06, 09:00-17:00 - Oak

Intermediate Novell NetWare 4.x (101145)

As a continuation of Introduction to Novell NetWare 4, this course explores Novell NetWare 4 skills and commands for LAN administrators and supervisors. Topics include: creating and deleting users, account restrictions, mapping search drives, printing and basic login scripts for containers and users. Introduction to Novell NetWare 4.x (101144) is the recommended prerequisite. \$190
1 day - We. Sep 17, 09:00-17:00 - Oak
1 day - We. Nov 12, 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 - We. Sep 24, 09:00-17:00 - Oak
1 day - Tu. Nov 18, 09:00-17:00 - Oak

Novell NetWare 4.x Server Management (101147)

Expand your supervisory skills beyond user management. Understand how NetWare runs on the server and ways to customize operations. Learn about how the server is set up, console commands, NetWare utilities for managing the server, and other options available at the supervisory level. Intermediate Novell NetWare 4.x (101145) is a prerequisite. Advanced Novell NetWare 4.1x (101146) is recommended. \$190
1 day - We. Oct 08, 09:00-17:00 - Oak
1 day - Tu. Nov 25, 09:00-17:00 - Oak

4. Internet

Introduction to the Internet (101141)

This course is a practical, hands-on introduction to the Internet. Get an overall perspective on the net and the skills to find what you need. Learn about selecting an Internet service provider, configuring software, finding, subscribing, reading and posting to newsgroups. Use e-mail effectively. Browse the World Wide Web, search for specific topics and go to a specific web page. Learn about "netiquette", what to do, what not to do and the standard ways of communicating. Introduction to Windows (100914) or Introduction to Windows 95 (101138) is a recommended prerequisite. \$190
1 day - Th. Sep 11, 09:00-17:00 - Oak
1 day - Su. Sep 28, 09:00-17:00 - Oak
1 day - Fr. Oct 17, 09:00-17:00 - Oak
1 day - Su. Oct 26, 09:00-17:00 - Oak
3 eve - Th. Nov 06, 18:30-21:30 - Oak
1 day - Tu. Nov 18, 09:00-17:00 - Oak
1 day - Mo. Dec 15, 09:00-17:00 - Oak

Intermediate Internet (101142)

Now that you are comfortable with the basics of sending e-mail, reading news, and using the World Wide Web, move on to more advanced topics. Improve your search strategies. Learn about mailing lists for specialty topics; find the listserve or majordomo lists that interest you, subscribe, post and read messages. Learn to find free software on the Internet such as helper applications for your web browser and anti-virus software. Use FTP to download this software, then install it on your computer. You will also be introduced to Gopher and Telnet. Experience with the Internet is a prerequisite; Introduction to the Internet (101141) is strongly recommended. \$190
1 day - Mo. Sep 15, 09:00-17:00 - Oak
1 day - Su. Oct 05, 09:00-17:00 - Oak
1 day - Mo. Nov 03, 09:00-17:00 - Oak
1 day - Tu. Dec 16, 09:00-17:00 - Oak

Introduction to Publishing Web Pages (101143)

Learn how to write your own World Wide Web pages using HTML - HyperText Markup Language. You will compose pages that incorporate regular text, various levels of headings, bulleted and numbered lists, lines and graphics. Create hypertext links to other web pages. Set up mail to links so readers can send you mail directly from your web page. Learn how to upload your page to a web server to make it accessible to the world. Experience in Windows and the Internet are prerequisites. Introduction to the Internet (101141) is strongly recommended. \$190
1 day - We. Sep 03, 09:00-17:00 - Oak
1 day - Fr. Sep 26, 09:00-17:00 - Oak
1 day - Su. Oct 19, 09:00-17:00 - Oak
1 day - Fr. Nov 07, 09:00-17:00 - Oak
1 day - Th. Dec 11, 09:00-17:00 - Oak

Intermediate Web Publishing (101156)

This course is designed for those who know the basics of HTML, can create basic web pages, and want to take their work to a higher level. Intermediate topics include how to use tables, frames, and forms. Add animation, other graphics, and sound to liven up your web pages. Explore hit counters and image maps. Bring a photo or your company logo to scan for your web pages. Learn how to register and promote your web site for maximum exposure. Experience with publishing web pages is essential. Introduction to Publishing Web Pages (101143) is recommended. \$190
1 day - Tu. Oct 14, 09:00-17:00 - Oak
1 day - Su. Nov 16, 09:00-17:00 - Oak
1 day - Th. Dec 18, 09:00-17:00 - Oak

5. Computer Applications

Word Processing

Note about Office and Word for Windows
See the Intermediate Microsoft Office (101136) course description on page 13 for information on integrating Word for Windows documents with other Microsoft programs.

Introduction to Word for Windows (100796)

This course covers fundamental Word for Windows commands and concepts. Introductory topics include: creating and editing documents; moving around; and saving, opening and closing documents. Also covered are: deleting, inserting, cutting, copying and pasting text; formatting, setting tabs and margins, and previewing and printing documents. Introduction to Windows (100914) or Introduction to Windows 95 (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. Those with experience in other word processing programs may want to consider Fast Track Word for Windows (101119). \$190

1 day - Mo. Sep 08, 09:00-17:00 - Oak
1 day - Sa. Sep 27, 09:00-17:00 - Oak
1 day - Th. Oct 30, 09:00-17:00 - Oak
1 day - Th. Nov 20, 09:00-17:00 - Oak

Fast Track Word for Windows (101119)

Do you have experience with another word processing program? Are you switching to Word for Windows? Ease the transition by learning key concepts, commands, and shortcuts. This intensive course is taught at a faster pace and covers more detail than the Introduction to Word for Windows (100796). Topics include: creating and editing documents; moving around; and saving, opening, and closing documents. Also covered are deleting, inserting, cutting, copying and pasting text; formatting; setting tabs and margins; previewing and printing documents; and more. Introduction to Windows (100914) or Introduction to Windows 95 (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. If you have little or no word processing background, see Introduction to Word for Windows (100796). \$190.
1 day - Th. Sep 18, 09:00-17:00 - Oak
1 day - Tu. Nov 04, 09:00-17:00 - Oak

Intermediate Word for Windows (101114)

Now that you have mastered Word for Windows basics, explore some of the more powerful features of this program. Intermediate topics include: using the thesaurus, spell and grammar checkers, creating and using AutoText. Also covered are templates, styles, page numbers, headers and footers, creating and formatting tables and creating and editing newspaper columns. Experience with Word for Windows is essential. Introduction to Word for Windows (100796) is recommended. \$190
1 day - Th. Sep 25, 09:00-17:00 - Oak
1 day - Sa. Oct 25, 09:00-17:00 - Oak
1 day - Mo. Nov 03, 09:00-17:00 - Oak
1 day - We. Nov 26, 09:00-17:00 - Oak

Advanced Word for Windows (101115)

This course focuses on customizing and automating Word for Windows operations, with special emphasis on field codes. Learn tables of contents, indexes, creating and running basic macros, and inserting graphics into documents. Basic merge commands are also covered. Experience with Word for Windows is essential. \$190
1 day - We. Oct 08, 09:00-17:00 - Oak
1 day - Sa. Nov 01, 09:00-17:00 - Oak

Introduction to WordPerfect for Windows (101106)

Designed for new or inexperienced WordPerfect users, this course covers fundamental WordPerfect for Windows commands and concepts. Topics include: creating and editing text; moving around; and saving, opening, closing, and printing documents. Students will explore various menus, button bars and rulers. Also covered is selecting, formatting, cutting, copying and pasting text. Emphasis is placed on WordPerfect's use of codes. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190
1 day - Tu. Sep 16, 09:00-17:00 - Oak
1 day - Th. Oct 23, 09:00-17:00 - Oak
1 day - Sa. Nov 15, 09:00-17:00 - Oak

Intermediate WordPerfect for Windows (101108)

Now that you have mastered the WordPerfect for Windows basics, learn how to create newspaper and parallel columns. Set up tables with text and math calculations. Learn merging into form letters, lists, envelopes and mailing labels, sorts and more. Experience with WordPerfect for Windows is essential. Introduction to WordPerfect for Windows (101106) is recommended. \$190
1 day - Mo. Sep 29, 09:00-17:00 - Oak
1 day - Fr. Nov 28, 09:00-17:00 - Oak

Advanced WordPerfect for Windows (101116)

This course covers a variety of WordPerfect for Windows capabilities. Learn how to create tables of contents, indexes, and basic macros. Explore aspects of desktop publishing features such as lines, boxes, incorporating graphic images within a document and style sheets. Experience with WordPerfect for Windows is essential. \$190
1 day - Tu. Oct 07, 09:00-17:00 - Oak

Spreadsheets/Charts

NOTE about Office and Excel

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

Introduction to Excel (100795)

Learn the fundamentals of Excel including: worksheet creation and editing; entering data and formulas; relative and absolute addressing; saving, opening and printing worksheets as well as improving worksheet presentation. In addition, shortcuts using the keyboard, mouse, and the standard and formatting toolbars will be explored. Introduction to Windows (100914) or Introduction to Windows 95 (101135) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190
1 day - Th. Sep 04, 09:00-17:00 - Oak
1 day - Su. Sep 14, 09:00-17:00 - Oak
1 day - We. Sep 24, 09:00-17:00 - Oak
1 day - Th. Oct 16, 09:00-17:00 - Oak
3 eve - Mo. Oct 20, 18:30-21:30 - Oak
1 day - Th. Nov 06, 09:00-17:00 - Oak
1 day - Su. Nov 30, 09:00-17:00 - Oak
1 day - We. Dec 17, 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 - Fr. Sep 12, 09:00-17:00 - Oak
1 day - Sa. Oct 18, 09:00-17:00 - Oak
1 day - Th. Nov 27, 09:00-17:00 - Oak

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

This course covers the fundamentals of Lotus 1-2-3 for Windows including: worksheet creation and editing; entering labels, numbers and formulas; relative and absolute addressing; ranges, copying, saving, opening, previewing and printing worksheets; formatting, column widths and improving worksheet presentation. In addition, shortcuts using the keyboard, mouse, and SmartIcons will be explored. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190
1 day - Th. Oct 02, 09:00-17:00 - Oak
1 day - Fr. Nov 21, 09:00-17:00 - Oak

Intermediate Lotus for Windows - Worksheets/Charts (101130)

This course is designed to expand your working knowledge of Lotus worksheet capabilities. Intermediate topics include: creating and printing charts and graphs, dates and date math, and filling ranges. Also covered is using a variety of valuable @ functions including @IF to create formulas that make decisions. Students will learn how to create a 3-dimensional worksheet. A working knowledge of basic Lotus functions is required. Introduction to Lotus 1-2-3 for Windows (101109) is recommended. \$190
1 day - We. Oct 29, 09:00-17:00 - Oak

Microcomputer Accounting

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

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

Introduction to Simply Accounting for Windows (101111)

Learn how to set up the chart of accounts; entering vendors, customers and employees and the history of each. Students will make journal entries; enter purchase invoices; make payments, enter sales invoices and receipts. Also covered is printing the Balance Sheet, Income/Expense Statements, Trial Balances, Ledgers and Journals. A basic understanding of accounting principles is required. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190
1 day - Su. Sep 21, 09:00-17:00 - Oak
1 day - We. Oct 22, 09:00-17:00 - Oak
1 day - Sa. Nov 15, 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. Oct 05, 09:00-17:00 - Oak

Desktop Publishing

IBM/IBM Compatible

NOTE about Office and PowerPoint

See the Intermediate Microsoft Office (101136) course description for information on 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 - We. Sep 10, 09:00-17:00 - Oak
1 day - Mo. Oct 06, 09:00-17:00 - Oak
1 day - Sa. Nov 01, 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. Sep 15, 09:00-17:00 - Oak
1 day - Su. Oct 26, 09:00-17:00 - Oak
1 day - Mo. Nov 17, 09:00-17:00 - Oak

Advanced CorelDRAW! (101117)

Learn and use CorelDRAW!'s advanced options and editing techniques. Kern text, convert text to curves and different shapes. Use the special menu to set preferences for duplicate placement, nudging, angles and constraining objects. Contour for highlighting. Class exercises include perspective, blending, extruding, and building a three-colour logo. Experience with CorelDRAW! is essential. Introduction to CorelDRAW! (101103) is strongly recommended. \$190
1 day - Tu. Oct 07, 09:00-17:00 - Oak
1 day - Su. Nov 02, 09:00-17:00 - Oak

Corel Photo-Paint and Trace (101157)

There is more to CorelDRAW! than just drawing. Use Photo-Paint's essential painting and editing tools. Explore masking tools, colour-correction options, and using the Clone, Image Sprayer, Fill and Shape tools. Learn CorelTRACE to trace black and white, grayscale, and colour bitmaps and convert them into vector-based graphics. Convert bitmapped files, scale and rotate images, and use optical character recognition (OCR) to trace scanned text and then edit as text rather than an image. Bring a photo, graphic image, or your company logo to scan and touch-up in Photo-Paint, or Trace. Experience with a mouse is essential. Previous experience with CorelDRAW! or other graphics program is a prerequisite. \$190
1 day - Su. Nov 23, 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 - Su. Sep 21, 09:00-17:00 - Oak
1 day - Th. Oct 23, 09:00-17:00 - Oak
1 day - We. Nov 19, 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 - Su. Sep 28, 09:00-17:00 - Oak
1 day - Th. Oct 30, 09:00-17:00 - Oak

Advanced WordPerfect for Windows (101116)

Explore the power of WordPerfect for Windows' WYSIWYG environment. Desktop publishing features are explored through the use of lines, boxes, incorporating graphic images within a document and style sheets. Also learn how to create tables of contents, indexes, and basic macros. Experience with WordPerfect for Windows is essential. \$190
1 day - Tu. Oct 07, 09:00-17:00 - Oak

Advanced Word for Windows (101115)

This course focuses on customizing and automating Word for Windows operations, with special emphasis on field codes. Learn tables of contents, indexes, creating and running basic macros, and inserting graphics into documents. Basic merge commands are also covered. Experience with Word for Windows is essential. \$190
1 day - We. Oct 08, 09:00-17:00 - Oak
1 day - Sa. Nov 01, 09:00-17:00 - Oak

For other desktop publishing courses see the ELEC-TRONIC PUBLISHING AND DESIGN section, page 4.

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 - Fr. Sep 05, 09:00-17:00 - Oak
1 day - Sa. Sep 20, 09:00-17:00 - Oak
1 day - Th. Oct 09, 09:00-17:00 - Oak
3 eve - We. Oct 15, 18:30-21:30 - Oak
1 day - We. Nov 19, 09:00-17:00 - Oak
1 day - Fr. Dec 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 - Tu. Sep 23, 09:00-17:00 - Oak
1 day - We. Oct 22, 09:00-17:00 - Oak
3 eve - We. Nov 12, 18:30-21:30 - 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 - Tu. Sep 30, 09:00-17:00 - Oak
1 day - We. Oct 29, 09:00-17:00 - Oak

Personal Information Managers

Introduction to Microsoft Outlook (101155)

-BOutlook is the personal information manager included with Microsoft Office 97. Learn how to use this powerful new tool to manage your appointments, activities, e-mail, and contacts. Specific topics include creating and changing appointments, creating a task list, creating and managing a contact list, taking notes with the journal feature, customizing various views, and more. Experience in Windows 95 is essential. Introduction to Windows 95 (101138) is recommended for those with little experience in Windows. \$190
1 day - Tu. Sep 30, 09:00-17:00 - Oak
1 day - Tu. Oct 28, 09:00-17:00 - Oak
1 day - Sa. Nov 22, 09:00-17:00 - Oak
1 day - Fr. Dec 12, 09:00-17:00 - Oak

6. Programming in Visual Basic

Introduction to Visual Basic (101158)

Microsoft Visual Basic is a popular language for programming full-featured Windows applications. Learn how to start, run, and create Visual Basic programs, access text box and command button objects, and learn about file system and image objects. Explore option buttons, check boxes, and list box objects to process user input, as well as learn how to add menus to programs. Investigate common dialog objects for displaying standard dialog boxes, accessing variables for storing data in programs, and more. Previous programming experience is not necessary but experience with Windows 95 programs such as word processors and spreadsheets is essential. Some experience in recording macros in a Windows application is recommended. \$190
1 day - Fr. Oct 31, 09:00-17:00 - Oak
1 day - Tu. Dec 16, 09:00-17:00 - Oak

Does our schedule suit your needs?

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

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, Novell NetWare and Windows NT.

Mishele Matheren (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, Outlook, CorelDRAW!, PageMaker, PowerPoint, MS-Office and Visual Basic.

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.

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: Tuesday, September 16, 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.

Computers (cont)

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 permission from the instructor. \$360 6 eve - Tu. Sep 30, 19:00-22:00 - CC

Groupware – Level II (100404)

This course will provide the student with an opportunity to study and use the more popular groupware products. Topics include: (1) installation, configuration and management issues revolving around popular groupware families, e.g., Microsoft, Novell, Lotus; (2) office suites and groupware – enabling suite families such as MS Office or Corel Office to take advantage of groupware structures. Prerequisite: Groupware – Level I. \$360 6 eve - Mo. Sep 29, 18:30-21:30 - CC

Groupware – Level III (100405)

Available January 1998

Note

For details on Groupware – Level III, call for a program brochure 443-8380.

Telecommunications Management**certificate program**

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

Non-certificate students may enroll in any course.

For registration and general course information call 871-7070

For detailed course information call Peggy Worobetz at 871-7427

Certificate requirements

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

Courses include

Course 1 – Understanding Telecommunications – 102260

Course 2 – Telecommunications Technology – 102261 **

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 Technology is a prerequisite for courses 3, 4 and 5.

Information Session

To learn more about this program and/or meet the instructors, a free "drop-in" Information Session is being held on Thursday, September 04, 17:00-18:30 - CC (Room number to be posted at Continuing Education office)

*** Understanding Telecommunications (102260)**

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. Sep 16, 18:00-21:00 - CC

**** Telecommunications Technology (102261)**

This course builds upon Understanding Telecommunications which provided an introduction to the telecommunications industry as a whole. The areas of voice, data, video, and emerging technologies are addressed, preceded by a general introduction to basic technical theory and industry standards. The course introduces a broad range of technologies that will be encountered at the management level by suppliers, service-providers and users of telecommunications, and provides a solid base for the courses which follow. (Giles) \$335 12 eve - Th. Sep 18, 17:30-20:30 - CC

Telecommunications Management II (Voice) (102202)

This course is designed to expand upon the topics introduced in the Telecommunications Management I (Voice) 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). (Williams) \$335 12 eve - Tu. Sep 16, 18:00-21:00 - CC

*** Data Communications (102204)**

Participants will learn the basics of data terminology. Designed for the telecommunication manager, this course is 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. Sep 17, 18:00-21:00 - CC

Managing the Integrated Office (102205)

Managing the Integrated Office provides the background necessary to utilize the technical overviews developed throughout the program in the modern office. The course provides a solid basis for understanding office automation and the impact of technology on human resources. An overview of key elements of management issues and tools is discussed, with particular emphasis on the impact of technological change. (Koebberling) \$335 12 eve - Th. Sep 18, 18:00-21:00 - CC

Note

Understanding Telecommunications is available in a nine-module distance learning package (course 102290). Cost \$325. To register call 871-7074.

Telecommunications Technology will be available in a distance learning package – January 1998.

*** 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 (102265)

\$185 2 hrs - Tu. Sep 09, 18:30-20:30 - KEC

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

\$185 2 hrs - Tu. Sep 09, 18:30-20:30 - KEC

Challenge Examination – Data Communications (102209)

\$185 2 hrs - Tu. Sep 09, 18:30-20:30 - KEC

Fee Allocation for Challenge Examinations

- Participants must pay \$185 BEFORE writing any examination.
- Eighty dollars (\$80) of the \$185 is charged for writing an examination.
- At the end of the examination, participant will advise invigilator if he/she wishes examination marked.
- If the examination is marked, the balance (\$105) will be charged as a marking fee.
- 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.

Voice/Data/Video – Connectivity/ Applications Integration (102259)

This seminar has been developed by Infotel Systems Corporation, a consulting firm specializing in voice and data communications, systems design and management, and will be presented by Richard Parkinson. This three-day seminar on voice and data integration is a topic that has been an issue with organizations for 20 years, and continues to be. In the 1970s the PABX vendors promoted it, but lost to the LAN/PC/client server solution in the 1980s, which is a data only solution. In the mid 1980s the bandwidth manager became popular as an integrator of voice, data, and video in enterprise networks. In the 1990s separate networks, e.g., frame relay for data, and VPN for voice are becoming popular. In the beyond 2000 decade, ATM looks promising, but faces competition from or integration with gigabit Ethernet, cable modem Internet access, intranets, wireless, etc. This seminar will address these many issues and concepts and position where they fit, and allow attendees to determine for their organizations which direction looks the most promising for the present and future. \$850 3 day - Mo/Tu/We. Nov 03, 08:30-16:30 - ODH

Note

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

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).

Paul Williams brings over ten years' experience in the telecommunications industry. Paul is an application engineer with AT&T Canada – LDS and consults both internally and externally in the implementation of voice and data network.

in-house training

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.

esl teacher training**TESL****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:

- 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.
- 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.
- 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.)
- 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 UBC and at VCC since 1973. She is interested in teacher training, community-based ESL classes, ESL tutor-training programs and has written many ESL publications. Jennifer teaches the TESL Prerequisite Course, An Overview of Teaching ESL, the TESL Internship, and coordinates the TESL Certificate Program, the TESL Inservice Qualification Certificate Program and the Tutoring ESL 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.

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.

TESL Prerequisite Course**An Overview of Teaching ESL (150802)**

An Overview of Teaching ESL provides a practical introduction to the teaching techniques, procedures, and instructional resources used to teach English as a Second Language. This course is the prerequisite for the TESL Certificate Program. The course examines the instructional methodology used for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, role plays, pronunciation, advanced ESL learner, beginning ESL learners, as well as oral testing, and lesson planning. \$225 10 eve - Tu. Sep 23, 18:00-21:00 - CC (Howard) 10 aft - Fr. Oct 03, 12:30-15:30 - KEC (Zetler) 6 sessions - Fr. Oct 17/24/31, 18:30-21:30; Sa. Oct 18/25, Nov 01, 09:00-17:00 - CC (Stechishin/Chang/Timberg) 5 day - Mo/Tu/We/Th/Fr. Dec 01/02/03/04/05, 09:00-16:00 - KEC (House/Howard) 7 sessions - Fr. Sep 12/19/26 Oct 03, 18:30-21:30; Sa. Sep 13/20/27, 09:00-16:00 - CC (Norman/Kennedy) 5 sessions - Sa. Oct 18/25, Nov 01/15/29, 09:00-16:00 - CC (Clark)

TESL Core Courses

The TESL Certificate Core Courses should be taken in the order recommended in the TESL Information Guide. Students registering in Teaching Grammar Two: Theory and Practice, must have successfully completed Teaching Grammar One: Theory and Practice. Students must also have completed two of the following Core Courses – Teaching Pronunciation, Teaching Listening and Speaking, Teaching Grammar One: Theory and Practice or Teaching Grammar Two: Theory and Practice, before taking Teaching Writing and Teaching Reading. Teaching English for Academic Purposes must be taken last as it builds on the other six Core Courses. Two Core Courses may be taken per term. Students wishing to take more than two Core Courses per term must have written authorization from the program coordinator. Please note, students are not permitted to register in the TESL Certificate Core Courses before completing An Overview of Teaching ESL (150802) and being accepted into the TESL Certificate Program.

Teaching Grammar One: Theory and Practice (150867)

This 30-hour course concentrates on the theory and methodology used for teaching English grammar to English as a Second Language speakers. Teaching Grammar One: Theory and Practice will focus on beginner through intermediate level grammar structures. \$315 10 eve - We. Sep 17, 18:30-21:30 - CC (Steadman)

Teaching Grammar Two: Theory and Practice (150868)

This 30-hour course concentrates on the theory and methodology used for teaching English grammar to English as a Second Language speakers. Teaching Grammar Two: Theory and Practice focuses on advanced through college-preparatory grammar. It is recommended that students register in Teaching Grammar Two as soon as possible after completing Teaching Grammar One. \$315 10 eve - We. Sep 10, 18:30-21:30 - CC (Forward) 10 eve - Th. Sep 11, 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. Sep 09, 18:30-21:30 - CC (Wakal) 10 eve - Mo. Sep 29, 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. Sep 17, 18:30-21:30 - CC (Lovelock/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. \$315 10 eve - Mo. Sep 15, 18:30-21:30 - CC (Watson) 7 sessions - Th. Oct 23/30, Nov 06/13, 18:30-21:30; Sa. Nov 29, Dec 06/13, 09:00-16:00 - CC (Howard)

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. (Lovelace/Price-Hosie/MacCafferty) \$315 8 sessions - Sa. Nov 08, 09:00-12:00; Th. Nov 13/20/27, 18:30-21:30; Tu. Nov 25, 18:30-21:30; Sa. Nov 29, Dec 06, 09:00-16:00; Sa. Dec 13, 09:00-12:00 - CC

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. (Sutherland/Nehring/Watson/Lovelace) \$315 9 sessions - Mo. Oct 06, 18:30-20:30; Mo. Oct 20, 18:00-21:30; Mo. Oct 27, 18:30-21:30; Mo. Nov 03, 18:30-21:30; Sa. Nov 08, 13:30-17:00; Sa. Nov 15, 13:00-15:00; Mo. Nov 17, 18:30-20:30; Mo. Nov 24, 18:30-21:30; Sa. Nov 29, 09:30-16:30 - 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/Liu Williams) \$420 5 workshops - Sa. Sep 13/20, 12:30-16:30; Sa. Sep 27, Oct 04, Dec 13, 09:00-13:00 - CC

TESL Elective Courses

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

Note

Courses are taught at City Centre Campus and other locations.

Withdrawal, Refund and Course Cancellation Policy

Students registered in Elective Courses are requested to refer to the information provided in the flyer regarding withdrawal, refunds and course cancellation policy. Please note that requests for refunds require a minimum of 48 hours notice prior to course start date. Refunds are subject to an administrative charge of 20 percent of the course fee (a minimum of \$10 to a maximum of \$30).

ESL Tutoring (150844)

This practical six-hour workshop will examine the world of ESL tutoring. This introductory 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) \$75 1 day - Sa. Sep 13, 09:30-16:30 - CC 1 day - Sa. Oct 04, 09:30-16:30 - CC 1 day - Sa. Nov 01, 09:30-16:30 - CC 1 day - Sa. Nov 22, 09:30-16:30 - CC

Testing in English as a Second Language (151703)

This 15-hour practical course introduces participants to different methods of written and oral testing of vocabulary, pronunciation, listening, speaking, reading, writing and grammar skills in the ESL classroom. Participants will learn to identify testable items in their curriculum, to decide on the best format to use, to construct fair and useful test questions, and to evaluate the effectiveness of their tests. (Woodman) \$165 5 eve - Tu. Sep 16, 18:30-21:30 - CC

The Power of Poetry in Language Education (150869)

This ten-hour workshop will explore a rationale for teaching poetry in the ESL classroom. Workshop participants will examine poetry as a tool for developing powerful vocabulary. Participants will also explore teaching techniques for developing a variety of forms of poetry, including haiku and cinquain, while creating their own personal poetry. Poetry will also be examined as a means of cross-cultural education. (Sears) \$100 2 day - Fr. Sep 19, 18:30-22:00; Sa. Sep 20, 09:00-16:30 - CC

Tutoring 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. Sep 20, 09:30-16:30 - CC 1 day - Sa. Nov 08, 09:30-16:30 - 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. Sep 20, 13:00-16:00 - 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. Sep 27, 09:30-16:30 - CC 1 day - Sa. Nov 15, 09:30-16:30 - CC

Using the Westcoast Reader in an ESL Classroom (150885)

Learn new and creative ways to use the Westcoast Reader in an ESL classroom. Joan Acosta, a highly-skilled ESL instructor and editor of this popular newspaper, will present a wide range of learning activities and teaching strategies in this hands-on three-hour workshop. Participants will explore activities that can be used to teach speaking, listening, reading and writing skills at all language levels. (Acosta) \$45 1 aft - Sa. Sep 27, 13:00-16:00 - 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. Oct 03, 18:30-22:00; Sa. Oct 04, 09:00-16:30 - CC

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

This three-hour workshop facilitated by Joan Boxall will present participants with songs, poems, raps and teaching ideas based on five themes: Canadiana, meeting people, holidays, special days, food and environment. Students will receive a copy of an audio cassette of "Joan's Jam." (Boxall) \$50 1 mng - Sa. Oct 04, 09:30-12:30 - CC

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. Oct 18, 09:00-16:00 - CC

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

This practical, six-hour workshop will focus on the tutoring methodology used for preparing students to write the LPI. Emphasis will be placed on student preparation in the test areas of reading comprehension, grammar, vocabulary, and essay writing in a one-to-one tutorial situation. (Flader) \$65

1 day - Sa. Oct 18, 09:30-16:30 - CC
1 day - Sa. Nov 29, 09:30-16:30 - CC

Brush Up on Your Grammar and How to Teach It! (151706)

It does not matter if you have been teaching grammar to ESL students for one year or for ten years, every instructor can benefit from refresher courses and the sharing of ideas. In this six-hour workshop, we will look at some problematic areas of grammar (all levels) and various effective ways of dealing with and focusing in on these areas. Techniques and activities for teaching grammar will also be presented and brainstormed. Bring one of your sticky grammar points to the workshop if you wish and we'll have a look at it! (Danneberg) \$65

1 day - Sa. Oct 18, 09:00-16:00 - CC

Teaching EFL (150789)

This nine-hour workshop is designed for potential EFL instructors. Workshop participants will learn about living in an EFL environment, how to secure a good EFL teaching position, identifying EFL teaching resources and teaching strategies for the EFL classroom. (Woodman) \$90

3 eve - Tu. Oct 21/28, Nov 04, 18:30-21:30 - CC

Tutoring ESL Students for the BC Provincial Examinations (151701)

This six-hour workshop is designed for tutors who want to expand their expertise in the area of preparing ESL secondary students for the BC governmental examinations. Participants will examine teaching strategies as well as analyzing sample provincial examinations in preparation for tutoring secondary ESL students. (Flader) \$65

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

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 TESL Canada Conference in 1997 is scheduled for November 8 and 9, 1997, in Victoria. For more information phone (604) 298-0312.

Developing Learner Independence Through Effective Learner Training (151710)

This six-hour workshop will focus on how to help adult ESL learners develop learning strategies that will enable them to become more effective language learners. The workshop will deal with practical ways in which ESL instructors can make learner training part of each lesson. This will include helping students to acquire good study skills, use reference books efficiently and effectively, develop the four skill areas outside the classroom as well as inside, organize their vocabulary and exercise books in a meaningful way, etc. We will also look at how to set up self-access time in the classroom, the benefits and drawbacks of this and the teacher's role. (Danneberg) \$65

1 day - Sa. Nov 15, 09:00-16:00 - CC

Tapping Into the Hidden ESL Job Market: Creating Your Dream ESL Job! (151705)

This six-hour elective will explore the potential for finding or developing your dream job in the hidden job market. Participants will explore their potential for creating or finding their personal dream job by learning about the hidden job market, identifying and learning to research their "dream job," and developing a "spec" syllabus or

business plan with which to begin their job search. (Woodman) \$65

2 eve - Tu. Nov 18, 18:30-21:30 - CC

Teaching TOEFL Using an Interactive Approach (150842)

This six-hour workshop will explore teaching strategies and language learning activities for developing an interactive and student-centred approach for instructing a TOEFL Preparation class. Workshop participants will be involved in demonstration activities during this workshop. (E. Chang) \$65

1 day - Sa. Nov 22, 09:00-16:00 - CC

ESL Instruction as Adult Education (151702)

This practical six-hour workshop will explore different adult education settings in which language instructors and tutors are likely to find themselves. After locating eight conceptual frameworks and program structures, we shall examine the space between ascribed and felt needs, between exit requirements and learning outcomes, as well as between mandated and voluntary education. We shall also compare TOEFL, Business and Academic English. This hands-on workshop will be grounded in the pedagogy of Brazilian adult educator Paulo Freire. (Gauthier) \$65

1 day - Sa. Nov 22, 09:30-16:30 - CC

Using Language Learning Cubes in the ESL Classroom (151711)

In this three-hour innovative workshop, participants will explore ways in which language learning cubes can be used to teach ESL in a dynamic and kinetic manner. The activities demonstrate how language learning cubes can be used by an ESL instructor to focus on various facets of language learning, such as grammar, syntax, pronunciation, and rhythm at a given time. Following the workshop tasks, participants will create their own lessons using the language learning cubes. (Horth) \$45

1 mng - Sa. Dec 06, 09:00-12:00 - CC

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

Participants will examine the rules and techniques that can be used to rewrite materials ensuring that ESL students will find them more accessible and easier to understand. In this hands-on, four-hour workshop participants will have an opportunity to rewrite a range of articles using the "rules for rewriting" and discuss how to utilize both the rewritten and original materials in an upper-beginner and intermediate ESL classroom. (Kostoff) \$55

1 aft - Sa. Dec 06, 13:00-17:00 - CC

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

This four-hour hands-on workshop will introduce ESL instructors to the use of the computer lab as a tool for teaching ESL. It will provide those unfamiliar with computer labs with a brief introduction to computer jargon and an overview of the ESL software programs for IBM computers. This workshop will be held in the Computer Lab at KEC. (Sayson/Jabaji) \$65

1 aft - Sa. Dec 06, 13:00-17:00 - KEC

TESL 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

1. Applicants must have successfully completed an undergraduate university degree as verified by sealed, official university transcripts.
2. Applicants must submit two teaching references from past employers. A reference form for the TESL Inservice Qualification Program is provided in the information guide, or the applicant may submit two letters of reference dealing specifically with the ability to teach English language skills.
3. Applicants must have a minimum of 600 hours of documented classroom teaching in a recognized English language educational institution. Classroom teaching must be documented with official institutional records or institutional contracts. Please note that 600 hours of classroom instruction is recognized by BC TEAL as equivalent to one year of teaching. Applicants must complete the Teaching Experience Form provided in the information guide.
4. Applicants must have attended/participated in professional development in the field of ESL instruction.
5. Applicants must have a standard of spoken English equivalent to that of an educated native speaker of English. A good command of grammar, usage, punctuation, and spelling is also required for entry into this program of studies. Applicants whose first language is not English may be asked to submit their score on the University of Cambridge Certificate of Proficiency in English. A grade of B is required for admission into the TESL Inservice Qualification Program.
6. Applicants must have a successful phone interview with the program staff.

An information guide and application form can be obtained by phoning 871-7070.

Tutoring ESL Certificate Core Courses

It is necessary to successfully complete the four Tutoring ESL Certificate Core Courses, An Overview of Teaching ESL, ESL Tutoring, Tutoring Pronunciation, and Tutoring Grammar, as well as the required 30 hours of elective courses, before registering in the Tutoring ESL Practicum.

An Overview of Teaching ESL (150802)

An Overview of Teaching ESL provides a practical introduction to the teaching techniques, procedures, and instructional resources used to teach English as a Second Language. This course is the prerequisite for the TESL Certificate Program. The course examines the instructional methodology used for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, role plays, pronunciation, advanced ESL learner, beginning ESL learners, as well as oral testing, and lesson planning. \$225

10 eve - Tu. Sep 23, 18:00-21:00 - CC (Howard)

10 aft - Fr. Oct 03, 12:30-15:30 - KEC (Zetler)

6 sessions - Fr. Oct 17/24/31, 18:30-21:30; Sa. Oct 18/25, Nov 01, 09:00-17:00 - CC (Stechishin/Chang/Timberg)

5 day - Mo/Tu/We/Th/Fr. Dec 01/02/03/04/05, 09:00-16:00 - KEC (House/Howard)

7 sessions - Fr. Sep 12/19/26 Oct 03, 18:30-21:30; Sa. Sep 13/20/27, 09:00-16:00 - CC (Norman/Kennedy)

5 sessions - Sa. Oct 18/25, Nov 01/15/29, 09:00-16:00 - CC (Clark)

5 sessions - Sa. Oct 18/25, Nov 01/15/29, 09:00-16:00 - CC (Clark)

ESL Tutoring (150844)

This practical six-hour workshop will examine the world of ESL tutoring. This introductory 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) \$75

1 day - Sa. Sep 13, 09:30-16:30 - CC

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

1 day - Sa. Nov 01, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

1 day - Sa. Nov 22, 09:30-16:30 - CC

Tutoring ESL Certificate Elective Courses**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. Sep 27, 09:30-16:30 - CC

1 day - Sa. Nov 15, 09:30-16:30 - CC

Tutoring 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 development 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. Sep 20, 09:30-16:30 - CC

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

Tutoring ESL Students for the BC Provincial Examination (151701)

This six-hour workshop is designed for tutors who want to expand their expertise in the area of preparing ESL secondary students for the BC governmental examinations. Participants will examine teaching strategies as well as analyzing sample provincial examinations in preparation for tutoring secondary ESL students. (Flader) \$65

1 day - Sa. Oct 25, 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 one-to-one tutorial situation. (Flader) \$65

1 day - Sa. Oct 18, 09:30-16:30 - CC

1 day - Sa. Nov 29, 09:30-16:30 - CC

CERTESL Program

The Certificate in Teaching English as a Second Language (CERTESL) Program is a part-time home study program to learn to teach English. It is for current and prospective teachers of English who plan to teach immigrants, aboriginal people, or international students. This course is designed for those who do not have a university degree. Applicants must take six courses (five compulsory courses and a supervised distance practicum) 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 \$313.70 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. Please note, there will be a winter term (January to April), and inter-session term (May to July) and a fall term (September to December) in 1998.

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

This course is designed to introduce teachers of children, adolescents, and adults in the field of teaching of English as a second language or foreign language or standard dialect. The various contexts of ESL and EFL teaching are considered. Introduction to learner variables, second language acquisition, the teaching process, and classroom management is also presented, as well as introduction to teaching the skill areas, types of curricula, and communicative language teaching. \$313.70.

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

This course is designed to prepare teachers of children, adolescents, and adults to teach ESL or EFL. The focus is on developing skills for the ESL or EFL classroom. Development of a detailed lesson plan for ESL/EFL teaching is provided, as well as theory and practice in teaching listening, speaking, reading, writing, pronunciation, vocabulary and grammar. Assessment and evaluation are considered as well as ethical issues in the teaching of English. Prerequisite: TESL 21. \$313.70

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

Students will learn how to evaluate, select, and adapt materials for teaching ESL. They will be exposed to various media used in developing ESL materials, including print, video, audio cassette, blackboard, overhead, felt board, and visual aids. Approaches to involving students in materials development are discussed. Prerequisite or co-requisite: TESL 31 or TESL 34. \$313.70

TESL 33 Applied English Grammar and Phonetics (150304)

Elements of English grammar, discourse structure, sound system, and suprasegmental features will be examined in some depth. The focus is on Standard Canadian English. Techniques of instruction will also be discussed. Prerequisite or co-requisite: TESL 31 or TESL 34. \$313.70

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 Indigenous languages in Canada, the education needs of minority students, models of bilingual/bicultural education, instructional approaches and techniques, and assessment of minority students. This course focuses on Canadian Indians and other Canadian First Nations and Metis learners. However, those working with American Indians will also find the course very relevant. Prerequisite: TESL 21. \$313.70

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 31 or TESL 34. \$313.70

TESL 42 Supervised Practicum

Designed to provide teacher trainees with the opportunity to apply theory and practise 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.

Prerequisites: TESL 21, TESL 31 or TESL 41, TESL 32, TESL 33, TESL 35

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. \$313.70

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. It is recommended that students registered in the VCC CERTESL Program, and planning to teach ESL in BC take TESL 42. Please note that TESL 43 does NOT meet the requirements for professional certification in British Columbia.

Prerequisites: TESL 21, TESL 31 or TESL 41, TESL 32, TESL 33, TESL 35

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 Foreign Language Program

VCC offers a 55-hour program 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 to gain classroom experience. 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 successfully complete An Overview of Teaching ESL (150802), Teaching EFL (150789) and minimum of 16 hours of EFL Elective Courses.

An Overview of Teaching ESL (150802)

An Overview of Teaching ESL provides a practical introduction to the teaching techniques, procedures, and instructional resources used to teach English as a Second Language. This course is the prerequisite for the TESL Certificate Program. The course examines the instructional methodology used for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, role plays, pronunciation, advanced ESL learner, beginning ESL learners, as well as oral testing, and lesson planning. \$225

10 eve - Tu. Sep 23, 18:00-21:00 - CC (Howard)

10 aft - Fr. Oct 03, 12:30-15:30 - KEC (Zetler)

6 sessions - Fr. Oct 17/24/31, 18:30-21:30; Sa. Oct 18/25, Nov 01, 09:00-17:00 - CC (Stechishin/Chang/Timberg)

5 day - Mo/Tu/We/Th/Fr. Dec 01/02/03/04/05, 09:00-16:00 - KEC (House/Howard)

7 sessions - Fr. Sep 12/19/26, Oct 03, 18:30-21:30; Sa. Sep 13/20/27, 09:00-16:00 - CC (Norman/Kennedy)

Teaching EFL (150789)

This nine-hour workshop is designed for potential EFL instructors. Participants will learn about living in an EFL environment, strategies for securing an EFL teaching position, useful teaching resources and teaching strategies for an EFL classroom. (Woodman) \$90

3 eve - Tu. Oct 21, 18:30-21:30 - CC

3 eve - Tu. Oct 21, 18:30-21:30 - CC

3 eve - Tu. Oct 21, 18:30-21:30 - CC

3 eve - Tu. Oct 21, 18:30-21:30 - CC

3 eve - Tu. Oct 21, 18:30-21:30 - CC

3 eve - Tu. Oct 21, 18:30-21:30 - CC

3 eve - Tu. Oct 21, 18:30-21:30 - CC

3 eve - Tu. Oct 21, 18:30-21:30 - CC

3 eve - Tu. Oct 21, 18:30-21:30 - CC

3 eve - Tu. Oct 21, 18:30-21:30 - CC

3 eve - Tu. Oct 21, 18:30

health

Professional, Allied, Holistic Health, & Health Education

These courses are for nurses and health care professionals, health care workers, social service workers, family care givers, and other persons interested in health and well-being. (Also see Communication: Interpersonal and Group, page 21 for courses on conflict resolution, assertiveness, and group facilitation.)

To register by phone call 871-7070.

HIV/AIDS: Beyond the Basics (201058)

For counsellors, therapists, RNs, LPNs, social workers, pastoral care workers, home support workers, care aides and other interested persons who require accurate, up-to-date information about HIV/AIDS for their professional work and/or personal lives. You will learn about the differences between HIV and AIDS, how they are transmitted, immune system changes, how to reduce risks, social and psychological implications, issues affecting women, related illnesses and treatments, community resources, and issues of sexuality, substance use and societal responses. (AIDS Vancouver) \$55
1 day - Sa. Nov 15, 10:00-16:00 - 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 in the healing process. Through exercises, discussion and hands-on exploration of art materials, you will learn how to encourage another person's expression of self through art, to identify clients who could benefit from the use of expressive arts and to recognize therapeutic qualities of different art media. (Beesack) \$105
1 day - Fr. Nov 21, 09:30-16:30 - KEC

Introduction to Massage Therapy - Level I (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 basic relaxation massage techniques that can be used by the public or professionals. The course emphasizes practical application. 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. Instructor has a minimum of 2,000 hours of clinical experience, is an instructor at the West Coast College of Massage Therapy and a Registered Massage Therapist in BC. (Narod) \$135 (\$200 for both Level I and II).
3 eve - We. Oct 15/22/29, 18:30-21:30 - CC

Massage Therapy - Level II (200740)

Level II (200737) is a prerequisite. You will practise previous techniques, learn new techniques to induce relaxation, and explore the relationship of the body/mind connection to massage therapy. 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 (\$200 for both Level I and II)
1 day - Sa. Nov 15, 10:00-16:00 - CC

Infant Massage (202837)

Moms, Dads and caregivers. Foster a warm nurturing environment by learning massage techniques that may assist your baby's growth and development, calm a fussy baby, decrease colic, promote sleep, increase bonding, and benefit premature infants. It's fun and informal: bring your baby, blanket, and exercise mat. (Narod) \$30 (\$50/couple)
2 mng - Sa. Nov 29, 10:00-11:00 - CC

Breathing Techniques for Relaxation and Stress Reduction (202835)

This experiential class focuses on breathing techniques synthesized from voice training, dance, yoga, and meditation. For members of the healing professions and anyone interested in simple breathing techniques that can help to reduce stress, anxiety and pain and to promote relaxation and well-being. Wear loose, comfortable clothing and bring a blanket. (Gagnier) \$55
2 mng - Sa. Nov 15, 09:30-12:30 - CC

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

Life today can be demanding, stressful and lived at a rapid pace. Sometimes overwhelming and disturbing, this way of life can leave you with the feeling of existing from the edge of yourself, rather than living and working from your centre. Through group sharing, centering and visualization activities, this course can help you gain insight and skills to move closer to your centre of wholeness. It is an exploration for those who want more soul in their daily lives. (MacGregor) \$65
2 eve - We. Nov 5, 18:30-21:30 - CC

Peri and Post Menopausal Health (201087)

For women who want current, accurate information to help them make informed decisions about peri- and post-menopausal health choices, in particular the risks and benefits of ovarian hormone replacement therapy in relation to osteoporosis, cardiovascular disease and breast cancer, as well as lifestyle modifications and alternative and complementary therapeutic approaches. Includes a tool for risk identification and assessment and resource material to assist you in your decision-making. (Blades) \$25
1 mng - Sa. Nov 15, 09:00-12:00 - KEC

Osteoporosis Prevention (201079)

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. This course is especially recommended for women of all ages. Come and bring a friend, daughter, mother or sister to learn together. (Osteoporosis Society of BC) \$20
1 eve - We. Oct 15, 19:00-21:30 - KEC

Personal Financial Planning for Health Care Personnel (200152)

Do you need a clearer understanding of financial options, such as life, disability and critical illness insurance, RRSPs, mutual funds, mortgage insurance, debt elimination, and emergency funds? Using a combination of lecture, discussion, relevant examples, and individual work, this session will assist you to assess your current financial foundation and identify ways that can help you to plan wisely for your future. For various health care professionals and workers. (Haslett) \$20
1 mng - Sa. Nov 01, 09:30-12:30 - KEC

Case Method Teaching in the Health Professions (202705)

Wanting to improve the self-reflection and critical thinking skills of your students or your work team? Join this interactive workshop to experience 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. Nov 03, 18:30-21:30 - CC

Taking Charge: Clinical Leadership for Nurses (202771)

For staff nurses, charge nurses, team leaders, head nurses, and case managers. In today's decentralized organizations, nurses are required to take charge and assume leadership roles. Develop your leadership skills to make taking charge a satisfying and effective experience and to improve the quality of your workplace. You will analyze your leadership style and learn team building strategies such as problem solving, conflict resolution, group process, motivation, delegation, empowerment and assertiveness. (Rohrer) \$140
2 day - Fr/Sa. Nov 07/08, 09:00-16:00 - KEC

On the Spot Teaching: Maximizing the Teachable Moment (202896)

Do you want to increase your skill in making the most of spontaneous teaching opportunities that arise with staff or when you are leading an educational session? You will learn quick, effective strategies for enhancing motivation to learn and for capturing the teachable moment. This course is designed for health and social service professionals involved in teaching, mentoring and providing consultation to staff or students in a variety of settings. (Moore) \$55
1 eve - Mo. Nov 17, 18:30-21:30 - CC

Vicarious Traumatization and Compassion Fatigue (202898)

Nurses, social workers, counsellors and therapists who work with survivors of trauma often experience changes in their own inner worlds - emotionally, mentally and spiritually. They may develop similar feelings of fear, anxiety, and suffering as their clients and feel that they are losing their sense of self. This course is for professionals who work regularly with the aftermath of

trauma rather than the frontline trauma incident. Learn the nature, scope, and signs of Vicarious Traumatization, the current literature and research, how to recognize and reduce vulnerability to VT, and ways to transform its impact on personal and work life. (Beale) \$75
1 day - Fr. Nov 28, 09:00-16:00 - KEC

Learning to Teach (202719)

This practical course for health and social service professionals is designed to improve teaching skills through interaction and practice in a comfortable, non-threatening atmosphere. You learn and apply adult education principles and effective instructional methods from planning through to delivery and evaluation. Allow 25 hours outside of class to complete learning modules. Texts are available at KEC Bookstore. Eligible for three credits in BCIT's Advanced Diploma Program. (Moore) \$85
5 day - Sa. Oct 25, 09:00-16:00 - KEC

Starting 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, health promotion and education. Designed 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; marketing techniques; how to connect with a support group and networking avenues. (Brown) \$105
1 day - Fr. Oct 24, 10:00-17:00 - KEC

Promoting Positive Body-Image and Self-Esteem in Adolescents (202703)

Designed for teachers, school counsellors, therapists, social workers, nurses and other health professionals, to explore ways to promote positive body image and self-esteem in adolescents and to prevent or detect serious problems such as disordered eating and depression. Participants explore issues of weight and appearance, the impact of role modelling on young people, and ways that adults can promote 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. (Usmani) \$75
1 day - Sa. Nov 29, 09:30-16:30 - KEC

Assessment Series

For nurses working in any setting with adults of all ages to enhance skills in systematic, theory-based assessment, data analysis and documentation. Bring stethoscope and wear comfortable clothing. (Clarke) \$105 per course (\$300 for series)

Head to Toe Assessment (202710)

1 day - Fr. Oct 17, 09:00-16:00 - KEC

Cardiovascular Assessment (202702)

1 day - Fr. Mar 06, 1998, 09:00-16:00 - KEC

Respiratory Assessment (202718)

1 day - Fr. May 22, 1998, 09:00-16:00 - KEC

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, identify interventions, and prioritize care. (Clarke) \$105
1 day - Fr. Nov 07, 09:00-16:00 - KEC

Cardiac Monitoring and Nursing Interventions (202603)

For nurses who require a basic understanding of cardiac arrhythmias, cardiac electrophysiology, monitoring techniques, components of ECG complex, identification and interpretation of sinus, atrial, junctional and ventricular arrhythmias and blocks, and appropriate nursing interventions. (Clarke) \$280
3 day - Fr. Nov 14, 09:00-16:00 - KEC

Basic Cardiac Monitoring (201612)

For lab assistants, cardiology technologists, and paramedics who require systematic skills in interpreting basic atrial, junctional and ventricular arrhythmias and blocks, including their mechanical and electrical significance, the effect of drugs on ECG pattern, and the appropriate reporting action. Also appropriate as a refresher for experienced critical care nurses. (Clarke) \$75
1 day - Sa. Nov 29, 10:00-17:00 - KEC

Cardiac Pacing Update (202604)

Advances in technology are providing complex physiologic pacing systems capable of enhancing the quality of life of persons with conduction system disease. You will learn a simplified approach to working with clients with an advanced pacing system. Topics include: recreating normal physiologic responses (prosthetic conduction system); pacemaker syndrome: dual chamber and rate responsive systems; appropriate and inappropriate sensor responses; fast pacing rates; and simple, client education tools. For technologists, lab assistants, nurses, and physicians with basic arrhythmia interpretation skills. (Cooper) \$85
1 day - Sa. Nov 01, 10:00-17:00 - KEC

Rapid Interpretation of Twelve Lead ECG (202607)

Use a rapid assessment tool to unravel the mysteries of the 12 lead ECG and learn to recognize pathologic conditions from ECG interpretation. For CCU and ICU nurses, cardiology technologists and paramedics. (Cooper) \$95
1 day - Sa. Oct 18, 10:00-17:00 - KEC

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 acute MI. (Cooper) \$95
1 day - Fr. Oct 24, 10:00-17:00 - KEC

Twelve Lead ECG in Acute MI (202897)

In acute MI, early intervention with thrombolytic agents saves lives and depends on skill in recognizing the 12 lead ECG changes. A case study approach will assist you to correlate 12 lead ECG interpretation with the client's history and various MI and related clinical presentations. Also addresses differential diagnosis, inclusion and exclusion criteria for thrombolytic therapy, and risk/benefit analysis in client subgroups. For cardiac technologists, lab assistants, nurses and physicians with basic arrhythmia interpretation skills and previous 12 lead ECG course. (Cooper) \$50
1 day - Sa. Nov 22, 10:00-15:00 - KEC

Establishing IV Therapy (Theory, Lab, Clinical) (202708)

A seven-hour workshop of theory and practice in which you learn to locate appropriate sites, select equipment, perform venipuncture and adjust flow rates for the adult patient, followed by two days of clinical practice under the supervision of an IV therapist. For RNs using IV therapy in clinical practice. Proof of practising RNABC registration required. (Brazier) \$260
3 day - Sa. Oct 04, 08:30-16:30 - LGH, Seminar Room B

Establishing IV Therapy (Theory, Lab) (202704)

Seven hours of theory and practice same as 202708, excluding clinical days. For RNs who have IV resource staff in their clinical setting. (Brazier) \$125
1 day - Sa. Sep 20, 08:30-16:30 - LGH, Seminar Room B

Update on Central Lines (202795)

Update your knowledge 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. Nov 01, 08:30-16:30 - LGH, Seminar Room B

Post Anaesthesia Nursing (202609)

For nurses who work in PAR units on a regular or casual basis; the course addresses regional and general anaesthetic agents, admission and assessment, interventions for complications, documentation, legal responsibilities and standards for PAR nursing practice. (Clarke) \$75
2 day - Fr/Sa. Oct 24/25, 09:00-16:00 - KEC

Physical and Functional Assessment of Older Adults (202784)

Increase your assessment skills with the older adult who experiences a combination of age related and multiple chronic health problems. Includes various tools for systematic assessment and documentation in key areas affecting functional ability such as mobility, incontinence, constipation, comfort, pain and skin care. (Earthy) \$105
1 day - Fr. Nov 28, 09:00-16:00 - KEC

Foot Care for the Elderly (200711)

Healthy feet are the foundation of mobility and independence. For RNs, LPNs, home support workers, care aides and family caregivers, this course focuses on the 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 - Th. Oct 23, 18:30-21:30 - CC

Clinical Decision-making in Gerontological Nursing (202793)

Sound clinical decisions are essential in the complex field 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 that are based on nursing knowledge and systematic nursing process, and to document and communicate these decisions effectively. Participants complete a self-study module and client assessment (7-10 hours) in preparation for the course. Register three weeks in advance. (Blais) \$110 (module included)
1 day - Fr. Oct 17, 09:00-16:00 - KEC

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 and grief in older adults - even after decades of adequate coping. If recognized, referred and treated appropriately, older adults can work through unresolved trauma and "make peace with a lifetime." This introductory course will focus on recognition, screening and referral of post-traumatic stress and delayed grief in older adults. It will be helpful to health, social service and pastoral care workers who are working with cognitively intact older adults in community settings. (Spilman) \$75
1 day - Mo. Nov 17, 09:00-16:00 - CC

Palliative Care Concepts for Professionals in Care Facilities (202772)

Clarify your role in caring for persons with terminal illness, and acquire skills for performing that role. From a team of nurse, social worker and family physician, you will learn about: hospice care's philosophical framework; losses associated with dying; empathic listening and responding; managing symptoms that interfere with breathing, eating, continence, skin integrity and normal functioning; and formulating interventions when death is near. Learning activities involve: informal lecture, small group discussion, exercises and handouts. Designed for professionals in long-term care facilities. (Carr/Roberts/Spring) \$105 (Co-sponsored with Hospice Program Continuing Care, Vancouver Health Board)
1 day - Fr. Nov 28, 09:00-17:00 - KEC

Alcohol Use by Seniors in Care Settings (202301)

This comprehensive course for professionals and staff of care facilities addresses the use, misuse and abuse of alcohol in the older population, the effects of alcohol on the aging body, the connection to elder abuse and depression, addiction cycle, assessment approaches, screening tools, interventions and communication strategies, policy development, and impact of staff values. Resource manual included. Developed and taught by Seniors Well Aware Program. \$35
1 day - Fr. Nov 21, 09:00-16:00 - KEC

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. The first course provides 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. Dec 06, 09:30-12:30 - CC

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

2 mng - Th. Nov 13 and Tu. Nov 18, 09:30-12:30 - CC

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

1 mng - Fr. Dec 05, 09:30-12:30 - KEC

Sexuality and Caregiving Series (call Mary Crooks, 871-7070)

Assisting the Mobility Dependent Client (200742)

For RNs, LPNs, care aides and home support workers, this course will provide you with practical skills and related theory for safely assisting clients with a variety of mobility

and transfer needs related to chronic health problems and physical disabilities. Topics include wheelchair and seating systems, transfers and positioning, functional movement routines, ambulation, gait patterns and equipment, safety, client-specific and environmental adaptations, observation and recording. Instruction by clinicians/educators at BC Rehab. \$90
1 day - Fr. Oct 24, 09:00-16:00 - GPC

How to Assess and Support Functional Abilities in Older Persons (201108)

How do the normal physical changes of aging and common chronic conditions of older adults affect their functional abilities and daily lives? In this course, designed for LPNs, you will increase your knowledge about key functional areas that require ongoing assessment and support in older persons, factors that contribute to or interfere with functional ability, tools for assessing and documenting, and concrete ways for participating as a team member in supporting the functional ability of older adults in your setting. (Earthy) \$85
2 eve - Mo. Nov 17, 18:30-21:30 - Minoru Residence, 6111 Minoru Blvd., Richmond

LPN Upgrading (Ward)

Pharmacology - Theory, Lab and Clinical (201102) \$220
Pharmacology - Theory and Lab only (201104) \$110
Pharmacology - Clinical only (201105) \$110
Catheterization (201101) \$135
Dressing Change (201103) \$120
Call 871-7070 for more information

Home Care Nursing Program (202782, 202783)

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. 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.
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 Stockney, program coordinator at 871-7070.
Course 1: \$485; Course 2: \$400
Open Information Evening - Tu. Oct 28, 19:00-20:00 - KEC

Communication: Interpersonal & Group

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 to conflict and learn a variety of communication techniques to resolve conflicts more successfully. (Hilliard) \$105 (\$200 for both Level I and II)
1 day - We. Oct 29, 09:00-16:00 - CC

Anger Management Conflict Resolution - Level II (202828)

For persons who have completed either Conflict Resolution - Level I (202802) or Assertiveness Skills (202715). You will strengthen your skills of active listening, self-disclosure, and assertion, and integrate these skills into your communication in conflict situations. Emphasis is on managing anger and defensiveness in oneself and others. (Hilliard) \$105 (\$200 for both Level I and II)
1 day - Tu. Nov 25, 09:00-16:00 - CC

Assertiveness Skills (202715)

Assertion is an essential component of effective communication and interpersonal relationships. You will learn methods for effectively expressing your thoughts, feelings, opinions and beliefs to others; learn to be assertive in situations of strong emotion; and assertive strategies which can lead to positive changes in your life and work. (Hilliard) \$105 (\$200 for both Assertiveness Skills and Conflict Resolution - Level II)
1 day - Tu. Nov 04, 09:00-16:00 - CC

Group Facilitation (202813)

Expand your knowledge and practical skills in group process, handling group dynamics, group facilitation and team building. Examine effective group/team development and functioning; leadership and power in groups; decision-making; and patterns of group interaction. You will practise basic facilitation skills and tools (e.g. how to

get people involved) and increase your cross-cultural awareness. (Malcolmson/Murray) \$175
2 day - Sa. Nov 15, 09:00-16:00 - KEC

Instructors

Judy Beale, MA, RCC, specializes in long term therapy for survivors of childhood abuse, traumatic loss, and grief.

Jan Blades, RN, MSN, has a clinical specialty in midlife women's health and teaches at the Women's Health Centre, BC Women's Hospital.

Dawn Blais, RN, MSN, is clinical nurse specialist, North Shore Geriatric Outreach Team.

Marie Brazier, RN, BSN, is IV therapy clinician at Lions Gate Hospital, and recent recipient of RNABC Excellence in Nursing Practice Award.

Robyn Brown, RN, BScN, Cert. CGCA, owns three health care companies, is past-president of BC Nurses in Private Practice, and was recently nominated for Canadian Woman Entrepreneur of the Year.

Shirley Clarke, RN, MSN, is team leader, Post Anaesthesia Recovery at Richmond Hospital.

J. Cooper, RN, is a senior consultant in cardiac rhythms management and cardiovascular care.

Anne Earthy, RN, BN, MA, is clinical nurse specialist in the Geriatric Program at Minoru Residence/Richmond Hospital.

Wendy Hilliard, BA, LLB, is a coach/trainer in the conflict resolution program at the Justice Institute and a mediator at the Surrey/White Rock Conflict Resolution Centre.

Marion Malcolmson, MSW, is coordinator of counselling services at the Invergray Adult Learning Centre, and maintains a private consulting practice.

Rhonda Malyuk, BSc, PharmD, is clinical pharmacist in the Affective and Psychotic Disorders Treatment Program, Geriatric Division of Riverview Hospital.

Pru Moore, BA, MEd, excels in experiential learning and practical application of adult education principles. Her confident, relaxed teaching style serves as an excellent role model for adult educators.

Irene Rohrer, RN, MSN, is nurse manager in emergency, medical palliative care and multidisciplinary Discharge Planning Unit at MSA Hospital.

Jan Spilman, RN, MEd, RCC, specializes in transition, loss, chemically dependent families, and older adults experiencing delayed post-traumatic stress.

Sonia Usmani, MA, Counselling Psychology, RCC, works extensively with young women, adolescents and children.

CPR & First Aid

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. Sep 30/Oct 02, 18:00-22:00 - CC
2 eve - Tu/Th. Nov 25/27, 18:00-22:00 - CC

CPR Basic Rescuer-Recert (C) (202015)

4 hours. Prerequisite: must have taken Basic Rescuer within the last two years. Course focuses solely on testing of all skills in the Basic Rescuer course. (Clark) \$35
1 eve - Tu. Oct 07, 18:00-22:00 - CC
1 eve - Th. Nov 13, 18:00-22:00 - CC

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 - Tu/Th. Sep 23/25, 18:00-22:00 - CC
2 eve - Tu/Th. Nov 04/06, 18:00-22:00 - CC

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. Oct 18/19, 09:00-18:00 - KEC
2 day - Sa/Su. Nov 15/16, 09:00-18:00 - KEC

Gerontology Nursing certificate program

Nursing practice in the challenging and multidisciplinary field of gerontology requires a complex 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

Prerequisites

- Currently practising as a Registered Nurse (RN) or Registered Psychiatric Nurse (RPN)
- 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; Healthy Aging in Healthy Communities; 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 application in clinical field.

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.

Information Evening

Open to all RNs and RPNs. No fee required for this open session.
1 eve - Tu. Nov 04, 19:00-20:30 - Call Mary Crooks at 871-7078.

Application

Contact 871-7070 for brochure and application form. Qualified students are accepted in order of receipt of application.

Courses offered this term

Open to certificate program students who have met entry requirements and non-certificate students on approval of program coordinator.

Healthy Aging in Healthy Communities (203602)

You will take a fresh look at the concepts of health and community, including the meaning and determinants of health for older adults, common chronic conditions affecting the lives of older adults and their involvement in their communities, different kinds and levels of community and how they assist or hinder a healthy aging process, and new views on health promotion strategies, including health education and community development. (Berry) \$310
6 day - Fr. Sep 05, 09:00-16:00 - KEC

Communications – Level I (203608)

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

Communications – Level II (203609)

Focuses on communicating proactively and responsibly within small groups in numerous health settings. Self-assessment of leadership knowledge and skills provides a foundation for self-development and change in professional practice. (Rohrer) \$205
4 day - Th. Nov 20, 09:00-16:00 - CC

Gerontological Nursing II (203606)

This course is the second of two in which participants integrate knowledge of aging, health, communication, and gerontological nursing and apply it to comprehensive care management with frail, older adults and their family members. Emphasis is on theory/research-based clinical

practice. This course focuses on psychosocial assessment and intervention for social isolation, delirium, depression, dementia, and behavioural distress. Special focus on enhancing abilities of cognitively-impaired older adults. (Kline) \$320
6 day - Fr. Oct 24, 09:00-16:00 - KEC

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 - Th. Oct 16, 09:30-12:30 - CC

Medications for Psychological and Neurological Disorders (202777)

(Malyuk) \$105
2 mng - Th. Nov 13, Tu. Nov 18, 09:30-12:30 - CC

Medications for Treatment of Chronic Pain (202775)

(Malyuk) \$50
1 mng - Fr. Dec 05, 09:30-12:30 - KEC

Clinical Decision-Making in Gerontological Nursing (202793)

(Blais) \$130 (elective); \$110 (non-elective) (module included)
1 day - Fr. Oct 17, 09:00-16:00 - KEC

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

(Hospice Team, Vancouver Health Board) \$105
1 day - Fr. Nov 28, 09:00-17:00 - KEC

Instructors

Barbara Berry, RN, BScN, MA, is a consultant in program and curriculum development/ evaluation, health promotion, team building, and community development, with a gerontological focus.

Dawn Blais, RN, MSN, is clinical nurse specialist on the North Shore Geriatric Outreach Team.

Karen Kline, RN, MScN, is clinical nurse specialist in gerontology at Lion's Gate Hospital and consultant/ educator in long-term care. Her research and publications focus on enabling the abilities of cognitively-impaired elders and on behavioural assessment and interventions with older persons. She co-authored the course textbook.

Rhonda Malyuk, BSc, PharmD, is clinical pharmacist in the Affective and Psychotic Disorders Treatment Program, Geriatric Division of Riverview Hospital.

Irene Rohrer, RN, MScN, is nurse manager in emergency, medical, palliative care, and discharge planning units at MSA Hospital.

Sally Shamai, Dip Gero, MEd (Counselling Psych), is a therapist, group facilitator and educator with particular focus on family therapy and training senior peer counsellors.

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 BC Association of Community Care. It assists managers and administrators in Continuing Care to enhance their abilities in achieving efficient organizations, effective care teams and quality care outcomes. This is an interactive learning program with small class size to allow maximum participation. Course assignments are required in which participants apply course content to the operation of their facilities/agencies.

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.) Each course is offered in four-day formats, 09:00-16:00 hours.

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, 871-7092

Application

Call 871-7070 for brochure and application form. Qualified participants are accepted in order of receipt of application.

Financial Management (201605)

This course focuses on financial management principles, skills and tools to promote efficient health care delivery in continuing care. The emphasis is on management aspects rather than on accounting skills. Participants will develop skill in the use of provincial budget guidelines, economic principles, daily and periodic requirements, financial statements, budgeting, purchasing plans and computerized information systems as planning tools. (Curtis) \$435
4 day - Tu/We/Th/Fr. Sep 23/24/25/26, 09:00-16:00 - KEC

Organizational Development and Evaluation (201606)

Content includes strategic planning, program development and evaluation, concepts of quality management and implementation of quality assurance programs. (Goodall) \$435
4 day - Mo/Tu/We/Th. Oct 20/21/22/23, 09:00-16:00 - KEC

Instructors

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 management consultant with a special focus on CQI.

Sterile Supply Aide

Independent study (correspondence course) offered for individuals working as sterile supply processing aides or technicians who wish to update their knowledge. Especially useful for those who learned on-the-job with 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 871-7070.

Dental Personnel Professional Development

Advanced 4Rs of Assertiveness (203585)

This advanced course is for those who have completed the 4Rs of Assertiveness. After a review of assertiveness techniques the course will show that assertiveness is not about winning, but finding one's voice and speaking up. It is a process that can be learned in a supportive environment. – 6 hours. (Rogers) \$90
1 day - Sa. Nov 01, 09:30-16:30 - CC

Bodydynamics and Healthy Boundaries in the Dental Office (203586)

A premise of Bodydynamics is that healthy boundaries enhance mutual connection with others. Knowledge of boundaries when you are with clients is essential to your ability to maintain your personal well-being, to understand clients' need for personal space and to encourage cooperation. You will develop a greater understanding of body language using role-play scenarios and video-tape feedback. – 4 hours. (Marshall) \$60
1 mng - Sa. Oct 04, 09:30-13:30 - CC

Financial Planning and the Dental Professional (203587)

It is critical to design a financial foundation that provides you with financial security as you age. Using the financial resources you have now, this course will give you a solid understanding of the options available. You will learn the importance of life, disability, and critical illness insurance. The instructor will also discuss wills, debt elimination, emergency funds, RRSPs and investment funds. – 3 hours. (Haslett) \$45
1 eve - Tu. Nov 18, 18:30-21:30 - CC

Dental Implants and the Hygienist/CDA (203588)

Dental implants are an exciting option for patients who have had severe tooth and bone loss. Hygienists and assistants can be involved in this type of treatment planning. This course will help you identify patients suitable as candidates for implants. You will have a clearer understanding of these procedures to discuss with patients. – 3 hours. (Cote) \$45
1 eve - Tu. Oct 21, 18:30-21:30 - CC

Dental Phobias: The Touch that Makes the Difference (203591)

Patients who are anxious and avoid regular treatment pose particular challenges to dental professionals. Some of the causes are traumas associated with previous medical or dental treatment or even a history of child abuse. You will learn to recognize the signs and learn how best to treat these patients. – 6 hours. (Marshall/ Pieroni) \$90
1 day - Sa. Nov 15, 09:30-16:30 - CC

Oral Pathology Update (203589)

This course will review general principles of oral pathology including gross microscopic changes as well as clinical signs and symptoms. There will be a review of pathological states which are commonly found in dental patients. – 6 hours. (Milton) \$90
1 day - Sa. Nov 29, 09:30-16:30 - CC

From Earth to Table (203592)

This two-part course will include one evening discussing vegetarian cuisine and how to prepare tasty and nutritious foods. The second day will be spent touting a greenhouse and learning to differentiate between organic and non-organic produce. The registered dietician will guide you through a comprehensive nutritional discussion to assist you in incorporating a healthier diet into your lifestyle and better equip you to share this information with patients. – 9 hours. (Ehlert) \$125
1 eve - Th. Oct 16, 18:00-21:30 AND 1 day - Sa. Oct 18, 09:00-14:30 - Various

Ergonomics in the Workplace (203590)

Do you work with your wrist or neck in a bent position? Are you always reaching for materials and controls? If you are sore and tired at the end of the day then come to this workshop to learn how to find solutions to these problems and how to prevent injury and illness in the dental office. – 3 hours. (Peters) \$445
1 eve - Tu. Oct 28, 18:30-21:30 - CC

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

If your professional role involves teaching or you would like to teach, improve your skills at this interactive workshop. You will receive seven independent study modules prior to attending class. (Allow 25 hours to complete.) Learn the principles of adult education and apply them in a variety of classroom exercises and assignments. Become skilled at presenting material in a manner that motivates and excites. Course texts cost approximately \$50 and are available at the King Edward Campus bookstore. – 27 hours. (Moore) \$385
5 day - Sa. Oct 25, 09:00-16:00 - KEC

On the Spot Teaching: Maximizing the "Teachable Moment" (202896)

Do you want to increase your skill in making the most of spontaneous teaching opportunities that arise with staff or when you are leading an educational session? You will learn quick, effective strategies for enhancing motivation to learn and for capturing the "teachable moment" with staff, clients, or students in a variety of settings. – 3 hours. (Moore) \$55
1 eve - Mo. Nov 17, 18:30-21:30 - CC

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

There is a large number of young people suffering from poor self-image and this number is growing. Professionals who work with adolescents are seeking ways to enhance self-esteem and to prevent serious problems such as disordered eating and depression. This course explores ways in which you can foster positive body image. It will

also offer specific information on warning signs for eating disorders and depression, and suggestions for early intervention. – 6 hours. (Usmian) \$75
1 day - Sa. Nov 29, 09:30-16:30 - KEC

HIV/AIDS: Beyond the Basics (201058)

There are numerous myths, fears and concerns surrounding HIV/AIDS, and these issues are often more pronounced when we are working with patients. This course will increase your knowledge level, including the difference between HIV and AIDS, transmission, immune system changes, risk reduction, treatments and related illnesses, social and psychological implications, and issues affecting women. (AIDS Vancouver Training Institute) – 4.5 hours. \$55
1 day - Sa. Nov 15, 10:00-16:00 - KEC

Conflict Resolution Level II/Anger Management (202828)

For those who have completed Conflict Resolution Level I (202802) or the 4Rs of Assertiveness (203542). This course will begin by reviewing the skills of active listening, self-disclosure and assertion. Small group roleplays will help you to integrate these skills into your communication in conflict situations. Emphasis will be on managing anger and defensiveness in oneself and others. – 6 hours. (Hilliard) \$105
1 day - Tu. Nov 25, 09:00-16:00 - CC

Massage Therapy – Level I (200737) and Level II (200740)

See Holistic Health.

For more courses, see PROFESSIONAL, ALLIED, HOLISTIC HEALTH, & HEALTH EDUCATION.

Instructors

Jennifer Cote, DDS, Dip Periodontics, regularly performs implant surgery.

Jeannie Haslett has 20 years' experience in the dental profession and regularly presents to graduating classes of dental professionals in the area of financial planning.

Wendy Hilliard, BA, LLB, is a coach/trainer in the conflict resolution program at the Justice Institute and a mediator at the Surrey/White Rock Conflict Resolution Centre.

Diane Marshall, RN, MA, is a registered clinical counsellor with a background in nursing, social work and body psychotherapy. She counsels people with dental anxieties and teaches dental students and hygienists.

Keith Milton, DDS, ID, teaches in the Dental Hygiene Department at VCC, after 14 years in private practice.

Pru Moore, BA, MEd, models effective teaching and facilitates learning in a comfortable, non-threatening atmosphere.

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.

Louise Peters, RN, OHN, works in occupational health and safety, violence prevention programs.

Denise Rogers, is a CDA, has a diploma in marketing management from BCIT and teaches communication skills in the Dental Reception Program at VCC.

Sonia Usmian, MA (Coun. Psych), RCC, works with young women, adolescents and children.

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 871-7070.

Foodsafe – Level I (Basic) (250201)

Designed for kitchen staff and dining room attendants. Explore micro-biology – food borne illnesses – personal hygiene and health – serving and dispensing – food protection and preparation – receiving and storing food safely – warewashing and storage methods. \$80
1 day - Sa. Sep 13, 09:00-18:00 - CC
1 day - Sa. Sep 20, 09:00-18:00 - CC
1 day - Sa. Sep 27, 09:00-18:00 - CC
1 day - Sa. Oct 04, 09:00-18:00 - CC
1 day - Sa. Oct 18, 09:00-18:00 - CC
1 day - Sa. Oct 25, 09:00-18:00 - CC
1 day - Sa. Nov 01, 09:00-18:00 - CC
1 day - Sa. Nov 08, 09:00-18:00 - CC
1 day - Sa. Nov 15, 09:00-18:00 - CC
1 day - Sa. Nov 22, 09:00-18:00 - CC
1 day - Sa. Nov 29, 09:00-18:00 - CC
1 day - Sa. Dec 06, 09:00-18:00 - CC
1 day - Sa. Dec 13, 09:00-18:00 - CC

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

This Level I class is designed for students who speak English as their second language. Instruction will be in English, but paced to accommodate the ESL student. For content details, see description above. NOTE: Students must speak English. Class limited to 15. \$80
2 day - Sa. Oct 18, 09:00-16:00 - CC
2 day - Sa. Nov 29, 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. Nov 01, 09:00-18:00 - CC
1 day - Sa. Dec 13, 09:00-18:00 - CC

Foodsafe – Level II (Advanced) (250202)

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

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

1 day - Sa. Sep 27, 09:00-18:00 - CC
1 day - Sa. Oct 25, 09:00-18:00 - CC
1 day - Sa. Nov 29, 09:00-18:00 - CC

Worksafe Education Programs

The following six worksafe education programs are being offered in collaboration with WCB to assist employers and workers to prevent workplace injuries and reduce associated costs: Occupational Health and Safety Committee Training; Occupational Health and Safety in Small Business; Finding Solutions to Musculoskeletal and Repetitive Strain Injury; Hazard Recognition and Control; Supervisor Safety Management; Preventing Workplace Violence. WCB certificates are issued for each program. For descriptions of each course, see the Business, Career and Management section of this flyer, page 12. To register or inquire, call 871-7070. Program Coordinator: Sheila Stickney, 871-7092.

human & social services

Counselling Skills

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. Please note that this course work requires fluency in English. If you are unsure about your English skills, please contact the Assessment Centre at King Edward Campus. This course is a prerequisite for those applying to the Counselling Skills, and Substance Abuse Certificate Programs. Text: *Counselling Skills for Social Service Workers*, Bob Shebib, available at campus bookstore. \$315
11 eve - Mo. Sep 15 AND 1 eve - Tu. Oct 14, 18:30-21:30 - CC (Adilman) – No class Oct 13
12 eve - Tu. Sep 16, 18:30-21:30 - CC (Shamai) – No Class Nov 11

12 eve - We. Sep 17, 18:30-21:30 - CC (Coyle)
12 eve - Th. Sep 18, 18:30-21:30 - CC (Krakow)
10 mng - Fr. Sep 19, 09:30-12:30 and 1 day - Fr. Sep 26, 09:30-16:30 - KEC (Rungta) – No class Oct 10

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. Prerequisite: Satisfactory completion of Basic Counselling I (101805). Text: *Counselling Skills for Social Service Workers*, Bob Shebib, (Shamai) \$260
10 eve - Th. Sep 25, 18:30-21:30 - CC

A Gestalt Approach to Counselling (101810)

Gestalt is a philosophy and a therapy that allows the counsellor to develop a more integrated understanding of clients and their relationship to the world. This workshop will teach participants to more fully access the emotional experience of the client. You will learn to focus more immediately and comprehensively on the demeanour and behaviour of clients, and to feed back this knowledge in a sensitive and timely way. Participants will be introduced to Gestalt concepts such as sensory awareness, figure-ground, contact and "here-and-now" as a way of increasing their awareness of their own view of the world and that of their clients. Course content will be experiential in nature, and opportunities to practise will be provided. This workshop is aimed at those interested in learning and applying Gestalt principles in their work. Casual clothing is recommended. Prerequisite: Basic Counselling Level I (101805) or equivalent course with permission of the program coordinator. (Menzel/Rungta) \$150
3 sessions - Fr. Nov 21, 18:30-21:30 AND Sa/Su. Nov 22/ 23, 09:30-16:30 - KEC

Counselling as a Creative Process (101808)

For counsellors and clients alike, creative expression offers a means of enhancing spontaneity, fluidity and inner wisdom. Creative modalities such as art, movement, film and storytelling address important emotional issues directly and with gentleness, allowing clients to arrive at their own answers in a uniquely personal way. This workshop is intended for those interested in applying creative expression to their own counselling practice, or simply learning more about the power of creativity. We will explore several techniques, using group activities, discussions, and skill building exercises. Participants will be encouraged to utilize the workshop as an exercise in their own creative process and from this personal experience discover how to deepen their work with their clients. Casual clothing is recommended. (Laird) \$150
3 sessions - Fr. Oct 17, 18:30-21:30 AND Sa/Su. Oct 18/ 19, 09:30-16:30 - KEC

Vocational Counselling (101839)

Will be offered January 1998 – (Coomber/Margolis) \$315

Cross-Cultural Counselling (150502)

Will be offered January 1998

Marketing for Job Placement Workers (101809)

Will be offered in February 1998

Instructors

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

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

Counselling Skills (cont)**Length of Program**

One course per term: Five terms – 18 months. Practicum and seminar in addition.

Program Coordinator: Joanne Rykers, 443-8392

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 - We. Sep 10, 18:00-19:00 - CC

Note

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

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. \$325
12 eve - Mo. Sep 15, 18:45-21:45 - CC (Menzel)
12 eve - We. Sep 17, 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) \$335
12 eve - Tu. Sep 16, 18:30-21:30 - CC – No class Nov 11

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) \$315
10 eve - Tu. Sep 16, 18:30-21:30 AND 1 day - Sa. Sep 26, 09:30-16:30 - CC – No class Nov 11

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) \$315
12 eve - We. Sep 17, 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) \$315
12 eve - We. Sep 17, 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

Instructors

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

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

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

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

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

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

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

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.

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

21 hours – \$185; 36 hours – \$315–325; Practicum – \$350

Information Session

For more information, attend the following meeting:
1 eve - We. Sep 10, 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, 443-8392

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):

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) \$185
7 eve - Tu. Sep 09, 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) \$185
7 eve - Tu. Oct 28, 18:30-21:30 - CC – No class Nov 11

Individual Counselling Skills for Substance Abuse (200115)

This course examines the knowledge and skills required when counselling, on a one-to-one basis, clients affected by substance abuse. Content areas will build on those covered in Basic Counselling Skills and in Introduction to Substance Abuse, by introducing and enlarging on the concept of motivational interviewing. Content areas will include a review of the counselling process and phases of the helping relationship, reviewing the stages of substance abuse recovery and the nature of change; increasing counsellor self-awareness and its impact on the helping process; practice and skill development. The intent of this course is to provide participants with experiential learning regarding the counselling process and to discuss the issues which emerge from this work. (Laird) \$325
12 eve - Th. Sep 18, 18:30-21:30 - 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) \$315
10 eve - Mo. Sep 29, 18:30-21:30 AND 1 day - Sa. Oct 25, 09:30-16:30 - CC – No class Oct 13

Assessment and Referral for Substance Abuse (200126)

This course examines the procedures and skills which are used in substance abuse assessment and referral as well as identifying and examining available community resources for individuals who are affected by substance abuse problems. Participants will be actively involved in the gathering and sharing of community resource information. Content includes: criteria for assessing chemical dependency; the assessment interview; assessment tools; assessment with special populations; referral methods, sources follow-up; ethics; critical incidents. (Chadwick) \$325
12 eve - We. Sep 17, 18:30-21:30 - CC

Substance Abuse Practicum (200119)

The practicum provides an opportunity to master and display the knowledge and skills which have been covered during the classroom component of the Substance Abuse Certificate Program. Emphasis is placed on gaining counselling experience in a setting for substance abuse clients. Continuous liaison with the certificate program will be maintained throughout the practicum 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

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.

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.

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. \$1260
63 eve - Tu/Th. Oct 14 – May 12, 1998, 19:00-22:00 - KEC (subject to change)

Note

The tuition is \$1260 if paid in four installments. If the full amount of tuition for the three core components is paid before September 30, 1997, students will only be charged \$1160. 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

September 03, 1997. Late applications may be accepted subject to space availability. Call 871-7070 for brochure and application form.

Information Night

An Information Night will be held Tu. August 26, 1997 at 19:30 at KEC.

Note

The Court Interpreting Program is no longer offered at Langara College. All classes will be held at KEC.

Early Childhood Education**certificate program**

The following part-time, evening certificate programs are designed to prepare you to work with young children in a variety of settings.

A. Early Childhood Education Level I

This two-year provincially certified program prepares graduates to work as supervisors in preschool and day care centres for children three to five-years old. Please note: This program is FULL for this year. Applications are now being accepted for September 1998.

B. Infant-Toddler Educator Training

This post-basic one-year program prepares already qualified ECE graduates with specialized skills and knowledge to supervise infant and toddler group day care settings. Applications for September 1997 will be accepted until August 30. Please call for further details.

C. Continuing Studies in Early Childhood Education

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

D. School Age Child Care

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

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

Instructors

Susan Huffman Coe holds an Early Childhood Educators diploma from Capilano College and a Bachelor's degree in General Studies from SFU. With 18 years of experience in the child care field, Susan has much to offer as the administrator of a school-age child care centre.

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

Introduction to School Age Child Care (150697)

This course is designed to provide an orientation to working with 5-12 year old children in various settings. The themes of understanding children's behaviour, building their self-esteem, guiding their behaviour and planning exciting programs for them will be of great benefit to those entering this field of work. Please note that this course meets six evenings AND one Saturday. (Leckey) \$125
6 eve - We. Sep 17, 19:00-22:00 AND 1 day - Sa. Oct 25, 09:30-15:30 - CC

This term the following core course will be offered:

Working with 5-Year-Olds (150655)

This course focuses on the physical, intellectual, emotional and social development of 5-year-olds and offers practical suggestions for program planning and group management. This course meets six evenings AND one Saturday. (Huffman Coe) \$125
6 eve - We. Oct 29, 19:00-22:00 AND 1 day - Sa. Nov 29, 09:30-15:30 - CC

Family Child Care

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

Instructors

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

Introduction to Family Day Care: Good Beginnings (103801)

This course offers an introduction to a variety of issues related to quality family day care. It provides an overview of child development, health and nutrition, activity planning, guiding behaviour and administration. Please note: This course meets evenings AND two Saturdays. Course fee includes a class workbook. (Hager) \$140
8 eve - We. Sep 17, 19:00-21:30 - CC
2 day - Sa. Sep 27/Nov 01, 09:15-14:15 - 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.)

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 (Langara College)
– Advanced – 02 (Langara College)

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 September 20, 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. Sep 20, 10:00-12:00 - KEC
02 – Level II – 10 mng - Sa. Sep 20, 10:00-12:00 - KEC

Adult Intermediate (505822)

This course is for students who have taken the Adult Elementary course or who have a basic understanding of the Chinese language. Emphasis is placed on proper sentence structure, vocabulary building and conversational ability in the language.
01 – Level I – 10 mng - Sa. Sep 20, 10:00-12:00 - KEC
02 – Level II – 10 mng - Sa. Sep 20, 10:00-12:00 - KEC

Adult Advanced (505823)

This course is appropriate for students who completed the Adult Intermediate course or who can understand and converse in simple Mandarin. The course aims to expand the student's communication skills in the language. It exposes the student to more written or spoken Mandarin language materials and prepares the students to express themselves in the language.
01 – Level I – 10 mng - Sa. Sep 20, 10:00-12:00 - KEC

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.

Commercial Music**MIDI Music I (102604)**

This introductory course provides an overview of music creation with MIDI by exploring how many different MIDI devices such as keyboards, drum machines, samplers and other sound modules can properly be connected to computers and sequencers. Learn how to set up your own MIDI systems and discover what pieces of equipment are necessary and cost effective. Get hands-on experience with keyboard controllers, computers and sound modules using the sequencer program for the Mac, "Deluxe Recorder." No previous experience required. (Reid) \$163
12 eve - Tu. Sep 16, 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. Sep 16, 20:00-22:00 - KEC

Piano**Piano: Beginners (502517)**

Class instruction on individual pianos. You will learn notation, basic playing skills and chording techniques and should have access to a piano for home practice. Enrollment limited to eight per class. In the event of insufficient enrollment in a particular class, classes may be combined. Seniors discount not available due to limited enrollment. (Lyster) \$147.66 (Includes GST)
10 eve - Mo. Sep 15, 18:00-19:00 - KEC
10 eve - Mo. Sep 15, 19:00-20:00 - KEC

Piano: Intermediate (502518)

Further instruction in reading, playing skills and chording techniques. You should have access to a piano for home practice. Enrollment is limited to eight per class. Seniors discount not available due to limited enrollment. (Lyster) \$147.66 (Includes GST)
10 eve - Mo. Sep 15, 20:00-21:00 - KEC

Note

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

Jazz Piano: Beginners (502504)

Instruction on individual pianos. A practical elementary course for students with little jazz background. Fundamental piano techniques relative to the study of jazz and popular music will be emphasized. Enrollment limited to eight per class. Seniors discount not available due to limited enrollment. Prerequisite: Piano: Beginners or permission of instructor. (Braverman) \$147.66 (Includes GST)
1

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).

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. Sep 17, 18:00-20:00 - KEC

Guitar: Intermediate (502508)

If you have had a few lessons in the past, or you are 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. Sep 17, 20:00-22:00 - KEC

Vocal

Singing - Level I (102614)

Designed to help you on your way to singing with ease and comfort. This program looks at the voice, how it works and how to keep it healthy. Topics covered include vocal onset, breath management, resonance, posture, range extension, delivery and other topics of interest. Two-hour group sessions alternate with half-hour individual lessons in which you are encouraged to bring your own music in order that you can apply the skills and techniques that you have learned in class. Class size limited to eight. (Tompkins) \$231 8 eve - Mo. Sep 15, 18:00-20:00 - KEC

Appreciation & Theory

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. Sep 17, 20:00-22:00 - KEC

Instructors

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.

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.

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.

Craig 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.

non-profit, voluntary & fundraising sector

Non-Profit Sector Management

certificate program

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.

This program consists of five core courses and a choice of four specialty streams: Community Development, Non-Profit, Fundraising and Volunteer Management. Adults interested in ONLY the specialty stream courses are NOT required to follow the certificate application process. Please register directly with the CE office for individual courses.

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) listed in recommended order

Fundamentals and Ethics of Non-Profit Management - 30 hours (101902)
Interpersonal Communications - 30 hours (101903)
Planning and Evaluation - 30 hours (101906)
Leadership and Human Resource Management - 30 hours (101904)
Marketing and Public Relations - 30 hours (101905)

Specialty Streams

Specialty courses will be offered each term. Choose from one or more 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.

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

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 - Tu. Sep 09, 18:00-19:00 - CC

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. (Downs) \$290 10 eve - Mo. Sep 22, 18:30-21:30 - CC

Interpersonal Communication (101903)

Interpersonal communication skills are critical to effective managers and therefore provide the foundation for working with many different groups in the not-for-profit sector. This course enhances participants' communication skills with emphasis on interpersonal awareness, effective communication, cross-cultural communications and barriers to communication. Participants will examine their own interpersonal communication as well as interpersonal communication in others. Text: Interplay: *The Process of Interpersonal Communication*, 6th Ed. (Stoll) \$290 10 eve - Tu. Sep 23, 18:30-21:30 - CC

Planning and Evaluation (101906)

This course offers an understanding of both technical and applied aspects of strategic and program planning and evaluation in the non-profit sector. It highlights the purposes, use and importance of program planning; provides an understanding of what a program is, how it's developed and how its performance and outcome are assessed; and offers techniques and tactics for managing planning and evaluation activities. The course will provide participants with knowledge, skills and a level of comfort to enable effective strategic and program planning in their own organization. (Santiago) \$290 10 eve - Th. Sep 25, 18:30-21:30 - CC

Specialty Stream

Recruiting, Interviewing, Motivating and Recognizing Volunteers (101951)

(Previously called: Volunteers: Protect Them from Becoming an Endangered Species). This course is designed for students in the volunteer management specialty stream. In addition, interested individuals who are currently volunteer managers are encouraged to register. Participants will examine the current issues and trends affecting volunteerism and the impact on the volunteer manager. This course focuses on four essential elements of volunteer management:

- understanding the motivation and recruitment challenges faced by volunteer managers
- understanding and practising the interviewing process for volunteers
- identifying strategies for supporting, recognizing and challenging volunteers

Those with no experience are encouraged to take Introduction to Coordination of Volunteer Programs (101601) offered by Volunteer Vancouver in conjunction with VCC. (Rawnsley) \$160 3 day - Sa. Oct 04/25, Nov 01, 09:00-16:00 - CC

Principles of Fundraising (101961)

This course is designed for students in the non-profit and fundraising management specialty streams. In addition, this course stands alone and interested individuals working/volunteering in the not-for-profit sector are encouraged to register. This course offers a basic overview of the principles and concepts of fundraising. Participants will learn about the current fundraising climate - patterns of giving and fundraising approaches, the essential steps for developing and effective fundraising program, and how to build and sustain donor relations. The final day will be devoted to hands-on fundraising exercise with a non-profit organization selected by program registrants. (Watson) \$160 3 day - Sa. Oct 04/18, Nov 01, 09:00-16:00 - CC

Strategic Management of Fundraising Campaigns and Major Gifts (101963)

This course is designed for students in the fundraising stream. In addition, interested individuals working or volunteering in fundraising are encouraged to register. Effective fundraising campaigns do more than raise money for your organization. They enhance your stature in the community, create pride among staff and volunteers, as well as build team spirit within the organization. This course will examine a variety of fundraising campaigns, and identify/evaluate major gifts and planned giving strategies. It combines the theoretical "whys" with the practical "how tos." (Hamilton) \$160 3 day - Sa. Nov 08/22, Dec 06, 09:00-16:00 - CC

Workshops

Irresistible Messages: Practical Publication Ideas for Non-profits (101991)

Producing information that motivates your readers and encourages their support takes planning and creativity. Like most groups, you're trying to work within a limited budget but in this course you'll learn inexpensive, fun and effective ways (applicable to any computer system and software) to make your writing powerful and your design dazzling. This is a design and writing course rather than a computer class. We'll talk about the special qualities of a variety of publications, including annual reports, brochures, newsletters, news releases, and web sites. You'll receive a package of resource materials and leave with ideas you'll be able to put to work immediately. (Dyson) \$85 2 mng - Sa. Nov 08/15, 09:00-13:00 - CC

Introduction to Coordination of Volunteer Programs (101601)

Volunteer Vancouver, in cooperation with VCC, Continuing Education is offering this introductory course designed for inexperienced paid and unpaid coordinators of volunteers. You will learn the basic skills to enable you to examine and practise the organizational and human relations skills necessary to develop and operate a successful volunteer program. Facilitators for the sessions are experienced managers and/or trainers in volunteerism. Limited to 18 participants. \$180 8 eve - We. Oct 08, 18:00-20:30 - VV

Facilitating Community Development (101982)

This forum, co-sponsored with Volunteer Vancouver, will start on January 19, 1998. The forum format is intended to maximize interaction between participants who may be:

- experienced community workers wanting to refresh their ideas and skills
- people working in non-profit organizations whose role is community outreach
- students enrolled in the VCC Non-Profit Management Certificate Program specializing in community development
- people new to the field that want a deeper understanding of the community-building process
- people from a spectrum of diverse communities interested in supporting their groups
- people active in their community as citizens (volunteers, board members, advocates, etc.) who want to learn with others and to build a network.

For registration information please call 875-9144. Limited to 30 participants. To register call 871-7070. Information meeting Tu. Nov 18, 17:00 - VV

Instructors

Leslie Dyson, president of Fact to Face Communication Consultants, has over 15 years' experience working with publicly funded and volunteer-based organizations and specializes in communication planning, publication writing and design, crisis communications and media awareness.

Janis Hamilton, manager of special projects for External Affairs at UBC. Previously Janis was manager of faculty fundraising and a campaign coordinator for United Way.

Rosemary Rawnsley is director of Resource Development at the Heart and Stroke Foundation of BC and the Yukon.

Elaine Stoll is in private practice, Westside Counselling and Consulting Services and provides training to a number of non-profit organizations. She is an instructor at other colleges and at the Justice Institute.

Maire Watson, consultant, was previously the provincial director of BC Healthy Communities Network. Experienced fundraiser and marketer for non-profit organizations.

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, and 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 elective courses to fulfill program requirements. You may select course options best suited to meet your needs.

Students complete a minimum of 200 classroom hours and a four-month (500-hour) 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 - Tu. Sep 09, 17:45-19:00, City Centre Campus, Room 237

Legal Assistant Certificate Requirements

Level I - Core Courses

Canadian Legal Process - 12 hours
Legal Research - 18 hours
Legal Communications - 12 hours
Torts - 18 hours
Contracts - 18 hours
Agency, Partnership and Incorporation - 18 hours
Level I - Total minimum hours - 96 hours

Level II - Practice Area Courses (Complete one area only)

Litigation
Personal Injury Practice - 24 hours
Commercial Litigation - 24 hours
Creditors Remedies - 12 hours
Chambers Practice - 12 hours
Total hours - 72 hours

Conveyancing
Property Law - 24 hours
Personal Property Security - 12 hours
Mortgages - 12 hours
Commercial Conveyances - 24 hours
Total hours - 72 hours

Corporate and Commercial

Company Law - 24 hours
Advanced Corporate Administration - 24 hours
Personal Property Security - 12 hours
Commercial Transactions - 12 hours
Total hours - 72 hours

Level III - Elective Courses

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. Students may also take practice area courses as electives in a different practice area.

Total Certificate Requirements
Classroom Courses - 200 hours
Practicum - 500 hours (four months)

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 to: Legal Assistant Certificate Program Continuing Education Vancouver Community College City Centre Campus 250 West Pender Street Vancouver, BC V6B 1S9

Fall Courses

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

Core Courses

Canadian Legal Process 1000 (104816)

An introduction to Canada's legal system, legal institutions, and basic legal principles. Examine the sources of law and the structure of the court system. (Wellman) \$110 4 eve - We. Sep 17, 18:00-21:00 - CC

Legal Research 1015 (104817)

An introduction to legal research techniques. Students can do hands-on research. (Soroka) \$170 6 eve - Tu. Oct 07, 18:00-21:00 - CC

Legal Communications 1030 (104818)

Useful to legal assistants of all levels of experience. Topics covered include: listening skills and legal writing for correspondence, opinion letters and memorandums. (Stephens) \$130 4 eve - Mo. Oct 06, 18:00-21:00 - CC

Torts 1050 (104819)

Available Winter 1998

Contracts 1060 (104820)

An introduction to contract law, including formation, capacity, breach and remedies. (Wellman) \$170 6 eve - Mo. Sep 29, 18:00-21:00 - CC

Agency, Partnership and Incorporation 1075 (104821)

Available Winter 1998

Personal Injury Practice 2010 (104815)

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

Commercial Litigation 2020 (104814)

Available Spring 1998

Creditors Remedies 2030 (104813)

Available Spring 1998

Chambers Practice 2040 (104812)

Available Winter 1998

Property Law 3010 (104811)

Covers nature and scope of interests in land, retainer in conveyancing, undertakings, conflict of interest, contract of purchase and sale, land title system and tax issues. Condominium laws and issues. (Barbour) \$240 8 eve - Tu. Sep 16, 18:00-21:00 - CC

Personal Property Security 3040 (104810)

Available Winter 1998

Mortgages 3020 (104809)

Available Winter 1998

Commercial Conveyances 3050 (104808)

Available Spring 1998

Company Law 4010 (104807)

Legal principles and statutory regime under BC Company Act, choice of business organization and jurisdiction, shareholders' agreements, trust agreements, corporate governance and alterations. (Edora) \$240 6 day - Sa. Sep 20, 10:00-14:30 - CC

Advanced Corporate Administration 4020 (104822)

Available Spring 1998

Commercial Transactions 4040 (104806)

Available Winter 1998

Elective Courses

Wills and Estates 6025 (104877)

Available Winter 1998

Estate Administration 6030 (104881)

Available Spring 1998

Small Claims Court Practice 2050 (104865)

Available Winter 1998

Criminal Law and Procedure 2070 (104866)

Available Fall 1998

Legal Drafting 1032 (104864)

Available Winter 1998

Labour Law for Legal Assistants 2080 (104868)

Available Fall 1998

Interviewing for Legal Assistants 6000 (104870)

Learn skills and techniques for client and witness interviews, class discussion and role playing interviews. (Lazar) \$240 4 eve - Th. Nov 13, 18:00-21:00 - CC

Buying and Selling a Business 4050 (104871)

Covers legal and procedural issues in buying assets or shares including: due diligence searches and drafting necessary documentation. (Barbour) \$180 4 eve - Tu. Nov 18, 18:00-21:00 - CC

Persuasive Legal Writing for Litigation 1035 (104872)

Available Winter 1998

Criminal Appeals Process 2080 (104873)

Available Winter 1998

Securities 4075 (104874)

Available Spring 1998

Administrative Law and Procedures 2095 (104876)

Available Fall 1998

Litigating Equality 2090 (104878)

Available Winter 1998

Environmental Law 3080 (104875)

Available Spring 1998

Family Practice Essentials 2095 (104882)

Available Spring 1998

Foreign Lawyer Portfolio Development 1090 (104884)

Students with non-Canadian legal training or practical experience will explore ways to document and present their expertise in foreign legal systems. Students will use self-assessment techniques to develop a portfolio exhibiting previously acquired skills and abilities. Students are encouraged to bring a resume to the first class. (Dean) \$110 3 eve - We. Oct 22, 18:00-21:00 - CC

Advanced Issues in Family Practice 2097 (104883)

Available Fall 1998

Rule 65 Chambers Practice 6031 (104885)

This course covers the rule, and changes in practice and procedures for chambers applications. (Case) \$60 1 mng - Sa. Sep 13, 09:30-12:30 - CC

Independent Study (10

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 Leadership and (4) Building Cleaning (formerly Building Service Worker). These courses may be completed in any order. Program students must achieve a minimum grade of 60 percent in each course in order to qualify for the certificate. Upon successful completion of all required courses, the student may apply for a College certificate.

Evaluation

Program students shall be evaluated on the basis of assignments, tests and a final exam.

Advisory Committee

The program is subject to ongoing review through the counsel of a select committee of property management professionals, building owners and those in related fields.

Law and Tenant Relations (109001)

Learn to manage residential tenancies through a study of landlord-tenant law, proper record keeping and practical guidelines for dealing with tenants. The course will examine screening steps, tenancy applications, tenancy contracts, handling evictions, dispute resolution, landlord/tenant rights, the Residential Tenancy Act, and arbitration hearings at the Residential Tenancy Branch. Condominium law is also covered. \$180
8 eve - Tu. Sep 30, 19:00-21:30 - CC

Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family properties. The course will review the primary maintenance responsibilities of the residential building manager. Topics include: maintenance planning and cost control, preventative maintenance, building inspections, supervising on-site trades work, basic appliance repair, fire safety, security, and an introduction to heating and plumbing systems. Classes include field trips and hands-on demonstrations using a variety of appliances and other equipment. \$195
10 eve - We. Oct 01, 19:00-22:00 - CC

Building Service Management/Leadership 1000 (109036)

Intended for building supervisors, building service staff and others who wish to advance in the building management field. This course will explore basic supervisory and management skills with a focus on practical solutions to everyday problems. Specific topics include: budget preparation and controls, estimating and costing of building service work, purchasing of equipment and chemicals, inventory control, scheduling and motivation of staff. Special emphasis is given to teamwork and leadership skills and supervising a multi-cultural staff. The selection and care of powered equipment is also covered. This course is recognized by the Canadian Building Services Association (CBSA) for credit within the CBSA Professional Certification Program. \$295
8 day - Sa. Sep 27, 09:00-13:00 - CC

Building Cleaning - Methods, Equipment, Supplies and Safety (109008)

Designed for building supervisors, staff, contract cleaners and others who are responsible for general cleaning and floor maintenance. This introductory course will examine 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 and liability issues will also be covered, including an overview of WHMIS regulations. Course content applies to residential, commercial and institutional buildings. \$200
5 day - Sa. Sep 27, 09:00-16:00 - CC

Note

This course does not include hands-on training with powered equipment. Persons who want hands-on training should consider the full-time, three month Building Service Worker Program. For details contact program information at 443-8443.

course listing

Access, Introduction to, Advanced	15
Accounting for the Non-Accountant	10
Accounting with ACCPAC Plus - G/L	14
Administrative Law and Procedures	27
Administrative Skills - Part III	12
Adobe Illustrator - Introductory Workshop (Computer - Mac)	5
Advertising Design Using QuarkXPress	5
Advertising Design	5
Agency, Partnership and Incorporation	27
Alcohol Use by Seniors in Care Settings	21
Anger Management Conflict Resolution - Level II	21
Art Therapy, Introduction to	20
Assertiveness Skills	21
Assessment and Referral for Substance Abuse	24
Assessment, Referral and Community Resources	24
Assisting the Mobility Dependent Client	21

Basic Cardiac Monitoring	20
Basic Counselling Skills - Level I, II	23
Basic Drafting Concepts	8
Behind the Glitter	8
Bidding and Estimating for Cleaning Contractors	9
Bilingual Interpretation	25
Bodydynamics and Health Boundaries in the Dental Office	22
Bookkeeping from Start to Finish	12
Bookkeeping, Introduction to, Part II	10
Breathing Techniques for Relaxation and Stress Reduction	20
Brush Up on Your Grammar and How to Teach It!	18
Building a Powerful Vocabulary	9
Building a Productive Team	11
Building Cleaning - Methods, Equipment, Supplies and Safety	9, 28
Building Maintenance and Cost Control	9, 28
Building Service Management/Leadership	9, 28
Business English Skills: You Asked for More!	9
Business of Fashion	6
Business Plan	9
Business Survival Training	9
Buying and Selling a Business	27

Canadian Legal Process	27
Cardiac Monitoring and Nursing Interventions	20
Cardiac Pacing Update	20
Cardiovascular Assessment	20
Career Exploration and Planning	9
Case Method Teaching in the Health Professions	20
Challenge Examination - Data Communications	16
Challenge Examination - Telecommunications Management I	16
Challenge Examination - Understanding Telecommunications	16
Chambers Practice	27
Children's Mandarin Education	25
Childsafe	21
Civil Litigation	11
Clinical Applications of Twelve Lead ECG	20
Clinical Decision-Making in Gerontological Nursing	21, 22
Colour Theory and Application	4, 8
Coming in From the Edge - Living from Centre	20
Commercial Conveyances	27
Commercial Litigation	27
Commercial Transactions	27
Common Medical Emergencies	20
Communications - Level I, II	22
Company Law	27
Computer Aided Design I	6
Computer Foundations - Basic	5, 10
Computer Foundations - Basic, Technical	15
Computer Lab for ESL Instructors, Introduction to the Computers, Introduction to	18
Computers - Macintosh, Introduction to	5
Conflict Resolution Level II/Anger Management	23
Conflict Resolution - Level I	21
Continuing Studies in Early Childhood Education	25
Contracts	27
Conveyancing	11
Coordination of Volunteer Programs, Introduction to	26
Corel Photo-Paint and Trace	15
CorelDRAW!, Introduction to, Advanced	15
Corporate	11
Corporate Administration, Advanced	27
Counselling as a Creative Process	23
Counselling Skills	24

Counselling Theories	24
CPR Basic Rescuer (CPR C)	21
CPR Basic Rescuer-Recert	21
CPR Heartsaver	21
Creative Illustration	5
Creative Thinking at Work	11
Creativity and the Process of Designing	20
Creditors Remedies	27
Criminal Appeals Process	27
Criminal Law and Procedure	27
Cross-Cultural Counselling	23

Data Communications	16
Dental Implants and the Hygienist/CDA	22
Dental Phobias: The Touch that Makes the Difference	22
Design Fundamentals, II	4, 8
Design Your Own Advertising	5
Developing Learner Independence Through Effective Learner Training	18, 19
DOS, Introduction to, Intermediate, Advanced	13
Drawing for Design Applications	4, 8
Drawing for Design Applications II (Perspective Sketching)	4, 8
Drugs and Human Behaviour	24

Earlier Trauma and the Process of Aging	21
Early Childhood Education Level I	25
Effective Memo and Report Writing	9
Effective Oral Communication	10
Electronic Office	10
Electronic Office Challenge Exam	10
Electronic Publishing	6
Emergency First Aid	21
Entrepreneurial Skills - Course 2	9
Entrepreneurship, Introduction to	9
Environmental Law	27
Ergonomics in the Workplace	22
ESL Instruction as Adult Education	18
ESL Instruction, Foundations for	18
ESL Tutoring	17, 18, 19
Establishing IV Therapy (Theory, Lab, Clinical)	20
Establishing IV Therapy (Theory, Lab)	20
Estate Administration	27
Excel, Introduction to	14
Excel - Worksheets and Charts, Intermediate	14

Facilitating Community Development	26
Facilitation Skills for Team Leaders	11
Family Counselling for Substance Abuse	24
Family Counselling Skills	24
Family Day Care: Good Beginnings, Introduction to	25
Family Practice Essentials	7
Fashion Design, Introduction to	6
Fashion Illustration	6
Fast Track Word for Windows	14
Felt Pen Rendering	4
Festive Arrangements	7
Financial Management	22
Financial Planning and the Dental Professional	22
Financial Statements - Forecasting and a Cash Budget	12
Financing and Business Strategy	12
Finding solutions to Musculoskeletal and Repetitive Strain Injury	12
Floral Design Course Challenge	6
Floral Design II	7
Floristry, Introduction to	7
Foodsafe - Level I - In Cantonese	23
Foodsafe - Level I - For ESL Students	23
Foodsafe - Level I, II	23
Foot Care for the Elderly	20
Foreign Lawyer Portfolio Development 1090	27
Four Rs of Assertiveness, Advanced	22
From Conflict to Collaboration	11
From Earth to Table	22
Fundamentals and Ethics of Non-Profit Management	26
Fundamentals of Project Management	12
Furniture Design and Style I	8

Gerontological Nursing II	22
Gestalt Approach to Counselling	23
Getting Started as a Freelancer	5
Grammar Review for Productive Business Writing	9
Graphic Arts Trade, Introduction to the	4
Graphic Design, Introduction to	5
Group Counselling Skills	24

Group Facilitation	21
Group Skills - Part II	12
Groupware - Level I, II, III	16
Guitar: Beginners, Intermediate	26

Hazard Recognition and Control	12
Head to Toe Assessment	20
Healthy Aging in Healthy Communities	22
Hiring the Right Person	11
History of Western Art/Design I	4, 8
HIV/AIDS: Beyond the Basics	20, 23
Home Care Nursing Program	21
How to Assess and Support Functional Abilities in Older Persons	21
How to Start a Business	12

Identifying and Marketing Business Opportunities	12
Image Make-over Workshop	6
Independent Study	27
Indian & Metis Students	19
Individual Counselling Skills	24
Individual Counselling Skills for Substance Abuse	24
Infant Massage	20
Infant-Toddler Educator Training	25
Interior Design Explorations Program	8
Internet, Introduction to, Intermediate	14
Interpersonal Communication	26
Interpersonal Skills - Part I	12
Interviewing for Legal Assistants	27
Irresistible Messages: Practical Publication Ideas for Non-profits	26
Issues in Family Practice, Advanced	27

Jazz Piano: Beginners, Intermediate	25
Joan's Jam: Music for the ESL Classroom	17

Keyboarding for Beginners	10
Keyboarding - Speed Building	10

Labour Law for Legal Assistants	27
Language Education Through Drama	17
Law and Tenant Relations	28
Law for Court Interpreters	25
Learning to Teach	20
Learning to Teach: A Practical Course for Health Professionals	22
Legal Communications	27
Legal Drafting	27
Legal Ethics and Confidentiality	11
Legal Office Program, Introduction to the	11
Legal Research	27
Legal Terminology	11
Litigating Equality	27
Litigation II	11
Live Sound Engineering	25
Local Area Networks, Introduction to	13
Logo Design and Stationery Layout	4
Lotus 1-2-3 for Windows, Introduction to	14
Lotus for Windows - Worksheets/Charts, Intermediate	14
LPN Upgrading	21

Mac Lab	5
Macintosh Computer Refresher	4
Making and Creating Language Games for Teaching English	17, 19
Managing the Integrated Office	16
Mandarin - Adult Elementary, Intermediate, Advanced	25
Marketing for Job Placement Workers	23
Massage Therapy - Level I and Level II	23
Massage Therapy - Level I, Introduction to, Level II	20
Matrimonial	11
Medical Office Billing I - Non Computerized	11
Medical Office Billing II	10
Medical Office Billing II - Computerized	11
Medical Office Procedures/Administrative Assistant	10, 11
Medical Terminology I, II	10, 11
Medications for Psychological and Neurological Disorders	21, 22
Medications for Treatment of Chronic Pain	21, 22
Merchandising Strategies for Fashion	6
Metal Techniques I, II	8
Microcomputers, Introduction to	13
Microsoft Office, Intermediate	13
Microsoft Outlook, Introduction to	15
Microsoft Project Software	12

MIDI Music I	25
Mortgages	27
Music Theory	26

Newsletter Production	5
Novell NetWare 4.x, Introduction to, Intermediate, Advanced	14
Novell NetWare 4.x Server Management	14

Occupational Safety and Health Committee Training	12
Occupational Safety and Health in Small Business	12
On the Spot Teaching: Maximizing the Teachable Moment	20, 22
Operating a Contract Cleaning Business	9
Oral Pathology Update	22
Organizational Development and Evaluation	22
Orientation to the Non-Profit Management Certificate Program	26
Osteoporosis Prevention	20
Overview of Teaching ESL	17, 18, 19

PageMaker Desktop Publishing, Introduction to, Intermediate	15
PageMaker - IBM	5
Palliative Care Concepts for Professionals in Care Facilities	21
Palliative Care Concepts for Health Professionals in Care Facilities	22
Payroll (Manual and Computerized), Introduction to	10
Peri and Post Menopausal Health	20
Personal Financial Planning for Health Care Personnel	20
Personal Injury Practice	27
Personal Pattern Making	6
Personal Property Security	27
Persuasive Legal Writing for Litigation	27
Photoshop - Level I	5
Physical and Functional Assessment of Older Adults	20
Piano: Beginners, Intermediate	25
Planning and Evaluation	26
Post Anaesthesia Nursing	20
Power of Poetry in Language Education	17
Power Talking	10
PowerPoint, Introduction to	15
Practicum for Childbirth Educators	21
Preventing Workplace Violence	12
Pricing for Profit	7
Principles of Fundraising	26
Principles of Medication Use with Older Adults	21, 22
Print Buying, Introduction to	5
Problem Solving and Action Planning	11
Professional Orientation to Interpreting Skills	25
Promoting Positive Body-Image and Self-Esteem in Adolescents	20
Property Law	27
Publishing Web Pages, Introduction to	14

QuarkXPress - Mac	5
Rapid Interpretation of Twelve Lead ECG	20
Records Management I, Advanced Topics	10
Records Management - Specialized Functions	10
Recruiting, Interviewing, Motivating and Recognizing Volunteers	26
Respiratory Assessment	20
Rewriting Course Materials Into Accessible English for ESL Learners	18, 19
Rule 65 Chambers Practice	27

School Age Child Care, Introduction to	25
School Age Child Care	25
Securities	27
Simply Accounting for Windows, Introduction to	14
Simply Accounting for Windows, Advanced	15
Singing - Level I	26
Small Claims Court Practice	27
Social Issues and the ESL Class	18
Standard First Aid	21
Starting a Private Health Care Practice in Nursing	20
Strategic Management of Fundraising Campaigns and Major Gifts	26
Substance Abuse, Introduction to, Introduction to	24
Substance Abuse Practicum	24
Supervisor Safety Management	12

Taking Charge: Clinical Leadership for Nurses	20
Tapping Into the Hidden ESL Job Market: Creating Your Dream ESL Job!	18
Teach Adults	4
Teaching EFL	18, 19
Teaching English for Academic Purposes	17
Teaching Grammar	18
Teaching Grammar One, Two: Theory and Practice	17
Teaching Listening and Speaking	17, 18
Teaching Pronunciation	17, 18
Teaching Reading	17
Teaching Reading and Writing	18
Teaching Skills for Childbirth Educators	21
Teaching Strategies for Cross-Cultural Learning and Communication	17
Teaching TOEFL Using an Interactive Approach	18, 19
Teaching Writing	17
Telecommunications Management II	16
Telecommunications Technology	16
TESL 21 Overview of Teaching English as a Second Language	19
TESL 31 Teaching English as a Second Language: Theory and Skill Development	19
TESL 32 Teaching English as a Second Language: Materials Selection and Development	19
TESL 33 Applied English Grammar and Phonetics	19
TESL 34 Teaching English as a Second Language/Teaching English as a Second Dialect for TESL 35	19
TESL Methods	19
TESL 42 Supervised Practicum	19
TESL 43 Professional Project	19
TESL Inservice Qualification Program	18
TESL Internship	17
Testing in English as a Second Language	17, 19
Torts	27
Transportation, Introduction to	9
Tutoring ESL for Business People	17, 19
Tutoring ESL Practicum	18
Tutoring ESL Students for the BC Provincial Examinations	18, 19
Tutoring for the LPI (Language Proficiency Index)	18, 19
Tutoring for the TOEFL (Test of English as a Foreign Language)	17, 19
Tutoring Grammar	18
Tutoring Pronunciation	18
Twelve Lead ECG in Acute MI	20
Typography on QuarkXPress	5

Understanding Telecommunications	16
Update on Central Lines	20
Using Language Learning Cubes in the ESL Classroom	18
Using Leadership Language	11
Using the Westcoast Reader in an ESL Classroom	17
Vicarious Traumatization and Compassion Fatigue	20
Visual Basic, Introduction to	15
Vocational Counselling	23

satisfaction guarantee

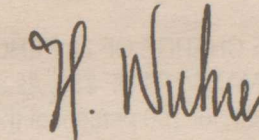
— My Personal Guarantee

Dear Prospective Students:

As the Acting 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,



H. Fred Wuhner, Acting Director, Continuing Education, Vancouver Community College, 1155 East Broadway, Box 24785, Station "F" Vancouver, BC 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.

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. **Fee deferred credits are valid for up to one year only.** 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.

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

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, 871-7092. Services include interpreting, note taking and braille.

City Centre and King Edward Campuses and many other CE locations are wheelchair accessible and provide parking for the disabled. For further information, please call Sheila Stickney at 871-7092.

Citizenship Requirements for Admission

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

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

- A foreign domestic worker with valid employment authorization permit.
- An individual who is in Canada to carry out official duties as a diplomatic or consular officer, or as a representative or official of a country other than Canada, or of the United Nations or any of its agencies, or of any intergovernmental organizations in which Canada participates; or as a dependent or a member of the staff of any such diplomat, consular officer, representative or official and is able to substantiate with an identity card issued by External Affairs which gives his/her position, date of issuance and date of validity.
- An individual who is in Canada, who has applied for Permanent Resident/Landed Immigrant status and who can provide evidence of the "letter of approval in principle" to the institution for admissions purposes.
- A 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.
- 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.
- 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.
- 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.

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.

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.

Please see 4 Ways to Register, page 31.

Dates Closed

Continuing Education will be closed on:
August 30 – September 1 inclusive
October 11–13 inclusive
November 11
December 24 – January 1, 1998 inclusive

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

3. In Person

Register at either of our two 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 Campus
Monday – Thursday, 10:00-19:30; Friday, 09:00-17:00 and Saturday, 09:00-14:00

King Edward Campus
Monday – Thursday, 10:00-19:30; Friday, 09:00-15:00

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

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 (6 DIGITS)	COURSE NAME	LOCATION	START DATE TIME
1				
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 Acting Director of Continuing Education, telephone 871-7492, e-mail fwuhrer@vcc.bc.ca

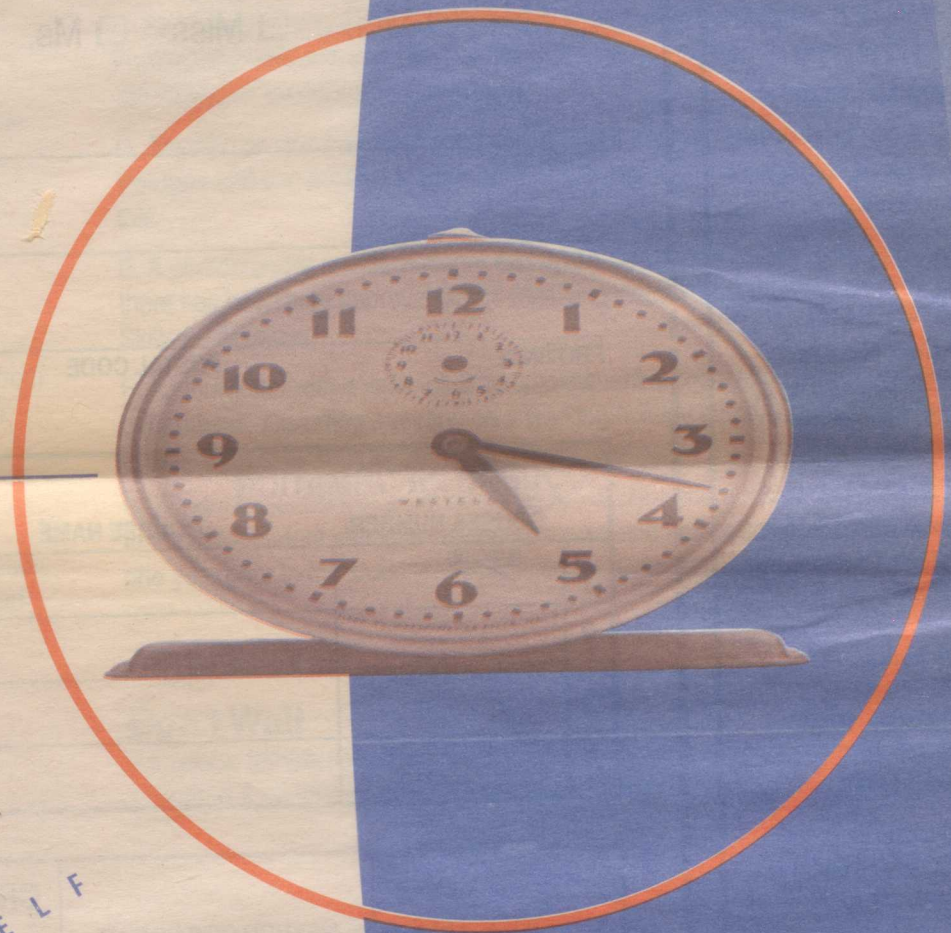
vancouver community college

Fall term begins
september 8

city centre
250 west pender street
443-8380

king edward
1155 east broadway
871-7070

Fall 1997



EDUCATE YOURSELF

