spring
1998

VANCOUVER COMMUNITY COLLEGE

VCC

Continuing Education

PART-TIME STUDIES

TRAINING

PROFESSIONAL
DEVELOPMENT

spring 1998

new
directions
update your skills

See centrefold for more part-time courses

continuing education locations

CC
City Centre Campus
250 West Pender Street
Vancouver BC V5B 1S9

GPC
George Pearson Centre
700 West 57th Avenue
Vancouver BC V6P 1S1

KEC
King Edward Campus
1155 East Broadway
Vancouver BC V5N 5V2

LGH
Lions Gate Hospital
231 East 15th Avenue
North Vancouver BC V7L 2L7

LIS
Listel Vancouver Hotel
1300 Robson Street
Vancouver BC V6E 1C5

OAK
Oakridge Shopping Centre
#320 (North Tower)
Cambie and 41st Avenue
Vancouver BC V5Z 2N9

ROB
Robson Square Conference Centre
800 Robson Street
Vancouver BC V6B 2C5

UFG
United Flower Growers
4085 Marine Way
Burnaby, BC V5J 5E2

VV
Volunteer Vancouver
301 - 3102 Main Street
Vancouver BC V5T 3G7

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

Assisting Clients with Common Physical Disabilities in Mobilizing, Transfering and Positioning (200742), page 20

Basic Fabrication (051141), page 7

Bath Design (051624), page 7

Chain Construction (051143), page 7

Lighten Up! Choices for Our Future (201091), page 20

Lighting (051623), page 7

Marketing Workshop for Freelancers (050467), page 4

Metal Surface Treatments (051144), page 7

Portfolio Project (051617), page 7

Preparing for Menopause (201090), page 20

The Ultimate Hand-tied Bouquet Workshop (250121), page 6

Tube Feeding: A Practical Course for Health Professionals (200743), page 20

Visualization/Presentation (051619), page 7

Wedding Workshop (250124), page 6

continuing education phone numbers

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

We are also at . . .

www.vcc.bc.ca

VANCOUVER
COMMUNITY
COLLEGE
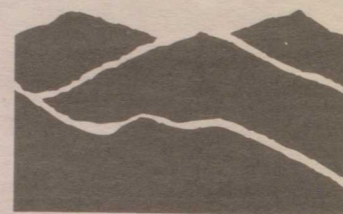
flyer production

Coordination:
    Judith O'Keeffe
Cover Design:
    Ron Kliewer'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.

suggestions

If you have suggestions for a new course or program, contact the appropriate program coordinator listed on page 3.

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dates closed

Continuing Education will be closed on:
April 10, 11, 12, 13, 1998
May 16, 17, 18, 1998
July 1, 1998
August 1, 2, 3, 1998
September 5, 6, 7, 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

business, career & law
Business English, Leadership Skills, Legal Assistant, Management Skills, Office Administration
    Anne Tollstam 871-7021
Project Management
    Brian Pink 443-8388
Small Business
    Peggy Worobetz 871-7427

computers & telecommunications
City Centre
    Brian Pink 443-8388
Oakridge Computer Centre
    Pat Austin, Mishele 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
    Sheila Stickney 871-7092
Sterile Supply Aide
    Sheila Stickney 871-7092
Worksafe Education
    Sheila Stickney 871-7092

human & social services
Counselling Skills, Substance Abuse
    Joanne Rykers 443-8392
Court Interpreting
    Silvana Carr 871-7166
Early Childhood Education, Infant-Toddler Educator Training, School Age Child Care, Administration of Early Childhood Services, Continuing Studies in Early Childhood Education
    Gyda Chud 871-7165

mandarin
Mandarin Education
    Jennifer Lo 871-7530

non-profit, voluntary & fundraising sector
Non-Profit Management
    Bonnie Denford-Nelson 871- 7061

information nights

Please join us for the following FREE program information sessions:

Counselling Skills Certificate Program, Tu. Apr 07, 18:00 - 19:00,
City Centre Campus, 250 West Pender

Court Interpreting Certificate Program, Tu. Apr 14, 19:30,
City Centre Campus, 250 West Pender

Gerontology Certificate Program – Nursing, Sa. May 23, 10:00-13:00,
King Edward Campus, 1155 East Broadway

Interior Design Explorations Program, We. Apr 08, 17:00-19:00,
City Centre Campus, 250 West Pender

Legal Assistant Certificate Program, We. Apr 01, 17:30
City Centre Campus, 250 West Pender, Room 237

Office Administration Certificate Program, Tu. Apr 07, 17:45
City Centre Campus, 250 West Pender, Room 237

Orientation to Non-Profit Management Certificate Program , We. Apr 08, 18:00-
19:00, City Centre Campus, 250 West Pender

Substance Abuse Certificate Program, Tu. Apr 07, 18:00-19:00,
City Centre Campus, 250 West Pender

Telecommunication Management Certificate Program, Tu. Apr 07, 17:00-18:30,
City Centre Campus, 250 West Pender

course information

How to read course information

**Marketing Workshop for Freelancers
(050467)** — Course name / Course number

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 in developing individual marketing strategies, how to track marketing efforts, copyright issues and much more. — Course description

Johnston — Instructor
$95 — Total due
1 day - Sa. May 02 — Start date
09:00-16:00 — Time
CC — 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

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.

**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. Apr 14, 18:30-21:30 - 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. For refund policy contact 443-8409. (Hamilton) $410
5 day - Sa. Apr 18, 09:00-15:00 - CC

Introduction to the Internet and Web Page Design for Artists/ Designers (0111) NEW
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 design 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. For refund policy contact 443-8409. (Hamel) $395
8 day - Sa. Apr 18, 09:00-14:00 - CC

Electronic PrePress (0110) NEW
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 443-8409. For refund policy contact 443-8409. (Thiessen) $350
6 day - Sa. Apr 18, 09:00-15:00 - CC

Macintosh Course Refresher (050461) NEW
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. (Morse) $155
5 eve - Mo. Jun 01, 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. Apr 22, 18:30-21:30 - CC

**Design Your Own Advertising
(Non-Computer) (050462)** NEW
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 techniques. (Kirkaldy) $155
5 eve - Tu. Apr 28, 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. Apr 25, 09:00-16:00 - CC

Marketing Workshop for Freelancers (050467) NEW
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. May 02, 09:00-16:00 - CC

Challenge Exams

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

Introduction to Computers (Mac) (050450)
Participants must demonstrate a knowledge of the Macintosh computer and its operating system. You will be tested on file hierarchy and effective file management.
1 eve - Tu. Apr 14, 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 - Tu. Apr 14, 18:30-21:30 - CC

Introduction to Graphic Design (050452)
Participants must demonstrate a knowledge of basic graphic design concepts and technology. These include the ability to work with the measuring system used by designers (points and picas), basic typography and how to design a grid. $180
1 eve - Tu. Apr 14, 18:30-21:30 - CC

Courses

**Adobe Illustrator – Introduction
(Computer – Mac) (050440)**
Explore the exciting world of electronic drawing and design in this introductory workshop on Adobe Illustrator. Step-by-step exercises lead you through drawing and auto-tracing objects, paint them or filling them in with gradients. You will learn to create guides for measuring Bezier curve paths with infinite accuracy, and how to duplicate, cut and group them. Discover the unlimited potential of type: how to create it, wrap it around objects, edit, link and stretch it, or even turn it into a graphic object itself. Prerequisite: Introduction to Computers – Macintosh (050441). Intermediate course for certificate (Thiessen) $410
10 eve - Tu. Apr 14, 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

**QuarkXPress – Introduction
(Computer – Mac) (050447)**
In this course you will learn the basic concepts of QuarkXPress, the comprehensive page layout program that provides all the tools you need to produce effective, well-designed documents. You will learn the tool box; menus and palettes; how to size documents, import and edit text, manipulate typographic controls and add graphic elements. Discover the easy way to create tabs, the innumerable advantage of paragraph rules and how to wrap text around pictures and insert dingbats with a simple command. Prerequisite: Introduction to Computers – Macintosh (050441). Intermediate course for certificate. (Thiessen) $365
10 eve - Tu. Apr 21, 18:30-21:30 - CC

**Photoshop – Level I (Computer – Mac)
(050430)**
Begin exploring the unlimited creative possibilities of Adobe Photoshop 3.0. This program is universally recognized as the leading edge in image editing and photo manipulation. You will learn how to use Photoshop's major capabilities including: scanning, editing selections, painting, creating vignettes and shadows, using masks, creating brushes, designing gradients and washes, and adding type to your images. Prerequisite: Introduction to Computers – Macintosh (050441). Elective course for certificate. (Thiessen) $365
10 eve - Th. Apr 16, 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 - Th. Apr 16, 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 tasks-home projects and two exams. Please bring pencils and paper to the first class. Foundation course for certificate. (Lyn) $210
10 eve - Th. Apr 16, 18:30-21:30 - CC

**Typography on QuarkXPress (Computer)
(050434)**
This comprehensive course comprises three evenings of type theory, followed by seven evenings of practice using Macintosh computers. You will learn to make sound typographic decisions and how to avoid the obvious excesses of the desktop revolution. In the first part you will study type history, design and usage. In the second part you will complete a series of typesetting/layout projects designed to improve typographic skills. All exercises will be critically examined by the instructor (a certified compositor). A working knowledge of QuarkXPress (or PageMaker) is necessary. The instructor will teach typographic taste and refinement – not the program itself. This course will be evaluated by a theory exam, project work and typesetting exercises. Intermediate course for certificate. (Clifford) $365
10 eve - Mo. Apr 20, 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. Apr 20, 18:30-21:30 - CC

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

Instructors

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.

Raphael Thiessen is a graduate of Mohawk College of Applied Arts and Technology and spent several years illustrating for clients including the Toronto Star. He now freelances in computer graphics and electronic prepress. Besides numerous design competition awards, he has also been published in MacArtist.

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, e.g., 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 at the start of each 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 Karacters 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.

Fashion Illustration (050915)
An excellent foundation course for those interested in entering the Fashion Arts Certificate Program; this course will help you 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) $195
9 mng - Sa. Apr 25, 09:30-12:30 - CC

Dress Form Workshop (050947)
Learn to make your own individual dress form with a professional custom fit from an instructor who has taught this unique method for 15 years. Apply this method to create perfectly fitting dress forms for your clients. Supplies and preparation will be discussed during the preliminary evening session. This class meets both times listed. (East) $60
1 eve - We. Apr 29, 19:00-21:00 AND 1 day - Sa. May 09, 10:00-15:00 - CC

Introduction to Fashion Design (050951)
This course is geared for people who want to pursue their interest in fashion. Topics include: principles of design, colour theory, textiles, fashion terminology, fashion trends and influences. (Tang) $145
6 eve - Mo. May 04, 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. May 23, 09:30-16:00 - CC

Personal Pattern Making (050924)
Patterns becoming too expensive? Learn to make your own patterns to your own measurements with a perfect fit ensured. Individual instruction enables you to work at your own pace in constructing a set of personal Blocks (Slopers) and learning how to draft patterns for any design of your choice. This course also allows for individual instruction pertaining to the specific drafting interests of the student. 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) $190
4 day - Sa. May 02, 09:00-16:00 - CC

Fashion Arts

Fashion Arts non-certificate courses are designed to introduce fashion skills, assist individuals planning to apply for the Fashion Arts Certificate Program, upgrade the skills of those already experienced in Fashion Arts and introduce new fashion-related courses. These courses have limited enrollment. Register early by calling 443-8380.

Merchandising Strategies for Fashion (050958)
This course involves the study of techniques and procedures used to develop and produce a fashion product line for a manufacture or retail environment. Topics include sourcing colour and style trends, step-by-step methods to find raw materials, time management, and merchandising principles. Students will become familiar with the buying practices of retailers and develop interpretive skills for product development using sales records and buying trends. (Richardson) $160
7 eve - Tu. Apr 28, 18:30-21:30 - CC

Fashion Business Basics (050952)
Learn the key elements of being able to conceptualize, launch and operate your own business venture. This course is geared for entrepreneurs in fashion and the arts. A series of lectures will be given to address the "how to's" of business and eliminating potential risks. In-class activities will help you to compile the information needed to kick-start a business plan. (Vaillancourt) $125
5 eve - We. Apr 29, 18:30-21:30 - CC

The Business of Fashion (050959)
An overview of the fashion industry highlighting its organization, terminology and unique characteristics. Also examined are the designer's role in product development channels from the fabric design stage to the point of sale; customer behaviour; trend analysis and customer demand forecasts. This course is the first of a series of courses developed for the proposed Fashion Arts Professional Practices Certificate Program. (Green) $135
4 eve - Mo. May 04, 18:30-21:30 - CC

Instructors

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

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.

Stacy Holt has been employed in Vancouver's apparel industry for 12 years and has established an excellent reputation for her work in computers in the apparel industry.

Jerry McBride is an award-winning artist and designer with a double honours graduate from Emily Carr College of Art and Design. She currently teaches international students at a Vancouver fashion institute and also designs and illustrates for private and commercial clientele.

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

Deborah Rootman, graduated in Fashion Merchandising at Ryerson Polytechnical Institute, has been 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.

Fashion Arts (cont)

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

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

Fashion Arts Professional Practices Program

This comprehensive six-month "hands-on" program will give you the important strategies you need to improve the success rate of launching and running your own fashion business. The two 12-week courses offer important practical information on designing, manufacturing and marketing your own product line. The program focuses on the organization and operation of fashion-related business – how fashion apparel, accessories, and home fashions are designed, manufactured, marketed and distributed. Taught by a team of industry-experienced practitioners, each student will develop and, if possible, produce their own product line including finalizing a concept, conducting market research, forming a marketing plan, production schedules, creating initial and final line plans, producing merchandising charts, preparing information for a business plan, determining costs and setting prices, wholesaling vs. retailing, creating selling aids and press kits. Finally, there will be an opportunity to test your actual product line with the target market, buyers, and retailers in order to receive valuable feedback about your product.

Application Deadline
This program is due to start in September 1998. For program details call Fashion May, Fashion Arts program coordinator at 443-8367. To request a Fashion Arts Professional Practices 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 program application form.

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.

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

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

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.

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 October 16, 1998. Interviews will be scheduled shortly thereafter. Term One begins on Monday, January 4, 1999. 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 Kletchko, BA, BFA, has worked as a freelance graphic designer since 1982. She has designed, developed and instructed programs in visual communication design for over ten years, including the intensive desktop publishing course at McKay Technical Institute.

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

Gayle Ramsden, BHE, has worked as a pattern maker and grader for fashion manufacturers in Winnipeg and Vancouver. She has taught fashion 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 Cannell 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 enrolment. For details about the Floral Design Certificate Program please refer to page 6.

Floral Design Course Challenge (250104)
This exam is designed for individuals with previous training and/or experience who wish to be exempt from Introduction to Floristry (250105). Participants are required to construct two arrangements and successfully complete a written examination. The Floral Design Course Challenge is held before the start of the program. Pre-registration is required. – 3 hours (Jackson) $150
1 aft - Sa. Apr. 18, 13:00-16:00 - CC

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 Floral 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.

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/We. Apr 20, 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 determine and apply the fundamental design principles and construction mechanics toward making traditional floral arrangements including symmetrical/asymmetrical, line, European, pedestal, pew, swag, bouquet variations and specialty items. Participants will be working primarily with fresh

flowers, using an assortment of containers and assembling techniques. Dried and fabric arrangements are also covered. On successful completion participants can produce seasonal floral pieces suitable for various occasions. Prerequisite: Introduction to Floristry (250105) or equivalent. – 45 hours – required for certificate. (TBA) $650
15 eve - Tu/We/Th, May 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. $650
Available September 1998

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 Ultimate Hand-Tied Bouquet Workshop (250121)
Learn how to create and construct hand-tied bouquets. Discussions and demonstrations cover the style and history of the bouquet, choosing and preparing floral materials, mechanics, packaging techniques and maintenance guidelines. Participants will produce a bouquet to enjoy. Flowers included in the workshop fee. (Harman) $75
1 day - Sa. May 23, 09:00-13:00 - CC

Pricing for Profit (250119)
If you are determined to succeed in the floral industry, you need to know how to solve the mystery of COGS (cost of goods sold). You will learn how to price floral items so you know you are making a profit on every arrangement. Learning the difference between perceived value and the actual selling price is one of the techniques applied toward increasing profits. This is a fast-paced session full of simple steps developed by one of Canada's floristry veterans. (Woodburn) $75
1 day - Sa. May 30, 09:00-15:00 - CC

Wedding Workshop (250124)
Tanya Miller will show you how to choose, design and assemble a perfect bouquet, suitable for either informal or formal weddings. Traditional and non-traditional formats including flowers to wear and carry are discussed and demonstrated. Styles include: cascades, poises, crescent, pomander, arm bouquets, hoops and more. You will learn how to select the appropriate flowers, use suitable mechanics and practise several techniques to ensure perfect results for that special day. Fee includes flowers and basic supplies. (Miller) $150
1 day - Sa. Apr 25, 09:00-15:00 - CC

Floral Design Certificate Program Information
This program is designed to provide comprehensive part-time training for individuals who are:
• interested in acquiring floristry knowledge and skills
• needing to upgrade their floristry knowledge and skills
• seeking entry into the floral industry
• planning to continue with full-time studies in the Professional Floristry Program at Kwantlen University College (program articulation in progress)

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

Application Procedures

Individuals interested in the Floral Design Certificate Program are required to complete and submit the Floral Design Certificate Program application form by April 18. 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
Each of the instructors brings to the program many years of floral industry experience including their specialty areas of expertise along with extensive backgrounds in wholesale, retail flower shop operations, contract work, education and curriculum development.

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 program that requires a considerable amount of home study, weekly written papers and comprehensive final examinations. On successful completion of the two year, part-time program, the student will be certified as an internationally recognized gemmologist.

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

Preliminary year classes begin Sep 09 and run We., 18:30-21:30 to June.
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, April 8, 17:00-19:00 – 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. Apr 14, 18:30-21:30 - 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. Apr 14, 18:30-21:30 - CC

Bath Design (051624)
Although the basic issues involved in interior design are the same for every kind of space, the areas for personal hygiene merit special attention from the points of view of both the user and designer. Topics include: technical issues in regard to plumbing as well as planning requirements, steam rooms and saunas, spa and exercise areas, use of materials and product sourcing. (Beally) $235
8 eve - We. Apr 15, 18:30-21:30 - 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. Apr 16, 18:30-21:30 - CC

Lighting (051623)
What we see and how it looks is dependent on light. Assessing lighting needs, planning for function and/or drama, selecting appropriate fixtures, placement and sources will be some of the topics covered. (Sagoo) $235
8 eve - Th. Apr 16, 18:30-21:30 - CC

Portfolio Project (051617)
This course is intended to represent the cumulative experience and course work completed during the Interior Design Explorations Program. Individual submissions will be assessed according to the criteria developed in consultation with the instructor and in relation to the project selected by the student including: a personal statement, the design brief, presentation and evaluation techniques, plus contents demonstrating basic design knowledge and skills. Prerequisite: minimum of 282 hours of Interior Design Explorations Program courses. (Hawkins) $310
8 eve - Mo. Apr 20, 18:30-21:30 - CC

Interior Design Explorations

certificate program

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

Objectives
This part-time program is designed for individuals who wish to acquire an overview of design for personal use, or for application to a variety of design-related and decorating industries including:
• The construction industry; contractors, builders, carpenters and cabinet makers
• Suppliers of lighting, textiles, floor and wall coverings
• Suppliers of furniture, accessories and antiques
• Suppliers of kitchen and bathroom components
• Set decoration and film industry applications
• Retail sales in areas related to home furnishings

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

Program Structure
This part-time program is offered evenings and weekends during the fall, winter and spring terms. Participants can select courses of interest from the program providing prerequisites are met or they can take the entire certificate program. Not every course will be offered each term as courses are subject to the availability of instructors and minimum registration requirements. The 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 Certificate 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.

Stephanie Hawkins, BID, ARIDO, IDC, program coordinator, has practised contract interior design for over 20 years across the country, including design for television and 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.

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.

Tania Sagoo, BID, IESNA, was educated at the University of Manitoba in the Faculty of Interior Design. She has practised lighting in London, England, Italy and Canada. Recently her experience has been supplemented working with an award-winning lighting firm in California. In addition to the management of her Vancouver-based lighting design firm, she also teaches and critiques lighting at the college and university level.

Edith Saatkamp, RID, has practised and taught residential, commercial and retail design for ten years. Her Vancouver design firm focuses on residential interior design, colour consultations and lighting. She studied in Montreal and Toronto and is a graduate of the Interior Design Program at Humber College, Toronto.

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.

Jewellery

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. Apr 21, 19:30-21:30 - CC

Workshops

These jewellery workshops are designed for individuals wanting to explore, experiment and develop their designing and fabricating skills. Each workshop focuses on specific techniques, skills and processes, enabling participants to choose their areas of interest and to build their skills by progressing through the groupings offered. For each of the courses, participants will be required to purchase their own tools and materials. Lists available at registration.

Chain Construction – Intro (051143)
The fundamentals for calculating metal requirements for chain making are introduced as well as forging links and using mandrels and jigs to fabricate many styles of chains. Participants will practise their soldering skills while constructing a chain style of their choice. Tools and materials required. List available on registration. Prerequisite: Basic Hand Skills and Shaping Metal or equivalents. (Thompson) $130
3 sessions - Tu/Sa/Tu. Apr 21, 18:30-21:30; Apr 25, 09:00-15:30; Apr 28, 18:30-21:30 - CC

Jewellery Fabrication

This group of workshops focuses on a variety of design processes, fabricating techniques, and surface treatments. Tools and materials are required. Lists available at registration.

Basic Fabrication (051141)
This workshop introduces the basic skills required to make a ring from design layout to finishing the final product. You will learn how to transfer a design onto metal, construct a simple ring and add a pierced overlay. Prerequisite: Basic Hand Skills and Shaping Metal or equivalent. (Thompson) $130
3 sessions - Tu/Sa/Tu. May 05, 18:30-21:30, May 09, 09:00-15:30; May 12, 18:30-21:30 - CC

Bezel Setting and Tube Making (051142)
The construction techniques required to make bezel settings for large and small stones are introduced including calculating metal requirements for a specific stone size, construction methods, how to set stones and make tubing for holding small stones. The project will be either a ring or pendant/pin. Prerequisite: Basic Fabrication or equivalent. (Thompson) $130
3 sessions - Tu/Sa/Tu. May 19, 18:30-21:30; May 23, 09:00-15:30; May 26, 18:30-21:30 - CC

Metal Surface Treatments (051144)
You will explore and experiment with a variety of ways to add design elements to metal through surface treatments. Samples will be produced to include: etching, applying a patina, reticulation and roller texturing. Prerequisite: Basic Fabrication or equivalent. (Thompson) $130
3 sessions - Tu/Sa/Tu. Jun 02, 18:30-21:30; Jun 06, 09:00-15:30; Jun 09, 18:30-21:30 - CC

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

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

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. Course content applies to residential, commercial and institutional buildings. (Dallas) $200
5 day - Sa. April 25, 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 on the FULL-TIME program 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. April 25, 09:00-13:00 - CC

Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family properties. The course will review the primary maintenance responsibilities of the residential building manager. Topics include: maintenance planning and cost control, preventative maintenance, building 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
Available September 1998

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
Available September 1998

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. June 06, 09:00-13:00 - CC

IREM 101: Successful Site Management

This course is a joint offering by VCC and the Institute of Real Estate Management. It is intended for individuals interested in improving the operating success of multi-family residential properties. The course covers management, marketing, leasing and resident retention, as well as maintenance and operations. Successful completion of this course fulfills the educational requirement for achieving IREM's ARM (Accredited Residential Manager) award. Graduates of this course may also apply for credit towards the VCC Building Manager (Residential) Certificate. The course begins on Friday evening, April 17 and runs over five Friday and Saturday weekend sessions.

NOTE
All registration is handled through the IREM office. Call 952-4152 only for registration and information.

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.

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. April 25, 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. May 09, 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. May 23, 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. June 06, 09:30-15:30 - CC

NOTE
Business English Skills Test (104539)
Sa. Jun 13, 09:30 - CC
Administered at the end of the Business English Skills Package (four courses). No charge.

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 to be valuable.

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

Entry Requirements
Completion of Grade 12 is not necessary, but students must possess reasonably good oral, reading and writing skills. Good manual dexterity is highly preferred. Students may register directly into any of the program courses.

Certificate Requirements
The certificate program consists of four courses. The required courses are:
1. Law and Tenant Relations,
2. Building Maintenance and Cost Control,
3. Building Service Management/ 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)

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
Available September 1998

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 many articles and reports on health technologies.

Leadership

certificate program

Program Coordinator
Anne Tollstam, 871-7021

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; 42 core hours (7 courses) and 30 elective hours (5 courses). Each course is one day in length. 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
1. Stepping Up to Leadership (100317)
2. Using Leadership Language (100318)
3. Building a Productive Team (100319)
4. Finding Time for Results (100320) *
5. Critical Thinking (100303) *
6. Managing Change (100304) *
7. Problem Solving and Action Planning (100306)

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

* These courses will be available in September term 1998/January term 1999.

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.

Credit Transferability
Graduates of the Leadership Certificate Program may apply for advance credit towards a certificate, diploma or degree-track program in the School of Business at BCIT. For further details contact Anne Tollstam, 871-7021.

VCC will accept participant substitutions for employer-sponsored registrants.

Courses

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 - Fr. April 24, 09:00-16:30 - ROB

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) $150
1 day – Sa. May 09, 09:00-16:30 - CC

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 – Sa. June 06, 09:00-16:30 - CC

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) $165
1 day – Fr. May 29, 09:00-16:30 - ROB

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 – Sa. May 23, 09:00-16:30 - CC

Using Leadership Language (100318)
"Lack of Communication" is one of the most frequently cited causes of a multitude of workplace ailments. Whether it is with your staff, peers, or superiors, clear, direct communication results in more productive interactions and effective actions of others. Communication is more than the process of speaking clearly. It is the transmission and reception of ideas, attitudes and feelings, verbally and non-verbally. At the completion of this course, participants will:
• understand the communication process in organizations
• have improved awareness of key problems in organizational communication

• understand the impact of perception on the communication process
• have analyzed communication styles in organizations, to assist in more effectively getting the job done. (Stene) $150
1 day – Sa. Jun 20, 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 -Available September term 1998

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 -Available September term 1998

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 - Available September term 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 September term 1998

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 teams 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 - Available September term 1998

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 - Available September term 1998

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 - Available September term 1998

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 - Available September term1998

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.

VCC 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.

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

Program Coordinator
Anne Tollstam, 871-7021

Program Advisor
Katherine Wellman, 222-0707

Program Structure
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 and 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.

Program Requirements
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 to learn about these programs. Instructors will be available to answer questions.
1 date - We. April 01, 17:30, 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
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

Legal Assistant (cont)

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
In addition to the core and practice area courses, certificate students complete two or more additional courses appropriate to their 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.

More 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

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

Core Courses

Canadian Legal Process (104816)
An introduction to Canada's legal system, legal institutions and basic legal principles. Examine the sources of law and the structure of the court system. (Wellman) $110
4 eve - Mo. Apr 06, 18:00-21:00 - CC

Creditors Remedies (104813)
Covers law and procedure, including Federal Court, applicable statutes, creditors remedies, debtors remedies and defences; pre-judgement and execution proceedings. (Barbour) $180
4 eve - Apr 07, 18:00-21:00 - CC

Environmental Law (104875)
This course covers statutory and common law principles governing environmental issues relating to the practice of property law, business law and litigation. (Houlihan) $180
4 eve - Tu. Apr 07, 18:00-21:00 - CC

Persuasive Legal Writing for Litigation (104872)
Learn and practice some strategies, techniques and ethics involved in persuasive writing in litigation documents. Prerequisite: Legal Communications or equivalent. (Stephens) $110
1 day - Sa. Apr 18, 10:00-15:30 - CC

Will and Estate Planning (104877)
An introduction to will and estate planning, intestacy, requirements of a valid will, execution procedures, Wills Variation Act, living wills, powers of attorney, recent developments. (Rodiuk) $240
6 eve - Mo. Apr 20, 18:00-21:00 - CC

Rule 65 Chambers Practice (104885)
This course covers the rule and the latest changes in practice and procedures for chambers applications. (Case) $60
1 mng - Sa. May 02, 09:30-12:30 - 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. May 04, 18:00-21:00 - CC

Commercial Litigation (104814)
Learn to manage a commercial litigation file, the usual complications and additional steps required. (Barbour) $240
8 eve - Tu. May 05, 18:00-21:00 - CC

Commercial Conveyances (104808)
Covers commercial conveyancing matters: special issues in commercial conveyances, commercial sales, subdivisions, commercial leases. (Edora) $240
8 eve - We. May 06, 18:00-21:00 - CC

Commercial Transactions (104806)
Examine methods of securing financial transactions and of acquiring assets. Review types of financial arrangements, nature of security, credit devices, security interests, priorities, assignments. (Howatson) $180
4 eve - Th. May 07, 18:00-21:00 - CC

Securities (104874)
Covers securities law and practice in corporate administration, filing requirements, VSE listings, due diligence, BCSC policies, public financing and related matters. (Cave) $180
4 eve - Th. May 21, 18:00-21:00 - CC

Legal Research (104817)
Available September 1998

Torts (104819)
Available September 1998

Contracts (104820)
Available September 1998

Agency, Partnership and Incorporation (104821)
Available January 1999

Personal Injury Practice (104815)
Available September 1998

Personal Property Security (104810)
Available September 1998

Mortgages (104809)
Available January 1999

Company Law (104807)
Available September 1998

Advanced Corporate Administration (104822)
Available January 1999

Family Law Precedents and Procedures (104856)
Available September 1998

Estate Administration (104881)
Available April 1999

Elective Courses

Small Claims Court Practice (104865)
Available January 1999

Criminal Law and Procedure (104866)
Available September 1998

Legal Drafting (104864)
Available January 1999

Labour Law for Legal Assistants (104868)
Available September 1998

Interviewing for Legal Assistants (104870)
Available January 1999

Buying and Selling a Business (104871)
Available January 1999

Criminal Appeals Process (104873)
Available January 1999

Administrative Law and Procedures (104876)
Available September 1998

Litigating Equality (104878)
Available September 1998

Bills of Costs and Assessments Before the Registrar (104886)
Available January 1999

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, LLM, BASc., practices law in his own firm.

Cathy Barzo, BA, Legal Asst Dip, is a legal assistant with 12 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 law with the B.C. Attorney General's Department.

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

Eric 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 current legal assistant with the West Coast Environmental Law Research Foundation.

Karen Howatson is a security and loan administration manager with VanCity.

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 Coordinator
Anne Tollstam, 871-7021

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 lecturettes 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 for Supervisors Certificate.

Credit Transferability
Graduates of the Management Skills for Supervisors Certificate Program may apply for advance credit towards a certificate, diploma or degree-track program in the School of Business at BCIT. For further details contact Anne Tollstam, 871-7021.

Interpersonal Skills – Part I (100115)
On completion participants will be able to:
• effectively use both verbal and non-verbal communication skills
• conduct organized interviews
• use decision-making methods in individual and group situations
• utilize appropriate assertiveness techniques
• make win/win decisions one-on-one and in groups. (Cuzzetto) $310
8 eve - Available September 1998

Group Skills – Part II (100116)
On completion participants will be able to:
• identify personal leadership styles
• demonstrate appropriate and flexible leadership skills to meet various situations
• identify things that motivate and demotivate work groups
• develop and implement strategies to improve employee motivation
• display leadership and group participatory skills in meetings. (Guenard) $310
8 eve - We. Apr 29, 18:30-21:30 - CC

Administrative Skills – Part III (100117)
On completion participants will be able to:
• develop and implement performance management strategies
• use effective business writing skills
• develop and institute a goal-setting/achievement plan
• manage time and priorities efficiently. (Guenard) $310
8 eve - Mo. Apr 27, 18:30-21:30 - CC

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

Program Coordinator
Anne Tollstam, 871-7021

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 offers 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.

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 the 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 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.

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).

Information Night
Please join us to learn about this program. Instructors will be available to answer questions.
1 eve - Tu. Apr 07, 17:45 - CC Room 237

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
Available January 1999

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 Pacsy Flashner. This text should be purchased from the City Centre bookstore before the first class. – 24 hours (Sliziak) $165
8 eve - Tu. Apr 28, 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. Apr 23, 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 and office relationships. An overview of the electronic office environment covers technology and procedures, document creation and distribution, research and business reports, travel and conference planning. Textbook: The Electronic Office. Purchase at City Centre bookstore prior to class. – 18 hours (Close) $140
6 eve - Mo. Apr 27, 18:30-21:30 - CC

The Electronic Office Challenge Exam (104558)
For those with current office-related experience in both the traditional and electronic office environment. Speak to the program assistant (443-8385) for further details. $85
Available January 1999

Supervisory/Management and Decision Making (104507)
This course will focus on the techniques and skills required to manage effectively within today's organization. Topics covered include communication, decision making and leadership skills, all vital skills for an effective supervisor/manager. – 24 hours (Dean) $150
Available September 1998

Time Management Skills (104566)
Beating the clock! This interactive, participant-centred skill development course is designed to help participants become aware of how they use time and look at specific techniques they can use to establish and accomplish priorities. The focus will be on providing immediately-useful skills. You will also examine concepts of balance and control and develop useful time-managing skills. This course does not promote one method of time management, but rather examines some alternatives to help participants find the method that works best for them. Participants will be provided with specific techniques that they can apply on the job. – 6 hours (Dean) $75
Available January 1999

Communication/Business English Package

Business English Skills Package (104419)
The following four courses may be taken individually at the regular price of $80 each or for the package price 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). $285

All four courses (104419)
• 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 questions and concerns to share in this workshop. – 6 hours (Rogers) $80
1 day - Sa. May 09, 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 provide a large number of new words and meanings. Please bring a dictionary. – 6 hours (Rogers) $80
1 day - Sa. May 16, 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 primarily aimed at giving information and direction on the most up-to-date ways of expressing business communications to get maximum results. – 6 hours (Rogers) $80
1 day - Sa. May 23, 09:30-15:30 - CC

Effective Memo and Report Writing (104414)
Learn the standard formats for memoranda and reports and review examples of modern and powerful business writing which gets results. – 6 hours (Dean) $80
1 day - Sa. Jun 06, 09:30-15:30 - CC

NOTE
Business English Skills Test (104539)
Administered at the end of the Business English Skills Package (four courses). No charge.
Sa. Jun 13, 09:30 - CC

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
Available September 1998

Business Etiquette and Professionalism (104408)
This course is designed to enhance existing skills and build additional skills in dealing with potentially difficult situations with staff, co-workers and clients. Topics include: projecting professionalism, improving tone of authority and credibility in your business relationships, and confidentiality, discretion and ethics in the workplace. – 6 hours (Dean) $75
1 day - Sa. Jun 20, 09:30-15:30 - CC

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 listening 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 communication barriers and skills and be more confident and comfortable in the public forum. You will become a more successful communicator with family, friends, colleagues, clients and supervisors. – 18 hours. (Dean) $190
6 eve - Mo. Apr 27, 18:30-21:30 - CC

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 building 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
Available September term 1998

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
1 day - Sa. May 02, 09:30-15:30 - CC

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) $95
6 eve - Mo. Apr 20, 18:30-21:30 - CC
6 eve - Sa. Apr 25, 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. Apr 23, 18:30-21:30 - CC

Medical Office Billing II – Computerized (104520)
For description, see medical section.

Office Administration (cont)

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. Apr 28, 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 - Th. Apr 30, 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 - Tu. May 05, 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 - Th. May 21, 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 - Tu. May 26, 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. Jun 16, 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 September term 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 September term 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
Available January term 1999

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
3 eve - Me. May 27, 18:30-21:30 - CC

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
Available January term 1999

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
3 eve - Me. May 06, 18:30-21:30 - CC

Wills and Estates (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. – 9 hours (Komorowska) $115
Available September 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 examination. – 12 hours (Moe) $125
2 day - Sa. May 02, 09:30-15:30 - CC

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
2 day - Sa. May 23, 09:30-15:30 - CC

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
8 eve - Mo. Apr 27, 19:00-22:00 - CC

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 - Me. Apr 22, 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
Available January 1999

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. This course will be offered once a year. – 30 hours (Kovacs) $170
Available September 1998

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. This course will be offered once a year. – 30 hours. (Bradley) $170
Available January 1999

Records Management – Specialized Functions (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. This course will be offered once a year. – 24 hours (Bradley) $160
Available April 1999

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 over ten years' experience in the legal field and works as a consultant to law firms.

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.

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 Sliziak 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.

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.

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 real life, 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
Available September 1998

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 - Tu/Th. Apr 28, 19:00-22:00 - CC

Identifying and Marketing Business Opportunities (106040)
Both parts $105
Tuesday – Finding Business Opportunities
Starting a successful business frequently centres on finding an opportunity overlooked by others. This course concentrates on how and where to look, sources of information and accessing ideas for new ventures. Relate your customer's needs to products, prices, promotion and distribution to create your marketing plan.
Thursday – Marketing and Advertising
Learn to answer the questions to create effective advertising; the when, where, what and how, by concentrating on the market, media and message. $105
Week 2 - Tu/Th. May 05, 19:00-22:00 - 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 - Tu/Th. May 12, 19:00-22:00 - CC

Financial Statements – Forecasting and a Cash Budget (106043)
Both parts $105
Tuesday – Understanding Financial Statements
Making the right decisions depends on your knowledge of financial statements. This course teaches you how to read them and what needs to be controlled.
Thursday – Forecasting and Cash Budgeting
Preparing a realistic forecast and using it as a basis for your budget to measure how well the business is doing and keeping it in line. $105
Week 4 - Tu/Th. May 19, 19:00-22:00 - CC

Financing and Business Strategy (106041)
Tuesday – How to Win Funds and Influence Your Banker
Communication is a two-way street: from your banker and to your banker. Learn how to present yourself and your request for operating credit and term loans. Understand the criteria lenders use in making decisions on loans.
Thursday – Developing Your Business Plan and Strategy
Developing your business plan includes all of the factors to create a successful venture – markets, your resources, financing and the competition. Know how to assess the competitor's strengths and weaknesses and build on your advantages. Learn to create a business character to stand out in the face of competition. $105
Week 5 - Tu/Th. May 26, 19:00-22:00 - CC

Other Small Business Courses

The Year 2000 Bug Exposed (106112)
Do you have the urge to find out more about the millennium bug coming around the corner? This seminar will expose the myths and explore the real concerns. The seminar will offer strategies, answer frequently asked questions to help save precious time and money in dealing with the year 2000 problem. (Vonas) $110
2 eve - Tu/Th. Apr 21, 18:00-21:00 - CC

Consulting as a Career Option (106113)
A step-by-step program for the beginning or potential consultant. The program will provide essential information and practical guidelines in starting, promoting and developing a successful and profitable consulting business. (Vonas) $225
6 eve - Me. Apr 22, 18:00-21:00 - CC

Business Survival Training (106114)
This intensive weekend course (five full Saturdays) will give you the skills and resources to objectively analyze all your business activities and follow through with a viable plan for renewal and financial success. Through the application of real case studies and hands-on analysis, you will develop:
1. evaluation tools to be applied to real business stations and
2. an understanding of the critical control points of a profit generating plan. Specific evaluation tools cover the five critical areas of your business that impact your bottom line: management, operations, cost controls, finance and marketing.
This program is intended for owners, managers or decision-makers of a small to medium-sized business. The instructor will assume that all participants are experienced in business operations. (Vonas) $495
5 day - Sa. Apr 25, 09:00-15:00 - CC

Instructor

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

Worksafe Education

Program Coordinator
Sheila Stickney

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 work site groups. WCB certificates are issued for each program. To register or for more information, contact Continuing Education – Health at 871-7070. Special work site 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. Apr 25, 09:00-17:00 - KEC

Preventing Workplace Violence (201083)
In this program for managers, supervisors and frontline workers, 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. May 12/19, 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. May 30/Jun 06, 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. (Traviss) $100
2 day - Fr. May 22, 09:00-18:00 AND Sa. May 23, 09:00-12:00 - 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. (Traviss) $90
1 day - Sa. Apr 18, 09:00-17:00 - 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, 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. (Traviss) $100
2 day - Fr. May 01, 09:00-18:00 AND Sa. May 02, 09:00-12:00 - KEC

Instructors

Bruce Greenwood is a health and safety consultant who conducts ergonomic assessments and employee educational sessions for various organizations. He has a degree from U of VIC and a diploma in occupational health and safety from BCIT, where he specialized in ergonomics. He has extensive experience in labour relations and human resource management.

Steve Traviss is currently employed as the Occupational Health and Safety Officer for Vancouver Community College. Prior to joining the College he worked in a safety capacity in a variety of industries including health care, manufacturing and food processing. He is a graduate of BCIT's Occupational Health and Safety Program and has a diploma from SFU in risk management.

Judy Village, BSc (Kinesiology), MSc (Kinesiology/Ergonomics), is a certified professional ergonomist with 15 years' experience in applied ergonomics in a variety of industries. She has conducted contract research, training and applied ergonomics for many industries and participated in the development of WCB training materials. She is an adjunct faculty member at UBC in the Occupational Hygiene Program and has extensive teaching experience.

computers & tele-communications

Computers

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

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

Counselling
Oakridge courses only – Mishele Mathern/Pat Austin (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, CorelDRAW!, PowerPoint, NetWare, or Windows NT courses must have mouse skills and experience in the Windows environment.

What do you wish to learn?

An Introduction to Microcomputers
Introduction to Microcomputers – Oak
Computer Foundations – Basic (100401) – CC
(See City Centre section)

Local Area Networks
Courses available are listed on page 14

Internet
Courses available are listed on page 14

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 15

Oakridge Computer Courses

General Information
The Vancouver Community College Computer Series is a comprehensive program of multi-level courses, designed to teach practical operating skills for all levels of microcomputer users. Business professionals, office personnel and others can develop and refine their computer operating skills in any of the areas listed below.

The Oakridge Lab offers computer courses in these areas:
1. Introduction to Computer Courses
2. DOS, Windows, Windows NT, and Microsoft Office
3. Local Area Networks
4. Internet and Web Pages
5. Computer Applications: Word Processing, Spreadsheets/Charts, Database Management, Accounting, Desktop Publishing and Personal Information Managers
6. Programming in Visual Basic
These courses are offered at the VCC Microcomputer Lab in the Oakridge Centre.

Introductory courses at the Oakridge Microcomputer Lab are designed to give you a "running start" in the software programs of your choice. Other classes are available to further round out your skills. Our classes provide maximum benefit when you have access to practice on a computer with the appropriate software. Notes are provided for use both as in-class material and as a reference guide to serve you long after the class has been completed.

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

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

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

Introduction to Computers

Introduction to Microcomputers (100605)
This course is designed for individuals with little or no previous microcomputer experience. Fundamental hardware and software operations are explained. Understand CPUs, RAM, floppy disks and disk drives, word processing, spreadsheets, Windows and the Internet. Some typing is required. $190
1 day - Mo. Mar 29, 09:00-17:00 - Oak
1 day - Tu. Apr 14, 09:00-17:00 - Oak
1 day - Su. May 03, 09:00-17:00 - Oak
1 day - Tu. May 26, 09:00-17:00 - Oak
1 day - Su. Jun 21, 09:00-17:00 - Oak
1 day - Mo. Jul 13, 09:00-17:00 - Oak
1 day - Mo. Aug 17, 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 the Windows 3.1 should consider taking the Windows 95 Upgrade (101139) course. $190
1 day - Mo. Mar 23, 09:00-17:00 - Oak
1 day - Sa. Apr 04, 09:00-17:00 - Oak
1 day - Th. Apr 16, 09:00-17:00 - Oak
1 day - Su. Apr 30, 09:00-17:00 - Oak
1 day - Sa. May 09, 09:00-17:00 - Oak
1 day - Mo. May 20, 09:00-17:00 - Oak
1 day - Fr. Jun 05, 09:00-17:00 - Oak
1 day - Sa. Jun 13, 09:00-17:00 - Oak
1 day - Su. Jun 25, 09:00-17:00 - Oak
1 day - Tu. Jul 14, 09:00-17:00 - Oak
1 day - We. Aug 05, 09:00-17:00 - Oak
1 day - Mo. Aug 24, 09:00-17:00 - Oak

Introduction to Windows NT

Windows NT Workstation v.4 uses the same desktop and basic utilities as Windows 95. If you require an introduction to the working environment (the look and feel) of Windows NT workstation, please see the course Introduction to Windows 95 (101138). If you are interested in Windows NT functionality (how NT works) and networking, please see Introduction to Windows NT Networking (101150) in the LAN Management section.

DOS, Windows, Windows NT and Microsoft 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 topping is required. This course is suitable for all versions of DOS. $190
1 day - Mo. Apr 20, 09:00-17:00 - Oak
1 day - We. Aug 05, 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 interruption 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 problems. Experience with DOS is essential. Introduction to DOS (100903) is strongly recommended. $190
1 day - Mo. May 04, 09:00-17:00 - Oak
1 day - We. Aug 12, 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 - Mo. May 11, 09:00-17:00 - Oak
1 day - We. Aug 19, 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 - We. Apr 15, 09:00-17:00 - Oak
1 day - Su. May 10, 09:00-17:00 - Oak
1 day - Tu. Jun 23, 09:00-17:00 - Oak
1 day - Fr. Aug 07, 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 - Tu. May 12, 09:00-17:00 - Oak

Introduction to Windows 95 (101138)

This course is designed for 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 - Mo. Mar 23, 09:00-17:00 - Oak
1 day - Sa. Apr 04, 09:00-17:00 - Oak
1 day - Th. Apr 16, 09:00-17:00 - Oak
1 day - Th. Apr 30, 09:00-17:00 - Oak
1 day - Sa. May 09, 09:00-17:00 - Oak
1 day - We. May 20, 09:00-17:00 - Oak
1 day - Fr. Jun 05, 09:00-17:00 - Oak
1 day - Sa. Jun 13, 09:00-17:00 - Oak
1 day - Su. Jun 25, 09:00-17:00 - Oak
1 day - Tu. Jul 14, 09:00-17:00 - Oak
1 day - We. Aug 05, 09:00-17:00 - Oak
1 day - Mo. Aug 24, 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. Apr 06, 09:00-17:00 - Oak
1 day - Mo. Jun 08, 09:00-17:00 - Oak
1 day - Tu. Jul 21, 09:00-17:00 - Oak

Intermediate Windows 95 (101148)

Expand your knowledge of the Windows 95 operating system. This course explores 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. Apr 18, 09:00-17:00 - Oak
1 day - We. May 27, 09:00-17:00 - Oak
1 day - Th. Aug 20, 09:00-17:00 - Oak

Introduction to Windows NT

Windows NT Workstation v.4 uses the same desktop and basic utilities as Windows 95. If you require an introduction to the working environment (the look and feel) of Windows NT workstation, please see the course Introduction to Windows 95 (101138). If you are interested in Windows NT functionality (how NT works) and networking, please see Introduction to Windows NT Networking (101150) in the LAN Management section.

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 essential for anyone involved in planning, purchasing, using or managing a LAN. This course provides a practical foundation for our LAN courses in Windows NT and Novell NetWare. Explore the differences between peer-to-peer and server-based LANs. Understand hardware requirements for workstations and servers, Network Interface Cards, cabling systems, protocols, topologies and network operating systems. Previous experience with microcomputers is a prerequisite. $190
1 day - Sa. Apr 18, 09:00-17:00 - Oak
1 day - Tu. May 12, 09:00-17:00 - Oak
1 day - Fr. Jun 12, 09:00-17:00 - Oak
1 day - Fr. Aug 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 services are explored. Learn about shares, permissions, and NTFS. Understand UNCs and mapping network drives. Suitable for those with version 4. Introduction to LAN (100920) is strongly recommended as a prerequisite. Familiarity with Windows 95 or Windows NT Workstation v.4 is essential. $190
1 day - We. Apr 22, 09:00-17:00 - Oak
1 day - Sa. May 30, 09:00-17:00 - Oak
1 day - Fr. May 29, 09:00-17:00 - Oak
1 day - Fr. Jun 16, 09:00-17:00 - Oak
1 day - Fr. Aug 14, 09:00-17:00 - Oak

Intermediate Windows NT Server (101151)

As a continuation of Introduction to Windows NT Networking, this course explores Windows NT skills for administrators. Understand and install client software. Create and maintain logon scripts to set drive mappings and display messages. Create and use local and roaming profiles. Understand the differences between profiles for NT workstations and profiles for Windows 95 workstations. Create and manage user accounts, set and change account properties. Suitable for those with version 4. Introduction to Windows NT Networking (101150) is the recommended prerequisite. $190
1 day - We. May 06, 09:00-17:00 - Oak
1 day - Sa. May 23, 09:00-17:00 - Oak
1 day - Th. Jun 18, 09:00-17:00 - Oak
1 day - We. Aug 19, 09:00-17:00 - Oak

Advanced Windows NT Server (101152)

This course builds on concepts and skills from Intermediate Windows NT Server for administrators. Understand how built-in groups and rights manage administrative control. Create and manage custom groups. Understand and use policies to customize security requirements. Understand and manage NTFS file and directory permissions. Create shares and control share permissions. Learn strategies for registry backups. Suitable for those with version 4. Intermediate Windows NT Server (101151) is the recommended prerequisite. $190
1 day - We. May 13, 09:00-17:00 - Oak
1 day - Sa. Jun 20, 09:00-17:00 - Oak

Introduction to Novell NetWare 4.x (101144)

This course introduces basic Novell NetWare 4.x skills to users and administrators. Login procedures, network security, passwords, rights, directory structures, and drive mapping are explored. Learn about NDS, the NetWare Directory Services, the directory services tree, context, containers and objects. Introduction to Windows 95 (101138) is a prerequisite for those with little or no experience in Windows. Introduction to Local Area Networks (100920) is recommended. $190
1 day - Tu. Apr 21, 09:00-17:00 - Oak
1 day - Sa. May 09, 09:00-17:00 - Oak

Intermediate Novell NetWare 4.x (101145)

As a continuation of Introduction to Novell NetWare 4.x, this course explores Novell NetWare 4 skills and commands for LAN administrators. Understand different kinds of login scripts and how they work. Acquire skills for creating, editing, printing, and testing basic login scripts. Also covered are creating, deleting and changing user accounts, and understanding security options that can be managed through account properties. Introduction to Novell NetWare 4.x (101144) is the recommended prerequisite. $190
1 day - Tu. Apr 28, 09:00-17:00 - Oak
1 day - Sa. May 30, 09:00-17:00 - Oak

Advanced Novell NetWare 4.x (101146)

This course builds on concepts and commands from Intermediate Novell NetWare 4.x for LAN administrators. Topics include creating, managing and deleting containers, user accounts, custom groups, profiles, organizational roles, and other objects. Essential security management topics include rights, trustee assignments, and inherited rights filters for both the NDS tree and server volumes. Intermediate Novell NetWare 4.x (101145) is a recommended prerequisite. $190
1 day - Fr. May 08, 09:00-17:00 - Oak
1 day - Su. Jun 13, 09:00-17:00 - Oak

Novell NetWare 4.x Server Management (101147)

Expand your supervisory skills beyond user management. Understand how NetWare runs on the server and ways to customize operations. Learn about how the server is set up, console commands, NetWare utilities for managing

the server, and other options available at the supervisory level. Intermediate Novell NetWare 4.x (101146) is a prerequisite. Advanced Novell NetWare 4.x (101146) is recommended. $190
1 day - We. May 20, 09:00-17:00 - Oak

Internet and Web Pages

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 news groups. 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 - Tu. Mar 24, 09:00-17:00 - Oak
1 day - Su. Apr 05, 09:00-17:00 - Oak
1 day - Th. Apr 23, 09:00-17:00 - Oak
1 day - Mo. May 11, 09:00-17:00 - Oak
1 day - Sa. May 31, 09:00-17:00 - Oak
1 day - Tu. Jun 23, 09:00-17:00 - Oak
1 day - Th. Jul 16, 09:00-17:00 - Oak
1 day - We. Aug 12, 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 - Fr. May 01, 09:00-17:00 - Oak
1 day - Tu. Jun 26, 09:00-17:00 - Oak
1 day - Th. Jul 20, 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. Apr 17, 09:00-17:00 - Oak
1 day - Sa. May 16, 09:00-17:00 - Oak
1 day - Mo. Jun 22, 09:00-17:00 - Oak
1 day - Mo. Jul 20, 09:00-17:00 - Oak

Intermediate Web Publishing (101156)

This course is designed for those who know the basics of HTML, can create basic web pages, and want to take their work to a higher level. Intermediate topics include how to use tables, frames, and forms. Add animation, other graphics, and sound to liven up your web pages. Explore hit counters and image maps. Bring a photo or your company logo to scan for your web pages. Learn how to register and promote your web site for maximum exposure. Experience with publishing web pages is essential. Introduction to Publishing Web Pages (101143) is recommended. $190
1 day - Su. Apr 14, 09:00-17:00 - Oak
1 day - Su. Jun 14, 09:00-17:00 - Oak
1 day - Tu. Aug 04, 09:00-17:00 - Oak

Introduction to Frontpage Web Publishing (101159)

Microsoft Frontpage lets you create quality Web pages through a familiar Windows environment. Learn how to create frame pages and draw tables in the Frontpage Editor. Use frontpage components to "drag and drop" sophisticated functionality to your pages. Create hypertext links to other Web pages. Experience in Windows and the Internet are prerequisites. Introduction to the Internet (101141) is recommended. $190
1 day - Su. Apr 19, 09:00-17:00 - Oak
1 day - Mo. Jun 15, 09:00-17:00 - Oak
1 day - Fr. Aug 07, 09:00-17:00 - Oak

Intermediate WordPerfect for Windows (101108)

Now that you have mastered the WordPerfect for Windows basics, learn how to create newspaper and parallel columns. Set up tables with text and math calculations. Learn merging into form letters, lists, envelopes and mailing labels, sorts and more. Experience with WordPerfect for Windows is essential. Introduction to WordPerfect for Windows (101106) is recommended. $190
1 day - Tu. May 05, 09:00-17:00 - Oak
1 day - Tu. Jul 21, 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 - Mo. Apr 20, 09:00-17:00 - Oak
1 day - Th. Apr 30, 09:00-17:00 - Oak
1 day - Fr. Jun 19, 09:00-17:00 - Oak
1 day - Mo. Aug 10, 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 - We. Apr 15, 09:00-17:00 - Oak
1 day - We. Jun 10, 09:00-17:00 - Oak

Intermediate Word for Windows (101114)

Explore some of the more powerful features of this program. Intermediate topics include: using the thesaurus, spell and grammar checkers, creating and using AutoText. Also covered are templates, styles, page numbers, headers and footers, creating and formatting tables and creating and editing newspaper columns. Experience with Word for Windows is essential. Introduction to Word for Windows (100796) is recommended. $190
1 day - Tu. Apr 28, 09:00-17:00 - Oak
1 day - Su. May 24, 09:00-17:00 - Oak
1 day - Fr. Jun 19, 09:00-17:00 - Oak
1 day - Tu. Aug 14, 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 table 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 - Fr. May 01, 09:00-17:00 - Oak
1 day - Mo. Jun 22, 09:00-17:00 - Oak
1 day - Mo. Jul 20, 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. Apr 27, 09:00-17:00 - Oak
1 day - Su. Aug 09, 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 Minster of Finance. Also covered are printing the Balance Sheet, Income Statements, Journal Entries, and Ledgers.

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 (101135) is strongly recommended as a prerequisite. Basic mouse skills are essential. $190
1 day - Th. Mar 26, 09:00-17:00 - Oak
1 day - We. Apr 08, 09:00-17:00 - Oak
1 day - Su. Apr 26, 09:00-17:00 - Oak
1 day - Th. May 14, 09:00-17:00 - Oak
1 day - We. Jun 17, 09:00-17:00 - Oak
1 day - Sa. Jul 15, 09:00-17:00 - Oak
1 day - Th. Aug 27, 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. Double 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 - Sa. Mar 21, 09:00-17:00 - Oak
1 day - Tu. Apr 21, 09:00-17:00 - Oak
1 day - Fr. May 22, 09:00-17:00 - Oak
1 day - We. Jun 24, 09:00-17:00 - Oak
1 day - Sa. Jul 18, 09:00-17:00 - Oak
1 day - Fr. Aug 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 - Fr. Apr 24, 09:00-17:00 - Oak
1 day - Th. Jun 11, 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. Apr 02, 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. Apr 05, 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 Minster of Finance. Also covered are printing the Balance Sheet, Income Statements, Journal Entries, and Ledgers.
$190
1 day - Fr. May 05, 09:00-17:00 - Oak
1 day - Tu. Jul 21, 09:00-17:00 - Oak

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. Apr 19, 09:00-17:00 - Oak
1 day - Su. Jun 07, 09:00-17:00 - Oak
1 day - Tu. Jun 20, 09:00-17:00 - Oak
1 day - Th. Aug 06, 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 filling 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 - We. Apr 22, 09:00-17:00 - Oak
1 day - Su. Jul 07, 09:00-17:00 - Oak
Experience with Simply Accounting for Windows is essential. Introduction to Simply Accounting for Windows (101111) is strongly recommended. $190
1 day - Fr. Apr 26, 09:00-17:00 - Oak
1 day - We. Jul 14, 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. Apr 30, 09:00-17:00 - Oak

Advanced Simply Accounting for Windows (101112)

Use the CA-RET report writing program to customize 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 - Fr. Apr 03, 09:00-17:00 - Oak
1 day - Su. May 03, 09:00-17:00 - Oak
1 day - Su. Jul 21, 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 table 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 - Fr. May 01, 09:00-17:00 - Oak
1 day - Mo. Jun 22, 09:00-17:00 - Oak
1 day - Mo. Jul 20, 09:00-17:00 - Oak

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

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 outline, create handouts, outlines, presentations, slides, overheads, and on-screen presentations. Previous computer experience with other Windows programs and familiarity with a mouse is required. Introduction to Windows (100914) or Introduction to Windows 95 (101138) is strongly recommended as a prerequisite. $190
1 day - We. Mar 25, 09:00-17:00 - Oak
1 day - Mo. Apr 27, 09:00-17:00 - Oak
1 day - Tu. May 19, 09:00-17:00 - Oak
1 day - Sa. Jun 27, 09:00-17:00 - Oak
1 day - Tu. Aug 11, 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 - Sa. Apr 25, 09:00-17:00 - Oak
1 day - Sa. Jun 20, 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 - Sa. May 23, 09:00-17:00 - Oak

Corel Photo-Paint (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. Convert bitmapped files, scale and rotate images. Bring a photo, graphic image, or your company logo to scan and touch-up in Photo-Paint. Experience with a mouse is essential. Previous experience with CorelDRAW! or other graphics program is a prerequisite. $190

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 - Sa. Apr 25, 09:00-17:00 - Oak
1 day - Fr. May 15, 09:00-17:00 - Oak
1 day - Sa. Jun 22, 09:00-17:00 - Oak
1 day - Th. Aug 13, 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 preset and custom formats, input masks, data entry validation, and indexes. Learn about action queries and queries with calculated fields. Create, modify, and save a variety of forms for data input and display. Build basic reports for data printouts. Familiarity with a mouse and experience with other Windows programs is essential. Introduction to Access (101131) is recommended as a prerequisite. $190
1 day - We. Apr 29, 09:00-17:00 - Oak
1 day - Tu. Jun 09, 09:00-17:00 - Oak
1 day - Sa. Jul 18, 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 referential integrity. 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 mainstform displays for related records. Intermediate Access (101132) is strongly recommended as a prerequisite. $190
1 day - Fr. May 08, 09:00-17:00 - Oak
1 day - We. Jun 17, 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. Apr 14, 09:00-17:00 - Oak
1 day - Sa. May 30, 09:00-17:00 - Oak
1 day - Th. Aug 13, 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 boxes 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 to complete this course, but Windows 95 programs such as word processors and spreadsheets are essential. Some experience in recording macros in a Windows application is recommended. $190

1 day - Fr. Apr 24, 09:00-17:00 - Oak
1 day - Sa. May 30, 09:00-17:00 - Oak
1 day - Th. Aug 06, 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 14 years. Pat is known as an energetic and enthusiastic instructor. She teaches Access, Excel, LAN, Novell NetWare and Windows NT.

Mishele Mathern (program manager for Oakridge) is a full-time computer instructor with 13 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 seven 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

Introductory 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 - We. Apr 22, 18:30-21:30 - CC

Computer Foundations – Technical (100402)

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

7 eve - Th. Apr 23, 18:30-21:30 - CC

Network Support Professional

This new certificate program is currently under development with plans for a first offering in September 1998. 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 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

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
1. Understanding Telecommunications (102260)
2. Telecommunications Technology (102261)
3. Voice/Data Integration (102262)
4. Applications Management (102263)
5. Managing the Integrated Office (102205)

Information Session

To learn more about this program and/or meet the instructors, a free "drop-in" Information Session is being held on Tuesday, April 7, 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. $285

10 eve - Mo. Apr 20, 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. Prerequisite: Understanding Telecommunications (102260). (Giles) $335

12 eve - Th. Apr 16, 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. Prerequisites: Understanding Telecommunications (102260) and Telecommunications Technology (102261). (Williams) $335

12 eve - Tu. Apr 14, 18:00-21:00 - CC

Applications Management (102263)

Applications Management will review a new industry-specific application each week. After stating the objectives and scanning the content of each chapter the instructor will detail the macro view of a company's telecommunications needs. Then each technology is reviewed to learn how and why it is the best approach to those needs. The student learns to mix and match technologies to solve business issues for several industries. Building on the previous courses, this course will examine the integration of voice, video and multimedia as it progresses. Prerequisites: Understanding Telecommunications (102260), Telecommunications Technology (102261) and Voice/Data Integration (102262).
Available September 1998

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. Prerequisites: Understanding Telecommunications (102260) and Telecommunications Technology (102261). (Koebberling) $335

12 eve - Tu. Apr 16, 18:00-21:00 - CC

Challenge Examinations

Challenge examinations are available for the Understanding Telecommunications, Telecommunications Technology 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 - We. Apr 08, 18:30-20:30 - KEC

Challenge Examination – Telecommunications Technology (102266)

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

Challenge Examination – Data Communications (102209)

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

Fee Allocation for Challenge Examinations

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

Instructors

Martin Giles, P.Eng., has spent over 30 years in the telecommunications industry. His experience spans the telco environment, consulting services and management of telecommunications facilities. Martin is currently telecommunications manager for Cominco Ltd.

Ursel Koebberling, Ph.D. communications, entered the teaching and independent consulting career in 1981. Her consulting assignments, both national and international, focus on telecommunications and information technology policy and regulations as well as the impact of information technologies and applications on organizations.

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 also be available in a distance learning package – April 1998. See course description under Classroom Program. Cost $335.
To register call 871-7074.

Telecommunications Seminar

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

ATM and Broadband Networking (102270)

Asynchronous Transfer Mode is not the first telecommunications technology to offer networking utopia and it probably won't be the last, but it is the current dominant theme in high speed networks. The claims made by its proponents are impressive while its critics point to problems of complexity and minimum interoperability. Therefore the questions confronting corporate planners and potential service and equipment providers are if, when, and how to embrace this new technology. This seminar has been developed to assist in answering those questions by providing a detailed look at the technology, the economics and the alternatives to ATM. $745

2 day - We/Th. Jun 10, 08:30-16:30 - LIS

NOTE

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

esl teacher training

TESL

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 weekdays, 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 1999 TESL Summer School is scheduled from May 31 to August 20, 1999. Application forms for summer school are available throughout the year. The application deadline for the current year is December 31, 1998. Applications will be reviewed and a short list of applicants will be interviewed in January and February 1999. Preference will be given to summer school applicants who have completed An Overview of Teaching ESL or an equivalent course by the application deadline, or are registered in An Overview of Teaching ESL.

Admission Requirements for the VCC TESL Certificate Program:

1. An undergraduate university degree verified by sealed original transcripts. Evaluation of a degree from outside Canada must be completed before the TESL program application is submitted.
2. Satisfactory completion of the prerequisite course, An Overview to Teaching ESL at VCC or an equivalent university course at UBC, SFU or other recognized universities.
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.

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. She teaches the TESL prerequisite course, An Overview of Teaching ESL and the TESL Internship. Jennifer is the senior program coordinator for the TESL Certificate Program, the TESL Inservice Qualification Certificate 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 program coordinator for the TESL Certificate Program and the CERTESL Program.

TESL Certificate Program Withdrawal, Refund and Course Cancellation Policy

If you wish to cancel a class or course registration before it starts, please present your receipt in person or by mail as soon as possible. We can then find a student to take your place. If you intend to withdraw from a class after it has started, we must be advised that day or the following morning after the first class so another student can be contacted from the waitlist to take your place. A written request for a refund must be sent to VCC, Continuing Education and must state the reasons and be accompanied by your receipt. 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 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 learners, beginning ESL learners, as well as oral testing, and lesson planning. A minimum TOEFL score of 550 is required to take the Overview and elective courses if English is not your first language. $225

10 aft - Fr. Apr 17, 12:30-15:30 - KEC (Zetler)
4 day - Sa. Apr 18/25, May 02/09, 09:30-16:30 - CC (Timberg)
10 eve - Tu/Th. May 26/28, 18:30-21:30 - CC (Norman)
5 day - Mo/Tu/We/Th/Fr. Jun 01, 09:30-16:30 - CC (House/Howard)
7 sessions - Fr. Jun 05/12/19/26, 18:30-21:30; Sa. Jun 06/13/20, 09:00-16:00 - CC (Kennedy/Sim)
8 sessions - Mo/Tu/We/Th. Jul 13/14/15/16/20/21/22, 17:00-21:30; Jul 23, 17:00-19:00 - KEC (Howard)
5 day - Mo/Tu/We/Th/Fr. Jul 20, 09:00-16:00 - KEC (Howard)

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 that 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 courses per term must have written authorization from the program coordinator. Please note that students are not permitted to register in the TESL Certificate core courses before completing An Overview of Teaching ESL (150802) and being accepted into the TESL Certificate Program.

Teaching Grammar One:Theory and Practice (150867)

This 30-hour course concentrates on the theory and methodology used for teaching English grammar to English as a Second Language speakers. Teaching Grammar One: Theory and Practice will focus on beginner through intermediate level grammar structures. $315

10 eve - We. Apr 08, 18:30-21:30 - CC (Janega)
10 eve - Tu/Th. Jun 02/04/09/11/16/18/23/25/30, Jul 02, 18:30-21:30 - CC (Gillespie)

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. (Hellwig) $315

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

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 - Mo. Apr 06, 18:30-21:30 - CC (Taylor)
10 eve - Fr. Apr 09, 18:30-21:30 - CC (Wakal)

Teaching Listening and Speaking (150817)

This 36-hour course focuses 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
11 sessions - Sa. Apr 18/25, May 02, 13:00-17:00; Tu/Th. May 05/07/12/14/19/21, 18:30-21:30; Sa. May 30, Jun 06, 13:00- 16:00 - CC (Nederend)

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. Apr 20/27, May 04/11, 18:30-21:30 - CC (Souza)
10 sessions - Mo. Apr 06/20/27, May 04/11/25, Jun 01; We. May 20/27, Jun 03, 18:30-21:30 - CC (Watson)

Teaching Writing (150813)

This 30-hour course provides an overview of writing, focusing on the techniques used to teach writing in the adult ESL classroom. Course participants will experience techniques for integrating all language skills, generating ideas, revising, editing and assessing ESL student writing. $315
10 sessions - Sa. May 02/16/23/30, Jun 06/20, 09:30-12:30; Th. May 07/14, 18:30-21:30; Su. Jun 13, 09:30-16:30 - CC (Lovelace/MacCafferty/Price-Hosie)
10 sessions - Tu/Th. Jul 21/23/28/30; Aug 04/06/11/13/18/20, 18:30-21:30 - KEC (MacLeod/Price-Hosie)

Teaching English for Academic Purposes (150819)

This 30-hour course concentrates on the specific instructional techniques and course materials used to teach advanced ESL students who plan to continue academic studies at a post-secondary level. This course provides students with an understanding of the methodology and instructional approaches used to teach reading, composition, literature and study skills. (Worcester/Nehring/Watson/Lovelace) $315
6 sessions - Sa. Apr 18, 09:00-15:30; Apr 25, 09:00-16:00; May 23, 09:30-13:30; May 30, 09:00-16:00; Jun 06, 14:00-16:00, Jun 20, 09:00-16:00 - CC

TESL Internship (150824)

The TESL Internship is a 45-hour course. It consists of 20 hours of compulsory workshops and 25 hours of practice teaching in an ESL classroom. (House/Liu Williams) $420
5 workshops - Sa/Su. Apr 04/05, 12:00-16:00; Sa. May 02/09, Jun 13, 09:00-13:00 - CC
Practice Teaching - May/June

TESL Elective Courses

The TESL Elective Courses have been developed for teachers currently working in the field of English as a Second Language instruction, as well as students registered in the TESL Certificate Program. Thirty hours of TESL Elective Courses are needed to fulfil the elective requirement for the TESL Certificate. Students registered in elective courses scheduled for Sundays are advised to bring a lunch as the college cafeteria is closed on Sundays. A TOEFL score of at least 550 is 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 lesson plan for tutoring sessions and how to prepare and select tutoring materials. This is a core course for the VCC Tutoring ESL Certificate. (Flader) $75
1 day - Sa. Apr 18, 09:30-16:30 - CC
1 day - Sa. May 02, 09:30-16:30 - CC
1 day - Sa. May 30, 09:30-16:30 - CC

Testing in English as a Second Language (151703)

This 12-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 reliable tests, and to evaluate the effectiveness of their tests. The recommended text for this elective course is Techniques in Testing by Harold Madsen. (Woodman) $120
4 eve - Mo. Apr 20/27, May 04/11, 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. Apr 21/28, May 05, 18:30-21:30 - CC
3 eve - Mo. May 25, Jun 01/08, 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 and some practice developing activities for the key stages of a lesson. It will be of most use to instructors with some, but not extensive, teaching experience and is based on the Longman Publishing Group's Teacher Training Through Video: Lesson Planning. The sample lesson used in the video is appropriate for immigrant/refugee classes. (Clark) $65
1 day - Sa. Apr 25, 09:30-16:30 - KEC

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 will the methodology for tutoring the listening, grammar, English usage, reading comprehension, and written short essay components of the TOEFL examination. (Flader) $65
1 day - Sa. May 23, 09:30-16:30 - CC
1 day - Sa. Jun 13, 09:30-16:30 - CC

Tutoring for International Business English Examinations (151728)

This six-hour workshop will examine the criteria required by international examinations for business English such as the TOEIC, and Cambridge Test of Business English. This workshop will focus on telephoning, meeting presentations, sales and marketing language, letter and memo writing, as well as social protocol used in business communication. (Flader) $65
1 day - Sa. Jun 20, 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. Jun 06, 09:00-16:00 - CC

Tutoring for the LPI (Language Proficiency Index) (150899)
This practical, six-hour workshop will focus on the tutoring methodology used for preparing students to write the LPI. Emphasis will be placed on student preparation in the test areas of reading comprehension, grammar, vocabulary, and essay writing in a one-to-one tutorial situation. (Flader) $65
1 day - Sa. Apr 25, 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 creating 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. May 12/19, 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. Jul 10, 18:30-22:00; Sa. Jul 11, 09:00-16:30 - 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. May 02, 09:30-16:30 - CC

Tutoring ESL Elementary School Students (151713)
This ten-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 BC Public School System. (McLellan) $100
2 day - Sa. May 09/16, 09:30-15:30 - CC
2 day - Sa. Jun 20/27, 09:30-15:30 - 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. It is recommended that participants in this course have some ESL classroom experience or have completed two or more of the TESL core courses. (Elliott) $35
1 aft - Sa. May 23, 13:00-16:00 - CC
1 day - Sa. Jan 13, 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. May 30, 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 - Tu. May 26, Jun 02/09/16, 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. May 30, 13:00-17:00 - CC

An Introduction to the Computer Lab for ESL Instructors (150883)
This four-hour hands-on workshop will introduce ESL instructors to the use of the computer lab as a tool for teaching ESL. It will provide those unfamiliar with computer labs with a brief introduction to computer jargon and an overview of the ESL software programs for IBM computers. This workshop will be held in the Computer Lab at KEC in Room 3184. (Sayson/Jabaji) $65
1 aft - Sa. May 23, 13:00-17:00 - KEC

Tutoring ESL Secondary Students for English Courses (151715)
This ten-hour workshop will cover the government curriculum and teaching strategies that can be used for English instruction in Grades 8 to 12 in the BC Public School System. (McLellan) $100
2 day - Sa. Jun 06/13, 09:30-15:30 - CC
2 day - Sa. Jul 04/11, 09:30-15:30 - CC

Using Language Learning Cubes in the ESL Classroom (151711)
In this four-hour innovative workshop, participants will explore ways in which language learning cubes can be used to teach ESL in a dynamic 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. (Horth) $45
1 mng - Sa. Jun 13, 09:00-13:00 - 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) $65
1 mng - Sa. Jun 20, 09:00-16:00 - CC

English Language Instruction and Brain Research (151721)
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. (Flader) $35
1 aft - Sa. Apr 25, 13:00-16:00 - CC

Finding Inexpensive and Free ESL/EFL Teaching Materials (151704)
This four-hour elective will show participants how to identify and access free or inexpensive materials for their ESL classrooms. From freebies from publishers and Internet websites, to building a class library for under $20, participants will learn to build on their curriculum library and to their present supply of teaching resources, for less than they thought. (Woodman) $45
1 eve - Mo. Jun 15, 18:30-22:30 - CC

Rewriting Course Materials into Accessible English for ESL Learners (150888)
Participants will examine the rules and techniques that can be used to rewrite materials ensuring that ESL students will find them more accessible and easier to understand. In this hands-on four-hour workshop, participants will have an opportunity to rewrite a range of articles using the "rules for rewriting" and discuss how to utilize both the rewritten and original materials in an upper-beginner and intermediate ESL classroom. (Kostoff) $45
1 aft - Sa. May 02, 13:00-17:00 - CC

Joan's Jam: Music for the ESL Classroom (150848)
This three-hour workshop facilitated by Joan Boxall will present participants with songs, poems, raps and teaching ideas based on five themes: Canadiana, meeting people, holidays, special days, food and environment. Students will receive a copy of an audio cassette of Joan's Jam. (Boxall) $45
1 mng - Sa. May 30, 09:30-12:30 - CC

Teaching Idioms Creatively (151729)
This three-hour workshop will focus on creative ways to teach idioms in the ESL classroom. Participants will explore using games, videos, advertisements, newspapers and contextual clues for getting across meanings of everyday idioms to ESL students. (Elliott) $35
1 aft - Sa. May 11, 13:00-16:00 - CC

Using Phonetics to Teach Pronunciation (151726)
This five-hour workshop will examine the principles of articulatory phonetics and the transcription system that is most often used for representing speech sounds, i.e., The International Phonetic Alphabet (IPA). Participants will learn and practise a form of the IPA that is modified to suit the purposes of teaching English pronunciation. The workshop will cover consonant and vowel phonemes and allophones (positional variants) of the standard North American English (NAE) dialect and how to help ESL learners use phonemic symbols to read the phonetic information in dictionaries. A tape and tapescript will be given each participant attending the workshop. (Taylor) $60
1 day - Sa. Jul 11, 09:30-15:30 - KEC

Planning a Dynamic First Lesson (151727)
This four-hour workshop will provide ideas to help create a supportive learning atmosphere and get your classes off to a dynamic start from the very first meeting. This workshop will explore and evaluate a variety of initial activities, techniques for establishing rapport with adult learners and strategies for maximizing learner input at this important initial stage. Participants will be provided with a flexible time framework for planning and a detailed first lesson checklist that will ensure a smooth course start-up. (Wakal) $45
1 mng - Sa. Apr 18, 08:30-12:30 - KEC

Cross-Cultural 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 workshop 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

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 for the Fall term is August 23, 1998. This term will begin on October 5, 1998 and end January 29, 1999.

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 written and spoken English equivalent to that of an educated native speaker of English. Applicants whose first language is not English may be asked to submit their score on the University of Cambridge Certificate of Proficiency in English. A grade of B is required for admission into the TESL Inservice Qualification Program or a score of 575 on the TOEFL Examination.
6. Applicants must have a successful phone interview with the program staff.

TESL Inservice Qualification Program (150201)
The TESL Inservice Qualification Program consists of six components.

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 teaching English language instruction in an ESL instructional setting. $400

Applications for the TESL Inservice Qualification Certificate Program are available throughout the year. The next term will begin on October 5, 1998 and end on January 29, 1999.

Tutoring ESL

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 ESL, 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 TOEFL, Tutoring for the LPI, Tutoring for International Business Examinations, Tutoring for Elementary School ESL Students and Tutoring for Secondary School ESL Students. 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.

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

An Overview of Teaching ESL (150802)
An Overview of Teaching ESL provides a practical introduction to the teaching techniques, procedures, and instructional resources used to teach English as a Second Language. This course is the prerequisite for the TESL Certificate Program. The course examines the instructional methodology used for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, role plays, pronunciation, advanced ESL learners, beginning ESL learners, as well as oral testing, and lesson planning. 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. $225
10 aft - Fr. Apr 17, 12:30-15:30 - KEC (Zetler)
4 day - Sa. Apr 18/25, May 02/09, 09:30-18:00 - CC (Timberg)
10 eve - Tu/Th. May 26/28, 18:30-21:30 - CC (Norman)
5 day - Mo/Tu/We/Th/Fr. Jun 01, 09:30-15:30 - CC (House/Howard)
7 sessions - Fr. Jun 05/12/19/26, 18:30-21:30; Sa. Jun 06/13/20, 09:00-16:00 - CC (Kennedy/Sim)
8 sessions - Mo/Tu/We/Th. Jul 13/14/15/16/20/21/22, 17:00-21:30; Jul 23, 17:00-19:00 - KEC (Howard)
5 day - Mo/Tu/We/Th/Fr. Jul 20, 09:00-16:00 - KEC (Howard)

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. (Flader) $75
1 day - Sa. Apr 18, 09:30-16:30 - CC
1 day - Sa. May 02, 09:30-16:30 - CC
1 day - Sa. May 30, 09:30-16:30 - CC

CERTESL Program

The Certificate in Teaching English as a Second Language (CERTESL) Program is a part-time home study program to learn to teach English. It is for current and prospective teachers of English who plan to teach immigrants, aboriginal people, or international students. 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 develop a personal, eclectic approach. Prerequisite or co-requisite: TESL 31 or TESL 34. $313.70

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. 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-sessional term (May to July). For CERTESL Program information contact the CERTESL program assistant, phone (604) 871-7079; fax (604) 871-7300 or e-mail <pcooper@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 Practice (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

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. May 23/30, 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. Apr 18/25, 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. 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. Jun 06, 10:00-12:00 - KEC
Practicum: June, July and August

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 will the methodology for tutoring the listening, grammar, English usage, reading comprehension, and written short essay components of the TOEFL examination. (Flader) $65
1 day - Sa. May 23, 09:30-16:30 - CC
1 day - Sa. Jun 13, 09:30-16:30 - CC

Tutoring for the LPI (Language Proficiency Index) (150899)
This practical, six-hour workshop will focus on the tutoring methodology used for preparing students to write the LPI. Emphasis will be placed on student preparation in the test areas of reading comprehension, grammar, vocabulary, and essay writing in a one-to-one tutorial situation. (Flader) $65
1 day - Sa. Apr 25, 09:30-16:30 - CC

Tutoring ESL Secondary Students for English Courses (151715)
This ten-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) $100
2 day - Sa. Jun 06/13, 09:30-15:30 - CC
2 day - Sa. Jul 04/11, 09:30-15:30 - CC

Tutoring ESL Elementary School Students (151713)
This ten-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) $100
2 day - Sa. May 09/16, 09:30-15:30 - CC
2 day - Sa. Jun 20/27, 09:30-15:30 - CC

Tutoring for International Business English Examinations (151728)
This six-hour workshop will examine the criteria required by international examinations for business English such as the TOEIC, and Cambridge Test of Business English. This workshop will focus on telephoning, meeting presentations, sales and marketing language, letter and memo writing, as well as social protocol used in business communication. (Flader) $65
1 day - Sa. Jun 20, 09:30-16:30 - CC

International TESL

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 programs per year. The first program begins in early January and finishes at the end of December. (Please note, there are no classes in July and August.) The second program 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.

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.

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 leave 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/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.

health

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 standard of spoken English at the level of 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 in 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. Apr 17, 12:30-15:30 - KEC (Zetler)
4 day - Sa. Apr 18/25, May 02/09, 09:30-18:00 - CC (Timberg)
10 eve - Tu/Th. May 26/28, 18:30-21:30 - CC (Norman)
5 day - Mo/Tu/We/Th/Fr. Jun 01, 09:30-16:30 - CC (House/Howard)
7 sessions - Fr. Jun 05/12/19/26, 18:30-21:30; Sa. Jun 06/13/20, 09:00-16:00 - CC (Kennedy/Sim)
8 sessions - Mo/Tu/We/Th. Jul 13/14/15/16/20/21/22, 17:00-21:30; Jul 23, 17:00-19:00 - KEC (Howard)
2 day - Sa. May 23/30, 09:30-16:30 - CC (Howard)

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. Apr 21/28, May 05, 18:30-21:30 - CC
3 eve - Mo. Jun 01/08, 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. May 23/30, 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. Apr 18/25, 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. This may may be completed at any time during the program. To successfully complete this program requirement, students must document their volunteer or paid practice teaching experience Student Assignment Booklet which can be obtained from the VCC TESL program assistant (871-7077). There is a submission fee of $75.

health

Professional, Allied, Holistic Health, & Health Education

These courses are for nurses and health-related professionals, dental personnel, health care and social service workers, family caregivers, and other persons interested in health, well-being and effective communication. (Also see Communication: Interpersonal and Groups, page 21 for courses on conflict resolution, assertiveness.) To register by phone call 871-7070.

Holistic Health

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, expanded 12-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. Experienced and skilled instructor, Heather Narod, has over 2,000 hours of clinical experience, and is a Registered Massage Therapist in private practice in B.C. (Narod) $135 ($200 for both Level I and II).
2 day - Sa/Su. Apr 25/26, 09:00-16:00 - KEC

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)
2 day - Sa. Apr 04, 09:00-16:00 - CC
1 day - Sa. May 23, 09:00-16:00 - KEC

Preparing for Menopause (201090) NEW
This course will help you to understand and prepare for the normal hormonal changes experienced by women in their 40s, usually three to seven years before menopause, and the common symptoms of mood swings, hot flashes, and menstrual fluctuations. Learn ways to cope positively with these natural changes and to maintain your physical and emotional well being. Includes information about risks and benefits of hormonal therapy; therapeutic approaches such as herbs and biofeedback; and lifestyle modifications. (Blades) $25
1 mng - Sa. May 23, 09:30-12:30 - 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. May 30, 09:30-12:00 - KEC

Lighten Up! Choices for our Future (201091) NEW
Many Canadians are becoming aware that our average lifestyle involves 40 times more consumption than that of a person in the developing world. Are you interested in ways to lighten your "ecological footprint" so that you will be right for you in your work and home life, and that will inspire your children, friends, and co-workers! Whether you have already made changes and want to choose more, or are just beginning, this enjoyable, experiential session will help you to select changes that are based on scientific research and recommended by prominent leaders in global sustainability and transformation – changes that can make a meaningful difference in your life and in our world. (Moore/Schroder) $15
1 mng - Fr. May 29, 09:00-11:30 - KEC

Allied Health Care

LPN Upgrading
Pharmacology – Theory, Lab and Clinical (201102) $220
Pharmacology – Theory and Lab only (201104) $110
Pharmacology – Clinical only (201105) $110
Catheterization (201101) $135
Dressing Change (201103) $120

Caring for Persons with a Terminal Illness (200727)
Designed for residential care aides, home support workers and licensed practical nurses, this course will help you to understand and to carry out your role in caring for persons with terminal illness. An experienced nurse and social worker from the Hospice Program of the Vancouver-Richmond Health Board will focus on the main challenges in your role, including how to support the dying person's comfort (e.g. food, fluids, bowels, breathing, pain relief), how to listen to the feelings of the dying person and family, how to recognize when death is close and what to do when death occurs, as well as understanding your own beliefs and needs. (Roberts/Carr) $75
1 day - Fr. Apr 24, 09:00-16:00 - CC

Assisting Clients with Common Physical Disabilities in Mobilizing, Transfering and Positioning (200742) NEW
For home support workers, care aides, rehabilitation assistants and activity staff, this course will provide you with practical skills for safely assisting clients who have a variety of mobility and transferring needs related to physical disabilities, such as strokes, spinal cord injuries, arthritis, multiple sclerosis, frailty. Topics include transfers and positioning; safety factors for the client and worker; wheelchairs, seating, and other equipment; aid and mask; wheelchairs, seating, and other equipment; and how to make and record significant observations. $90
1 day - Fr. May 08, 09:00-16:00 - GPC

Gerontology

Introduction to Gerontology (203601)
In this overview of individual and population aging in Canada, you will examine theories, myths and social issues regarding aging from a holistic perspective. Emphasis is on the older adult's experience of the aging process within the broader context of family, community and society, and the values of the older adult's autonomy and quality of life. This is a required course in the Gerontology Certificate Program – Nursing. It may also be taken on an individual basis on approval of the program coordinator. (Trevor-Smith) $320
6 day - Fr. Apr 17, 09:00-16:00 - KEC

Gerontological Nursing II (203606)
This course is one of two in which participants integrate knowledge of aging, communication, and gerontological nursing and apply it to comprehensive care management with frail, older adults and their family members. Using a theory/research-based approach to clinical practice, this course focuses on psychosocial assessment and intervention for social isolation, delirium, depression, dementia, and behavioural distress. Special focus on the Enablement Approach to assessing and enhancing abilities of cognitively-impaired older adults. This is a required course in the Gerontology Certificate Program – Nursing. It may also be taken on an individual basis on approval of the program coordinator. (Kline) $320
6 day - Fr. May 01/08/15/22, Jun 05/12, 09:00-16:00 - KEC

Foot Care for the Elderly (200711)
Healthy feet are the foundation of mobility and independence. For RNs, LPNs, home support workers, care aides and family caregivers, this course focuses on the structure and function of the foot, common nail and skin conditions, preventive and palliative foot care, and foot care for clients with diabetes and peripheral vascular diseases. Participants practice foot care with classmates. (Olson) $90
2 eve - We. May 21/28, 18:30-21:30 - CC

Clinical Decision-making in Gerontological Nursing (202793)
Sound clinical decisions, systematic assessments and succinct care plans are essential in the complex field of gerontological nursing in long-term and extended care settings where older adults experience reversible and irreversible conditions at the same time. Enhance your ability to make clinical decisions that are based on nursing knowledge and systematic nursing process, and to document and communicate these decisions effectively using nursing care plans. Participants complete a self-study module, client assessment and care plan (7-10 hours) in preparation for the course. Register by three weeks in advance. (Blais) $110 (module included)
1 day - Fr. May 29, 09:00-16:00 - KEC

Communication – Level I (203608)
You will focus on one-to-one verbal and non-verbal communication with well/frail older adults, their families and members of the health team; key communication values underlying effective therapeutic relationships; strategies to reduce communication barriers; and ways to adapt interviews with older adults experiencing sensory and other communication impairments. This is a required course in the Gerontology Certificate Program – Nursing. It may also be taken on an individual basis on approval of the program coordinator. (Shamai) $205
4 day - Fr. Jun 5, 09:00-16:00 - KEC

Clinical Practice

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, adjust flow rates and identify potential complications and nursing interventions for the adult patient. For RNs using IV therapy in clinical practice. Photocopy of practising RNABC registration required and to be brought to class. Level II – Update Central Lines to be offered in Fall term 1998. (Brazier) $125
1 day - Sa. Mar 28, 08:30-16:30 - LGH, Seminar Room B
1 day - Sa. Apr 25, 08:30-16:30 - LGH, Seminar Room B

Promoting Positive Body-Image and Self-Esteem in Adolescents (202703)
Designed for teachers, school counsellors, therapists, social workers, nurses, dental hygienists, parents and other interested persons who wish to promote positive body image and self-esteem in adolescents and to prevent or detect serious problems such as disordered eating and depression. Participants explore issues of weight and appearance, the impact of role modelling on young people, and ways that adults can promote a healthy, positive atmosphere in their schools and communities. Specific information will be presented on warning signs for eating disorders and depression, suggestions for early intervention, and community resources. (Usmani) $75
1 day - Sa. Apr 04, 09:00-16:00 - KEC

Advanced Hospice Training for Nurses (202797)
This course provides registered nurses with up-to-date knowledge and strategies to approach complex situations in palliative care, including pain and symptom management, cultural, ethical and spiritual dimensions, family and staff grief, and hospital-home team interaction. Taught by an experienced team of clinical nurse specialist, social worker and family physician from the Hospice Program of the Vancouver-Richmond Health Board, this course is for experienced palliative care or home care nurses, or nurses who have completed the course Palliative Care for Health Professionals (200772). (Roberts/Carr/DeGroot) $120 ($120 as elective in Gerontology Certificate Program – Nursing)
1 day - Fr. May 29, 09:00-17:00 - 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

Head to Toe Assessment (202710)
1 day - Fr. May 8, 09:00-16:00 - KEC

Respiratory Assessment (202718)
1 day - Fr. May 22, 09:00-16:00 - KEC

Learn About Tube Feeding: A Practical Course for Health Professionals (202743) NEW
For all health professionals (social workers, nutritionists, therapists, LPNs, RNs) in any setting, this course is designed to help develop a general understanding and appreciation of the impact that tube feedings have on individuals and their families. Provides basic information on physical, psychological and social implications associated with tube feedings, quality of life issues, and flexibility of home tube feeding. Resources, tubes and equipment will be available to view. (Schlenker/Viskari) $55
1 mng - Fr. May 08, 09:00-12:00 - 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. May 29, 09:00-16:00 - KEC

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

Dawn Blais, RN, MSN, is clinical nurse specialist with three long term and extended care facilities in a new innovative approach to collaborative care.

Marie Brazier, RN, BSN, CINA(c), is an IV therapy clinician with extensive hospital and community experience, a recent recipient of RNABC Excellence in Nursing Practice Award, on the board of directors of the Canadian Intravenous Nursing Association, and editor of the CINA Journal.

Shirley Clarke, RN, MSN, has over 20 years' experience in critical care nursing in staff, management and clinical leadership positions.

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

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

Pru Moore, BA, MEd, and Jill Schroder excel in experiential learning and practical application of adult education principles. Their innovative, positive teaching style emphasizes up-to-date learning in a stimulating way.

Janet Schlenker, RDN, has worked as a dietician in adult and pediatric health care settings, and is currently at Sunny Hill Health Centre for Children. Over the past ten years she has been involved in the setup/teaching of tube feedings in hospitals, and in supporting individuals and families in the community. She regularly conducts educational sessions for health professionals and care givers on home nutrition topics and tube feeding support.

Sonia Usmiani, MA Counselling Psychology, RCC, works extensively with young women, adolescents and children in the field of eating disorders.

Allison Viskari, BSN, RN, has worked as an RN at Vancouver Hospital, St. Thomas Community Hospital, and B.C. Children's Hospital on various surgical wards for 14 years. Currently she is the surgical nurse at B.C. Children's Hospital, teaching staff and families about enteral feeding and the care of the tubes. She has given workshops to the Pediatric Nurses Group and nurses, dieticians, OTs and PTs from around the province.

Critical Care

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. 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. (Clarke) $75
1 day - Sa. May 09, 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

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. Jun 06, 10:00-17:00 - KEC

Information
For brochure, general information and to register, call 871-7070.

For course and program details, contact the program coordinator listed under Health on page 3.

Communication: Interpersonal & Group

Conflict Resolution Series ($105 each; $200 for two courses; $300 for series)

Conflict Resolution – Level I (202802)
This course combines theory with practice to help you manage conflict and deal effectively with tension and anger. Learn to recognize the positive functions of conflict and to deal with it as a normal part of everyday life and work. Become aware of your own reactions to conflict and learn a variety of communication techniques to resolve conflicts more successfully. (Hilliard) $105 ($200 for both Level I and II)
1 day - Fr. May 01, 09:00-16:00 - KEC

Assertiveness Skills (202715)
Assertion is an essential component of effective communication and interpersonal relationships. You will learn methods for effectively expressing your thoughts, feelings, opinions and beliefs to others; how to be assertive in situations of strong emotion; and assertive strategies which can lead to positive changes in your life and work. (Hilliard) $105
1 day - Fr. May 22, 09:00-16:00 - KEC

Anger Management\Conflict Resolution – Level II (202828)
For persons who have completed either Conflict Resolution – Level I (202802) or Assertiveness Skills (202715). You will strengthen your skills of active listening, self-disclosure, and assertion in your communication in conflict situations. Emphasis is on managing anger and defensiveness in oneself and others. (Hilliard) $105
1 day - Fr. Jun 12, 09:00-16:00 - KEC

Dental Professional Development

Program Coordinator
Monica Maletz, 871-7065

Dental personnel may select health courses from this publication for continuing education purposes. A full schedule of dental CE courses is offered in the Spring 1998 term. To receive the dental course booklet, please call 871-7070 or 871-7067.

Dental Amalgam: A Major Non-Issue (203596)
The presentation will review up-to-date knowledge regarding mercury toxicity, data on mercury sources, daily intake limits and estimates, dental amalgam as a source of mercury, and guidelines for safe handling. Frequently asked questions and the importance of providing factual, educated answers will be discussed. (Ruse) $45
1 eve - We. Mar 25, 18:30-21:30 - KEC

HIV/AIDS: Beyond the Basics (201058)
There are numerous myths, fears and concerns surrounding HIV/AIDS, and these issues are often more pronounced when we are working in the field of HIV/AIDS. Through informal lecture, discussion and structured exercises, this course will increase your comfort and skill level when working with clients who are living with HIV and/or AIDS. (AIDS Vancouver/Brown) $55
1 day - Sa. May 28, 10:00-16:00 - KEC

Mouthwashes, Toothpastes and Other Sundries (203598) NEW
Dental professionals receive many inquiries from patients about the numerous dental products now available. This course will provide an update on the therapeutic value of recommending these products for the treatment of dental and periodontal diseases. (Cathcart) $45 (with 203599 total cost of both $80)
1 mng - Sa. Mar 28, 09:00-12:00 - CC

Fluoride in the 20th Century (203599) NEW
This presentation examines the very latest clinical applications of fluoride in today's health environment. Included will be specific criteria for the selection and regime choices for normal or high risk clients. All materials will be evidenced-based and risk assessment will also be discussed. (Cathcart) $45 (with 203598 total cost of both $80)
1 aft - Sa. Mar 28, 13:00-16:00 - CC

Infection Control in the 90s (203505) NEW
Infection control in the dental office has always been an issue of concern to all members of the dental team. It is important that dental professionals learn the newest practises to prevent disease transmission for the protection of themselves, their families and their patients. You will also receive information about the latest recommendations for handling and disposing of potential contaminates. (Preisl) $45
1 mng - Sa. Apr 04, 09:00-12:30 - CC

From Earth to Table (203592)
What makes organically produced food different from non-organic? Take a guided tour of a local greenhouse and compare the differences with registered dietician Jackie Ehlert. This is a unique way for health care professionals to become more knowledgeable about nutrition so you can improve your own health and discuss healthier lifestyles with patients. (Ehlert) $75
1 day - Su. May 05, 09:00-14:00 - TBA

Presenting with Power (203595) NEW
What impact do you have when making educational presentations, when marketing yourself or when offering your ideas? Learn the "key" techniques for presenting your message more powerfully from a health professional stance. This course will focus on the way you stand and look, and also provide suggestions for improvement to ensure your presentations communicate strength and power. (Rogers) $45
1 eve - Sa. Apr 18, 09:30-12:30 - CC

Dental Insurance: The Easy Way to Manage Claims (203594) NEW
There is an easy way to manage insurance forms in the office to avoid rejection of claims or delay of payment. The instructor has 20 years' experience as a dental assistant and receptionist, including work as a dental claims examiner for a local insurance provider. (Morach) $45
1 mng - Sa. May 02, 09:30-12:30 - CC

Cooking for the Health of It (203593)
During the evening you will participate in a hands-on demonstration of cooking untraditional vegetarian cuisine. Under the guidance of a registered dietician and a local chef, learn how easily these dishes can be prepared at home. As a health care professional you will benefit by being more knowledgeable when answering patients' questions about healthy eating habits. (Ehlert) $50 includes food
1 eve - Tu. May 12, 18:30-21:30 - TBA

Oral Pathology Update (203589)
This course is designed to review the general principles of pathology including gross microscopic changes, as well as the clinical signs and symptoms. Particular emphasis will be placed on pathologies of the orificial region. There will also be a review of possible pathological states which are commonly found in patients in the dental practice. This presentation will be a fun and interactive way to review a very important aspect of patient care. (Milton) $60
1 mng - Sa. May 23, 09:30-13:30 - CC

Provisional Prosthodontic Module (203583/203584)
Advance your clinical practice by learning to fabricate, try-in, and cement provisional restorations. This program is for licensed certified dental assistants and dental hygienists. Phone 871-7067 for more information and dates of upcoming courses.
Theory – 18 hours; Clinical – 32 hours

Instructors
Ginny Cathcard, BA, RDH, teaches at VCC Dental Hygiene Department. She is president of the B.C. Dental Hygienists Association.

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

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

Shirley Morach, CDA, has 20 years' experience as a dental assistant, dental receptionist, instructor, as well as a claims examiner for a dental insurance company.

Debbie Preisl, CDA, does contract work for the College of Dental Surgeons in the Registratory Division. She has also taught in the Dental Assisting and Dental Receptionist Program.

Denise Rogers, CDA, is a training consultant with a diploma in marketing management from BCIT.

Dorin Ruse, MSc, PhD, teaches to dental students at the Faculty of Dentistry at UBC and sits on several committees for the College of Dental Surgeons.

CPR & First Aid

Community CPR (202025)
This four-hour CPR Heartsaver course is offered collaboratively with Vancouver Fire and Rescue Services. Instructors are Vancouver firefighters who are certified CPR instructors with St. John Ambulance. Learn how to recognize the signs and symptoms of a heart attack, how to tell when breathing and heart have stopped, and how to maintain the person's breathing and circulation until help arrives. Bring blanket. $35
1 eve - We. Apr 22, 18:00-22:00 - CC
1 eve - Thu. May 28, 18:00-22:00 - CC

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

CPR Basic Rescuer (CPR C) (202010)
8 hours. No prerequisites. Of particular interest to health care and dental personnel. Course includes obstructed airway management for infant, child and adult as well as CPR for infant, child, adult, and two person CPR. Bring blanket. (Clark) $50
2 eve - Mo/We. Apr 27/29, 18:00-22:00 - CC

CPR Basic Rescuer-Recert (C Recert) (202015)
4 hours. Prerequisite: must have taken Basic Rescuer within the last two years. Course focuses solely on testing of all skills in the Basic Rescuer course. Bring blanket. (Clark) $35
1 eve - Tu. May 12, 18:00-22:00 - CC
1 eve - Tu. Jun 02, 18:00-22:00 - CC

Childsafe (202024)
8 hours. No prerequisite. Of particular interest to daycare and preschool workers and parents. Meets all provincial licensing requirements for daycare. Course has strong focus on prevention and includes obstructed airway management for infant and child, CPR for infant and child, and basic first aid. Bring blanket. (Clark) $50, couples $90
2 eve - Th. May 07/14, 18:00-22:00 - CC

Emergency First Aid (202039)
8 hours. No prerequisite. Course includes obstructed airway management for infant, child and adult, CPR for infant, child and adult, and first aid for bleeding. Meets all provincial licensing requirements for daycare. Bring blanket. (Clark) $50
2 eve - We. May 20/27, 18:00-22:00 - CC

Standard First Aid (202038)
16 hours. No prerequisite. Course includes all the content in Emergency First Aid plus two person CPR and first aid for broken bones, wounds and emergency medical conditions. Meets all provincial licensing requirements for daycare. Bring blanket. (Clark) $100
2 day - Sa/Su. May 23/24, 09:00-17:00 - KEC

Childbirth Educators

Program Coordinator
Diane Donaldson, 871-7461

Teaching Skills for Childbirth Educators (202504)
Persons already teaching childbirth education who wish to upgrade their skills may enroll in this course.
(Donaldson) $450 (includes course materials)
5 day - Th/Fr/Sa/Mo/Tu. May 28/29/30, Jun 01/02 - CC

Instructor
Diane Donaldson, RN, CBE, has taught childbirth classes for over 25 years, is a nurse at BC Women's Hospital in the delivery suite, develops childbirth education curriculum and independent study materials for colleges and provincial/regional government programs, and regularly presents at perinatal workshops. She is the program coordinator for the VCC Childbirth Educators Certificate Program.

Childbirth Educators

certificate program

Program Coordinator
Diane Donaldson, 871-7461

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

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

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

Course I – Core Content for Childbirth Educators (202502)
Guided study – 14 modules, 110 hours (Donaldson) $350

Course II – Teaching Skills for Childbirth Educators (202504)
24 hours in classroom, 49 hours total (Donaldson) $450 (includes course materials)
5 day – Th/Fr/Sa/Mo/Tu. May 28/29/30, Jun 01/02 - CC

Course III – Practicum for Childbirth Educators (202501)
43 hours. Arranged on an individual basis.
(Donaldson) $200

Gerontology Nursing

certificate program

Program Coordinator
Mary Crooks, 871-7078

Nursing practice in the challenging and multidisciplinary field of gerontology requires a complex combination of knowledge and skills. This 18-month part-time certificate program assists nurses to increase their competence in clinical and leadership roles, while earning a certificate in the specialty of gerontological nursing and credits towards a degree. Based on current research and theory, courses involve independent reading, interactive classroom learning and application in practice settings. The program is available to RNs, RPNs, and BSNs working in any community, acute care or long-term care setting involving older adults.

Prerequisites
• Currently practising as a Registered Nurse (RN) or Registered Psychiatric Nurse (RPN)
• Current Basic Cardiac Life Support – C level
• One year of nursing practice within the past three years

Certificate Requirements
Participants must successfully complete:
• Seven courses (total 228 hours) (Introduction to Gerontology; Healthy Aging in Healthy Communities; Communication – Level I and II; Foundations of Gerontological Nursing; Gerontological Nursing I; and Gerontological Nursing II)
• A 122.5-hour practicum
• A 12-hour elective

Evaluation
Participants will be evaluated on the basis of participation, practice-oriented assignments and exams, and self-directed application in the clinical field.

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

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

Information Evening
Open to RNs and RPNs. No fee for this open session.
1 mng - Sa. May 23, 10:00-11:30 - KEC

Application
Contact Mary Crooks at 871-7078 for brochure, application form, or more information. Qualified nurses are accepted in order of receipt of application.

Courses offered this term

Open to certificate participants who have met entry requirements. Also open to non-certificate participants on a credit or audit basis on approval of program coordinator.

Introduction to Gerontology (203601)
In this overview of individual and population aging in Canada, you will examine theories, myths and social issues regarding aging from a holistic perspective; personal views about aging and professional practice with older adults, and community resources. Emphasis is on the older adult's experience of the aging process within the broader context of family, community and society, and the values of the older adult's autonomy and quality of life.
(Trevor-Smith) $350
6 day - Fr. Apr 17, 09:00-16:00 - KEC

Communication – Level I (203608)
You will focus on one-to-one verbal and non-verbal communication with well/frail older adults, their families and members of the health team; key communication values underlying effective therapeutic relationships; strategies to reduce communication barriers; and ways to adapt interviews with older adults experiencing sensory and other communication impairments. (Shamai) $205
4 day - Fr. Jun 05, 09:00-16:00 - KEC

Gerontological Nursing II (203606)
This course is the second of two in which participants integrate knowledge of aging, communication, and gerontological nursing and apply it to comprehensive care management with frail, older adults and their family members. Using a theory/research-based approach to clinical practice, this course focuses on psychosocial assessment and intervention for social isolation, delirium, depression, dementia, and behavioural distress. Special focus on the Enablement Approach to assessing and enhancing the abilities of cognitively-impaired older adults. (Kline) $320
6 day - Fr. May 01/08/15/22, Jun 05/12, 09:00-16:00 - KEC

Electives offered this term
Open to certificate program participants and other health professionals. For course descriptions see Professional, Allied and Holistic Health Care.

Clinical Decision-Making in Gerontological Nursing (202793)
(Blais) $130 (elective); $110 (non-elective) (module included)
1 day - Fr. May 29, 09:00-16:00 - KEC

Advanced Hospice Training for Nurses (202797)
(Roberts/Carr/DeGroot) $120 (elective); $100 (non-elective)
1 day - Fr. May 29, 09:00-17:00 - KEC

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

Dawn Blais, RN, MSN, is clinical nurse specialist in gerontology in an innovative, collaborative cross appointment with three long term care/extended care facilities.

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

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

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

Leah Shapera is director of Integrated Gerontology and clinical nurse specialist at Mount Saint Joseph Hospital.

Janice Stanbury, RN, BSN, MSN, is clinical director of Elder Health and clinical nurse specialist in Gerontology at Peace Arch District Hospital.

Shannon Trevor-Smith, RN, BScN, MA, Dip. Gero., CCMCP, administered the development of the Geriatric Assessment Centre at St. Mary's Hospital in New Westminster, and is currently director of nursing for Intermediate, Extended and Special Care at Hawthorne Care Centre.

Nursing Management

certificate program

Program Coordinator
Sheila Stickney, 871-7092

This program reflects current concepts of nursing management in all health care settings and is designed for nurses who are responsible for the management of patient/client care. Emphasis is on practical performance as well as theoretical foundations underlying effective behaviours. Managed exercises are completed on the job or through simulated situations. A Vancouver Community College Certificate is awarded upon satisfactory completion of the program. Transfer credit to Health Care Management Program Level I, BCIT, and the University of Victoria and UBC BSN programs is available.

Course Description
The certificate program is offered in a part-time format of 45 hours, with an additional 45 hours of reading and assignment requirements.
Content areas:
• management theory and processes
• managing change and transitions
• assertiveness and conflict management
• communication - principles, styles, written, verbal, interviewing
• labour relations processes - disciplinary process, handling the problem employee
• issues and trends in health care system
• employment processes
• team building
• staff development
• quality assurance and risk management. Part-time format. $400
7 day - Sa. Mar 28, Apr 04/18, May 02/16/30, Jun 13, 09:00-16:00 AND 1 eve - We. Jun 03, 18:30-21:30 - KEC

Instructor
Irene Rohrer, RN, MSN, has management experience in roles of AHN and HN, as well as teaching experience in various areas. She is presently nurse manager in Emergency, Medical and Palliative Care and the Discharge Planning Unit at MSA Hospital. Irene has a proven ability to help participants develop their management and problem solving skills and resolve issues in their own practice settings.

Continuing Care Management

certificate program

Program Coordinator
Sheila Stickney

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

Courses in this program can be taken on an individual basis with approval of program coordinator.

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

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

All courses are offered within the BC Continuing Care Context

Course Fees
Each course costs $435

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

Length of Program
Three terms – 12 months

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

Courses offered this term

Personnel Management (201604)
This course provides participants with a working knowledge of human resource development principles and strategies. Focus is on the managers' role in personnel and staff development, management/employee rights within the context of relevant legislation, scheduling, labour relations, employment processes, and interpretation of collective agreements. (Blackstone) $435
4 day - Tu/We/Th/Fr. Apr 21, 09:00-16:00 - KEC

Financial Management (201605)
This course focuses on financial management principles, skills and tools to promote efficient health care delivery in continuing care. The emphasis is on management aspects rather than on accounting skills. Participants will develop skill in the use of provincial budget guidelines, economic principles, daily and periodic requirements, financial statements, budgeting, purchasing plans and computerized information systems as planning tools. (Curtis) $435
4 day - Tu/We/Th/Fr. May 19, 09:00-16:00 - KEC

Organizational Development and Evaluation (201606)
Content includes strategic planning, program development and evaluation, concepts of quality management and implantation of quality assurance programs. (Goodall) $435
4 day - Tu/We/Th/Fr. Jun 16, 09:00-16:00 - KEC

Sterile Supply Aide

Independent study (correspondence course) offered for individuals working as sterile supply processing aides or technicians who wish to update their knowledge. Especially useful for those who learned on-the-job with minimal theory. Learn principles of microbiology and infection control, decontamination, assembly, sterilization, storage and distribution of equipment, instruments and supplies. (Stickney) $305
Ongoing registration. For further information call 871-7070.

Foodsafe

Foodsafe is a program in sanitary food handling to train restaurant and kitchen employees on the procedures and conditions necessary for the prevention of food borne illnesses. The two courses, Basic and Advanced, each consist of eight hours of instruction, covering such topics as the storage of potentially hazardous foods, personal hygiene, the causes of food borne diseases, and maintaining a sanitary food service operation. All student materials are provided.

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

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

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. Apr 04, 09:00-18:00 - CC
1 day - Sa. Apr 18, 09:00-18:00 - CC
1 day - Sa. Apr 25, 09:00-18:00 - CC
1 day - Sa. May 02, 09:00-18:00 - CC
1 day - Sa. May 09, 09:00-18:00 - CC
1 day - Sa. May 23, 09:00-18:00 - CC
1 day - Sa. May 30, 09:00-18:00 - CC
1 day - Sa. Jun 06, 09:00-18:00 - CC
1 day - Sa. Jun 13, 09:00-18:00 - CC
1 day - Sa. Jun 20, 09:00-18:00 - CC
1 day - Sa. Jun 27, 09:00-18:00 - CC

Foodsafe – Level I (Basic) – For ESL Students (250203)
This Level I class is specifically designed for students who speak English as their second language. Instruction will be in English, but paced to accommodate the ESL student. For content details, see description above. NOTE: Students must speak English. Class limited to 15. $80
2 day - Sa. Apr 25, May 02, 09:00-16:00 - KEC
2 day - Sa. Jun 13/20, 09:00-16:00 - KEC

Foodsafe – Level I (Basic) – In Cantonese (250205)
This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. $80
1 day - Sa. May 02, 09:00-18:00 - CC
1 day - Sa. Jun 13, 09:00-18:00 - CC

Foodsafe – Level II (Advanced) (250202)
A revised program for owners, managers, chefs and supervisors in restaurants or health care food services. Upon successful completion, participants will receive a Foodsafe Certificate from the Provincial Ministry of Health. Prerequisite: Successful completion of Foodsafe – Level I; must be in supervisory or management position. Topics:
• major types of food-borne illnesses not discussed in Level I, i.e. Hamburger disease
• design and maintenance of a food service establishment
• managing sanitary practices in a food service establishment
• implementing a Hazard Analysis Critical Control Point System (HACCP). $80
1 day - Sa. Apr 25, 09:00-18:00 - CC
1 day - Sa. May 30, 09:00-18:00 - CC
1 day - Sa. Jun 27, 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. 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

Program Coordinator
Joanne Rykers, 443-8392

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 Shebib, available at campus bookstore. $315
12 sessions - 9 eve - Mo. Apr 06/20/27, May 04/11/25, Jun 01/08/15 AND 2 eve - Tu. Apr 14, May 19, 18:30-21:30 AND 1 mng - Sa. Jun 09, 09:30-12:30 - CC (Adliman)
12 eve - Tu. Apr 07, 18:30-21:30 - CC (Shamai)
12 eve - Th. Apr 09, 18:30-21:30 - CC (Krakow)
12 sessions - 10 mng - Fr. Apr 17, 10:00-13:00 AND 1 day - Fr. Apr 24, 09:30-16:30 - KEC (Menzel)
12 sessions - 10 eve - Tu/Th. Jun 25, 18:30-21:30 AND 1 day - Sat. Jun 27, 09:30-16:30 - CC (Shamai)
12 sessions - 10 eve - Tu/Th. Jul 07, 18:30-21:30 AND 1 day - Sa. Jul 25, 09:30-16:30 - CC (Laird)

Basic Counselling II (101806)
This course is a continuation of Basic Counselling I and is designed for individuals who want to improve their basic counselling skills. Stages I and II of Shebib's Helping model will be discussed and the appropriate skills practised. Class time will be divided into lectures, instructor demonstration and practical experience in the roles of helper and client. Workbook exercises will encourage self-exploration to enhance your effectiveness as a helper. Prerequisite: Satisfactory completion of Basic Counselling I (101805).Text: *Counselling Skills*, Bob Shebib. (Shamai) $260
10 eve - Th. Apr 16, 18:30-21:30 - CC (Shamai)

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

Solution-focused therapy listens carefully for, and punctuates, what clients do differently when challenging problems within their lives and relationships. It is concerned with the "here and now" of a client's life, rather than with exploring the historical details. It is goal directed and encourages clients to become expert in discovering their own solutions. narrative, re-authoring, therapy seeks to assist clients in separating from stories that have become oppressive, or act as restraints, to the client's life and relationships. Narrative therapy objectives problems, not persons, and proposes ways of bringing alternate stories to problem-saturated identity descriptions. It is accountable to clients relative to gender, race, class, sexuality, age and culture. Participants will be able to practise specific skills associated with solution-focused and narrative-clinical practices, as these practices pertain to substance misuse. Participants will view video tapes and discuss transcripts, based on solution-focused and narrative therapy with youth, families and adults. There will be time for role playing, focusing on dilemmas participants face in their clinical work. This workshop is open to graduates and current students in the Counselling Skills and Substance Abuse Certificate Programs and to others with permission of the program coordinator. (Robinson/Sanders) $150
2 day - Fr/Sa. Jun 05/06; 09:30-16:30 - CC

A Gestalt Approach to Counselling (101810)
To be offered in September term 1998

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 Carbishi, available at campus bookstore. (Coomber/Margolis) $315
12 sessions - 4 day - Sa. Apr 18, May 02/09/23, 09:30-16:30 AND 3 eve - Tu. Apr 21, May 05/12, 18:30-21:30 AND 1 mng - Sa. May 30, 09:30-12:30 - CC (Menzel) – No class Apr 13 and May 18

Cross-Cultural Counselling (101841)
Will be offered in September term 1998

Marketing for Job Placement Workers (101809)
Will be offered in January 1999

Instructors
See end of Substance Abuse section.

Counselling Skills

certificate program

Program Coordinator
Joanne Rykers, 443-8392

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.

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. Apr 07, 18:00-19:00 - CC

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

Individual Counselling Skills (101831)
This course examines the knowledge and skills which are required when counselling on a one-to-one basis. The intent of this course is to provide participants with experiential learning regarding the counsellor/client relationship and to analyze the issues which emerge from this work. Lecture and discussion will enlarge on these issues. You will learn how to evaluate your work on an ongoing basis to ensure that the results are positive and the skills are used appropriately. $325
12 sessions - 9 eve - Mo. Apr 06, 18:45-21:45 AND 2 eve - Tu. Apr 14, May 19, 18:45-21:45 - CC (Menzel) – No class Apr 13 and May 18
12 eve - We. Apr 08, 18:30-21:30 - CC (Coyle)

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 concerns to counselling. (Zettl) $325
12 eve - Tu. Apr 07, 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, participant competence, will also be included. This course will emphasize an experiential learning approach. (Laird) $315
12 sessions - 10 eve - Tu. Apr 07, 18:30-21:30 AND 1 day - Sa. Apr 18, 09:30-16:30 - CC

Family Counselling Skills (101833)
This course examines the knowledge and skills which are required when involved in family counselling. Content will include: understanding family dynamics and the system approach to family counselling, explaining the indications for using a family systems approach; understanding the impact of the extended family; the process of a family systems assessment; formulating goals; an introduction to appropriate strategies and techniques for use with families. An exploration of appropriate counsellor expectations, counsellor competency, consultations, legal/ ethical issues and the importance of record keeping, will also be included. (Pierce) $315
12 eve - We. Apr 08, 19:00-22:00 - CC (Pierce)

Counselling Skills (cont)

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. Apr 08, 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
6 mng - Fr. Apr 23, May 01/08/22/29, Jun 05, 09:00-12:00 - KEC
6 mng - Sa. Apr 25, May 02/09/23/30, Jun 06, 09:00-12:00 - CC

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)
Will be offered September 1998

Instructors
See end of Substance Abuse section.

Substance Abuse
certificate program

Program Coordinator
Joanne Rykers, 443-8392

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. Apr 07, 18:00-19:00 - CC

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

Length of Program
Five terms – 18 months. Practicum and seminar in addition.

Application
Call 443-8380 for brochure and application form. Qualified students are accepted in order of receipt of application. Intake dates: April, September each year

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

Introduction to Substance Abuse (200112)
This course provides an overview of the concepts involved in understanding substance abuse, the factors involved in controlling substance abuse, and counselling strategies for assisting abusers. The content will include an exploration of forms such as addiction/dependency; history of substance use; patterns of use/abuse; individual, family, societal, cultural and legal factors impinging on substance use; counselling/therapeutic strategies; prevention; factors specific to sub-cultures and minority groups (Hirose) $185
7 eve - We. Apr 08, 18:30-21:30 - CC

Drugs and Human Behaviour (200127)
This course provides participants with the basic pharmacological concept needed to understand the action of psychoactive drugs in the human body. The course also provides an overview of the medical and non-medical use of commonly used drugs, including long and short-term effects on the human body. (May) $185
6 eve - Tu. May 19, 18:30-21:30 - CC

Family Counselling for Substance Abuse (200117)
This course examines the knowledge and introductory skills required when counselling the family presenting substance abuse concerns. This course will explore substance abuse in families using a family systems theoretical perspective. Three specific approaches to counselling families will be explored: family of origin, narrative, and solution-focused counselling. Content areas will include: theoretical assumptions, family assessments, counter transference issues, and ethical issues. The intent of this course is to provide students with an introduction to several frameworks for working with families presenting substance abuse concerns. (Robinson) $315
12 sessions - 10 eve - Mo. Apr 06 AND 2 eve - Tu. Apr 14, May 19, 18:30-21:30 - CC – No class Apr 13, May 18

Instructors
Tamara Adilman, MA Women's Studies, MEd Counselling psychology, is a therapist in private practice, specializing in relationship therapy. She has taught counselling skills at VCC for many years.

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
12 sessions - 10 eve - Th. Apr 16, 18:30-21:30 AND 1 day - Sa. Apr 25, 09:30-16:30 - CC

Assessment and Referral for Substance Abuse (200126)
Will be offered in September 1998

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
6 mng - Fr. May 01/08/22/29, Jun 05, 09:00-12:00 - KEC
6 mng - Sa. Apr 25, May 02/09/23/30, Jun 06, 09:00-12:00 - CC

Substance Abuse Practicum (200119)
The practicum provides an opportunity to master and display the knowledge and skills which have been covered during the classroom component of the Substance Abuse Certificate Program. Emphasis is placed on gaining counselling experience in a setting for substance abuse clients. Continuous liaison with the certificate program will be maintained throughout the practicum through a series of three seminars. Objectives for the practicum will be written on an individualized contract basis. This contract will be negotiated by the participant, the practicum site and the practicum coordinator. (Laird, Aubrey) $300
Will be offered in September 1998

Practice Seminar (101845)
Will be offered in September 1998

Solution-Focused and Narrative Therapy Approaches to the Problem of Substance Misuse (200140)
Solution-focused therapy listens carefully for, and punctuates, what clients do differently when challenging problems within their lives and relationships. It is concerned with the "here and now" of a client's life, rather than with exploring the historical details. It is goal directed and encourages clients to become expert in discovering their own solutions. Narrative, re-authoring, therapy seeks to assist clients in separating from stories that have become oppressive, or act as restraints, to the client's life and relationships. Narrative therapy objectifies problems, not persons, and proposes ways of bringing alternate stories to problem-saturated identity descriptions. It is accountable to clients relative to gender, race, class, sexuality, age and culture. Participants will be able to practise specific skills associated with solution-focused and narrative-clinical practices, as these practices pertain to substance misuse. Participants will view video tapes and discuss transcripts, based on solution-focused and narrative therapy with youth, families and adults. There will be time for role playing, focusing on dilemmas participants face in their clinical work. This workshop is open to graduates and current students in the Counselling Skills and Substance Abuse Certificate Programs and to others with permission of the program coordinator. (Robinson/Sanders) $150
2 day - Fr/Sa. Jun 05/06, 09:30-16:30 - CC

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

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.

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.

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.

Sandra Yasin, MA Counselling Psychology, is a counsellor in private practice. Her interests include working with relationships, addiction and recovery, ethical and human rights issues.

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

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.

Julie Chadwick-Wong, MA Psychology, is a substance abuse counsellor with Delta Family Services. Her work includes community prevention and supervision. Her private practice focuses on couple and individual counselling.

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

Cynthia Coyle, MEd Counselling Psychology, has several years' experience working with addictions. She is now in private practice, specializing in work with addiction and recovery, grief, loss, trauma, sexuality, oppression, and life transitions.

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

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

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.

Eleanor May, MSW, works with school based prevention services for alcohol and drug programs. Her background includes substance abuse prevention and counselling, probation work and social services.

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.

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

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

Court Interpreting
certificate program

Program Coordinator
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. $1160
63 eve - Tu/Fr. Oct 13 – May 21, 1999, 19:00-22:00 - KEC (subject to change)

NOTE
The tuition is $1160 if the full amount of tuition for the three core components is paid before September 30, 1998. If paid in three installments the tuition will be $1260 (all fees 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. Required for certificate. $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. Required for certificate. $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. Required for certificate. $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.

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 8. (Lehal) $350
8 day - Sa. Apr 18, 09:00-16:00 - KEC

Distance Education

NEW

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. For information and application home. Call 871-7078.
Introductory fee: $590 (before March 30)

Introduction to the Process of Translation (150109)
This seminar introduces a ten-step process of translation as taught in the certificate program at the Translation and Interpretation Institute in Seattle, WA. It is designed for inexperienced or self-taught translators with no formal training. Participants will be introduced to basic translation techniques and the process of translation including source-text analysis, target-reader analysis, non-traditional resources, glossary development, editing, and proofreading techniques. Registration deadline: April 20. (Searles-Ridge) $65 (see course 150150)
1 mng - Sa. Apr 25, 09:00-12:00 - KEC

Introduction to Editing and Proofreading Translations (150149)
This workshop should be of interest to beginning and experienced freelance translators, editors, and production managers. Consider attending this workshop if you want to:
• learn to revise, edit, and proofread your own work
• learn how to find out what is expected of you when you are asked to edit or proofread someone else's work
• discuss how to charge for editing and proofreading services
• get recommendations for resources on style and usage
• enjoy an interactive workshop with other translators
Participate in hands-on exercises to:
• make your life easier by using style sheets
• sharpen your proofreading skills
Registration deadline: April 20. (Searles-Ridge) $65 (see course 150150)
1 aft - Sa. Apr 25, 13:30-16:30 - KEC

Translation and Editing (150150)
This includes both Introduction to Process of Interpreting (150109) and Introduction to Editing and Proofreading (150149). $99
This term the following core courses will be offered:

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

Courtney Searls-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 Care and Education Level I
This two-year provincially certified program prepares graduates to work as supervisors in preschool and day care centres for children three-to-five years old. Please note: This program is FULL for the coming term. Applications are now being accepted for September 1998.

Continuing Studies in Early Childhood Education
This program offers enrichment, upgrading and continuing professional development for the child care community. 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 of Fall offerings will be available in mid-August. Please call 871-7079.

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 teaching, and church groups. The program consists of 150 hours of instruction divided between a prerequisite, five core courses and a number of electives. Core courses are:
Working with 5 Year Olds
Working with 6-9 Year Olds
Working with 9-12 Year Olds
Working with Children Who Need Extra Support
Leadership and Organizational Skills

Instructors
Susan Huffman Coe holds an Early Childhood Education diploma from Capilano College and a BA in General Studies from SFU. With 18 years' experience in the child care field, Susan has much to offer as an administrator, practitioner and instructor.

Pete Dubinsky is well-respected in the school age child care field as both a caregiver and trainer. He holds a BA from UBC in Child Psychology, has completed the Professional Development Program at SFU and is currently teaching in the public school system.

Richelle Leckey has a wealth of experience in school age child care. She has worked with school age children for ten years, is past co-chair of the School Age Child Care Association of B.C. and is well respected as a trainer across the province. Currently, Richelle is the school age support services advisor with the Westcoast Child Care Resource Centre.

Working with Children Who Need Extra Support (150651)
This course focuses on the attitudes, knowledge and skills necessary for successful inclusion. Various kinds of special needs are introduced and specific tools for program planning are discussed. (Huffman-Coe) $125
6 eve - We. Apr 08, 18:00-22:00 - CC
1 day - Sa. May 09, 09:30-16:00 - CC

Leadership and Organizational Skills (150650)
This course highlights the use of communication skills and leadership styles necessary for effective management. Administrative aspects of school age child care including policies, procedures, budgeting, fundraising, promotions and community liaisons are explored. (Dubinsky/Leckey) $125
6 eve - We/Mo. May 20 – June 10, 19:00-22:00 - CC
1 day - Sa. Jun 13, 09:30-16:00 - CC

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

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

Instructors
Diana Stewart has over ten years' experience as a family child care provider and instructor in various child care programs. As the education registrar with Western Canada Family Childcare Association she participates in the development and review of curriculum and advocates for quality training for all caregivers. Currently, Diana is pursuing a master's degree in Adult Education.

Introduction to Family Child Care: Good Beginnings (150803)
This course offers an introduction to a variety of issues related to quality family day care. It provides an overview of child development, health and nutrition, activity planning, guiding behaviour and administration. Please note: This course meets eight evenings AND one Saturday. Course fee includes a class workbook. (Stewart) $160
8 eve - Tu. Apr 14, 18:45-21:45 AND 1 day - Sa. May 23, 09:30-15:30 - CC

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 871-7079.

mandarin

Mandarin Education for Children & Adults

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

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

Children's Mandarin Education
Each course has 16 sessions. They are held on Saturdays from 09:30-12:00 and 12:30-15:00. Courses begin September 12, 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.

Mandarin (cont)

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 September 12, 1998. The fee is $90 per course. (GST is applicable for students ages 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 April 18, 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. Apr 18, 09:30-12:00 - KEC
02 – Level II – 10 mng - Sa. Apr 18, 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. Apr 18, 09:30-12:00 - KEC
02 – Level II – 10 mng - Sa. Apr 18, 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. Apr 18, 09:30-12:00 - KEC

non-profit, voluntary & fundraising sector

Non-Profit Sector Management

certificate program

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

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.

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

Required Core Courses (total 150 hours) listed in recommended order
1. Fundamentals and Ethics of Non-profit Management (101902) $290
2. Interpersonal Communications (101903) $290
3. Planning and Evaluation (101906) $290
4. Leadership and Human Resource Management (101904) $290
5. Marketing and Public Relations (101905) $290

Specialty Stream
Specialty courses will be offered each term. Costs vary according to stream. 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) $150
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.

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)

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. Apr 08, 18:00-19:00 - CC Room 237

Core Courses

Fundamentals and Ethics of Non-Profit Management (101902)
This course covers the basic principles, philosophy and structure of not-for-profit organizations. It emphasizes the function, purpose, roles and responsibilities of the board, administration, staff and volunteers. Participants will examine trends, community resources and legal issues/liability. In addition, the course will introduce principles and ethical decision-making while maintaining the organization's mission and mandate. Required for certificate. (O'Loughlin – formerly Lapp) $290
10 eve - Mo. Apr 20, 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. Required for certificate. (Stoll) $290
10 eve - Tu. Apr 21, 18:30-21:30 - CC

Leadership and Human Resource Management) (101904)
This course will focus on the fundamentals of human resource management (HRM) in the context of a rapidly changing society. The following themes run throughout the course: change, vision, leadership, learning organizations, and motivation. It examines basic management theory, the underlying premises for organizing and leading human resources; addresses the difference between management and leadership, and the importance of establishing environments that empower staff. Issues of diversity and equity, which are fundamental to managers today, will be discussed. Required for certificate. (Logelin) $290
10 eve - We. Apr 22, 18:30-21:30 - CC

Specialty Courses

Administrative Management Systems (101942)
This course is designed for students in the non-profit and volunteer management specialty streams. In addition, interested individuals who are currently working in the non-profit sector are encouraged to register. This course provides a practical approach to the administrative skills and strategies which are essential in managing in the non-profit sector. Specific systems and procedures will be identified and challenges commonly encountered in administrative management will be explored. (Stevens) $70
1 day - Sa. Jun 20 , 09:00-16:00 - CC

Planning and Management of Fundraising Campaigns including Major and Planned Gifts (101963)
This course is designed for students in the fundraising stream. In addition, interested individuals working or volunteering in fundraising are encouraged to register. Effective fundraising campaigns do more than raise money for your organization. They enhance your stature in the community, create pride among staff and volunteers, as well as build team spirit within the organization. This course will examine a variety of fundraising campaigns, and identify/evaluate major gifts and planned giving strategies. It combines the theoretical "whys" with the practical "how tos." (Hamilton) $160
3 day - Sa. Apr 25, May 09, Jun 06, 09:00-16:00 - CC

Advocacy, Government Relations and Lobbying for Community Groups (101943)
This course is designed for students in the non-profit management and community development specialty streams. In addition, interested individuals who are currently working or volunteering in the non-profit sector are encouraged to register. This course focuses on the skills required by community groups to advocate on behalf of individuals, approach government to change legislation, policy, programs, systems and/or funding. Techniques for building membership or allies, garnering support from related groups, working with the media, government staff and politicians and other methods for affecting change will be covered. (O'Loughlin) $160
3 day - Sa. May 02/23/30, 09:00-16:00 - CC

Related Opportunities

Cross-Cultural Courtesies in a Multi-Cultural Work Setting (101993) NEW
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) $70
1 day - Sa. May 30, 09:00-16:00 - CC

Coordinating Volunteer Programs: An Overview (101601)
Volunteer Vancouver, in cooperation with VCC, Continuing Education offers this introductory course designed for experienced 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.
4 day - Mo/Tu/We/Th. Jun 01, 09:30-15:30 - CC Rm 205 B

Captivating Writing and Dazzling Desktop Design (101991)
Producing materials that motivate your readers and encourage their support takes planning and creativity, especially when you're working with a limited budget. This is not a computer course but in this workshop you'll learn writing and design strategies applicable to any computer system or software. You'll receive a package of resource materials and ideas you'll want to apply immediately to all your written materials (brochures, annual reports, newsletters, news releases, even web sites). (Dyson) $70
1 day - Sa. Jun 13, 09:00-16:00 - CC

Proposal Writing (101974)
This course is designed for fundraisers who are interested in writing more effectively and streamlining their fundraising operations. At the end of the course participants will have created a short proposal that can be used as a model. Defining the need for service, describing the activities of other agencies serving the same client group, composite client profiles, and program descriptions and budgets are key elements of this proposal writing process. Please bring agency public relations materials, annual reports and financial statements. (Lightwater) $110
2 day - Fr. Jun 26, 10:00-16:00; Sa. Jun 27, 09:00-16:00 - CC

Instructors

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

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

Jane Jimison has studied and hosted international students since 1987 and been an active volunteer in the non-profit immigrant services sector in Vancouver. Jane's special area of interest in settlement outreach is cross-cultural understanding and education for all Canadian families. She teaches the TESL elective course, Cross-Cultural Courtesy in the ESL, ECE classroom and business programs.

Judy Lightwater has been a fundraising and project development consultant for B.C. Charities for nine years. Planning, organizational capacity building and capital projects are her specialties.

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

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.

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 now teaches 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.

INSTRUCTOR TRAINING

**A Ministry of Advanced Education,
Training and Technology**

The **BC Provincial Instructor Diploma** has been providing instructor training to public and private post-secondary institutions, industry and government trainers for more than 30 years. Full-time and part-time year-round courses offer you the opportunity to further your professional development.

**Vancouver Community College - King Edward Campus
Full-time Summer Schedule**

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)

For more information or our complete schedule of courses in the lower mainland and over 25 locations throughout BC, call (604) 871-7510

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

questions often asked

How can I get more information about the contents of a course?
You can contact the appropriate program coordinator (see list on page 3) for details and a course outline. If you are leaving a message, please remember to include your full mailing address along with the spelling of your name.

Are there any prerequisites for taking a Continuing Education course at VCC?
In some program areas prerequisites do apply. Please read the course descriptions carefully as some courses do require a certain skill or level of knowledge otherwise you may be at a disadvantage.

Why are room numbers not always on the course receipt?
Classrooms are usually assigned the day of the class. The room numbers are posted inside the main entrances and at the Continuing Education offices.

Can I transfer my registration to another person?
Yes you can, before the class start date. Return the original receipt to us along with your written authorization and full registration details for the person replacing you.

What happens if my class is relocated or rescheduled?
Occasionally we do have to make changes and will make every effort to notify you by telephone in advance. If this change is not acceptable to you, a full refund will be issued.

What happens if a course is cancelled?
Because a minimum enrollment is required to cover the costs of providing the course, we have to cancel the course if the minimum is not met. The decision to cancel a course is usually made several days before the start date. Individuals registered will be advised by telephone. You will have two options; transferring to another course or a full refund. It is important that you provide us with your telephone number(s) so we can reach you without delay. Early registration is advised!

If a course is full, can I go on a wait list?
Yes. If a course is full, your name may be put on a wait list. If the minimum enrollment is achieved, and an instructor and facilities are available, we will offer another course. All individuals on the wait list will be contacted by telephone and offered a place. Only one call will be made to each person and if no contact is made, we move to the next person on the list. You can pay by MasterCard or VISA over the telephone, otherwise we can hold your seat for one working day only. Wait lists are maintained for one semester only.

Vancouver Community College reserves the right to modify or cancel any course or program without notice.

Student Information

Payment of Fees

Payment of course fees are due at the time of registration. Payment can be by cash, cheque or money-order made payable to Vancouver Community College. MasterCard or VISA is also accepted. Post-dated cheques are not accepted. A $20 fee is charged for non-sufficient funds.

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 brailling.

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

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.

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:
April 10, 11, 12, 13, 1998
May 16, 17, 18, 1998
July 1, 1998
August 1, 2, 3, 1998
September 5, 6, 7, 1998

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.

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 ☐ VISA ☐ MASTERCARD
1		☐ MONEY ORDER		NAME ON CARD
2		☐ CHEQUE		
3		☐ FEE CREDIT		CREDIT CARD ACCOUNT NUMBER
4		$ _____	TOTAL	EXPIRY DATE

SIGNATURE   DATE

The information on this form is collected under the authority of the Freedom of Information/Protection of Privacy Act and is needed to process your application for admission. If you have any questions about the collection or use of the information, contact the Acting Director of Continuing Education, telephone 871-7492, e-mail fwuhrer@vcc.bc.ca
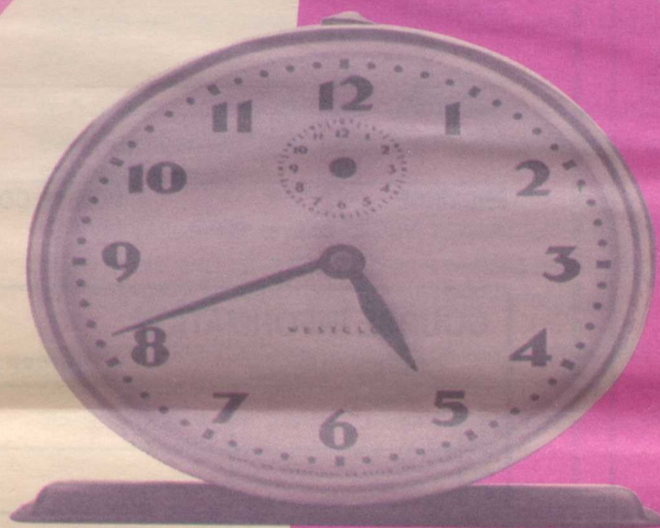
vancouver community college

spring term begins
april 6

city centre
250 west pender street
443-8380

1

king edward
1155 east broadway
871-7070

2

spring 1998

NEW DIRECTIONS

See centrefold for more part-time courses