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1998

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

PART-TIME STUDIES

TRAINING

PROFESSIONAL
DEVELOPMENT

winter 1998

unlock
your
future
learn today

See centrefold for more part-time courses

continuing education locations

CC

City Centre Campus
250 West Pender Street
Vancouver BC

FMS

Fashion Mark Solutions, Inc.
301 - 343 Railway Street
Vancouver, BC

GPC

George Pearson Centre
700 West 57th Avenue
Vancouver BC

KEC

King Edward Campus
1155 East Broadway
Vancouver BC

LGH

Lions Gate Hospital
231 East 15th Avenue
North Vancouver BC

OAK

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

ODH

O'Doul's Hotel
1300 Robson Street
Vancouver BC

ROB

Robson Square Conference Centre
800 Robson Street
Vancouver BC

UFG

United Flower Growers
4085 Marine Way
Burnaby, BC

VV

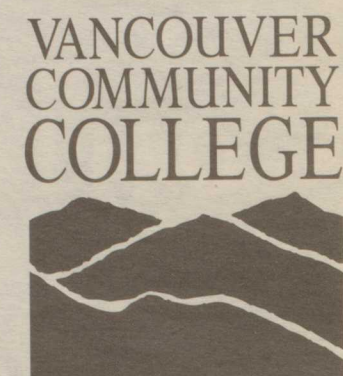
Volunteer Vancouver
301 - 3102 Main Street
Vancouver BC

continuing education
phone numbers

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

We are also at ...

www.vcc.bc.ca



flyer production

Coordination:

Judith O'Keeffe

Cover Design:

Ron Kliever's Design Factory

Word Processing and Layout:

Iola Pagnossin

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.

Stone Setting - Bezel and Tube (051142), page 8

Suicide Risk: Assessment and Response (200710), page 21

Talking About Suicide (201089), page 21

Transformative Learning (202305), page 21

Visualization/Presentation (051619), page 7

Weddings, Weddings, Weddings (250122), page 6

Wreaths Are Not Always Round (250120), page 6

4 ways to register

1. By Mail

Fill in the registration form on page 31 and mail it with your cheque or credit 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 cash, cheque or credit card.

4. By Fax

Use the registration form on page 31 and FAX to 871-7300. Payment is by credit 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

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Colour Trends to the Year 2003 (250123), page 6

Community CPR (202025), page 22

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Introduction to Fashion Marketing (050961), page 6

Introduction to the Internet and Web Page Design for Artists/Designers (0111), page 4

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dates closed

Continuing Education will be closed on:
December 24, 1997 - January 1, 1998
April 10 - 13, 1998
May 16 - 18, 1998

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
Fashion Arts	Evelyn May	443-8387
Floral Design	Joyce Jackson	871-7462
Gemmology	Judith O'Keeffe	443-8386
Interior Design Explorations	Stephanie Hawkins	443-8390
Jewellery	Maciek Walentowicz	443-8571

building management & services

Building Manager (Residential), Building Services	Brian Pink	443-8388
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business, career & law

Business English, Leadership Skills, Legal Assistant, Management Skills, Office Administration	Anne Tollstam	871-7021
Cargo Transportation, 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
International TESL		
Teaching English as a Second Language		
Teaching English Internationally		
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
Nursing Management	Sheila Stickney	871-7092
Professional, Allied & Holistic Health Care	Mary Crooks	871-7078
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
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non-profit, voluntary & fundraising sector

Non-Profit Management	Bonnie Denford-Nelson	871-7061
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Please join us for the following FREE program information sessions.

Building Manager (Residential), Th. Jan 15, 18:00-19:00, Continuing Education office, City Centre Campus, 250 West Pender

Counselling Skills Certificate Program, Tu. Jan 13, 18:00-19:00, Continuing Education office, City Centre Campus, 250 West Pender

Court Interpreting Certificate Program, Tu. Apr 24, 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. Jan 14, 17:00-19:00, City Centre Campus, 250 West Pender

Gerontology Nursing Certificate Program, Tu. Feb 17, 19:00-20:30, King Edward Campus, call Mary Crooks, 871-7078

Groupware Certificate Program, Tu. Jan 13, 19:00-20:00, Continuing Education office, City Centre Campus, 250 West Pender

Legal Assistant Certificate Program, Tu. Jan 13, 17:45-19:00, Room 237, City Centre Campus, 250 West Pender

Non-Profit Sector Management Certificate Program, We. Jan 07, 18:00-19:00, City Centre Campus, 250 West Pender

Office Administration Certificate Program, Th. Jan 08, 17:45-18:30, Room 237, City Centre Campus, 250 West Pender

Substance Abuse Certificate Program, Tu. Jan 13, 18:00-19:00, Continuing Education office, City Centre Campus, 250 West Pender

Telecommunications Management Certificate Program, We. Jan 07, 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. Feb 28

09:00-14:00

CC

Course name

Course number

Course description

Instructor

Total due

Start date

Time

Location

24-hour clock

This brochure uses the 24-hour clock system to avoid confusion between a.m. and p.m. Please refer to the following conversion chart.

1 a.m. = 01:00	9 a.m. = 09:00	5 p.m. = 17:00
2 a.m. = 02:00	10 a.m. = 10:00	6 p.m. = 18:00
3 a.m. = 03:00	11 a.m. = 11:00	7 p.m. = 19:00
4 a.m. = 04:00	12 noon = 12:00	8 p.m. = 20:00
5 a.m. = 05:00	1 p.m. = 13:00	9 p.m. = 21:00
6 a.m. = 06:00	2 p.m. = 14:00	10 p.m. = 22:00
7 a.m. = 07:00	3 p.m. = 15:00	11 p.m. = 23:00
8 a.m. = 08:00	4 p.m. = 16:00	12 p.m. = 24:00

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. Jan 14, 17:00-19:00 - CC

Design Studies

Everything is designed by someone and everything is not well designed! This 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 II (051616)

As a continuation of Western Art/Design I (051614) this course emphasises the periods that follow from the end of the 18th Century onwards to the present. Prerequisite: History of Art/Design I (051614) or equivalent. (Wnorowska/Campbell/Wojtowicz) \$310

10 eve - Mo. Jan 19, 19:00-21:00 - 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. (Saatkamp) \$310

10 eve - Tu. Jan 20, 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. Prerequisite: Design Fundamentals (051601). (Saatkamp) \$310

10 eve - We. Jan 21, 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. (Bell) \$310

10 eve - Th. Jan 22, 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. (Phillips) \$210

8 eve - Th. Jan 29, 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. (Hughes) \$195

5 day - Sa. Feb 28, 09:00-13:00 - CC

Instructors

Instructor profiles are listed on page 7 - 8.

Electronic Publishing, Graphic Design & Print Production

Any of the electronic publishing, graphic design and print production courses identified as 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.

Information Session

Individuals interested in any of the Electronic Publishing, Graphic Design or Print Production courses, or prospective applicants to the Electronic Publishing and Design Certificate Program are welcome to attend an information session on Wednesday, January 14, 17:00-19:00 - CC

Small Offset Press (8118)

This hands-on course is designed for a small number of students who have an interest in the offset printing process. You will learn basic offset press theory while learning how to operate a small offset press, using the Hamada 500 and 600 single colour presses. Paper, ink, chemical technology, maintenance and safety issues are also covered. Please note: To register for this course call 443-8400. (Hamilton) \$500

5 day - Sa. Jan 17, 09:00-15:00 - CC

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. Jan 19, 18:30-21:30 - CC

Logo Design and Stationery Layout (Non-Computer) (050465)

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

Design Your Own Advertising (Non-Computer) (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. Jan 20, 18:30-21:30 - CC

Getting Started as a Freelancer (050458)

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. Space is limited to 15 participants, so register early. (Johnston) \$95

1 day - Sa. Jan 24, 09:00-16:00 - CC

Introduction to the Internet and Web Page Design for Artists/Designers (0111)

You will learn how to format text and images for Web pages, how to upload Web pages onto the Internet, use Internet browser and how to create well-designed, content-rich Web sites. Topics include: Website design theory, Internet/Web terminology, HTML basics, the similarities and differences between on-line and print design, importing text and images from other programs such as Photoshop, text and image editing and estimating downloading time. Macintosh experience is essential! Elective - Certificate Program. Please note: To register for this course, call 443-8400. (Hamel) \$395

8 day - Sa. Jan 24, 09:00-14:00 - CC

Design Using QuarkXPress (Computer - Mac) (050463)

Learn how to amplify your designing capabilities by converting your renderings to the Macintosh. You will learn how to enhance your designs with typography and photo manipulation by working on three projects - redesigning an existing flyer, a newspaper ad and a four-colour layout. You will be expected to bring your renderings to class in order to maximize computer time. Prepress topics including file preparation and font management will also be covered. QuarkXPress experience is required. (Morse) \$155

5 eve - Tu. Feb 03, 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. Feb 04, 18:30-21:30 - CC

Marketing Workshop for Freelancers (050467)

This information-packed session is for individuals working on a freelance basis who need to know the basics of marketing for success. This workshop includes an overview of marketing plans and techniques, considerations when designing individual marketing strategies, how to track marketing efforts, copyright issues and much more. (Johnston) \$95

1 day - Sa. Jan 31, 09:00-16:00 - CC

Electronic PrePress (0110)

This course is ideal for those individuals who are comfortable with Photoshop, QuarkXPress and Illustrator and are, or would like to be responsible for supplying final film to clients, or for clients to printers. Freelance designers will find this course an invaluable tool to create good, printable design. Industry design professionals who are paying service bureaus to prepare their final film will benefit tremendously. Individuals seeking work in the prepress industry will gain a better understanding of the preparation of files in the final stages. Prerequisites: Adobe Illustrator (050440), Photoshop I (050443), QuarkXPress (050447). Please note: To register for this course, call 443-8400. (Thiessen) \$350

6 day - Sa. Feb 21, 09:00-15:00 - 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. Jan 15, 18:30-21:30 - 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. Jan 15, 18:30-21:30 - 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 mng - Sa. Jan 17, 10:00-13:00 - CC

Courses

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. Jan 19, 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. (Daem) \$350

10 eve - Mo. Jan 19, 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. Jan 19, 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. Jan 19, 18:30-21:30 - CC

10 eve - We. Jan 21, 18:30-21:30 - CC

QuarkXPress II (Computer - Mac) (050466)

This course builds on the basics learned in QuarkXPress (050447). Content (version 3.3) includes style sheets, master pages, advanced colour usage, how to access and create your personal library of images and text and how to spell check in record time. You will examine techniques to making type flow, automatic page numbering and how to create sections within large documents. You will also learn the vast potential of Quark's Find/Change and how to set up defaults to suit your unique style. Prerequisite: QuarkXPress (050447). Elective - Electronic Publishing and Design Certificate (Thiessen) \$410

10 eve - Tu. Jan 20, 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. Jan 20, 18:30-21:30 - CC

Adobe Illustrator II (Computer - Mac) (050446)

This course builds on the basics learned in Adobe Illustrator (050440). Content (version 7), includes experimenting with scaling, rotating, reflecting, shearing and blending, how to create patterns, how to average and join points and the advantages of locking and hiding items. Advanced techniques of layering, filters and how to create complicated-appearing masks and compounds are covered along with correct file formats for importing and exporting images between programs. Prerequisite: Adobe Illustrator (050440). Elective - Electronic Publishing and Design Certificate. (Thiessen) \$410

10 eve - We. Jan 21, 18:30-21:30 - CC

Photoshop II (Computer - Mac) (050444)

Building on the basics of Photoshop I (050443), this course (version 4) covers choosing and changing colours, masks, six ways to create a layer, modifying layers, lights and darks, filters, paths, indexed colour and printing black/white and colour. Prerequisite: Photoshop I (050443). Elective - Electronic Publishing and Design Certificate (Thiessen) \$365

10 eve - Th. Jan 22, 18:30-21:30 - CC

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. (Lyn) \$210

10 eve - Th. Jan 22, 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

4 day - Sa. Feb 07, 09:00-15:00 - CC AND 2 eve - Th. Feb 19/26, 18:30-21:00 - Field trips

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. Applicants whose first language is other than English may be required to complete an English language assessment.
3. Previous training or work experience in graphic design or computer applications an asset.
4. Prospective students wishing to challenge a course or courses will be required to demonstrate their skills and knowledge prior to entry into the program. Challenge exams are offered in the fall term. (Students who pass a challenge exam, but are unable to demonstrate requisite skills in class, may be placed in a lower level course.)
5. Independent access to the computer hardware and software systems required in the courses.
6. Submit a completed application prior to commencement of the program.

For complete program information and to request the Electronic Publishing and Design Certificate Program Guide and application form, please call Annette Chia at 443-8391 or by e-mail - achia@vcc.bc.ca

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 Characters Design Group at Palmer Jarvis Advertising, Vancouver.

Andrea Daem is a graduate of UBC and BCIT. She has completed the Graphic Arts Printing Production Program at VCC. Andrea is currently working for the marketing department of a junior gold mining company.

John Hamilton was trained as a lithographic offset printer in Europe and has 32 years' experience in the printing and bindery. He currently teaches in the VCC Graphic Arts Printing Production Program.

David Hamel is a graduate of both the University of Victoria Visual Arts Program and the VCC Computer Graphics Program. He is a developer of Web sites and works as a freelance visual artist.

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 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 Maihara 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. 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.

Raphaël Thiessen is a graduate of Mohawk College of Applied

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. (Holt) \$250 6 mng - Sa. Jan 10, 09:30-12:30 - FMS

Introduction to Fashion Marketing (050961)

A fundamental look at the dynamics of fashion marketing focusing on market segmentation, pricing considerations, and product development techniques for a target market. This course covers the promotion and consumer aspects of an industry that accounts for approximately one-third of the world's economy. Part II of the proposed Fashion Arts Professional Practices series. (Green) \$235 8 eve - Mo. Jan 19, 18:30-21:30 - CC

Fashion Production and Manufacturing (050963)

An overview of apparel manufacturing including plant and factory layout, production planning and scheduling, quality management, and personnel. This course offers a practical step-by-step look at the apparel manufacturing process, from design concept to delivery. (Rebagliati) \$135 4 eve - Tu. Jan 27, 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. Jan 27, 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. Jan 31, 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. (McBride) \$185 9 mng - Sa. Jan 24, 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. Feb 28, 09:00-16:00 - CC

Instructors

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.

Cecilia Rebagliati is a graduate of the VCC Fashion Arts Certificate Program, and is currently producing her own line of sweaters being sold throughout Canada. She has also worked as production manager for Cinema, a local manufacturer specializing in knits.

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

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

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

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 Klechko, 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 Connell 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, January 14, 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. Jan 17, 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. (Davis) \$460 10 eve - Mo/Tu. Jan 19, 18:30-21:30 - CC

Floral Design III (250107)

During this course participants apply advanced design principles, construction techniques and formats appropriate to creating wedding and sympathy tributes and also custom floral arrangements. Individual creativity and developing a personal design style is emphasized. Both Eastern and Western traditions are explored. Prerequisite: Floral Design II (250106). – 45 hours – required for certificate. (Portice) \$650 15 eve - We. Th. Jan 21, 18:30-21:30 - CC

Floral Design Workshops

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

The Hand-Tied Bouquet Workshop (250121)

The romantic hand-tied bouquet was developed in the medieval period and you can learn how to achieve this art form. Several shapes can be created, including round, fan, symmetrical, or asymmetrical, triangle and line-mass. A brief history is given and the design styles such as tussie-mussie, herbal bouquet, shower bouquet, bible bouquet, rosette, vegetative, and waterfall are demonstrated. Students duplicate and create new design shapes. – 6 hours. (Harman) \$75 1 day - Sa. Feb 28, 09:00-15:00 - CC

Wreaths Are Not Always Round (250120)

They can be designed and constructed in a variety of formats including heart-shaped, oval, square, rectangle, triangle and whimsical shapes for those special occasions such as a wedding bell. Learn how to make unique wreaths for indoor or outdoor locations in this one-day wreath-making workshop. Fee includes wreath foams and basic supplies. Participants will be required to bring some accessories to personalize their designs. – 6 hours. (Portice) \$75 1 day - Sa. Mar 07, 09:00-15:00 - CC

Colour Trends to Year 2003 (250123)

Colour your Sunday!! The Northwest Florist Association presents a one-day design program with renowned industry professionals on Colour Trends to the year 2003. Rocky Pollipz, AIFD will demonstrate her colour expertise during a two-hour session. Other guest speakers will be giving updates on how interior design relates to floral design, plus colour trends in wedding design, European hand-tied and sympathy designs. This promises to be an informative day, don't miss it! Your lunch is included. \$35 1 day - Su. Mar 08, 09:30-16:00 - UFG

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) \$75 2 eve - Mo/Tu. Mar 09/10, 18:30-21:30 - CC

Weddings, Weddings, Weddings (250122)

Basic, informal, formal. In today's world, the bride may choose a suit or traditional satin gown complete with train; therefore a bouquet for one may not be appropriate for another. In this course, flowers to wear and flowers to carry are made and discussed. Cascades, poises, crescent, pomander, arm bouquets, hoops will be created to coordinate with the style of dress. Bring to first class: wire cutters, scissors, knife and wedding dress pictures. (Young) \$250 3 day - Sa. Mar 14, 09:00-15:00 - CC

Floral Design Portfolio Preparation (250110)

Individuals often invest a great deal of time in creating fabulous floral arrangements and designs only to have their hard work under-represented by an inadequate presentation portfolio. A professional portfolio is key in representing one's capabilities to potential clients and employers. Learn the strategies required to identify your market niche and the technique necessary to market your products and services, including how to create an effective floral design portfolio. Required for certificate. Prerequisites: Introduction to Floristry (250105) or equivalent, Floral Design II (250106) or equivalent, Floral Design III (250107) or equivalent or by permission from the program coordinator. – 15 hours. (Davis) \$180 5 eve - Tu/We. Mar 17, 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 Available April 1998

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 January 14. 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 Encyclopedia of 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

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.

Beverley 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.

Kevin Young is an award-winning floral designer who specializes in weddings, parties and distinctive events. He is a regular guest designer at trade shows and several major fundraising galas have been enhanced with his unique floral designs.

Additional Information

For further information about course content, please call the Floral Design program coordinator, Joyce Jackson, at 871-7462 or Annette Chia at 443-8391 or by e-mail <achia@vcc.bc.ca>

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, spectrosopes 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 09 and run We., 18:30-21:30 to Jun/99.
Diploma year classes begin Sep 08, Tu. and Th., 18:30-21:30 to June.

Applications for the next entry (September 1998) 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 – \$1,250
Diploma year – \$2,135

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

Individuals who have successfully completed the Preliminary year of either the Canadian or British Gemmological Association programs are invited to apply for admission to the Diploma year at VCC. Documentation of successful completion is required for admittance. The Gemmology Program Guide and application form is available at the City Centre CE office or by calling Annette Chia at 443-8391 or by e-mail <achia@vcc.bc.ca>

Interior Design

Information Session

Individuals interested in any of the Interior Design courses or who may be prospective applicants to the Interior Design Explorations Certificate Program are welcome to attend an information session on Wednesday, January 14, 17:00-19:00 – CC

History of Western Art/Design II (051616)

As a continuation of History of Art/Design I (051614), this course emphasises the periods that follow from the end of the 18th century onwards to the present. Art, architecture, interiors and crafts related to these period are surveyed. Prerequisite: History of Art/Design I (051614) or equivalent. (Wnorowska/Campbell/Wojtowicz) \$310 10 eve - Mo. Jan 19, 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. (Saatkamp) \$310 10 eve - Tu. Jan 20, 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. Prerequisite: Design Fundamentals (051601). (Saatkamp) \$310 10 eve - We. Jan 21, 19:00-22:00 - 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 - Th. Jan 22, 18:30-21:30 - 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. (Bell) \$310 10 eve - Th. Jan 22, 19:00-22:00 - CC

Business Practices (051612)

As business practices become more complex, individuals need to be familiar with business basics as well as with issues related to the interior design profession. Costing, maintaining financial records, time management, project files, coordination and scheduling, ethics and licensing are some of the topics covered. (Hawkins) \$310 10 eve - Tu. Jan 20, 18:30-21:30 - CC

Kitchen Design (051620)

Although the basic issues involved in interior design are the same for every kind of space, the areas for food preparation and storage merit special attention from the points of view of both the user and designer. Topics include: design and planning, identifying and assessing needs and tastes, contracts and agreements and how to develop productive relationships with various trades. (Beally) \$235 4 day - Sa. Jan 24, 09:00-15:00 - CC

Visualization/Presentation (051619)

Methods are developed to enhance visualization and presentation techniques that are expressive and have impact by combining basic design elements with two- and three-dimensional mixed media formats. Experimentation, exploration and self-evaluation is required. (Phillips) \$235 8 eve - Tu. Jan 27, 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. (Phillips) \$210 8 eve - Th. Jan 29, 19:00-22:00 - CC

Materials and Finishes (051603)

This course introduces a variety of materials and finishes used in commercial and residential interiors. Topics include environmental issues and their impact on design, wood, masonry, food, wall and ceiling finishes, furniture and accessories: origin, characteristics, installation and maintenance. (Saatkamp) \$235 4 day - Sa. Feb 21, 09:00-15:00 - 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. (Hughes) \$195 5 day - Sa. Feb 28, 09:00-13:00 - CC

Interior Design Explorations (Certificate Pending)

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 sell-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 program consists of 306 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.

Information and Registration

To request the Interior Design Explorations Program Guide and Application Form, call Annette Chia at 443-8391 or e-mail <achia@vcc.bc.ca>. For program details, call Stephanie Hawkins, Interior Design Explorations program coordinator at 443-8390. To register call 443-8380.

Instructors

H. Lorne Beally is a graduate of environment studies, University of Manitoba, with 25 years of design experience in the residential and commercial fields. He is presently senior designer of a major Vancouver kitchen and home renovation company.

Alison Bell is an honours graduate of Parsons School of Design, USA and

Interior Design (cont)

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

Stephanie Hawkins, BID, ARIDD, IDC, program coordinator, has practised commercial and corporate interior design for over 20 years across the country. In addition, she has also been involved with design for television, and both set and costume design for theatre. A graduate of the University of Manitoba, she has taught design at several colleges and universities and is a dedicated lifelong learner. Currently, Stephanie runs her consulting firm focusing on furnishings for the corporate and education sectors.

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 Wnorowska 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.

Jewellery

Metal Techniques III (051117)

This is a project-oriented course for students who have completed Level II (051114). The course is designed so students can further develop their skills in metal techniques and design. Emphasis will be on construction, soldering and basic stone setting. Students will be required to purchase their own tools and materials. (Approximate cost \$100). (Thompson) \$245
5 day - Sa. Jan 17, 09:00-15:00 - CC

Stone Setting with Gravers (051111)

Learn the techniques of graver setting including bead setting, pave and channel setting. Tool preparation and procedures will also be introduced. Students will be required to purchase their own tools and materials. (Approximate cost \$100) Successful completion of Jewellery Fabrication or equivalent is required. (Bebel) \$300
8 eve - Mo. Jan 19, 18:00-21:00 - CC

Jewellery Rendering (051138)

This course focuses on designer, client presentation. Students will learn rendering techniques and presentation. List of supplies will be given on the first day of class. No prerequisite. (Letwin) \$280
10 eve - Tu. Jan 20, 18:30-21:30 - CC

Introductory Jewellery Workshop (051140)

This course introduces the basic materials, tools and terminology in jewellery making. Students will become familiar with a variety of metal techniques including piercing, doming, texturing, rivetting and soldering. Students will be required to purchase their own tools and materials (approximate cost \$200). No experience necessary. (Thompson) \$265
8 eve - Tu. Jan 20, 18:30-21:30 - CC

Casting Techniques for Jewellery and Small Sculptures (051103)

Learn the practical application of several casting techniques including lost wax, centrifugal, sand and cuttlefish bone. Three dimensional designs using the wax carving process is encouraged. No previous experience required. (Additional costs approximately \$150.) (Bebel) \$300
8 eve - We. Jan 21, 18:00-21:00 - CC

Jewellery Fabrication Techniques (051141)

This course explores materials, tools and a variety of fabrication techniques with an emphasis on soldering, construction and fabrication. Students will be required to purchase their own tools and materials (approximate cost \$130). Prerequisites: Introductory Jewellery Workshop or equivalent. (Thompson) \$130
4 eve - We. Jan 21, 18:30-21:30 - CC

Stone Setting - Bezel and Tube (051142)

This course will introduce tube and bezel construction and basic stone setting techniques. Students will be required to purchase their own tools and materials (approximate cost \$100). Successful completion of the Introductory Jewellery Workshop is recommended. (Thompson) \$130
4 eve - We. Feb 18, 18:30-21:30 - CC

Stone Setting - Basket and Claw (051139)

In this course students will learn how to construct and set stones in wire basket settings. A list of tools and materials will be given at the outset of the class (approximate cost \$100). Successful completion of Jewellery Fabrication or equivalent is recommended. (Thompson) \$130
2 day - Sa. Feb 21, 09:00-15:00 - CC

Behind the Glitter (051137)

Take 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. Feb 03, 19:30-21:30 - CC

Instructors

Darius Bebel is a European trained goldsmith. Presently he teaches in the Jewellery Art and Design Program at VCC.

Shele Letwin is a jewellery design graduate of the Gemological Institute of America and has a jewellery arts degree from George Brown College. She has won several major design awards, including the 1996 Canadian Jewellers Editor's Choice Award. She enjoys consulting with her clients to design custom jewellery items.

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.

building management & services

Building Management/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. Content applies to residential, commercial and institutional buildings. (Dallas) \$200
5 day - Sa. Jan 24, 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 Building Service Worker Program. For details contact City Centre program information at 443-8443.

Building Service Management/Leadership (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
9 day - Sa. Jan 24, 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, preventive 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 equipment. (Watters) \$195
10 eve - We. Jan 28, 19:00-22:00 - CC

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 examines 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. (Kelly) \$180
8 eve - Tu. Jan 27, 19:00-21:30 - 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. Mar 07, 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.

Sharon Kelly, BA, CPRPM, has 15 years' experience in residential property management. Sharon is a recognized specialist in dispute resolution and landlord/tenant law. She has taught Law and Tenant Relations for ten 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.

Building Manager (Residential)

certificate program

This program is designed for resident managers and caretakers who wish to improve their skills. Graduates of the program will be trained in basic landlord-tenant law as it applies in British Columbia, basic building maintenance, fire safety and security matters, and about relevant office forms and record keeping. Supervisory skills are also covered, including goal setting, problem-solving techniques and people management.

The program is recognized and supported by The Professional Association of Managing Agents (PAMA), which is strongly committed to the overall improvement of educational standards within the property management industry.

The Greater Vancouver Apartment Owners' Association also supports the Building Manager Certificate Program. Each year, an academic scholarship is awarded to the top Building Manager graduate through the GVAOA Endowment Fund. A second scholarship award is provided by the Coinamatic Company.

Rental property owners and buyers who wish to learn more about the daily management of their property investment will find these courses valuable.

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

Information Night

Thursday, January 15, 1998, 18:00-19:00 - CC

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.

NOTE

See Building Management/Services section above for course descriptions

1. Law and Tenant Relations (109001)
2. Building Maintenance and Cost Control (109002)
3. Building Service Management/Leadership (109036)
4. Building Cleaning (109008)

For courses in Real Estate and Property Management, contact Langara College Continuing Studies at 323-5322.

business, career & law

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 (104419) \$285

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

Grammar Review for Productive Business Writing (104407)

Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. - 6 hours (Rogers) \$80
1 day - Sa. Jan 24, 09:30-15:30 - CC

Building a Powerful Vocabulary (104411)

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and give a large number of new words and meanings. Please bring a dictionary. - 6 hours (Rogers) \$80
1 day - Sa. Feb 07, 09:30-15:30 - CC

Writing Dynamic Business Letters (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. Feb 21, 09:30-15:30 - CC

Effective Memo and Report Writing (104414)

Learn the standard formats for memoranda and reports and review the modern and powerful language of business writing to get results. - 6 hours (Dean) \$80
1 day - Sa. Mar 07, 09:30-15:30 - CC

NOTE

Business English Skills Test (104539)

Sa. Mar 14, 09:30 - CC
Administered at the end of the Business English Skills Package (four courses). No charge.

English Elective

Business English Skills: You Asked for More! (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. Jan 26, 18:30-21:30 - CC

Instructor

Janet Dean, certified trainer, has several years' experience conducting seminars for the private, public, and non-profit sectors on the topics of communication and professional development.

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.

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. Jan 26, 18:00-21:00 - CC

Information and Registration

For general information and registration call 443-8380. For course details 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.

Leadership

certificate program

This certificate program is a great partnership opportunity for joint commitment by both the employer and the employee. The employer shows commitment through financial support and the employee shows commitment by attending the majority of these courses on his/her own time.

Leadership positions are complex. A new leader requires many new skills as well as an understanding and acceptance of new roles. Preparation and support are vital for new leaders. This certificate program will help you develop knowledge, skills and confidence to lead, supervise and manage others. The program consists of 72 hours. Participants may register for courses individually. To complete the certificate program, participants must complete a combination of core and elective courses. If desired, one elective may be substituted for a core course.

Core (total of seven 6-hour courses)

Stepping Up to Leadership (100317)
Using Leadership Language (100318) *
Building a Productive Team (100319) *
Finding Time for Results (100320)
Critical Thinking (100303)
Managing Change (100304)
Problem Solving and Action Planning (100306) *

Electives (choose any five 6-hour courses)

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

* These courses will be available in Spring/Fall 1998.

Additional elective courses may be offered in coming terms. Electives will vary each term.

Certificate Requirements

Students who successfully complete 72 hours of course time will receive a certificate in Leadership.

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

Courses

Thinking On Your Feet (100315)

At this highly participatory course you will learn proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience, prepare and use visual aids, handle impromptu speaking situations, and get the results you want. Participants will learn how to think effectively on their feet, organize and practise for a business presentation, and use non-verbal communication to reinforce the spoken message. Attend this course and learn more about how your audience sees YOU, and how to make your presentation more memorable. Participants will have the opportunity to make presentations and receive constructive feedback in a supportive environment. (Swankey) \$150
1 day - Sa. Jan 31, 09:00-16:30 - CC

Performance Management: Goals and Reviews (100308)

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

- understand the key aspects of an effective performance
- write performance goals, measures and action plans
- provide positive and constructive performance feedback, leadership, training, information and support required for successful achievement of goals.

(Hannah) \$165

1 day - Fr. Feb 06, 09:00-16:30 - ROB

Stepping up to Leadership (100317)

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

- using leadership skills
 - coaching staff
 - giving performance feedback
 - creating a motivational workplace
 - delegating work, and
 - employing problem-solving techniques
- Interactive lectures, individual work, group discussion and skill-practice sessions will be used. Participants will write a "back-home" personal plan for applying their newly acquired skills. (Hannah) \$150
1 day - Fr. Feb 14, 09:00-16:30 - CC

Finding Time for Results (100320)

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

- analyzing your day
- setting goals and priorities
- delegating
- creating productive meetings
- handling interruptions
- understanding your self-motivation to complete your day and projects. (Cuzzetto) \$150

1 day - Sa. Feb 28, 09:00-16:30 - CC

Managing Change (100304)

Change is the only thing that is constant nowadays. Employees are tired of hearing that another change is on the way, especially since they are still adjusting to the last one. Organizations need to consider both the business side of change as well as the human side. This course will help managers learn how to address employees' emotions as they manage the change process. During the course, participants will recognize how they personally react to change, come to understand their role in the change process, apply five steps to communicating change to employees, deal with employee resistance, and increase team commitment to change. (Lewis) \$165
1 day - Fr. Mar 06, 09:00-16:30 - ROB

Leading Your Team to Empowerment (100312)

The test of an empowering leader is his or her own performance and the capability of the leader to develop a work team that is able to respond and grow in an ever-changing and challenging environment. This course will assist work leaders to lead their teams towards empowerment and self-direction by examining:

- what is empowerment?
- the role of the empowering leader
- how workers improve productivity and worker commitment through empowerment
- skills and activities for developing an empowered work team
- the readiness of your team to work as a self-directed team. (Oster) \$150

1 day - Sa. Mar 14, 09:00-16:30 - CC

Critical Thinking Skills (100303)

This program uses real-life reasoning processes to emphasize and define your abilities in critical thinking. Critical thinking was identified by the Conference Board of Canada as one of the most-desired skills in leaders of today. This course will help you apply the concepts of critical thinking in what you do at work and show you what immediate benefits to expect. Using case studies and current events, you will put critical thinking to work. (Dean) \$150
1 day - Sa. Mar 28, 09:00-16:30 - CC

Building a Productive Team (100319)

Building your team from a diverse group of people is never easy, but it is essential in producing the results you and your employer require. Participants will be able to:

- understand the importance of team-building
- identify the characteristics of an effective team
- apply measures and techniques to build synergy in the workplace
- use skills to identify and resolve key team concerns.

The net result? Increased work productivity, improved work quality and enhanced team morale. (Lewis) \$165
1 day - Available Spring 1998

Hiring the Right Person (100309)

Interviewing and selecting the best candidates for hire can be a difficult and time-consuming task. Employee turnover, costly hiring expenses and the constantly-changing job market make the role of an interviewer an important one. This program is designed to enhance the interviewing skills of individuals in any organization. During the program participants will increase their awareness of the role of an interviewer; apply a simple five-step process to prepare for an interview; follow a seven-point system when conducting the interview; and practise and obtain written and verbal feedback on their interviewing skills. Each participant is asked to bring to the program a job description of an open position within his or her organization (if possible). These materials allow for immediate application of new skills. (Lewis) \$150
1 day - Available Spring 1998

From Conflict to Collaboration (100307)

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

- define the causes of conflict
- understand conflict management concepts and styles
- assess your current strengths and areas for improvement in resolving conflicts
- use specific communication skills to clarify and understand issues, interests and concerns
- apply the conflict resolution process to your everyday work situations
- set goals for building competency in the use of conflict resolution skills and methods. (Hannah) \$150

1 day - Available Spring 1998

Problem Solving and Action Planning (100306)

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

- interpersonal skills for successful group/team participation in the problem-solving process
- steps in the problem-solving process
- leading the problem-solving process
- techniques for assisting in the problem-solving and decision-making process
- getting from a solution to an action plan
- allowing for the unexpected
- successful implementation of an action plan.

(Oster) \$150

1 day - Available Spring 1998

Using Leadership Language (100318)

"Lack of Communication" is one of the most frequently cited causes of workplace ailments. Clear, direct communication results in more productive interactions and effective actions of others. Communication is more than the process of speaking clearly. It is the transmission and reception of ideas, attitudes and feelings, verbally and non-verbally. At the completion of this course, participants will:

- understand the communication process in organizations
- have improved awareness of key problems in organizational communication
- understand the impact of perception on the communication process
- have analyzed communication styles in organizations, to assist in more effectively getting the job done.

(Hunter) \$165

Facilitation Skills for Team Leaders (100311)

Leading productive teamwork teams is an acquired skill. Gain confidence in leading your work teams from random disorganization through to innovative solutions. Learn how to focus the work team without stifling creativity. Assist your team to analyze issues from different perspectives and to build on their collective synergy. Participants will be taught the tools and techniques for generating ideas and determining solutions. All participants will be given the opportunity to lead and/or manage one or more practice sessions. Sharpen your facilitation skills by learning and practising the following tools and techniques: brainstorming, force field analysis, positive/negative analysis, fishbone diagrams (cause-effect diagrams), grouping, categorizing, ranking, assessing risk, and consensus building. (Oster) \$150
1 day – Available Spring 1998

Creative Thinking at Work (100316)

People today are being asked to do more with less and to find innovative ways to save money. Creative thinking is a tool you can use to accomplish both of these. It can help you solve problems, save money and make do with less – all things required in today's business environment. This course covers the fundamentals of creative thinking and when and where it is best applied. The program is taught using examples, exercises and applications of creative thinking. Topics covered include: what is creative thinking, opening mental locks, soft and hard thinking, the creative process, challenging the rules, I am not creative, and putting it to work. (Dean) \$150
1 day – Available Spring 1998

Withdrawal and Refund Policy

Courses held at VCC campuses: Withdrawals received by telephone, fax or in writing up to 48 hours before the course start date are subject to an administrative charge of \$30. Alternatively, a "deferred fee credit" for 100 percent of the course registration fee will be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for withdrawals received at less than 48 hours notice.

Courses held off-campus: Withdrawals received by telephone, fax, or in writing up to ten working days before the course start date are subject to an administrative charge of \$30. Alternatively, a "deferred fee credit" for 100 percent of the course registration fee will be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for withdrawals received at less than ten days notice.

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

Trainers

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

Janet Dean is a certified trainer with several years' experience conducting seminars for the private, public and non-profit sectors, 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 a B.Sc. in management and an MBA in managerial leadership. 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.

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

Betsy Oster, BEd, is a federal government administrator who facilitates and leads 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.

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 of principles, practice and procedures in the areas of litigation, conveyancing, corporate/commercial, and family and estate law – 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 four practice areas:

1. Litigation Certificate
2. Conveyancing Certificate
3. Corporate and Commercial Certificate
4. Family and Estate Certificate

In addition to the required courses, you may select from a number of elective courses to fulfil program requirements and meet your needs.

Students complete a minimum of 200 classroom hours and a 500-hour (four-month) practicum. Successful students will have the legal skills required for their chosen area of study and will be able to function effectively in a law office.

Who should attend?

These certificate programs are designed for those individuals currently employed as legal secretaries or legal assistants who wish 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. Jan 13, 17:30-19:00, City Centre Campus, Room 237

Legal Assistant Certificate Requirements**Level I – Core Courses (required by all certificate students)**

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 – 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 – 72 hours**Conveyancing**

Property Law – 24 hours
Personal Property Security – 12 hours
Mortgages – 12 hours
Commercial Conveyances – 24 hours

Total – 72 hours**Corporate and Commercial**

Company Law – 24 hours
Advanced Corporate Administration – 24 hours
Personal Property Security – 12 hours
Commercial Transactions – 12 hours

Total – 72 hours**Family and Estate Law**

Family Practice Essentials – 18 hours
Family Law Precedents and Procedures – 18 hours
Will and Estate Planning – 18 hours
Estate Administration – 18 hours

Total – 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 500-hour (four-month) 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 Program, please contact the program assistant by calling 443-8385, or by writing to: Legal Assistant Certificate Program Continuing Education Vancouver Community College City Centre Campus 250 West Pender Street Vancouver, BC V6B 1S9

Winter Courses

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

Core Courses**Canadian Legal Process (104816)**

Available Spring 1998

Legal Research (104817)

An introduction to legal research techniques. Students can do hands-on research. (Soroka) \$170
6 eve - Tu. Jan 20, 18:00-21:00 - CC

Legal Communications (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. Jan 26, 18:00-21:00 - CC

Torts (104819)

An introduction and overview of tort law in Canada. Reviews civil wrongs where an individual's conduct interferes with another person or their property. (Soroka) \$170
4 day - Sa. Mar 07, 09:30-14:00 - CC

Contracts (104820)

Available Fall 1998

Agency, Partnership and Incorporation (104821)

Explains agency relationships and liabilities, partnerships and general concepts underlying incorporation including limited liability, corporate structure and duties of directors and officers. (Wellman) \$170
6 eve - Mo. Feb 23, 18:00-21:00 - CC

Personal Injury Practice (104815)

Available Fall 1998

Commercial Litigation (104814)

Available Spring 1998

Creditors Remedies (104813)

Available Spring 1998

Chambers Practice (104812)

Learn procedures and forms for Chambers applications, jurisdiction of Master, ex-parte applications, and desk orders vs. Registrar's orders. (Barzo) \$180
4 eve - We. Jan 21, 18:00-21:00 - CC

Property Law (104811)

Available Fall 1998

Personal Property Security (104810)

Reviews validity of security agreements, rights of parties and theory, concepts, procedures and forms for the Personal Property Security regime. (Mainland) \$180
4 eve - We. Feb 18, 18:00-21:00 - CC

Mortgages (104809)

Covers the nature of mortgages, features, legal and equitable interests, principles of interest, priorities, assignment and extinguishment, insurance issues, and payout strategies. (Barbour) \$180
4 eve - Tu. Feb 24, 18:00-21:00 - CC

Commercial Conveyances 3050 (104808)

Available Spring 1998

Company Law 4010 (104807)

Available Fall 1998

Advanced Corporate Administration (104822)

Learn to do corporate alterations, roll-overs, amendments, changes in share structure, amalgamations, continuation, extra-provincial registrations and federal incorporations. (Cofman) \$240
8 eve - Th. Feb 05, 18:00-21:00 - CC

Commercial Transactions (104806)

Available Spring 1998

Family Law Precedents and Procedures (104856)

A practical introduction to the family court system in B.C. Students will learn to complete Provincial and Supreme Court documents and the relevant procedures in bringing issues of custody, access, maintenance and property to resolution using the legal system. (Davis) \$240
6 eve - Th. Jan 29, 18:00-21:00 - CC

Elective Courses**Will and Estate Planning (104877)**

Available Spring 1998

Estate Administration (104881)

Examines the process and documents for Probate and Administration applications, types of grants, asset gathering and distribution, and resealing. (Rodiak) \$240
6 eve - Mo. Jan 26, 18:00-21:00 - CC

Small Claims Court Practice (104865)

Learn Small Claims Court rules, documents and strategies. (Barzo) \$180
4 eve - We. Feb 25, 18:00-21:00 - CC

Criminal Law and Procedure (104866)

Available Fall 1998

Legal Drafting (104864)

Learn the techniques and style of drafting contracts and other commercial documents. Prerequisite: Legal Communications. (Stephens) \$110
1 day - Sa. Mar 14, 09:30-16:00 - CC

Labour Law for Legal Assistants (104868)

Available Fall 1998

Interviewing for Legal Assistants (104870)

Available Fall 1998

Buying and Selling a Business (104871)

Available Fall 1998

Persuasive Legal Writing for Litigation 1035 (104872)

Available Spring 1998

Criminal Appeals Process (104873)

Available Winter 1999

Securities (104874)

Available Spring 1998

Administrative Law and Procedures (104876)

Available Fall 1998

Litigating Equality (104878)

Available Winter 1999

Environmental Law (104875)

Available Spring 1998

Family Practice Essentials (104882)

Available Spring 1998

Bills of Costs and Assessments Before the Registrar (104886)

Examines the documents, procedures and back-up cases used for preparing, reviewing and assessment of a Bill of Costs. (Barzo) \$80
1 mng - Sa. Mar 28, 09:30-13:30 - CC

Advanced Issues in Family Practice (104883)

Available Fall 1998

Rule 65 Chambers Practice (104885)

Available Fall 1998

Independent Study (104880)

Independent research and writing projects under direction of a VCC instructor. (Wellman) \$120
Register by arrangement with instructor and program advisor.

Practicum (104824)

Practical work experience. Prerequisites: Core and practice area courses and written approval of program coordinator/program advisor. \$105
500 hours – Ongoing

Instructors

A. Norman Barbour, LLB, LL.M., B.A.Sc., practices law in his own firm.

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

Linda Case is a legal assistant with ICBC.

Nigel Cave practices securities law with Ladner Downs.

Mindi Cofman is a corporate supervisor and legal assistant.

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

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

Eric T. Edora, LLB, is a corporate lawyer in Vancouver. He has lectured at the Faculty of Commerce at UBC and is currently an MBA student at SFU.

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

Karen Howatson is a legal assistant with 14 years' experience in corporate finance.

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

Tomina Lazar, a legal assistant for 20 years, is a consultant to law firms on litigation file management.

James Lin, LLB, practices commercial real estate law with a Vancouver firm.

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

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

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

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

Katherine Wellman, QC, BA, LLB, practised law for 30 years in Saskatchewan, Alberta and B.C. and taught at the University of Regina and VCC. She is the program advisor for the Legal Assistant Certificate Program.

Management Skills for Supervisors**certificate program****Program Goal**

To provide practical up-to-date supervisory management training and to deliver this training in three convenient modules that can be taken separately in any sequence.
1. Interpersonal Skills
2. Group Skills
3. Administrative Skills

Who Should Attend?

The program is 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 participants.

Format

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

Certificate

Participants who successfully 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. (Cuzzetto) \$310
8 eve - Tu. Jan 27, 18:30-21:30 - CC

Group Skills – Part II (100116)

Objectives: On completion participants will 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. (Guenard) \$310
8 eve - We. Jan 28, 18:30-21:30 - CC

Administrative Skills – Part III (100117)

Objectives: On completion participants will be able to:

1. Develop and implement performance management strategies
2. Use effective business writing skills
3. Develop and institute a goal-setting/achievement plan
4. Manage time and priorities efficiently. (TBA) \$310
Will be offered in Spring 1998

Course Location

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.

Trainers

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

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

Office Administration**certificate program**

The Office Administration Certificate Program is designed for persons choosing to upgrade their office skills and for those entering the office workplace for the first time. The program consists of 186 hours of classroom study. Students seeking a certificate in Office Administration may select any of the four specialization options listed below.

1. Administration and Supervision
2. Legal Office Skills
3. Medical Office Skills
4. Records Management Skills

Entrance Requirements

The Office Administration Certificate Program follows an open admissions policy and is designed to be flexible in meeting a variety of educational backgrounds and experience. Students may register in any course, subject to prerequisites as identified in the course descriptions. There is no entrance application procedure. Non-certificate students may enroll in any course.

Information Night

Please join us to learn about this program. Instructors will be available to answer questions.
1 eve - Th. Jan 08, 17:45-18:30 - CC Room 237

NOTE

For certificate requirements see page 13.

Accounting/Bookkeeping/ Payroll**Accounting for the Non-Accountant (104510)**

A management overview of accounting. Previous knowledge is not required. You will learn the role of an accountant, the double-entry accounting system, how to prepare and interpret financial statements, working capital concepts and general accounting terms. It will be accounting made easy and fun! Textbook: Introduction to Accounting to be purchased at City Centre Bookstore prior to class. – 18 hours (McDonald) \$145
6 eve - We. Jan 21, 18:30-21:30 - CC

Introduction to Bookkeeping (104511)

This introductory course will deal with the procedures that make up the accounting cycle of a service business. You will be introduced to transactions, journals, general ledgers, trial balance, as well as preparing simple financial statements. The text/kit is Accounting Fundamentals Fifth Edition, Hoffman Pacey Flashner. This text should be purchased from the City Centre Bookstore before the first class. – 24 hours (Slizak) \$165
8 eve - Tu. Jan 20, 18:30-21:30 - CC

Introduction to Payroll (Manual and Computerized) (104409)

For small business owners and personnel who wish to learn how to prepare hourly, salaried and commission payroll. Learn payroll law, record maintenance, pay cheque and statement preparation, T4 preparation, and how the current source deduction rules affect payroll preparation. Employer reporting such as WCB, Revenue Canada Taxation, Records of Employment and Stats Canada are also covered. – 24 hours (Pera) \$155
8 eve - Th. Jan 22, 18:30-21:30 - CC

Administration and Supervision**The Electronic Office (104502)**

This course analyzes the tasks and responsibilities of the administrative assistant within the context of today's electronic office. The course also covers professional image and characteristics, personality traits, job attitudes

Communication/Business English – Non Package

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

Any student who wishes to improve business writing skills will benefit from exposure to the selected material provided in this course. 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, this course will help you build a larger vocabulary. Class size is limited. Bring a dictionary. – 18 hours. (Rogers) \$145
6 eve - Mo. Jan 26, 18:30-21:30 - CC

Business Etiquette and Professionalism (104008)

Everyone, from junior clerical staff to senior executives, will benefit from this course. This course is designed to enhance existing skills and build additional skills in dealing with potentially difficult situations with staff, co-workers and clients. Topics include: projecting professionalism, improving tone of authority and credibility in your business relationships, and confidentiality, discretion and ethics in the workplace. – 6 hours (Dean) \$75
Available Spring 1998

Effective Oral Communication (104546)

Become a more effective communicator! In this course you will learn to express yourself with greater clarity, confidence and impact. You will learn success strategies for impromptu speaking, delivering prepared speeches, speech evaluation, audience analysis, creative visualization, role playing, and evaluation of thinking and learning styles. This course is designed to extend the communication capabilities of every individual and all sessions will be dynamic and highly participatory. The goals of the learning process are for you to become more knowledgeable of oral communication barriers and skills and be more confident and comfortable in the public forum. You will become a more successful communicator with family, friends, colleagues, clients and supervisors. – 18 hours. (Dean) \$190
Available Spring 1998

Power Talking (104575)

Not available this term

Professional Telephone Communication Skills (104433)

This course is designed for all people who communicate via telephone. Emphasis will be placed on the development of professional call handling skills. You will be provided with strategies for recognizing and dealing with difficult telephone clients. Learn to identify and encourage the use of new skills to help display telephone courtesy and professionalism while under pressure. Increase personal effectiveness of telephone communication skills and improve tone of service. – 6 hours (Dean) \$75
1 day - Sa. Feb 14, 09:30-15:30 - CC

Working with Difficult People (104570)

This course is designed to foster teamwork and cooperation in your organization. Learn who are the difficult people in your life and why. Discuss the cast of characters and problems involved. Find solutions and learn how to overcome attitude problems. – 6 hours (Dean) \$75
Available Spring 1998

Computers/Keyboarding

Keyboarding For Beginners (104404)

Keyboarding is a skill needed for success in virtually every career. Because keyboarding is a skill, to be successful you must apply proper techniques and meaningful practice in each class. You will learn to key letters, numbers and symbols, and master the numeric keypad by touch. The classes are taught on computers with a keyboarding text and exciting Windows software. Textbook to be purchased at City Centre bookstore prior to first session. – 18 hours. (Makortoff/MacIsaac) \$95
6 eve - Mo. Jan 19, 18:30-21:30 - CC
6 eve - Sa. Jan 24, 09:30-12:30 - CC

Keyboarding for Speed Building (104402)

This course is designed to help the students increase their speed and accuracy on the computer. Each session will consist of skill building exercises and timings. – 18 hours. (Makortoff) \$105
6 eve - Th. Jan 22, 18:30-21:30 - CC

Medical Office Billing II – Computerized (104520)

For description, see medical section.

Legal – Package

Introductory Legal Office Program Package (104425)

This five-course program package will introduce you to basic concepts and legal office routines. You will gain an understanding of the value of discretion and confidentiality in the legal field, and familiarity with basic legal forms and procedures in respect to the five major areas of law. Introduction to the Legal Office Program is the first of five courses. It is offered for three hours. All other courses are nine hours in duration. Enroll individually or register for the package of all five courses at a reduced rate. \$350

All five courses (104425)

- Introduction to the Legal Office Program
- Civil Litigation
- Corporate
- Matrimonial
- Conveyancing

Introduction to the Legal Office Program (104426)

This course will cover the various types of law firms in existence and the roles of legal support staff, as well as introduce reference sources and discuss the various areas of law. An overview of the "package" content and presentation is also included. – 3 hours (Dean) \$45
1 eve - Tu. Jan 20, 18:30-21:30 - CC

Civil Litigation (104427)

Discusses the levels of Court in British Columbia and takes you step-by-step through the procedures of a civil case, from Writ of Summons to trial, judgement and execution. – 9 hours (Dean) \$85
3 eve - Tu. Jan 27, 18:30-21:30 - CC

Corporate (104428)

Outlines the steps to incorporate a British Columbia company, plus annual reports and filings, keeping minute books and extra-provincial registrations. – 9 hours (Komorowska) \$85
3 eve - Th. Jan 22, 18:30-21:30 - CC

Matrimonial (104429)

Covers the "Family" court system in British Columbia and the various procedures and forms used in matrimonial law. Focus will be on Divorce Act Applications and Family Relations Act proceedings. – 9 hours (Dean) \$85
3 eve - Tu. Feb 17, 18:30-21:30 - CC

Conveyancing (104431)

This introductory course will provide an overview of the responsibilities and duties of conveyancing staff, including the steps required to complete a typical residential conveyance. – 9 hours (Reeves) \$85
3 eve - Th. Feb 12, 18:30-21:30 - CC

The Legal Office Skills Test (104540)

Administered at the end of the Introductory Legal Office Program (five courses). No charge.
1 eve - Tu. Mar 10, 18:30-21:30 - CC

Legal – Non-Package Courses

Civil Litigation II (104565)

This course is designed for junior litigation secretaries and/or those who require an adjunct to the Civil Litigation (104427) course. Course content will focus primarily on a step-by-step document review of the court forms used in a standard civil proceeding. – 15 hours (Dean) \$125
Available Fall 1998

Conveyancing II (104541)

An in-depth study of the legal procedures involved in the purchase and sale of single family residential dwellings. You will be shown the standard documents used in a residential purchase and sale, and participants will prepare documents and reports required to close the transaction. Prerequisite: Conveyancing (104431). – 15 hours (Reeves) \$125
Available Fall 1998

Corporate II (104573)

Designed for those who are familiar with corporate records or those who have completed the corporate (104428) course, this four-evening course will cover: extra-provincial registrations, dissolutions, restorations, alterations to memorandum and articles of a company with emphasis on alterations of share structure. – 15 hours (Komorowska) \$125
5 eve - Th. Mar 05, 18:30-21:30 - CC

Legal Ethics and Confidentiality (104532)

This program will cover legal ethics as it applies to support staff in the various areas of law. Using case studies reviewed by the Bar Association, we will discuss how the ethics of the profession bind you. Emphasis will be placed on the importance of confidentiality. – 9 hours (Dean) \$105
Available Spring 1998

Legal Office Procedures (104531)

This course is designed to provide you with an overview of what happens in a law office. You will analyze the structure of a law office and the various types of legal practice and areas of law. In addition, you will look at the importance of effective systems and procedures and the ramifications of system failure in the practice of law. A video discussing the law office of the future rounds out a discussion on adapting your general office skills to effective legal office skills. We will also discuss the various types of legal support staff and their specific responsibilities. – 12 hours (Dean) \$110
4 eve - We. Mar 04, 18:30-21:30 - CC

Legal Terminology (104530)

This course covers the rules of legal language and terminology unique to each area of law. This course consists of mini-workshops to familiarize students with the main areas of law. Handouts included. Please bring a dictionary. – 9 hours (Komorowska) \$105
Available Spring 1998

Wills and Estates 1615 (104430)

Learn the importance of having a will, taking client instructions and setting up simple wills. The course will guide you through the necessary steps and legal forms leading to grant of Letters, Probate and Letters of Administration. – 12 hours (Komorowska) \$115
Available Fall 1998

Medical

Medical Office Billing I – Non Computerized (104536)

This course will help you understand what is involved in medical office billing and how to process information needed prior to billing by computer. Learn Billing by Service Bureau, Medical Services Plan of BC, WCB and Out of Province. This course is a prerequisite for Computerized Billing II (104520). Students currently working with a non-computerized medical billing system may apply in writing for an exemption. – 12 hours (Moe) \$125
Available Spring 1998

Medical Office Billing II – Computerized (104520)

Prerequisite: Medical Office Billing I – Non Computerized (104536) or current experience working with a non-computerized medical billing system. You will become familiar with data processing tasks required to bill for procedures performed in a variety of medical billing environments. These include: general medical practice, physiotherapy, chiropractic, naturopathy, etc. – 12 hours (Cheung) \$145
Available Spring 1998

Medical Office Procedures/Administrative Assistant (104424)

Learn administrative and clinical duties to effectively manage a medical office. Topics covered: scheduling appointments and receptionist duties, patient records management, classification of drugs and routes of medication, financial records and laboratory procedures. An on-site visit to a doctor's office is planned. Medical office assistant handbook to be purchased from the City Centre Bookstore. – 24 hours (Moe) \$165
Available Spring 1998

Medical Terminology I (104417)

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

Medical Terminology II (104420)

This course follows Medical Terminology I. You will continue with the terminology of selected body systems. You will learn surgical terms, abbreviations and review case histories. Prerequisite: Medical Terminology I or a comparable course which must be approved by the instructor. The textbook used in Medical Terminology I will be used again in this course. Textbook, available at the City Centre Bookstore. – 30 hours (Rogers) \$175
10 eve - Tu. Jan 20, 18:30-21:30 - CC

Records Management

Records Management I (104509)

A valuable course for anyone working with records and information systems in business or government. Important contemporary issues around freedom of information and privacy are among the topics covered. Records management includes the development and execution of procedures and methods for the creation, maintenance and disposition of business records of all physical forms and content types. As the volume of information being processed by business has increased, so has the need for a systematic approach to creating, classifying, storing, retrieving and disposing of that information. Records management affects all levels of systems and personnel within all types of businesses. Textbook to be purchased from City Centre Bookstore prior to class, Information and Image Management, Ricks, Swafford & Gow. This course is supported by the Association of Records Managers and Administrators. – 30 hours (Kovacs) \$170
10 eve - We. Jan 21, 18:30-21:30 - CC

Records Management – Advanced (104556)

This course continues the development of concepts introduced in Records Management I. Students will be expected to do case studies based on outside research in a field which will require the application of skills and knowledge in records/information management. This course is supported by the Association of Records Managers and Administrators. – 30 hours. (Bradley) \$170
10 eve - Tu. Jan 20, 18:30-21:30 - CC

Records Management – Specialized Functions 1618 (104557)

This course will introduce you to specialized functions within records/information management. You will explore several functions such as: forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. – 24 hours (Bradley) \$160
Available Spring 1998

Instructors

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

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

Janet Dean, certified trainer, has several years' experience conducting seminars for the private, public and non-profit sectors on the topics of communication, professional development and legal services.

Gabrielle Komorowska has 20 years' experience as a legal assistant.

Judy Kovacs, MA, MAS, is currently the records management coordinator for the City of Coquitlam. She also has formal training as an archivist, and is involved in the administration of information under B.C.'s Freedom of Information and Protection of Privacy Act.

Marion MacIsaac has an instructor's diploma in business education. She has several years' experience in business.

Tom McDonald, MBA, CGA, has several years' experience in the educational field as well as the wholesale/retail business. He has worked for both CGA and CA firms ranging in size from small to national.

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

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

Karen Pera is a payroll representative for Canada's leading payroll specialist. Her payroll knowledge and background is extensive as she works daily with a large range of clients.

Christina Reeves has nine years' experience as a legal assistant with an emphasis on residential conveyancing.

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.

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

Certificate Requirements

To earn a certificate, students must successfully complete the required Core and Specialization courses, plus provide evidence of competency in basic Computer Skills relevant to the chosen speciality area. See Computer Skills requirement (below) for details. For further information call Anne Tollstam, program coordinator, at 871-7021.

Core Courses

These courses are required under any of the certificate options. Courses may be taken in any order.

1. The Electronic Office (104502) * – 18 hours
2. Business English Skills Package (104419) – 24 hours
3. Supervisory/Management Decision Making (104507) – 24 hours
4. One accounting, bookkeeping or payroll course (104510) or (104511) or (104409) – 18 or 24 hours
5. Keyboarding (Beginners or Speed building) (104404) or (104402) ** – 18 hours

NOTE

Electronic Office (104502) is not a required course for the Legal or Medical option.
* Challenge exam available
** Exemptions permitted

Specialization Courses (four options)

1. Administration and Supervision

This option further develops specific functional office skills and provides increased knowledge of office automation. Supervisory/management skills are also developed. Records Management I (104509) – 30 hours
Effective Oral Communication (104546) – 18 hours
Any elective course/s from the Office Administration Program – 36 hours

2. Legal Office Skills

Legal Office Skills provides an introduction to procedures, practices, forms and office routines. Participants will develop an understanding of the value of discretion and confidentiality. Introductory Legal Office Program Package (104425) – 39 hours

Legal Ethics and Confidentiality (104532) – 9 hours
Legal Terminology (104530) – 9 hours
Legal Office Procedures (104531) – 12 hours
Any elective course/s from Office Administration Program – 33 hours

3. Medical Office Skills

Medical Office Skills provides an introduction to terminology, procedures, practices, records, forms, billings and routines. Medical Terminology I (104417) – 30 hours
Medical Terminology II (104420) – 30 hours
Medical Office Billing II (104520) – 12 hours
Medical Office Procedures (104424) – 24 hours

4. Records Management Skills

Records Management Skills provides an introduction to the systematic control of all records, from their creation or receipt through processing, distribution, organization and retrieval to their ultimate distribution. This is a unique skill area which is highly valued in many organizations. Records Management I (104509) – 30 hours
Records Management Advanced (104556) – 30 hours
Records Management Specialized (104557) – 24 hours

Students taking the Administration and Supervision and/or the Legal Office Skills options, may select any course/s from the Office Administration Program area to fulfill elective requirements. These courses may change from term to term. Students may also take courses from other specialization options to make up elective courses.

Computer Skills Requirement

To graduate from this program, students must have basic computer knowledge relevant to their area of specialization. Because many Office Administration students already have practical computer skills from previous experience, the College does not stipulate specific computer courses as a certificate requirement.

Most certificate students are exempt from this requirement due to previous computer experience/education. Students who do not have practical computer experience may choose from a variety of computer courses at VCC, in consultation with the Program Coordinator. To determine how this requirement applies to you, please contact the Program Coordinator, Anne Tollstam, at 871-7021.

Scheduling

Program courses are scheduled in one or all of three terms – Fall (September to December), Winter (January to March), and Spring (April to June).

Project Management

Who should attend

This course is suitable for all persons who have or will have responsibility for the planning, control or implementation of projects. For a detailed course outline call Annette Chia at 443-8391 (course outline can be faxed to you).

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. Jan 27, 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.

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 (106038)

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

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
Week 1 - 1 day - Sa. Jan 24, 09:00-16:00 - CC

Identifying and Marketing Business Opportunities (106040)

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: Afternoon – 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
Week 2 - 1 day - Sa. Jan 31, 09:00-16:00 - CC

Bookkeeping from Start to Finish (106042)

This course will explain in easy to understand terms the five basic steps of bookkeeping, from recording the transactions to producing financial statements. \$105
Week 3 - 1 day - Sa. Feb 07, 09:00-16:00 - CC

Financial Statements – Forecasting and a Cash Budget (106043)

Part 1: Morning – 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: Afternoon – 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. \$105
Week 4 - 1 day - Sa. Feb 14, 09:00 - 16:00 - CC

Financing and Business Strategy (106041)

Part 1: Morning – 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: Afternoon – 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. \$105
Week 5 - 1 day - Sa. Feb 21, 09:00-16:00 - CC

Worksafe Education

Worksafe educational and training programs on occupational safety and health have been developed by Workers' Compensation Board (WCB) of BC to help employers and workers 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 worksite groups. WCB certificates are issued for each program. To register or for more information, contact Continuing Education – Health at 871-7070. Program Coordinator: Sheila Stickney. Special worksite offerings available on contract basis.

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. – 7 hours. (Village) \$90
1 day - Sa. Feb 28, 09:00-17:00 - KEC

Preventing Workplace Violence (201083)

In this program for managers, supervisors and frontline workers, 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. (Greenwood) \$90
2 eve - Tu. Mar 03/10, 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. (Greenwood) \$120
2 day - Sa. Mar 21/28, 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. – 9 hours. (Duncan) \$100
1 day - Fr. Mar 06, 08:30-18:00 - 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. – 7 hours. (Duncan) \$90
1 day - Sa. Feb 28, 09:30-12:30 - KEC

Computer Workstation Ergonomics (201088)

This course is designed to help employees prevent musculoskeletal disorders at computer workstations. Emphasis is on proper body positioning at the computer related to the chair, computer, monitor, desk, keyboard and mouse, as well as lighting and glare, and simple prevention exercises. Participants receive a workbook on *Making Computer Workstations Properly Fit*. – 3 hours. (Greenwood) \$45
1 eve - Th. Feb 26, 18:30-21:30 - CC
1 mng - Sa. Feb 28, 09:30-12:30 - KEC

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. – 9 hours. (Duncan) \$100
1 day - Fr. Feb 20, 08:30-18:00 - KEC

Instructors

Terry Duncan is an independent consultant in industrial safety for a wide range of organizations. He was corporate manager for safety for a large manufacturing company, worked in industrial engineering, drafting

computers & telecommunications

Computers

Course Location

- Oakridge Centre, 320 North Office Tower
650 West 41st Avenue – 261-2806.
- City Centre, 250 West Pender Street
- Registration – 443-8380

Class Sizes and Information

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

Counselling

Oakridge 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.

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 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.

What do you wish to learn?

An Introduction to Computers

Introduction to Microcomputers – Oak – page 14
Computer Foundations – Basic (100401) – CC – page 16
(See Groupware section)

Local Area Networks

Courses available are listed on page 14.

Internet

Courses are available on page 15.

How to Operate a Specific Software Program

Courses are listed according to the application area (e.g. accounting, word processing, etc.). Please pay particular attention to the required prerequisites.

Desktop Publishing

Courses available are listed on page 16.

Groupware/Intranets

Please see Groupware section of this flyer on page 16.

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 - Th. Jan 29, 09:00-17:00 - Oak
1 day - Th. Mar 05, 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 - Th. Jan 08, 09:00-17:00 - Oak
1 day - Sa. Jan 17, 09:00-17:00 - Oak
1 day - Tu. Jan 27, 09:00-17:00 - Oak
1 day - Mo. Feb 09, 09:00-17:00 - Oak
1 day - Su. Feb 15, 09:00-17:00 - Oak
1 day - Fr. Feb 27, 09:00-17:00 - Oak
1 day - Th. Mar 12, 09:00-17:00 - Oak
1 day - Mo. Mar 23, 09:00-17:00 - Oak
1 day - Sa. Apr 04, 09:00-17:00 - Oak

1 day - Th. Jan 08, 09:00-17:00 - Oak

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

1 day - Tu. Jan 27, 09:00-17:00 - Oak

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

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

1 day - Fr. Feb 27, 09:00-17:00 - Oak

1 day - Th. Mar 12, 09:00-17:00 - Oak

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

1 day - Sa. Apr 04, 09:00-17:00 - Oak

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 - Tu. Jan 20, 09:00-17:00 - Oak

Intermediate DOS (100912)

Now that you know basic file and disk management, learn the purpose of, and how to write and change Config.sys and Autoexec.bat files. Understand configuration settings, device drivers, internal and external DOS commands, and the command interpretation sequence. Learn about different types of RAM (Random Access Memory) and basic memory management. Create and use a bootable first aid disk for basic trouble-shooting on start-up procedures. Experience with DOS is essential. Introduction to DOS (100903) is strongly recommended. \$190
1 day - We. Jan 28, 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 - We. Feb 04, 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, and formatting disks. Learn window manipulation and screen navigation using a mouse. View the structure of your hard disk by expanding and collapsing the directory tree. Also included is a brief overview of several Windows "applets" such as the Clock, Write, Cardfile and Paintbrush. Introduction to Microcomputers (100605) is strongly recommended as a prerequisite for those with little or no microcomputer experience. If you have Windows 95, please see Introduction to Windows 95 (101138) \$190
1 day - Th. Jan 29, 09:00-17:00 - Oak
1 day - Th. Mar 05, 09:00-17:00 - Oak

Intermediate Windows 3.1 (100915)

Expand your knowledge of the Windows operating environment. This course covers organizing the Program Manager, setting up and changing Program Groups and windows, adding document or file icons, using the StartUp Group and customizing Windows settings. Students will investigate Windows startup options including operating

modes and running Windows programs directly from the DOS prompt. Experience with Windows is essential. Introduction to Windows (100914) is recommended. \$190
1 day - Mo. Feb 09, 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 - Th. Jan 08, 09:00-17:00 - Oak
1 day - Sa. Jan 17, 09:00-17:00 - Oak
1 day - Tu. Jan 27, 09:00-17:00 - Oak
1 day - Mo. Feb 09, 09:00-17:00 - Oak
1 day - Su. Feb 15, 09:00-17:00 - Oak
1 day - Fr. Feb 27, 09:00-17:00 - Oak
1 day - Th. Mar 12, 09:00-17:00 - Oak
1 day - Mo. Mar 23, 09:00-17:00 - Oak
1 day - Sa. Apr 04, 09:00-17:00 - Oak

1 day - Th. Jan 08, 09:00-17:00 - Oak

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

1 day - Tu. Jan 27, 09:00-17:00 - Oak

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

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

1 day - Fr. Feb 27, 09:00-17:00 - Oak

1 day - Th. Mar 12, 09:00-17:00 - Oak

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

1 day - Sa. Apr 04, 09:00-17:00 - Oak

Windows 95 Upgrade (101139)

Do you have Windows 95? Are you thinking of upgrading? Explore the improvements and new features of this operating system. This course is designed for Windows 3.x users who want to make a quick and easy transition to Windows 95. It is also valuable for those who are undecided about switching and would like to investigate this program in a hands-on setting. Experience with Windows 3.x is a prerequisite. \$190
1 day - Mo. Mar 02, 09:00-17:00 - Oak

Intermediate Windows 95 (101148)

Expand your knowledge of the Windows 95 operating system. This course emphasizes customizing the Windows 95 environment. Learn how to modify the desktop, create shortcut icons, and customize the Start and Document menus. Use the Control Panel to adjust mouse, keyboard, regional and display settings. Students will also learn about ScanDisk, Disk Defragmenter, and DriveSpace. We will also discuss the boot sequence, creating an emergency startup disk, starting up in safe mode, and an overview of the Registry. Experience with Windows 95 is essential. Introduction to Windows 95 (101138) or Windows 95 Upgrade (101139) is recommended. \$190
1 day - Sa. Jan 24, 09:00-17:00 - Oak
1 day - Fr. Feb 20, 09:00-17:00 - Oak
1 day - Su. Mar 15, 09:00-17:00 - Oak

Introduction to Microsoft Office

Microsoft Office Professional is a software suite that has several programs in it. We offer introductory classes for the individual programs in Office. For information on introductory courses for the specific Microsoft Office program of your choice, please see the following sections: the Word Processing section for Introduction to Word for Windows (100796); Spreadsheet/Charts section for Introduction to Excel (100795); the Database section for Introduction to Access (101131); the Personal Information Managers section for Introduction to Outlook (101155); and the Desktop Publishing section for Introduction to PowerPoint (101137).

LAN Management

Introduction to Local Area Networks (100920)

Basic LAN concepts and terminology are absolutely essential for anyone involved in planning, purchasing, using or managing a LAN. This course provides a practical foundation for our Novell NetWare LAN series. Explore the differences between peer-to-peer and server-based LANs. Understand hardware requirements for workstations and servers, Network Interface Cards, cabling systems, protocols, topologies and network operating systems. Previous experience with microcomputers is a prerequisite. \$190
1 day - Sa. Jan 10, 09:00-17:00 - Oak
1 day - We. Feb 11, 09:00-17:00 - Oak
1 day - Sa. Mar 07, 09:00-17:00 - Oak

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.

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 - Mo. Jan 12, 09:00-17:00 - Oak
1 day - Su. Jan 25, 09:00-17:00 - Oak
1 day - Tu. Feb 10, 09:00-17:00 - Oak
1 day - Mo. Feb 23, 09:00-17:00 - Oak
1 day - Su. Mar 08, 09:00-17:00 - Oak
1 day - Tu. Mar 24, 09:00-17:00 - Oak
1 day - Su. Apr 05, 09:00-17:00 - Oak

Intermediate Internet (101142)

Now that you are comfortable with the basics of sending e-mail, reading news, and using the World Wide Web, move on to more advanced topics. Improve your search strategies. Learn about mailing lists for specialty topics; find the listserve or majordomo lists that interest you; subscribe, post and read messages. Learn to find free software on the Internet such as helper applications for your web browser and anti-virus software. Use FTP to download this software, then install it on your computer. You will also be introduced to Gopher and Telnet. Experience with the Internet is a prerequisite; Introduction to the Internet (101141) is strongly recommended. \$190
1 day - Mo. Jan 19, 09:00-17:00 - Oak
1 day - Su. Feb 01, 09:00-17:00 - Oak
1 day - Tu. Mar 10, 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 - Fr. Jan 16, 09:00-17:00 - Oak
1 day - Su. Feb 08, 09:00-17:00 - Oak
1 day - We. Mar 04, 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 live on 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 - Fr. Jan 23, 09:00-17:00 - Oak
1 day - Su. Feb 22, 09:00-17:00 - Oak
1 day - Fr. Mar 13, 09:00-17:00 - Oak

Computer Applications

Word Processing

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 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 - Tu. Jan 20, 09:00-17:00 - Oak
1 day - Mo. Feb 16, 09:00-17:00 - Oak
1 day - Mo. Mar 16, 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 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. Jan 29, 09:00-17:00 - Oak
1 day - Th. Mar 19, 09:00-17:00 - Oak

Intermediate Word for Windows (101114)

Now that you have mastered Word for Windows basics, explore some of the more powerful features of this program. Intermediate topics include: using the thesaurus, spell and grammar checkers, creating and using AutoText. Also covered are templates, styles, page numbers, headers and footers, creating and formatting tables and creating and editing newspaper columns. Experience with Word for Windows is essential. Introduction to Word for Windows (100796) is recommended. \$190
1 day - We. Feb 04, 09:00-17:00 - Oak
1 day - Sa. Mar 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 - Sa. Jan 10, 09:00-17:00 - Oak
1 day - Fr. Feb 13, 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 - Mo. Jan 26, 09:00-17:00 - Oak
1 day - Fr. Mar 06, 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) recommended. \$190
1 day - Th. Feb 05, 09:00-17:00 - Oak

Spreadsheets/Charts

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 95 (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190
1 day - Tu. Jan 13, 09:00-17:00 - Oak
1 day - Su. Jan 25, 09:00-17:00 - Oak
1 day - Th. Feb 12, 09:00-17:00 - Oak
1 day - Su. Mar 01, 09:00-17:00 - Oak
1 day - Th. Mar 26, 09:00-17:00 - Oak
1 day - We. Apr 08, 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 - Th. Jan 22, 09:00-17:00 - Oak
1 day - We. Feb 18, 09:00-17:00 - Oak
1 day - Sa. Mar 21, 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. Feb 05, 09:00-17:00 - Oak
1 day - Th. Mar 12, 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 - Th. Feb 19, 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. Jan 11, 09:00-17:00 - Oak

Introduction to Simply Accounting for Windows (101111)

Students will learn how to set up the company profile and defaults. Enter a chart of accounts covering Left, Right, Sub and Total Accounts. Enter vendors customers, employees and the history of each. Make journal entries, including reversing entries, adjusting entries, payments to Receiver General (Payroll), Receiver General (GST), and Minister of Finance. Also covered are printing the Balance Sheet, Income Statements, Journal Entries, and Ledgers. A basic understanding of accounting principles is required. Introduction to Windows 95 (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190
1 day - Su. Jan 18, 09:00-17:00 - Oak
1 day - Fr. Feb 20, 09:00-17:00 - Oak

Intermediate Simply Accounting for Windows (101123)

Students will learn how to set up a budget and bank reconciliation, and establish Inventory and Projects. Enter journal entries, recurring entries in the General Journal, Payables, Receivables, and Payroll. Adjust inventory levels, create Journal Entries with mixed inventory and non-inventory entries in Purchases and Sales. Enter receipts and disbursements, and look at the journals. Set up Payroll deductions and reverse Payroll cheques. Export a Trial Balance to Excel and work with it. Experience with Simply Accounting for Windows is essential. Introduction to Simply Accounting for Windows (101111) is strongly recommended. \$190
1 day - Sa. Feb 07, 09:00-17:00 - Oak
1 day - Fr. Mar 20, 09:00-17:00 - Oak

Advanced Simply Accounting for Windows (101112)

Use the CA-RET report writing program to customise cheques, invoices, purchase orders, statements and exception reports. Create, view and print a variety of graphs – Payables/Receivables by Aging Period, Expenses and Net Profit as a percentage of Revenue and many more. Create DDE accounts for direct data entry into a spreadsheet, update budgets and recurring accounts, and more. Experience with Simply Accounting for Windows is essential. Intermediate Simply Accounting for Windows (101123) is strongly recommended. \$190
1 day - Su. Feb 15, 09:00-17:00 - Oak
1 day - Fr. Apr 03, 09:00-17:00 - Oak

Desktop Publishing**IBM/IBM Compatible****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 - Mo. Jan 26, 09:00-17:00 - Oak
1 day - Sa. Feb 14, 09:00-17:00 - Oak
1 day - We. Mar 25, 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 - We. Feb 11, 09:00-17:00 - Oak
1 day - Su. Mar 08, 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 - Mo. Feb 23, 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 - Th. Jan 15, 09:00-17:00 - Oak
1 day - Su. Feb 08, 09:00-17:00 - Oak
1 day - Sa. Mar 28, 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 - Mo. Jan 19, 09:00-17:00 - Oak
1 day - We. Feb 25, 09:00-17:00 - Oak

Intermediate PageMaker Desktop Publishing (100766)

Now that you understand PageMaker basics, explore the following topics: setting up a four-page, two-colour newsletter, using master pages, creating spot colour separations; setting up a style sheet; entering text via word processing programs; using additional text editing techniques; and producing templates. Experience with PageMaker is essential. Introduction to PageMaker (100746) is strongly recommended. \$190
1 day - Th. Feb 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 - Sa. Jan 10, 09:00-17:00 - Oak
1 day - Fr. Feb 13, 09:00-17:00 - Oak

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

Database Management**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 95 is strongly recommended. \$190
1 day - Fr. Jan 09, 09:00-17:00 - Oak
1 day - Sa. Jan 24, 09:00-17:00 - Oak
1 day - Tu. Feb 17, 09:00-17:00 - Oak
1 day - We. Mar 11, 09:00-17:00 - Oak

Intermediate Access (101132)

This course builds on the foundation laid in the Introduction to Access. Learn how to use field properties including input masks, data entry validation, primary keys and indexes. Learn about action queries and queries with calculated fields. Create, modify, and use a variety of forms for data input and display. Build basic reports for data printouts. Experience with Access is essential. Introduction to Access (101131) is recommended as a prerequisite. \$190
1 day - Fr. Jan 30, 09:00-17:00 - Oak
1 day - Tu. Mar 17, 09:00-17:00 - Oak

Advanced Access (101133)

Learn how to create, customize, modify and delete relationships between tables. Understand different types of relationships, join types, primary tables, primary and foreign keys, and related tables. Use relational tables to store and find data in different tables through specialized queries. Understand referential integrity and the impact it has on adding, changing, and deleting records. Use the cascade update and cascade delete options. Customize forms with key field combo boxes. Create main/subform displays for related records. Intermediate Access (101132) is strongly recommended as a prerequisite. \$190
1 day - Fr. Feb 06, 09:00-17:00 - Oak
1 day - Th. Mar 19, 09:00-17:00 - Oak

Personal Information Managers**Introduction to Microsoft Outlook (101155)**

Outlook 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. Feb 10, 09:00-17:00 - Oak
1 day - Sa. Mar 14, 09:00-17:00 - Oak

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 - Th. Jan 15, 09:00-17:00 - Oak
1 day - Sa. Feb 21, 09:00-17:00 - Oak
1 day - Tu. Mar 17, 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.

VCC Oakridge Instructors

Pat Austin (program manager for Oakridge) has been a full-time instructor for 13 years. Pat is known as an energetic and enthusiastic instructor. She teaches Access, Lotus, Excel, LAN, Novell NetWare and Windows NT.

Mishele Mathern (program manager for Oakridge) is a full-time computer instructor with 12 years' experience in teaching and curriculum development. Mishele loves to teach. She teaches Windows, WordPerfect, Word for Windows, Excel, 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.

City Centre Computer Courses**Foundation Courses****Computer Foundations – Basic (100401)**

A comprehensive introduction to microcomputers for the beginning computer user. Content is focused in three areas: (1) basic hardware knowledge for IBM compatible systems; (2) Windows-based operating systems, and (3) applications software covering word processing and spreadsheets using Microsoft Word and Excel. A knowledge of typing is highly recommended. The course is hands-on with one computer per student. Prerequisite: none. \$280
10 eve - Mo. Jan 19, 18:30-21:30 - CC
10 eve - We. Jan 21, 18:30-21:30 - CC

Computer Foundations – Technical (100402)

Building on Computer Foundations – Basic (or for those with equivalent experience), this course provides an in-depth review of technical issues surrounding PC systems. It is especially useful for persons seeking professional advancement in the computer field or those who wish to be "power users." The course covers issues around the installation, configuration and management of workstation operating systems (e.g. Windows 3.x/95) and network operating systems (e.g. NetWare and NT). Prerequisite: Computer Foundations – Basic or equivalent education/experience. \$240
7 eve - Th. Jan 22, 18:30-21:30 - CC

Groupware/Intranets**Groupware – Level I (100403)**

This course will give you a strong theoretical background in groupware issues. Participants will compare and contrast the power of groupware products such as MS Exchange, Lotus Notes/Domino and Open Web-based Intranets, through a series of highly focused sessions led by working groupware professionals. 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 equivalent education and/or practical experience as a systems support technician/analyst. See entry requirements under Groupware Management Certificate for more detail. \$360
6 eve - Tu. Jan 27, 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. Feb 02, 18:30-21:30 - CC

Groupware – Level III (100405)

Not available this term

NOTE

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

Groupware Management**certificate program**

This program is designed for a broad range of persons including: managers considering groupware for their firm, consultants, programmers, and computer systems support personnel.

The 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, January 13, 1998, 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 contact Annette Chia, program assistant, at 443-8391 or by e-mail at <achia@vcc.bc.ca>

Certificate Requirements

Five courses completed successfully in not more than two years:
1. Computer Foundations – Basic (100401)
2. Computer Foundations – Technical (100402)
3. Groupware – Level I (100403)
4. Groupware – Level II (100404)
5. Groupware – Level III (100405)

For course descriptions, see sections above.

Entry Requirements

Students may register directly in the individual courses, subject to prerequisites in some cases. Prerequisites are identified in the course descriptions. Students may bypass Computer Foundations – Basic and Technical, if they already possess equivalent education/experience. To register in Groupware – Level I, students must have a good working knowledge of PC and network issues including: DOS/Windows 3.x/Windows 95, NetWare and/or NT operations, and applications software such as Microsoft Office. Students may self-test their knowledge for direct entry into Groupware – Level I by completing a sample entrance exam. To receive a copy of the exam (by mail or fax), contact Annette Chia at 443-8391, or by e-mail at <achia@vcc.bc.ca>

Network Support Professional

This new certificate program is currently under development with plans for a first offering in September 1998, or sooner. Persons interested should contact Annette Chia, program assistant, at 443-8391, e-mail <achia@vcc.bc.ca>. Please give your name, mailing address and telephone number. We will send you a complete program content guide and registration details as soon as the program start date is established.

Program Description

The Network Support Professional Certificate Program is a four-month, part-time program designed for people who use computers on a regular basis in the workplace. The program provides students with additional and relevant skills needed to function in today's computing environment.

The program is designed for people who are:

1. Currently employed as computer support professionals.
 2. Seeking employment as computer support professionals.
 3. General computer users seeking enhanced skills.
- Today, a vast majority of organizations are using micro-computer based Novell networks with Windows applications. As such, the Network Support Professional Program focuses upon these areas and provides training which leads to Novell and Microsoft certification.

Importantly, the program provides a great deal of practical, hands-on training to ensure that graduates can perform effectively in the workplace.

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

Classroom Program**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 – Voice/Data Integration (102262)
- 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 Wednesday, January 07, 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. (Laughtland) \$285
10 eve - Tu. Jan 13, 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. Jan 15, 17:30-20:30 - CC

Voice/Data Integration (102262)

This course is designed in two parts. The first is a continuation of the previous course, Telecommunications Technology, which builds on the details of each subject from a "when and where" at macro level. The second area of coverage brings voice into the foray and integrates voice and data into a synonymous network. Available April 1998

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. Jan 14, 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. (Koeberling) \$335
12 eve - Th. Jan 15, 18:00-21:00 - CC

Challenge Examinations *

Challenge examinations are available for the Understanding Telecommunications, Telecommunications Management II (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 - Th. Jan 08, 18:30-20:30 - KEC

Challenge Examination – Data Communications (102209)

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

Fee Allocation for Challenge Examinations

1. Participants must pay \$185 BEFORE writing any examination.
2. Eighty dollars (\$80) of the \$185 is charged for writing an examination.
3. At the end of the examination, participant will advise invigilator if he/she wishes examination marked.
4. If the examination is marked, the balance (\$105) will be charged as a marking fee.
5. If the participant chooses not to have the examination marked, he/she may: a) request a "deferred fee credit" for 100 percent of the balance of \$105 (valid for one year); b) request a refund of the balance of \$105 which will be subject to an administrative charge of 20 percent.

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 Koeberling, 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. Sandra is currently an account manager in BC Tel's Corporate Sales.

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.

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.

Distance Learning

Understanding Telecommunications is available in a nine-module distance learning package (course 102290). See course description under Classroom Program. Cost \$285. To register call 871-7074.

Telecommunications Technology will be available in a distance learning package – April 1998. See course description under Classroom Program.

Telecommunications Seminar

For registration and information call 871-7070. For detailed seminar information please call Peggy Worobetz at 871-7427.

Corporate Networking with TCP/IP (102268)

More organizations are now using TCP/IP for corporate internetworking than any other network architecture. This in-depth technical 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 Gary Zielke. Learn how to maximize your intranet resources by becoming proficient in the implementation, administration and troubleshooting of these popular protocols. You will leave this seminar with a binder containing approximately 400 pages of notes. \$850
3 day - Mo/Tu/We. Mar 09, 08:30-16:30 - ODH

NOTE

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

Additional course offering

For registration and information call 871-7070. For detailed course information, please call Peggy Worobetz at 871-7427.

LAN/WAN Network System Fundamentals (102269)

Developed by Netcore Professional Services Ltd., this course will be presented by Glen Mueller. This course gives participants interested in the fundamental knowledge of corporate networking, and those who currently manage such environments; an opportunity to participate in lecture discussions involving current LAN/WAN enterprise network configurations. Participants will be able to correctly identify and describe corporate network environments, and be comfortable understanding and managing how network systems are deployed and operated. \$340
3 eve - Tu. Feb 03, 18:00-21:00 - CC

NOTE

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

Training at Your Work Site

We can come to you! Customized instruction is available in literacy, basic education, English language training, nursing and health, computer skills, leadership, and business. Vancouver Community College will work with your organization to meet your education and training needs. We can respond quickly to your enquiries and match your needs with our resources to develop effective educational and training approaches for your employees. For details, call Brian Pink at 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 English or an equivalent course by the application deadline, or are registered in An Overview of Teaching English course.

Admission Requirements for the VCC TESL Certificate Program:

1. An undergraduate university degree verified by sealed original transcripts. Evaluation of a degree from outside Canada must be completed before the TESL program application is submitted.
2. Satisfactory completion of the prerequisite course, An Overview of Teaching English at VCC or an equivalent university course at UBC, SFU or a recognized university.
3. A standard of spoken English equivalent to that of an educated native speaker as well as a strong command of grammar, usage, spelling and punctuation in written English. (Please note: applicants whose first language is not English may be asked to submit their score on the University of Cambridge Certificate of Proficiency in English. A grade of B is required for admission into the TESL Certificate Program.)
4. A successful interview with program staff.

The VCC TESL Certificate Information Guide can be obtained by phoning (604) 871-7070. It contains information about the core courses and instructors.

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 English, 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 has taught 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, before the second session of the class in the TESL Certificate Program, the TESL Inservice Qualification Certificate Program and the Tutoring ESL Certificate Program. 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 credit 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. A TOEFL score of at least 550 may be required to take the Overview and elective courses if English is not your first language. \$225
10 aft - Fr. Jan 09, 12:30-15:30 - KEC (Zeller)
4 day - Sa. Feb 14, 09:30-18:00 - CC (Chang/Timberg)
7 sessions - Fr. Jan 30, Feb 06/13, 18:30-21:30; Sa. Jan 31, Feb 07/14, 09:00-16:00; Sa. Feb 21, 09:00-12:00 - CC (Norman/Kennedy)

TESL Certificate Core Courses

Students must complete Teaching Grammar One: Theory and Practice; before registering for Teaching Grammar Two: Theory and Practice. Teaching English for Academic Purposes must be taken last, as it builds on all other core courses. It is acceptable to take Teaching English for Academic Purposes in the same term as the ESL Internship. Please note: students will only be registered in those core courses for which they have completed the required prerequisite 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 English (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/Th. Jan 07/08, 18:30-21:30 - CC (Steadman)
10 eve - Th. Feb 12, 18:30-21:30 - CC (Janega)

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 - Mo. Jan 12, 18:30-21:30 - CC (Forward)
10 sessions - Sa. Jan 10/17/24, Feb 07/14/21/28, Mar 07, 09:30-12:30; Sa. Jan 31, 09:00-13:00; Mar 14, 09:30-11:30 - CC (Sim/MacCafferty)

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. Jan 13, 18:30-21:30 - CC (Wakal)
10 aft - Tu. Jan 13, 15:30-18:30 - CC (Taylor)
10 eve - Tu. Jan 13, 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
10 sessions - Tu. Jan 20/27, Feb 03/10, Mar 03/10/17/31, 18:30-21:30; Sa. Jan 31, Feb 21, 09:30-16:30 - CC (Clark)

Teaching Reading (150818)

This 30-hour course provides students with an understanding of the methodology and instructional techniques used to teach reading in an ESL class, as well as an opportunity to gain a working knowledge of the instructional tools necessary to develop a reading program for an ESL class. \$315
10 eve - Mo. Jan 19, 18:30-21:30 - CC (Watson)
10 eve - Mo. Jan 12, 18:30-21:30 - CC (Souza)

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. (Polakoff/Price-Hosie) \$315
10 sessions - We. Jan 14, 15:00-18:00 - 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. Jan 12, 18:30-20:30; Mo. Jan 19, 18:00-21:30; Jan 26, Feb 02/09/16, 18:30-21:30; Sa. Feb 07, 09:30-13:30; Sa. Feb 21, 10:00-12:00; Sa. Feb 28, 09:30-16:30 - CC

TESL Elective Courses

The TESL Elective Courses have been developed for teachers currently working in the field of English as a Second Language instruction, as well as students registered in the TESL Certificate Program. Thirty hours of TESL Elective Courses are needed to 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. A TOEFL score of at least 550 may be required to take the Overview and elective courses if English is not your first language.

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 select plan for tutoring sessions and how to prepare and design tutoring materials. This is a core course for the VCC Tutoring ESL Certificate. (McLellan) \$75
1 day - Sa. Jan 10, 09:30-16:30 - CC
1 day - Sa. Jan 17, 09:30-16:30 - CC
1 day - Sa. Feb 07, 09:30-16:30 - CC
1 day - Sa. Feb 21, 09:30-16:30 - CC

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

This 12-hour participant-centred workshop will focus on teaching adult ESL literacy students within the framework of a multi-level class. Topics will include instructional approaches, teaching techniques, lesson planning, teaching materials and resources. Samples of lesson plans and teaching ideas will be provided for all workshop participants. It is advisable that participants have volunteer or teaching experience in an ESL literacy class.

This course will be presented at the Immigrant Services Society, 333 Terminal Avenue, Vancouver. (Price-Hosie/Massarao) \$120
4 eve - Mo. Jan 12, 18:30-21:30 - ISS

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. The recommended text for this elective course is *Techniques in Testing* by Harold Madsen. (Woodman) \$150
5 eve - Mo. Jan 12, 18:30-21:30 - CC
5 eve - Tu. Mar 03, 18:30-21:30 - 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. Jan 13, 18:30-21:30 - CC
3 eve - Mo. Mar 02, 18:30-21:30 - CC

Lesson Planning (151717)

This six-hour workshop will provide an opportunity for an in-depth examination of the principles underlying lesson planning for the ESL classroom. The stages of a lesson, opportunities to practise developing activities for the key stages of a lesson, as well as the formatting of lesson plans will be discussed during this workshop. (Clark) \$65
1 day - Sa. Jan 17, 09:30-16:30 - CC

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

This practical, six-hour workshop will focus on methodology used in preparing students to write this internationally recognized university entrance exam. The exam will be presented and analyzed, as well as the methodology for tutoring the listening, grammar, English usage, reading comprehension, and written short essay components of the TOEFL examination. (McLellan) \$65
1 day - Sa. Jan 24, 09:30-16:30 - 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. Jan 31, 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. (McLellan) \$65
1 day - Sa. Jan 31, 09:30-16:30 - 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. Feb 03, 18:30-21:30 - CC

Language Education Through Drama (150877)

This experimental ten-hour workshop will use theatre sports, improvisation and role play as a vehicle for language learning in the ESL classroom. A variety of techniques and exercises will be explored to develop expressiveness using voice, body movement, gestures, character work, tall tales, masks and more. (Orenstein) \$100
2 day - Fr. Feb 06, 18:30-22:00; Sa. Feb 07, 09:00-16:30 - CC

Teaching TOEFL Using an Interactive Approach (150842)

This six-hour workshop will explore teaching strategies and language learning activities for developing an interactive and student-centred approach for instructing a TOEFL Preparation class. Workshop participants will be involved in demonstration activities during this workshop. (Chang) \$65
1 day - Sa. Feb 07, 09:00-16:00 - CC

Social Issues and the ESL Class (150895)

Over the past few years, the trend 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. (Hoppenrath/Royal) \$70
1 day - Sa. Feb 07, 09:30-16:30 - CC

Tutoring ESL Elementary School Students (151713)

This six-hour workshop will examine the curriculum and instructional strategies that can be used for tutoring elementary school ESL students in Grades 1 to 7 in the B.C. Public School System. (McLellan) \$65
1 day - Sa. Feb 14, 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) \$35
1 aft - Sa. Feb 14, 13:00-16:00 - 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) \$35
1 aft - Sa. Feb 14, 09:00-12:00 - CC

Learning Disabilities in the ESL Classroom (151714)

This 12-hour elective provides a brief overview of learning disabilities in the ESL classroom in order to help teachers to identify students whose language difficulties may result from a learning disability. Participants will examine the role of learning disabilities in the ESL classroom, learn some techniques for distinguishing learning disabled students from other non-learning disabled students, and discover how to access resources in the community to help learning disabled ESL students. (Woodman) \$120
4 eve - Mo/Tu. Feb 16, 18:30-21:30 - CC

English Language Program Management (151719)

This four-hour workshop will explore and examine aspects of program management which are essential to the successful operation of an English language program. Topics will include organizational structure, human resources, finances, clientele, program design, curriculum, resources and evaluation. Problem-solving with real case studies will give participants a chance to apply management principles covered in the course. (Christopher) \$45
1 aft - Sa. Feb 21, 13:00-17:00 - CC

The Lesson is in the Song (150794)

This dynamic, five-hour, idea-packed workshop will demonstrate techniques and activities for teaching language through the medium of song. Following an interactive language/music lesson, small groups will analyze and select a song, and develop a lesson plan. Each individual will then develop a language extension to share and critique with the class. The course fee includes the new *The Lesson is in the Song* tape and book of copy-ready lessons and lesson instructions. (Fung/Maier) \$80
1 day - Sa. Feb 28, 10:00-16:00 - 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 in Room 3184. (Sayson/Jabaji) \$65
1 aft - Sa. Feb 28, 13:00-17:00 - KEC

Tutoring ESL Secondary Students for English Courses (151715)

This six-hour workshop will cover the government curriculum and teaching strategies that can be used for English instruction in Grades 8 to 12 in the B.C. Public School System. (McLellan) \$65
1 day - Sa. Feb 28, 09:30-16:30 - CC

ESL Instruction as Experiential Learning (151712)

In this six-hour workshop, participants will explore the meaning and practicalities of "Experiential Learning" in teaching adult ESL learners. "Experiential Learning" occurs within a social context and is a social process as well as an individualistic one. We shall examine ESL/EFL instruction in community and workplace education as well as with advocacy, gender issues and language acquisition in older adults. Six generic experiential learning models will be presented including Knowles' Androgogy and McClusky's Theory of Margin. Experiential language practices and classroom management strategies will also be discussed. It is recommended that participants have ESL or EFL teaching or tutoring experience. (Gauthier) \$65
1 day - Sa. Mar 14, 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. This workshop will be presented at the Immigrant Services Society, 333 Terminal Avenue, Vancouver. (Horih) \$45
1 mng - Sa. Mar 14, 09:00-12:00 - ISS

Cross-Cultural Courtesies in the Multi-Cultural Classroom (151718)

Cross-cultural courtesy is about a shared understanding of what helps us feel comfortable in social situations. In the multi-cultural classroom, it is important to have insight into the myriad of ways that people approach food, taboos, celebrations, social interactions and other everyday activities. This four-hour session will help you get in touch with your own cultural courtesies and enhance your opportunities for positive relations with the students in your classroom. (Jimison) \$45
1 mng - Sa. Jan 24, 09:00-13:00 - CC

English Language Instruction and Brain Research (151720)

This three-hour workshop will explore and unravel the connection between the brain and learning patterns in the ESL classroom. Currently, research is being done on learning and how it is affected by emotions, physical response, the right brain-left brain, cultural time and space perceptions. Attend this workshop and discover how to use these differences to enhance language learning in your classroom. (Elliott) \$35
1 aft - Sa. Mar 28, 13:00-16:00 - 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 BC TEAL Conference is scheduled for April 4 and 5, 1998 in North Vancouver. For more information phone (604) 736-6330.

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 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. There is a class limit of 25 students per courses. Qualified applicants will be accepted into the program on a first come-first served basis. 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 February 7, 1998. This term will begin on March 3, 1998 and end June 30, 1998.

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 Tutoring ESL Certificate Program.
4. Applicants will successfully clear a criminal records search by the Vancouver Police Department.

An information guide and application form can be obtained by phoning (604) 871-7070.

Tutoring ESL Certificate Core Courses

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

Foundations for English Language Instruction (150202)

This component examines the principles of ESL instruction, curriculum development, and cultural awareness and cross-cultural communication. \$150

Teaching Grammar (150203)

This component examines the instructional methodology used to teach grammar to adult learners. \$300

Teaching Listening and Speaking (150204)

This component examines the instructional methodology used to teach listening and speaking skills to adult ESL learners. \$300

Teaching Pronunciation (150207)

This component examines the instructional methodology used to teach pronunciation to adult ESL learners. \$300

Teaching Reading and Writing (150205)

This component examines the instructional methodology used to teach reading and writing skills to adult ESL learners. \$300

Practicum (150206)

This component will focus on the practical application of the theory of English language instruction in an ESL instructional setting. \$400

Applications for the TESL Inservice Qualification Certificate Program are available throughout the year. The application deadline for the next TESL Inservice Qualification Program is February 7, 1998. All applications will be reviewed, a short list will be interviewed and a class will be selected February 21, 1998. The new term will begin on March 3 and end on June 30, 1998.

Tutoring ESL

certificate program

The VCC Tutoring ESL Certificate Program has been developed for people who wish to tutor English as a Second Language. The program is 120 hours long. It consists of five core courses totalling 90 hours, and 30 hours of elective courses. The core courses include An Overview of Teaching English, Tutoring Grammar, Tutoring Pronunciation, ESL Tutoring and the Practicum. The 30 hours of elective courses can be chosen from the following course selection: Tutoring for the Provincial English Examination, Tutoring for the TOEFL, Tutoring for the LPI, Tutoring for Business People, Tutoring for Elementary School ESL Students, Tutoring for Secondary School ESL Students, Tutoring for Oral Fluency for Adult ESL Students, and Basic Accounting for Tutors. On successful completion of the program, graduates will be awarded the Vancouver Community College Tutoring ESL Certificate.

Admission Requirements

1. Applicants must submit an application with all the required documentation for admission.
2. Applicants must have successfully completed an undergraduate university degree as verified by official university transcripts.
3. 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 Tutoring ESL Certificate Program.
4. Applicants will successfully clear a criminal records search by the Vancouver Police Department.

An information guide and application form can be obtained by phoning (604) 871-7070.

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. Students accepted into the VCC Tutoring ESL Certificate Program will be required to pass an examination with a grade of 60 percent in order to successfully complete this course. (McLellan) \$75
1 day - Sa. Jan 10, 09:30-16:30 - CC
1 day - Sa. Jan 17, 09:30-16:30 - CC
1 day - Sa. Feb 07, 09:30-16:30 - CC
1 day - Sa. Feb 21, 09:30-16:30 - CC

Tutoring Grammar (151708)

This 12-hour course examines the theory and instructional methodology used to tutor/teach grammar to ESL speakers. Grammatical structures from the beginner level through the advanced level will be addressed; as well, reference materials will be recommended for tutoring. Students accepted into the VCC Tutoring ESL Certificate Program will be required to pass an examination with a grade of 60 percent in order to successfully complete this course. (Chernen) \$150
2 day - Sa. Mar 21, 09:30-16:30 - CC

Tutoring Pronunciation (151707)

This 12-hour course examines the theory and instructional methodology used to tutor/teach pronunciation to ESL speakers. Students accepted into the VCC Tutoring ESL Certificate Program will be required to pass an examination with a grade of 60 percent in order to successfully complete this course. (Chernen) \$150
2 day - Sa. Jan 24, 09:30-16:30 - CC

Tutoring ESL Practicum (151709)

This 32-hour course will focus on the practical application of the theory of English as a Second Language tutoring skills in real life situations. The principles of lesson planning, the effective use of instructional aids, as well as dealing with on-the-spot teaching situations will be addressed. This course consists of a two-hour orientation session and 30 hours of tutoring an ESL student during March and April 1998. Please note that the Tutoring ESL Practicum cannot be taken until all the Tutoring ESL Certificate core courses are successfully completed. (Flader) \$300
Workshop: Sa. Mar 07, 10:00-12:00 - KEC
Practicum: March/April

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. (McLellan) \$65
1 day - Sa. Jan 24, 09:30-16:30 - CC

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

This practical, six-hour workshop will focus on the tutoring methodology used for preparing students to write the LPI. Emphasis will be placed on student preparation in the test areas of reading comprehension, grammar, vocabulary, and essay writing in a one-to-one tutorial situation. (McLellan) \$65
1 day - Sa. Jan 31, 09:30-16:30 - CC

Tutoring ESL Secondary Students for English Studies (151715)

This six-hour workshop will cover the government curriculum and teaching strategies that can be used for English instruction in Grades 8 to 12 in the B.C. Public School System. (McLellan) \$65
1 day - Sa. Feb 28, 09:30-16:30 - CC

Tutoring ESL Elementary School Students (151713)

This six-hour workshop will examine the curriculum and instructional strategies that can be used for tutoring elementary school ESL students in Grades 1 to 7. (McLellan) \$65
1 day - Sa. Feb 14, 09:30-16:30 - CC

CERTESL Program

certificate 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. A university degree is not required to complete this program. 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 \$15 to \$35. The deadline for registration for this term is March 15, 1998. Please note, the CERTESL Program is offered three times a year. There is a fall term (September to December), a winter term (January to April), and an inter-session term (May to July). For CERTESL Program information contact the CERTESL program assistant, Pat Cooper, phone (604) 871-7079; fax (604) 871-7300 or e-mail <pcoper@vcc.bc.ca>

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 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 practice in the field of English as a Second Language. Trainees will have the opportunity to observe experienced and qualified ESL/EFL teachers, and discuss classroom applications and needs of various types of students. Students will plan lessons, teach in an observed situation, and receive feedback and guidance on their teaching. A supervised practicum can be arranged off-campus at a recognized educational institution with an approved and fully qualified ESL or EFL teacher.

Prerequisites: TESL 21, TESL 31 or TESL 34, 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 34, 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.

International TESL

certificate program

The VCC International TESL Certificate Program is a program designed for international students whose first language is not English. The program is a full-time program that extends over a ten-month period. There are two separate ten-month terms per year. The first term begins in early January and finishes at the end of November. (Please note, there are no classes in July and August in the first term.) The second term begins in early September and finishes at the end of June in the following year. For a VCC International TESL Certificate Program Information Guide, please phone (604) 871-7070 or fax (604) 871-7300.

Teaching English Internationally

VCC offers the Program for Teaching English Internationally for people who are planning to teach English overseas. Interested applicants are advised to phone (604) 871-7070 for an information guide and an application form. It is not necessary to have a university degree to register in this program. However, it should be noted that 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 must have a grade of B on the University of Cambridge Certificate of Proficiency in English, or a TOEFL score of 550. A Statement of Completion will be issued to those applicants who successfully complete the following program of studies.

An Overview of Teaching ESL (150802)

An Overview of Teaching ESL provides a practical introduction to the teaching techniques, procedures, and instructional resources used to teach English as a Second Language. This course is the prerequisite for the TESL Certificate Program. The course examines the instructional methodology used for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, role plays, pronunciation, advanced ESL learner, beginning ESL learners, as well as oral testing, and lesson planning. \$225
10 aft - Fr. Jan 09, 12:30-15:30 - KEC (Zetler)
4 day - Sa. Feb 14, 09:30-18:00 - CC (Chang/Timberg)
7 sessions - Fr. Jan 30, Feb 06/13, 18:30-21:30; Sa. Jan 31, Feb 07/14, 09:00-16:00; Sa. Feb 21, 09:00-12:00 - 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. Jan 13, 18:30-21:30 - CC
3 eve - Mo. Mar 02, 18:30-21:30 - CC

Tutoring Grammar (151708)

This 12-hour course examines the theory and instructional methodology used to tutor/teach grammar to ESL speakers. Grammatical structures from the beginner level through the advanced level will be addressed; as well, reference materials will be recommended for tutoring. Students registered in the VCC Program for Teaching English Internationally will be required to pass a take-home examination with a grade of 60 percent in order to successfully complete the program. (Chernen) \$150
2 day - Sa. Mar 21, 09:30-16:30 - CC

Tutoring Pronunciation (151707)

This 12-hour course examines the theory and instructional methodology used to tutor/teach pronunciation to ESL speakers. Students registered in the VCC Program for Teaching English Internationally will be required to pass a take-home examination with a grade of 60 percent in order to successfully complete the program. (Chernen) \$150
2 day - Sa. Jan 24, 09:30-16:30 - CC

Practice Teaching (151722)

Applicants registered in the VCC Program for Teaching English Internationally are required to work in an English language classroom setting in either a volunteer or paid capacity for a minimum of 26 hours. To successfully complete this program requirement, students must document their volunteer or paid practice teaching experience using the appropriate VCC practice teaching forms. There is a submission fee of \$75.

health

Professional, Allied, Holistic Health, & Health Education

These courses are for nurses and health care professionals, dental personnel, 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 22 for courses on conflict resolution, assertiveness, and group facilitation.) To register by phone call 871-7070.

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 popular 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 tank top or loose, comfortable clothing, 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)
2 day - Sa/Su. Jan 31/Feb 01, 10:30-16:00 - KEC
3 eve - We. Feb 11, 18:30-21:30 - CC

Massage Therapy - Level II (200740)

Level I (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. Apr 04, 10:00-16:00 - 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. Feb 21, 09:30-12:30 - CC

Introduction to Art Therapy (202785)

What is art therapy? What does an art therapist do? This experiential workshop introduces you to the field of art therapy, the creative process and the role of art in healing. 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) \$75
1 day - Fr. Feb 27, 09:30-16:30 - KEC

HIV/AIDS: Update (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, related illnesses and treatments, community resources, and issues concerning women, sexuality, substance use and societal attitudes. (AIDS Vancouver) \$55
1 day - Sa. Mar 28, 10:00-16:00 - KEC

Your Menopausal Health (201087)

You will gain current, accurate information to help you make informed decisions about menopause-related health choices, in particular the known risks and benefits of hormone therapy in relation to osteoporosis, cardiovascular disease and breast cancer, lifestyle modifications; and alternative therapies, including use of herbs. Includes personal risk assessment guide and a resource list to assist you in your decision-making. (Blades) \$25
1 mng - Sa. Feb 28, 09:00-12:30 - 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 therapy, posture and how to communicate with your health professional about these. Includes manual to take home. Recommended for women of all ages, including adolescents. Come and bring your friend, daughter, mother or sister to learn together. (Osteoporosis Society of BC) \$20
1 mng - Sa. Mar 07, 09:30-12:00 - KEC

Anxiety, Panic and Agoraphobia (201045)

In this highly successful program, Randy Boychuck, counsellor, helps you learn to become free of panic, anxiety and agoraphobia. Participants learn self-observation, and information about the disorder, breathing retraining, muscle relaxation training, and self-talk. As well, you learn to control panic sensations by consciously reproducing these states in the controlled classroom setting. The series relies on mandatory weekly homework exercises which help integrate your new skills and knowledge into everyday life. (Boychuck) \$230
9 eve - Th. Jan 29, 18:30-21:30 - CC

Decision Making and Life Planning (201075)

A decision may be seen as an inner conflict over competing alternatives which represent different values and needs. Given that people help change their realities by the decisions they make, this workshop offers a set of skills and processes to help reduce internal conflict in your life. You will assess your own style of decision making and focus on one of your own inner conflicts in order to learn a systematic approach to decision making. You will explore your personal values, needs and aspirations in order to begin to formulate life goals, acquire some useful decision making and planning skills, and use the skills on a relevant personal decision. (Boychuck) \$65
1 day - Sa. Feb 21, 09:00-15:00 - KEC

Talking About Suicide (201089)

When we suspect that a friend, co-worker or relative might be at risk for suicide, we search for what to say and do. This course will help you to respond appropriately to someone who is troubled and who may be at risk for suicide. It will help you to recognize key signs, how to ask helpful questions, how to judge when and how it is appropriate to act, and how to recognize your own feelings. Offered in collaboration with the SAFER, a program of Greater Vancouver Mental Health Services Society. \$20
1 eve - Tu. Feb 24, 19:00-21:00 - CC

Self-Esteem: The Ultimate Asset (202754)

Those who have the greatest life satisfaction believe in their own worth and are most likely to have the highest self-esteem. Self-esteem is one's own sense of worthiness. In this course we will examine factors which build self-esteem and factors which hinder it, and explore how self-esteem has been shaped by our families of origin and our life experiences. When we know what affects self-esteem from both past and present we can begin the process of changing either the circumstances or our own beliefs about ourselves. Exercises are used to explore and facilitate self-esteem. (Boychuck) \$65
1 day - Sa. Feb 28, 09:00-15:00 - KEC

Suicide Risk: Assessment and Intervention (200710)

Suicide threats or attempts can occur with clients across the life span and all care settings and present a special need for prompt response. Designed for counsellors, therapists, social workers, nurses, mental health staff and other professionals, this course will increase your knowledge and skills in identification, assessment and interventions to help clients at risk for suicide. Offered in collaboration with SAFER, a program of Greater Vancouver Mental Health Service Society. (Lowe) \$75
1 day - Fr. Mar 27, 09:00-16:00 - KEC

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

Designed for teachers, school counsellors, therapists, social workers, nurses, dental hygienists, and other health professionals who strive 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. (Usmiani) \$75
1 day - Sa. Apr 04, 09:30-16:30 - KEC

Taking Charge: Clinical Leadership for Nurses (202771)

In today's decentralized organizations, nurses are required to take charge and assume leadership roles. Develop your leadership skills and confidence to make taking charge a satisfying and effective experience and to improve the quality of your work team. You will understand your leadership style more clearly and learn team building strategies for problem solving, conflict resolution, group process, motivation, delegation, empowerment, change and transition. (Rohrer) \$140
2 day - Fr/Sa. Feb 20/21, 09:00-16:00 - KEC

Learning to Teach (202719)

This highly-rated practical course for health and social service professionals will improve your teaching skills through interaction and practice in a comfortable, non-threatening atmosphere. Under the guidance of Pru Moore, a respected innovator and experienced teacher/role model in adult education, you will 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 Programs. (Moore) \$385
5 day - Mo/Tu/We/Th/Fr. Mar 02, 09:00-16:00 - CC

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

Maximize your teaching impact by making the most of spontaneous questions and opportunities that arise on the job 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) \$50
1 mng - Fr. Feb 27, 09:00-12:00 - KEC

Transformative Learning (202305)

Transformative learning is the foundation of accountable reflective practice and innovative problem solving in our complex and changing health care system. In this leading edge course, you will learn about the purposes, processes and various methods of facilitating transformative learning, and experience a selection of strategies that you can incorporate in your teaching and mentoring roles. (Moore) \$50
1 aft - Fr. Feb 27, 13:00-16:00 - KEC

Starting a Private Health Care Practice in Nursing (202786)

Many BC nurses are self-employed entrepreneurs who provide a variety of creative services in direct care, wellness, health promotion and education. If you are embarking on a private practice - or thinking about it - come learn more about the ins, outs and logistics of setting up a private practice. Robyn Brown, experienced and successful nurse entrepreneur, will address setting 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. Mar 27, 09:00-16:00 - 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. Feb 27, 09:00-16:00 - KEC
1 day - Fr. Mar 27, 09:00-16:00 - KEC

Cardiovascular Assessment (202702)

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

Respiratory Assessment (202718)

1 day - Fr. May 22, 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. You will gain an increased understanding of how and when to intervene in chest pain, pulmonary edema, pulmonary embolus and 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. Mar 13, 09:00-16:00 - 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. Feb 28, 10:00-15:00 - KEC
1 day - Sa. Apr 18, 10:00-15:00 - 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. Mar 07, 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 - Tu. Mar 10, 10:00-17:00 - CC

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 - We. Mar 11, 10:00-17:00 - CC

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 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 cardiology technologists, lab assistants, nurses, and physicians with basic arrhythmia interpretation skills. (Cooper) \$85
1 day - Sa. Mar 28, 10:00-17:00 - 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. Jun 05, 09:00-16:00 - KEC

Establishing and Maintaining IV Therapy (Theory, Lab) (202704)

A seven-hour workshop of theory and practice in which you learn to locate appropriate sites, select equipment, perform IV insertion and adjust flow rates for the adult patient. For RNs and technologists using IV therapy in clinical practice. Proof of practising RNABC registration or appropriate professional credential required. (Brazier) \$125

1 day - Sa. Jan 17, 08:30-16:30 - LGH, Seminar Room B
1 day - Sa. Feb 14, 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. Mar 14, 08:30-16:30 - LGH, Seminar Room B

Peri Anaesthesia Nursing (202609)

For nurses who work in peri/post anaesthesia units on a regular or casual basis; you will learn about regional and general anaesthetic agents, admission and assessment, interventions for complications, documentation, legal responsibilities and standards for PAR nursing practice. (Clarke) \$175
2 day - Fr/Sa. Feb 20/21, 09:00-16:00 - KEC

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Foodsafe

Foodsafe is a program in sanitary food handling. Foodsafe trains restaurant and kitchen employees on the procedures and conditions necessary for the prevention of food borne illnesses. The two courses, Basic and Advanced, each consist of eight hours of instruction, covering such topics as the storage of potentially hazardous foods, personal hygiene, the causes of food borne diseases, and maintaining a sanitary food service operation. All student materials will be provided. The program is endorsed by the Restaurant and Food Services Association of BC and the Provincial Ministry of Health.

Certification

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

For further information or to register please call 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. Jan 17, 09:00-18:00 - CC
1 day - Sa. Jan 24, 09:00-18:00 - CC
1 day - Sa. Jan 31, 09:00-18:00 - CC
1 day - Sa. Feb 07, 09:00-18:00 - CC
1 day - Sa. Feb 14, 09:00-18:00 - CC
1 day - Sa. Feb 21, 09:00-18:00 - CC
1 day - Sa. Feb 28, 09:00-18:00 - CC
1 day - Sa. Mar 07, 09:00-18:00 - CC
1 day - Sa. Mar 14, 09:00-18:00 - CC
1 day - Sa. Mar 21, 09:00-18:00 - CC
1 day - Sa. Mar 28, 09:00-18:00 - CC

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

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

2 day - Sa. Feb 07/14, 09:00-16:00 - CC
2 day - Sa. Mar 21/28, 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. Feb 28, 09:00-18:00 - CC

1 day - Sa. Apr 04, 09:00-18:00 - CC

Foodsafe – Level II (Advanced) (250202)

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

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

1 day - Sa. Jan 24, 09:00-18:00 - CC
1 day - Sa. Feb 21, 09:00-18:00 - CC
1 day - Sa. Mar 21, 09:00-18:00 - CC

Worksafe Education

The following 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; Computer Workstation Ergonomics. WCB certificates are issued for each program. For descriptions of each course, see the Business, Career and Management section of this flyer, page 13. To register or inquire, call 871-7070.

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*, Bob Shebb, available at campus bookstore.) \$315

12 eve - Mo. Jan 12, 18:30-21:30 - CC (Adilman)
12 eve - Tu. Jan 13, 18:30-21:30 - CC (Shamai)
12 eve - Th. Jan 15, 18:30-21:30 - CC (Krakow)
10 mng - Fr. Jan 16, 10:00-13:00 AND 2 day - Fr. Jan 23, Feb 20, 09:30-16:30 - KEC (Menzel) – No class Mar 20

Basic Counselling II (101806)

This course is a continuation of Basic Counselling I and is designed for individuals who want to improve their basic counselling skills. Stages I and II of Shebb's Helping model will be discussed and the appropriate skills practised. Class time will be divided into lectures, instructor demonstration and practical experience in the roles of helper and client. Workbook exercises will encourage self-exploration to enhance your effectiveness as a helper. Prerequisite: Satisfactory completion of Basic Counselling I (101805). Text: *Counselling Skills*, Bob Shebb, (Shamai) \$260

10 eve - Th. Jan 22, 18:30-21:30 - CC (Shamai)

A Gestalt Approach to Counselling (101810)

To be offered in Fall 1998

Body-Centred Approaches to Counselling and Therapy (101814)

"Appearances always tell the truth – if you look close enough." A.A. Attanasio. As our understanding of the holistic relationship between mind, heart and body has deepened, interest in body-centred approaches to counselling and therapy has increased. Such approaches give voice to the body, encouraging it to speak through its own language of movement, evoking the landscape of the psyche in ways more direct and powerful than solely verbal approaches allow. This workshop is designed to give counsellors and others in the helping professions an introductory glimpse into the body-centred world and offer some pragmatic ways of applying its insights. We will explore each of the seven character structures, examine means of working with the resources and challenges of each, develop body-reading skills, practice specific body-centred exercises for healing and change, and discover some of the countless gifts that work with the body offers. Prerequisite: Basic Counselling I (101805) or equivalent training/experience. (Laird) \$150

1 eve - Fr. Feb 06, 18:30-21:30 AND 2 day - Sa/Su. Feb 07/08, 09:30-16:30 - KEC

Vocational Counselling (101839)

This course (36 hours) presents the theory and practice of vocational counselling. Participants will examine the theory of how people make vocational/career decisions, how the counselling relationship facilitates this process and what particular issues special needs population have in this process. Opportunities for skills development will include helping clients in the process of self-discovery, self-esteem building and realistic goal setting. This course is aimed primarily at those working in the field of employment counselling. Prerequisite: Basic Counselling Skills (101805) OR permission of program coordinator. Text, *Career Counselling: A Psychological Perspective*, Yost and Carbisli, available at campus bookstore. (Comber/Margolis) \$315

4 day, Sa. Jan 17/24, Feb 07/21, 09:30-16:30 AND 3 eve - Tu. Jan 27, Feb 03/10, 18:30-21:30 AND 1 mng - Sa. Feb 28, 09:30-12:30 - CC

Cross-Cultural Counselling (101841)

This course examines cross-cultural counselling issues, theories and approaches, including value orientation, cultural-racial identity development and intercultural communication. It is designed to be both theoretical and practical by giving participants knowledge and understanding of the cultural factors underlying client and counsellor behaviour and interventions, as well as by emphasizing practical skill development. Emphasis will be placed on integration of knowledge with personal awareness. This course has three modules:

1. Introduction to Cross-Cultural Counselling
2. Themes in Cross-Cultural Counselling Approaches
3. Special Topics

This course is aimed at those in the helping professions who work in a multi-cultural milieu. Prerequisite: Basic Counselling I (101805) or equivalent training/experience. (Klassen) \$315

8 eve - We. Jan 14-Feb 25 AND Mar 25, 18:30-21:30 AND 2 day - Sa. Mar 07/14, 09:30-16:30 - CC

Marketing for Job Placement Workers (101809)

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

4 eve - Th. Feb 05, 18:30-21:30 - CC

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

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

Larry Koopman, BEd, is a job placement expert and rehabilitation consultant who has many years' experience working with special needs groups.

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

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

Rhonda Margolis, MA Counselling Psychology, is a counsellor and educator who specializes in vocational counselling and cross-cultural counselling. She consults widely with public and private sector organizations on workplace diversity issues.

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

Susan Rungta, MA Counselling Psychology, is a counsellor in private practice, specializing in group work and in professional training and development. She is a graduate of the Gestalt Training Institute of Vancouver.

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

Counselling Skills

certificate program

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

Entry Requirements

- Grade 12 completion
- Maturity and emotional stability
- Good knowledge of English, both oral and written
- Relevant experience in social services. (Volunteer experience is credited if it is in a structured, supervised setting. Work or volunteer experience must include use of counselling skills.)
- Satisfactory, documented completion of Basic Counselling Skills course (101805) or equivalent
- Satisfactory interview with program coordinator

Certificate Requirements

The certificate consists of five 36-hour courses, an 18-hour seminar and a 112-hour practicum OR a 30-hour practice seminar, totalling 310 or 228 hours: Individual Counselling Skills (101831) – 36 hours
Counselling Theories (101830) – 36 hours
Group Counselling Skills (101832) – 36 hours
Family Counselling Skills (101833) – 36 hours
Assessment Referral (101838) – 36 hours
Personal/Professional Development (101842) – 18 hours
Practicum (101836) – 112 hours
Practice Seminar (101845) – 30 hours

Course Fees

18 hours – \$160; 36 hours – \$315-\$325, Practicum – \$300, Practice Seminar – \$250

Evaluation

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

Length of Program

One course per term: Five terms – 18 months. Practicum and 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 Meeting

For more information attend the following meeting: 1 eve - Tu. Jan 13, 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

11 eve - Mo. Jan 05, 18:45-21:45 AND 1 mng - Sa. Jan 10, 09:30-12:30 - CC (Menzel) – No class Mar 16

12 eve - We. Jan 07, 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 better articulate their own beliefs, values and approaches to counselling. (Zettl) \$325

12 eve - Tu. Jan 06, 18:30-21:30 - CC

Group Counselling Skills (101832)

This course examines the knowledge and skills which are required when counselling in a group setting. Content will include: identifying types of groups; understanding group effectiveness; understanding group structure and organization; selection of group members; explaining roles and responsibilities of group leader; understanding stages of group development; understanding and dealing with group and individual needs during all stages of development; evaluating change. An exploration of legal and ethical issues, particularly competence, will also be included. This course will emphasize an experiential learning approach. (Laird) \$315

10 eve - Th. Jan 08, 18:30-21:30 AND 1 day - Sa. Jan 17, 09:30-16:30 - CC (Laird)

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. Jan 07, 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 Jan 07, 18:30-21:30 - CC

Personal/Professional Development (101842)

This course provides an opportunity for students to continue their personal and professional development, especially as this applies to ethical principles. Since a universal primary ethical principle is that the counsellor is "committed to his/her own self-awareness, using it to protect the client from the intrusion of her/his personal needs/issues/values," the student will be given the structure within which to examine his/her ethical attitude and behaviour. Content areas will build upon and expand the knowledge of ethical principles, especially as they apply to practice issues. Case studies, small and large group discussion and journal writing will be featured. A large component of this required course will be process-oriented, involving the sharing of students' self-exploration and the individual examination of both values and personal limitations. (Yasin) \$160

Will be offered in April 1998

Practicum (101836)

The 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, Aubrey) \$300

Practice Seminar (101845)

Students already working in a counselling or helping capacity have the option of completing the practicum through their current duties. This option requires students to participate in supervision through the College by attending the Practice Seminar, which consists of ten 3-hour seminars every other week. During the seminar, students will present audio or video tapes of their work for case consultation, skill review and feedback from instructor and fellow students. Please note that in order to participate in this seminar you must be able to provide audio or video tapes of your work and receive permission from your clients and agency. (Laird, Robinson, Pierce) \$250

10 mng - Sa. Jan 17/31, Feb 14/28, Mar 14/28, Apr 18/25, May 09/23, 09:30-12:30 - CC

Instructors

Elizabeth Aubrey is a recent graduate of the Counselling Skills Certificate Program. She is an independent businesswoman who works in administration and information systems technology. She uses her counselling skills facilitating groups for women with eating disorders.

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. She is interested in applying the Gestalt approach within a client-centred context.

Kathy Pierce, MSW, is a counsellor specializing in family therapy, group work and sexual abuse counselling. She works at the Family Services of Greater Vancouver VISACS Program.

Selina Robinson, MA Counselling Psychology, teaches in the Substance Abuse Certificate Program, and is a therapist working in the Lower Mainland. In her practice, Selina uses solution-focused ideas enriched with narrative practices.

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, PhD candidate, 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, an 18-hour seminar and a practicum OR practicum seminar totalling 316 or 234 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
Personal/Professional Development (101842) – 18 hours
Substance Abuse Practicum (200119) – 112 hours or Practice Seminar (101845) – 30 hours

Course Fees

18 hours – \$160; 21 hours – \$185; 36 hours – \$315-\$325; Practicum – \$300; Practice Seminar – \$250

Information Session

For more information, attend the following meeting: 1 eve - Tu. Jan 13, 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 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.

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)

Will be offered April 1998

Drugs and Human Behaviour (200127)

Will be offered April 1998

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. (Coyle) \$325

12 eve - Mo. Jan 05, 18:30-21:30 - CC

Group Counselling for Substance Abuse (200116)

This course examines the knowledge and skills required when counselling in a group setting, individuals affected by substance abuse. Content includes: an exploration of group dynamics, stages of group development, leadership styles, member roles, types of groups, particular applications to working with substance abuse populations. The experiential component of the course will include an extended group experience as well as the opportunity to lead structured groups. (Laird) \$315

10 eve - Tu. Jan 13, 18:30-21:30 AND 1 day - Sa. Jan 24, 09:30-16:30 - CC

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. Jan 07, 18:30-21:30 - CC

Personal/Professional Development (101842)

This course provides an opportunity for students to continue their personal and professional development, especially as this applies to ethical principles. Since a universal primary ethical principle is that the counsellor is "committed to his/her own self-awareness, using it to protect the client from the intrusion of her/his personal needs/issues/values," the student will be given the structure within which to examine his/her ethical attitude and behaviour. Content areas will build upon and expand the knowledge of ethical principles, especially as they apply to practice issues. Case studies, small and large group discussion and journal writing will be featured. A large component of this required course will be process-oriented, involving the sharing of students' self-exploration and the individual examination of both values and personal limitations. (Yasin) \$160

Court Interpreting

certificate program

Program Coordinator

Dr. Silvana E. Carr, 871-7166

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 - We/Fr. Oct 14 - May 21, 1999, 19:00-22:00 - KEC (subject to change)

The tuition is \$1260 if paid in three installments. If the full amount of tuition for the three core components is paid before September 30, 1998, students will only be charged \$1160 (subject to change). Textbooks included.

Entrance Eligibility

• Excellent knowledge of English and another language, both oral and written, university education and an aptitude for interpreting.

In some cases it may be possible for students to take components separately. A number of bursaries may be available to assist students.

Certificate Requirements

Satisfactory completion of:
• Language Proficiency Exams
• 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. - 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

Application Deadline

May 25, 1998. 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. April 14, 1998 at 19:30 at KEC.

NOTE

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

Practice Workshop in Simultaneous Interpreting (150133)

If you are a practising interpreter, a graduate of the Court Interpreting Program, or a member of STIBC, take this opportunity to come together with colleagues for a series of intensive practice workshops in simultaneous interpreting skills. You will have access to language labs at KEC, interpreting materials in diverse fields (legal, medical, economic, etc.), guidance and feedback. Registration deadline is Jan 06. (Meis) \$160 (VCC Court Interpreting grads and STIBC members: \$120)
4 eve - Fr. Jan 09, 18:30-21:30 - KEC

Health Care Interpreter Course

Health Care Interpreter (150177)

The course is designed to prepare interpreters to fulfil their role and meet the standards for health care interpretation. To enhance the interpreter process in the health care context, participants will gain an understanding of the Canadian health care system and the various agencies for health care delivery. They will also become aware of the roles of various health team members, and situations requiring health care interpretation. Additionally, the participants will have an overview of medical terminology related to general body systems. A variety of learning methods and resources will be used including class lecture and discussion, video and audio presentations, case situations, role play and simulations. Prerequisite: VCC Court Interpreting Certificate or equivalent. Registration deadline - April 3. (Lehal) \$350
8 day - Sa. Apr 18, 09:00-16:00 - CC

Introduction to Professional Translation (150146)

Students will understand basic translation techniques and the process of translation including source-text analysis, target-reader analysis, non-traditional resources, glossary development, editing, and proofreading techniques. They will be able to identify problems encountered in a variety of types and levels of translation. Application deadline: Jan 06. (Searles-Ridge) \$160
3 day - Sa/Su. Jan 10/11/17, 09:00-16:00 - CC

Distance Education

Introduction to Court Interpreting (150181)

The modules of this program will be delivered in the convenience of your own home in a variety of formats: printed word, audio conferencing, computer conferencing (optional), interactive video conferences in five central locations. In this self-paced, part-time program you will be introduced to: Orientation to Interpreting, Skills for Interpreters, Bilingual Interpreting, Law for Court Interpreters. Upon completion of the program and with further practice you may choose to sit the national certification exams, or challenge the VCC Bilingual Interpreting Certification exams in order to qualify for accreditation as a court interpreter. This program is open to persons who have an excellent knowledge of English and one of the following: Cantonese, French, German, Punjabi, Spanish, Vietnamese. 120 hour home study, March-September 1998. Application deadline: January 12, 1998. For application forms, information session dates and screening exam dates, call 871-7076. \$800

Instructors

Ranjit Lehal, RN, clinical instructor and health care interpreter trainer, is the coordinator of the Diversity Project at Vancouver Hospital.

Markus Meisl is a professional conference interpreter, trained in Germany and accredited by the Canadian federal government and by the European Commission.

Courtney Searles-Ridge teaches translation and editing skills to multilingual classes at the Translation and Interpretation Institute in Seattle, Washington, where she is also academic director of translation. She is an experienced freelance translator with numerous published book translations. She also manages a successful T&I service bureau. German is her second language.

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.

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. Applications are now being accepted for September 1998.

Infant-Toddler Educator Training

This one-year, post-basic program prepares already qualified ECE graduates with the specialized skills and knowledge to supervise infant and toddler group day care settings. Applications for September 1998 are now being accepted. Please call 871-7110 for further details.

Continuing Studies in Early Childhood Education

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

School Age Child Care

This certificate program is designed for those who currently work or wish to work with 5-12 year old children in out-of-school care facilities, recreation programs, community centres or leadership, service and church groups. The program consists of 150 hours of instruction divided between the prerequisite course, five core courses and a variety of electives. In order to register in this certificate program, applicants MUST successfully complete the 24-hour prerequisite course entitled Introduction to School Age Child Care, offered each September. Core courses are:
• Working with 5 Year Olds
• Working with 6-9 Year Olds
• Working with 9-12 Year Olds
• Working with Children with Extra Support Needs
• Leadership and Organizational Skills

Instructors

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

Richelle Leckey is the out of school care coordinator at Douglas Park Community Centre and brings over seven years of practical experience to the classroom. She is co-chair of the School Age Child Care Association and staffs the School Age Support Services Program.

This term the following core courses will be offered:

Working with 6-9 Year Olds (150656)

The focus here is on the growth and development of children in this age group and the ways in which effective planning and guidance can promote positive self-esteem. (Leckey) \$125
6 eve - We. Jan 14, 19:00-22:00 - CC
1 day - Sa. Feb 14, 09:30-16:00 - CC

Working with 9-12 Year Olds (150657)

Key topics will include the maturing child, the concept of personal challenge, the role of field trips for this age group and effective supervision skills. (Dubinsky) \$125
6 eve - We. Feb 25, 19:00-22:00 - CC
1 day - Sa. Mar 28, 09:30-16:00 - CC

Family Child Care

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

Instructors

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

Introduction to Family Child Care: Good Beginnings (103801)

This course offers an introduction to a variety of issues related to quality family day care. It provides an overview of child development, health and nutrition, activity planning, guiding behaviour and administration. Please note: This course meets evenings AND two Saturdays. Course fee includes a class workbook. (Hager) \$140
8 eve - We. Jan 14, 19:00-21:30 - CC
2 day - Sa. Jan 24, Feb 28, 09:00-15:00 - Off campus

NOTE

While classroom attendance is recommended for Lower Mainland residents, this course is also offered for home study through Distance Education. For further information please call 871-7110.

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 January 31, 1998. 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 B.C. 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

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 January 31, 1998. 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 09:30-12:00. Courses begin January 24, 1998. The fee is \$150 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. Jan 24, 09:30-12:00 - KEC
02 - Level II - 10 mng - Sa. Jan 24, 09:30-12:00 - 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. Jan 24, 09:30-12:00 - KEC
02 - Level II - 10 mng - Sa. Jan 24, 09:30-12:00 - KEC

Adult Advanced (505823)

This course is appropriate for students who completed the Adult Intermediate course or who can understand and converse in simple Mandarin. The course aims to expand the student's communication skills in the language. It exposes the student to more written or spoken Mandarin language materials and prepares the students to express themselves in the language.
01 - Level I - 10 mng - Sa. Jan 24, 09:30-12:00 - KEC

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 30-hour 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 specialty 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

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.

Application Process

Submit an application form, statement of motivation (approximately 250 words), and a letter of reference. Register for Information Session (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

1. Fundamentals and Ethics of Non-profit Management (101902)
2. Interpersonal Communications (101903)
3. Planning and Evaluation (101906)
4. Leadership and Human Resource Management (101904)
5. Marketing and Public Relations (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 (101907)

Project-based practicum of 40-60 hours

Evaluation

All core courses will be graded, with a minimum of assignments.

Length of Program

The program will take 18-24 months part-time to complete.

Program Coordinator

Bonnie Denford-Nelson, 871-7061, Tuesdays and Wednesdays

Orientation to the Non-Profit Management Certificate Program (101901)

All applicants must register in advance and attend an information session at no cost to the student. The program coordinator and instructors will facilitate this one-hour meeting which is designed to ensure the program is right for you.

1 eve - We. Jan 07, 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. (O'Loughlin - formerly Lapp) \$290
10 eve - Mo. Jan 19, 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. Jan 20, 18:30-21:30 - CC

Marketing and Public Relations (101905)

The course is designed to provide participants with skills and practical knowledge of the concepts and principles of the marketing process. The types of communication strategies, including the role of public relations in achieving marketing goals will be examined. Participants will develop sample marketing and public relations plans. (Watson) \$290
10 eve - We. Jan 21, 18:30-21:30 - CC

Specialty Stream

Training Volunteers (101952)

This course is designed for students in the volunteer management specialty stream. In addition, interested individuals who are currently managers of volunteers are encouraged to register. Training is your most effective risk management tool. This interactive two-day workshop will enable you to prepare, facilitate, and implement orientation, education, and training sessions for small or large groups of volunteers. You will learn how and where training fits into the overall volunteer management process. You will have the opportunity to see how YOU fare as a trainer! Prepare to enjoy yourself, and to take a risk! (McIntosh) \$115
2 day - Sa. Jan 31, Feb 14, 09:00-16:00 - CC

Effective Fundraising Techniques (101962)

This course, previously called Advanced Resource Development, is designed for students in the Fundraising Specialty Stream. The course is also available to interested individuals who are working and/or volunteering in a fundraising capacity. The course explores a broad spectrum of approaches and techniques currently practised in the field, and the benefits and challenges of each. Topics to be covered will include direct mail programs, "Where do I start?" the risks and rewards of special events fundraising, gaming, how to develop a program earned income (or entrepreneurial) fundraising, tribute programs, and the importance of saying thank you - donor recognition. (Terzariol) \$160
3 day - Sa. Feb 07/21, Mar 07, 09:00-16:00 - CC

Basic Tools for Financial Reporting (101944)

This course is designed as a prerequisite for Financial Management (101941). It is directed to those individuals who need the basics or a refresher to the basic tools of non-profit financial management. (Stevens) \$60
2 eve - We. Mar 04, 18:30-21:30 - CC

Financial Management for Non-Profit Organizations (101941)

This course is designed for students in the Non-Profit Management Specialty Stream. In addition, interested individuals who are currently managers or volunteers in the non-profit sector are encouraged to register. This course provides an overview of the financial management skills needed to plan, monitor, report and evaluate a non-profit organization's resources. The operational and decision-making implications of charitable tax status along with policies and procedures for accepting gifts. Participants should have knowledge of basic bookkeeping. (Stevens) \$135
1 eve - Fr. Mar 13, 18:30-21:30 AND 2 day - Sa. Mar 14/28, 09:00-16:00 - CC

Facilitating Community Development Forum (101982)

This is the fourth forum co-sponsored with Volunteer Vancouver. The forum format is intended to maximize interaction between participants who may be:
• experienced community workers wanting to refresh their ideas and skills

• people new to the field that want a deeper understanding of the community-building process
• people from a spectrum of diverse communities interested in supporting their groups
• people active in their community as citizens (volunteers, board members, advocates, etc.) who want to learn with others and to build a network
• students enrolled in the VCC Non-Profit Management Certificate Program specializing in community development.

The forum will be facilitated by Ellen LeFebvre and Roy Crowe who will invite guest presenters as required. The forums of previous years include presenters such as Gordon Chutter, Diana Ellis, Pilar Riano, Roop Seebaran, Al Vigoda and Lesley Taylor. The 1998 forum will draw where possible from the experiences of the forum participants. Learning circles alternate weeks. \$300. Registration deadline, Jan 19, 1998. Orientation Session, Jan 22, 18:00-20:00
8 eve - Th. Jan 29, Feb 12/26, Mar 12/26, Apr 09/23, May 07, 18:00-21:00 - St. Vincent's Hospital, 749 West 33rd Avenue, Inservice Room

Related Opportunities

Stand Up and Speak! (101990)

Getting your point across is difficult if you're uncomfortable speaking in front of an audience. This workshop will help you build the confidence and skills to become a great public speaker in a fun and supportive environment. Participants will use their new public speaking skills to make short presentations. (McIntosh) \$85
2 mng - Sa. Feb 21, 09:30-13:00 - CC

Charitable Gaming Fundraising (101992)

This course explores how bonafide non-profit societies and charitable organizations can fundraise for the delivery of programs and services they offer to the community other than by traditional methods, e.g. car washes, bottle drives, turkey sales. With zero-based budgeting being practised by all levels of government and the general belt-tightening of individuals in society, this course would benefit small to national non-profit societies and charitable organizations. (Go) \$70
1 day - Sa. Mar 21, 09:00-16:00 - CC

Introduction to Coordinating 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. Feb 11, 18:00-20:30 - CC

Instructors

Rex Go was previously employed by the branch of the Province of British Columbia which regulates licensed charitable gaming. Prior to his tenure with the provincial government, Rex was employed 12 years with the Government of Canada in unemployment insurance, employment programming, immigration and taxation audits. Principal, Go Consulting and Assoc.

Chloë (Lapp) O'Loughlin is executive director of the Kidney Foundation of Canada, B.C. branch, with vast experience in all facets of the not-for-profit sector. Lisa McIntosh is an experienced educator. For the past seven years she has been helping adults develop their public speaking and communication skills. Currently programs officer, Vancouver Maritime Museum.

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

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.

Rose Terzariol, fundraising manager, B.C. Children's Hospital Foundation, has 8 years' experience in a variety of aspects in fundraising, currently on the executive of NSFRE.

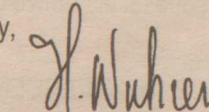
Maire Watson, provincial program consultant with Health Canada and Environment Canada, on a national initiative called "Community Animation" (building sustainable communities). Experienced fundraiser and marketer for non-profit organizations.

satisfaction 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 Wuhrer, 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, supplies or meals.
No credit or marks will be issued on a course for which you have received a refund.

earn a certificate

All of our Certificate Programs are developed with input from business, professional associations, faculty and practitioners. Each Certificate Program is designed for individuals who need to upgrade current skills, who are expanding their careers or who are embarking on new careers. Earning a certificate increases your knowledge base, marks your educational achievements and can benefit your personal and professional development.

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

INSTRUCTOR TRAINING

A Ministry of Education, Skills, and Training Program

The **Provincial Instructor Diploma** has been providing instructor training to public and private post-secondary institutions, industry and government trainers for over 25 years. Full-time and part-time year-round courses offer you the opportunity to further your professional development.

Vancouver Community College - City Centre Campus

101	Jan 5-9	(Mon-Fri 9:00AM-4:00PM)
102A	Jan 12-16	(Mon-Fri 9:00AM-4:00PM)
102B	Jan 19-23	(Mon-Fri 9:00AM-4:00PM)
103	Jan 26-30	(Mon-Fri 9:00AM-4:00PM)
104A	Feb 2-6	(Mon-Fri 9:00AM-4:00PM)
104B	Feb 9-13	(Mon-Fri 9:00AM-4:00PM)

Vancouver Community College - King Edward Campus

101	Jun 1-12	(2 wks Mon-Fri 9:00AM-12:00PM)
102A	Jun 1-12	(2 wks Mon-Fri 1:00PM-4:00PM)
102B	Jun 1-12	(2 wks Mon-Fri 6:00PM-9:00PM)
103	Jun 15-26	(2 wks Mon-Fri 9:00AM-12:00PM)
104A	Jun 15-26	(2 wks Mon-Fri 1:00PM-4:00PM)
104B	Jun 15-26	(2 wks Mon-Fri 6:00PM-9:00PM)
102B	Jun 29-Jul 10	(2 wks Mon-Fri 9:00AM-12:00PM)
104B	Jun 29-Jul 10	(2 wks Mon-Fri 1:00PM-4:00PM)
101	Jun 29-Jul 10	(2 wks Mon-Fri 6:00PM-9:00PM)
104A	Jul 13-24	(2 wks Mon-Fri 9:00AM-12:00PM)
103	Jul 13-24	(2 wks Mon-Fri 1:00PM-4:00PM)
102A	Jul 13-24	(2 wks Mon-Fri 6:00PM-9:00PM)
104B	Jul 27-Aug 7	(2 wks Mon-Fri 9:00AM-12:00PM)
102B	Jul 27-Aug 7	(2 wks Mon-Fri 1:00PM-4:00PM)
103	Jul 27-Aug 7	(2 wks Mon-Fri 6:00PM-9:00PM)
102A	Aug 10-21	(2 wks Mon-Fri 9:00AM-12:00PM)
101	Aug 10-21	(2 wks Mon-Fri 1:00PM-4:00PM)
104A	Aug 10-21	(2 wks Mon-Fri 6:00PM-9:00PM)

Tuition: \$275.00 per course

For more information or our full course schedule
call (604) 871-7510

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Accounting with ACCPAC Plus - G/L	15
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Administrative Skills - Part III	11
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Advertising Design	5
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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 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 credit 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.

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.

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.

Continuing Education Address and Phone Numbers

VCC Continuing Education
City Centre Campus
250 West Pender Street
Vancouver, BC V6B 1S9
Phone: 443-8380
Fax: 443-8393

VCC Continuing Education
King Edward Campus
1155 East Broadway
Box 24785, Station F
Vancouver, BC V5N 5V2
Phone: 871-7070
Fax: 871-7300

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.

Citizenship Requirements for Admission

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

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

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

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

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

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

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

F. An individual with a valid full-time employment authorization permit and his/her dependents, excluding a person on a working holiday authorization, or a refugee claimant who has yet to be determined a Convention Refugee.

G. A legal dependent of a Canadian citizen or permanent resident of Canada providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for exemption.

Please see 4 Ways to Register, page 31.

Continuing Education Flyers

This flyer is distributed to 300,000 households throughout the Lower Mainland. Flyers are also located at your local public library. If you receive more than one copy, please let us know and pass the duplicate on to a friend.

Training at Your Work Site

We can come to you! Customized instruction is available in literacy, basic education, English language training, nursing and health, computer skills, leadership, and business. Vancouver Community College will work with your organization to meet your education and training needs. We can respond quickly to your enquiries and match your needs with our resources to develop effective educational and training approaches for your employees. For details, call Brian Pink at 443-8388.

Dates Closed

Continuing Education will be closed on:
December 24, 1997 – January 1, 1998 inclusive
April 10 – 13, 1998
May 16 – 18, 1998

4 Ways to Register

1. By Mail

Fill in the registration form on this page and mail it with your cheque or credit card information.

Sorry, NO POSTDATED CHEQUES

Mail to:
Vancouver Community College
King Edward Campus
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. See page 2. Pay by cash, cheque or credit card.

4. By Fax

Use the form on this page and FAX to 871-7300. Payment is by credit 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

VANCOUVER
COMMUNITY
COLLEGE
Continuing Education

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 registrant per form. Please duplicate this form as needed.

☐ 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					

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

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

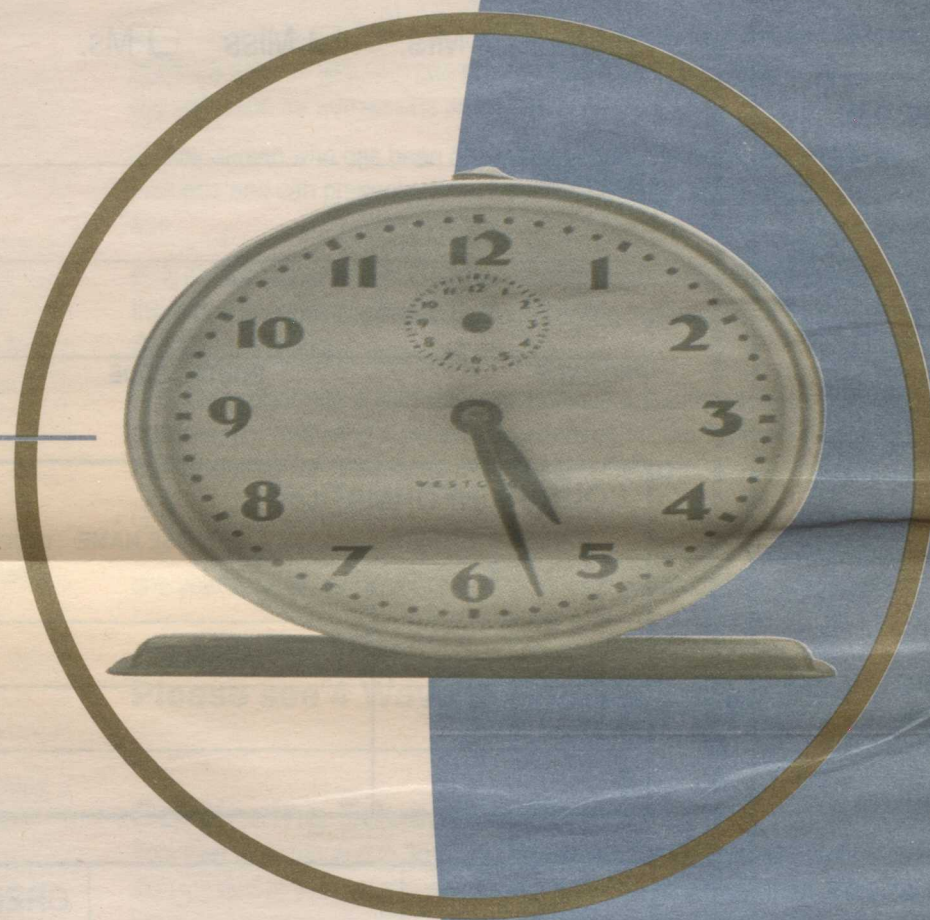
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january 5

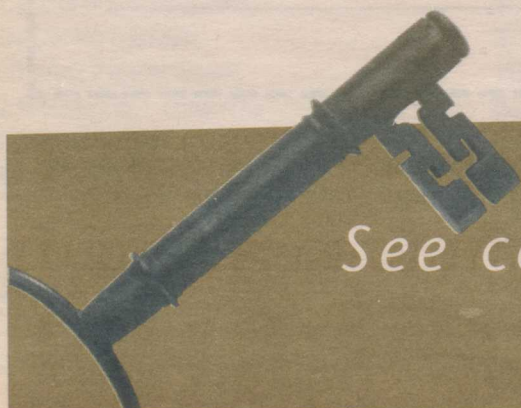
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