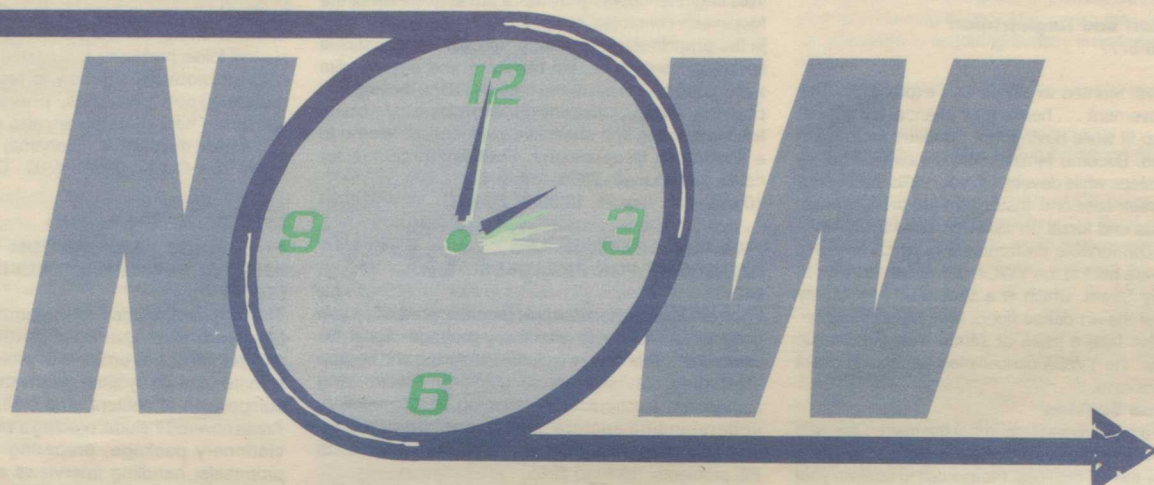


Reference Desk.

VANCOUVER COMMUNITY COLLEGE

LEARN



September to December 1998
Volume 1, Number 1

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**You're invited
to get to
know us!**

Some of you may know the City Centre Campus of Vancouver Community College as the former Vancouver Vocational Institute (VVI). In 1965 VVI became part of the newly-created Vancouver Community College. Today, with its two campuses, City Centre and King Edward Campus, VCC is the oldest and one of the largest community colleges in British Columbia.

At the Centre of everything

City Centre Campus is located in the heart of Vancouver's vibrant education and entertainment district, and occupies the downtown block bordered by Dunsmuir, Hamilton, Pender and Cambie Streets. The campus and its many resources are located across the street from the Queen Elizabeth and Playhouse Theatres. Within a few blocks are BC Place Stadium, the Ford Centre for the Performing Arts, Simon Fraser University Harbourside, BCIT's downtown campus, the impressive Vancouver Public Library, Pacific Centre Mall and the lively areas of Yaletown and Gastown.

Reinvent yourself

VCC's Continuing Education offers 1,200 part-time courses each year, mostly evenings and weekends. Subjects range from arts and design to business and computers, English as a Second Language (ESL) teacher training, counselling skills, early childhood education, fundraising management, nursing and health care. Our instructors are working professionals, experts in their field who bring to each class a wealth of experience and knowledge of current trends and practices. Continuing Education students take courses to reinvent themselves, by improving career opportunities, exploring new directions, updating job skills, or simply by meeting others with similar interests.

Be part of learning that works

For those who work and learn at VCC and for those who have discovered the variety of products and services available, this is a college that works. In addition to the many programs and courses, you can enjoy fine dining at JJ's Restaurant, sample a wide range of home style cooking and oriental cuisine in the cafeteria, purchase delicious baked goods produced by the Baking and Pastry Arts students, order a wedding cake, buy meats and deli items prepared by students of the Retail Meats program, or get a haircut and a manicure in the Hairstyling and Esthetics Department. VCC students prepare most products and services, so when you have a meal or get your hair cut, you are part of someone's learning.

Fall 1998
CONTINUING
EDUCATION



Join us . . . and find out more about VCC's Continuing Education programs at City Centre Campus. Where lifelong learning is at the Centre of everything.

This publication is produced three times per year, in August, December and March. Visit our Website at www.vcc.bc.ca or call us at 443-8380.

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ARTS & DESIGN

DANCE

In partnership with the YWCA

Information and Registration
YWCA, 895-5777

If you've ever wanted to dance and express yourself through movement . . . here's your chance. It's a great way to keep fit while having fun! Previous experience not required. Become familiar with dance vocabulary and dance steps while developing your skills throughout these six-week sessions. Instructors are professionals in their fields and focus on students individually while creating a comfortable environment in which to learn. All classes are held at the YWCA downtown location at 535 Hornby Street, which is a spacious, new facility with state-of-the-art dance floors and sound systems. You can also take a swim or sauna after your class. Please note: the YWCA cancellation policy is in effect for these courses.

Free Demo Session

Join us for a preview session, meet the instructors, see them demonstrate a variety of dance styles and view the state-of-the-art facilities. Please call to confirm your attendance. Bring a friend. Studio II
1 mng - Sa. Sep 12, 11:00-12:00 - YWCA

WORLD BEAT I

WBD 7001/8001

Move to the rhythm of live drums. World Beat is a lively, energetic dance class introducing movement inspired by folk dances of the world. Travel to four continents via dance: Comparsa from Brazil, Oduun from Cuba, Tinkling from the Philippines, Zebola and Koukou from West Africa. Studio II. (Robson/Stelling) \$95
6 eve - Fri. Sep 18, 18:30-20:00 - YWCA
6 eve - Fri. Oct 30, 18:30-20:00 - YWCA

BALLET I

BAL 7001/8001

A classical European dance form, ballet provides the technical foundation for many disciplines including modern and jazz dance, gymnastics and ice skating. This introductory course focuses on the basics of alignment, balance, turns, flexibility and strength. Music ranges from Classical to Rag. Ballet slippers required. Studio II. (Cypok) \$95
6 day - Sa. Sep 19, 11:00-12:30 - YWCA
6 day - Sa. Oct 31, 11:00-12:30 - YWCA

BALLROOM DANCE I

BAR 7001/8001

Learn the basics of Cha Cha, Slow Waltz, Tango, Jive (Swing) and Foxtrot. Register with a partner or come solo to join the fun. Our instructor speaks English, Cantonese and Mandarin. Instructional materials are provided for home practice. Shoes with light-colored, soft soles required to preserve dance floor. Studio I. (Chen) \$95
6 day - Sa. Sep 19, 12:30-14:00 - YWCA
6 day - Sa. Oct 31, 12:30-14:00 - YWCA

IRISH STEP AND SET CEILI DANCE I

ISD 7001/8001

This class combines two traditional Irish Ceili dance styles, Irish Step and Irish Set, providing an intriguing experience of Irish dance. Irish Set is the classical Riverdance form recently made popular by this musical extravaganza. Irish Set is historical Irish social dancing from the rural areas of Ireland. Soft-soled shoes required to preserve dance floor. Studio II. (O'Brien/Johnston) \$95
6 day - Sa. Sep 19, 12:30-14:00 - YWCA
6 day - Sa. Oct 31, 12:30-14:00 - YWCA

MODERN/JAZZ I

MJA 7001/8001

An introduction to modern and jazz dance, this class focuses on building strength, alignment, balance, flexibility and rhythm. Music ranges from lyrical to jazz music. Combinations explore modern technique such as suspension and release, fall and recovery, as well as jazz-style movement such as musical theatre and hip hop. The net result is discovering one's full-range of motion in a delightful context of music. Studio I. (Robson) \$130
6 day - Sa. Sep 19, 09:30-11:00 - YWCA
6 day - Sa. Oct 31, 09:30-11:00 - YWCA

ELECTRONIC PUBLISHING & GRAPHIC DESIGN

Providing personal and professional development opportunities

Program Coordinator Judith O'Keefe, 443-8386
jokeefe@vcc.bc.ca
Information Annette Chia, 443-8391
achia@vcc.bc.ca
Information Session September 10, 17:00-19:00 - City Centre Campus
Registration 443-8380

All these courses, including those identified as Electronic Publishing and Design Certificate Program, may be taken on an individual basis (provided course prerequisites are met). Please refer to course descriptions for details. The computer courses have required texts available in the college bookstore. All courses are held at the City Centre Campus.

Design & Layout: Scénario Design
Cover & p.23 Photo: VCC Media Services

Macintosh Essentials

INTRODUCTION TO COMPUTERS - MACINTOSH 050441

This beginner course provides a broad overview of the Macintosh computer, its operating system and its use in the graphic design industry. You will learn essential keyboard commands, file hierarchy and effective file management, three ways to create folders, moving and copying files, attaching peripherals, basic troubleshooting and shortcuts. Independent access to a Macintosh is necessary. Foundation course for certificate. (Hanan) \$350
10 eve - Mo. Sep 21, 18:30-21:30 - CC

FILE MANAGEMENT AND ARCHIVING FOR PREPRESS 050471

If you are involved in electronic prepress production you need to know how to effectively manage digital file information. This course includes: archiving and backup strategies, revision cycle tracking, networking architecture, electronic file transferring, remote proofing, understanding picture placement, preflighting, communicating with your service bureau and Mac to PC problems. (Molnar) \$265
10 eve - Mo. Sep 21, 18:30-21:30 - CC

QUARKXPRESS 050447

QuarkXPress is the comprehensive page layout program that provides all the tools needed to produce effective, well-designed documents. Learn basic QuarkXPress concepts including the tool box, menus and palettes, documents sizing, importing and editing text, manipulating typographic controls and adding graphic elements. Discover easy ways create tabs, the innumerable advantages of paragraph rules and how to insert dingbats with a simple command. Macintosh experience mandatory. Intermediate course for certificate. Prerequisite - 050441 or equivalent. (Thiessen) \$365
10 eve - Tu. Sep 22, 18:30-21:30 - CC

ADOBE ILLUSTRATOR - INTRODUCTION 050440

Explore the exciting world of electronic drawing and design in this introductory course. Step-by-step exercises include: drawing, editing and autotracing objects and painting or filling them with gradients. Discover the unlimited potential of type including how to create it, make it follow a path, wrap it around objects, edit, link and stretch it, skew it or turn it into a graphic. Macintosh experience is mandatory. Prerequisites - 050408, 050441 or equivalents. Intermediate course for certificate. (Thiessen) \$410
10 eve - We. Sep 23, 18:30-21:30 - CC

TYPOGRAPHY ON QUARKXPRESS 050434

This course comprises 3 evenings of theory followed by 7 evenings of practice on Macintosh. The first part includes discussion of type history, development and style. In the second part students undertake typesetting and layout projects designed to enhance their typographic skills. The course will be evaluated on completed projects and on homework undertaken during the theory segment. Prerequisite: Ability to type, good math, and completion of QuarkXPress™ Introduction (050447). Intermediate course for certificate. (Clifford) \$365
10 eve - Mo. Sep 28, 18:30-21:30 - CC

PHOTOSHOP II 050444

Building on the basics of Photoshop I (050443), this course (version 4) covers choosing and changing colours, masks, six ways to create a layer, modifying layers, lights and darks, filters, paths, indexed colour and printing black/white and colour. Prerequisite: Photoshop I (050443). Elective - Electronic Publishing and Design Certificate. (Thiessen) \$365
10 eve - Th. Sep 24, 18:30-21:30 - CC

INTERNET INTRO AND WEB PAGE DESIGN 0111

Learn how to format text and images for Web pages, how to upload Web pages onto the Internet, use Internet browser and how to create well-designed and content-rich Web sites. Macintosh experience is mandatory. Elective for certificate. Please note: to register for this course call 443-8400. For refund policy, call 443-8409. (Hamel) \$395
8 day - Sa. Sep 26, 09:00-14:00 - CC

MAC LAB 050453

Practise your Macintosh computer skills while working on your assignments in our Macintosh computer lab. Programs available for use include QuarkXPress, Illustrator and Photoshop. Instruction in the use of the hardware and software is not provided, however, a technical assistant is available to the group. Familiarity with the Macintosh operating system is mandatory. (Morse) \$ 95
5 eve - Th. Oct 01, 18:30-21:30 - CC

DESIGN WITH QUARKXPRESS 050463

Designers with Quark experience will learn how to convert rough renderings to the Macintosh. You will learn how to enhance your designs with typography and photo manipulation by working on three projects using renderings brought to class in order to maximize computer time. Prepress topics including file preparation and font management. (Morse) \$155
5 eve - Tu. Oct 6, 18:30 - 21:30

MACINTOSH TROUBLESHOOTING 050470

You know your Macintosh basics, now learn how to become a Power User and get the most from your system! Learn to identify the difference between operator errors, software errors and hardware errors, system folder problems, font related problems, common network problems and how to resolve them. How to isolate repair problems, prevent problems and Macintosh housekeeping are also covered. Macintosh experience mandatory. (Grahame) \$375
6 day - Sa. Oct 17, 09:00-15:00 - CC
10 eve - Mo. Sep 21, 18:30-21:30 - CC

Graphic Design PORTFOLIO PREPARATION AND PROFESSIONAL PRESENTATION 050449

This course provides an organized and systematic approach to preparing a portfolio including the importance of self-promotion, professional image and communications by analyzing methods of presentation, composition of content, and other important factors. Areas covered include: building a winning portfolio, your stationery package, preparing a resume, writing proposals, handling interviews and more. Elective course for certificate. Prerequisite - 050408 or equivalent. (Hughes) \$325
10 eve - Mo. Sep 21, 18:30-21:30 - CC

INTRODUCTION TO PRINT BUYING 050464

Producing business cards and colour brochures demands printing knowledge. Learn how to communicate with print shops, printing options, colour basics, use of photographs, prepress requirement, proofing, choosing the right paper, costing and how to prepare your print job. (Mahnara) \$90
4 eve - We. Sep 23, 18:30-21:30 - CC

LOGO DESIGN AND STATIONERY LAYOUT 050465

Learn how to use the basic principles of design to create distinctive and successful logos beginning with the research phase through to producing camera-ready art. Since each logo demands unique treatment you will learn how to incorporate your unique features into a well-designed stationery package. Participants do not have to be able to draw, however design experience is required. Intermediate course for certificate. Prerequisite - 050408 or equivalent. (Lyn) \$285
10 eve - We. Sep 23, 18:30-21:30 - CC

GRAPHIC DESIGN - AN INTRODUCTION 050403

This non-computer, introductory course examines the many aspects of the graphic design industry with an emphasis on creativity and problem solving. Participants explore a wide variety of processes and techniques and gain a sound understanding of basic typography and design concepts. Foundation course for certificate. (Lyn) \$250
10 eve - Th. Sep 24, 18:30-21:30 - CC

NEWSLETTER PRODUCTION 050459

Explore all the elements that go into producing an outstanding publication. Every aspect of newsletter design from concept to completion, is covered including defining objectives, editorial policy, layout and nomenclature design, writing techniques and working with graphics and photos. Learn about copyright law, service bureaus, print shops, freelancing rates, and how to set up your own newsletter service. Course manual provided. Intermediate course for certificate. (Johnston) \$325
10 eve - Th. Sep 24, 18:00-21:00 - CC

CREATIVE ILLUSTRATION 050410

Become familiar with illustration while exploring the creative process using imagination, observation, models and setups, lighting, photography and mechanical tools such as the photocopy. Emphasis is on how to work creatively, quickly and how to meet client needs. Other topics include: printing processes, self-promotion, working with an art director, pricing, contracts and invoicing. Basic drawing skills required; you will need to purchase some art supplies. Bring a sketch book and pencils to the first class. Intermediate course for certificate. (Lavetsk) \$285
10 eve - Tu. Sep 29, 18:30-21:30 - CC

Professional Development Workshops GETTING STARTED AS A FREELANCER 050458

In this information packed session, you will learn the basics of setting up your home office, where and how to look for clients, the elements of a successful portfolio, marketing issues, legal considerations, calculating rates, negotiating with clients and more! (Johnston) \$95
1 day - Sa. Sep 19, 09:00-16:00 - CC

MARKETING FOR FREELANCERS 050467

How you market yourself and your services will contribute to your success. Learn how to find clients and keep them. You will explore marketing strategies and the issues to consider when designing your innovative marketing approach. (Johnston) \$95
1 day - Sa. Sep 26, 09:00-16:00 - CC

Don't wait! If a course tempts you...REGISTER!
Some courses fill up quickly. Others are cancelled if sufficient advance interest is not shown.

BUSINESS FOR FREELANCERS 050468

Learn the key business basics required to operate your business smoothly and efficiently. Learn what you need to know about business planning, financial management, file management, record keeping, dealing with suppliers, legal contracts, collecting and remitting taxes, time management and telephone etiquette. (Johnston) \$95
1 day - Sa. Oct 03, 09:00-16:00 - CC

POLISH YOUR RESUME 050469

Today, a good resume is a necessity in getting your foot in the door. Learn how to produce successful resumes, determine formats that work for you, choose the appropriate information, write cover letters, proof and market a professional image. (Johnston) \$95
2 eve - We. Oct 14/21, 18:00-21:00 - CC

CHALLENGE EXAMS

Challenge exams are available to individuals with previous training and/or experience, who wish to be exempted from the foundation courses. These are written examinations held prior to the start of each term. Call 443-8386 prior to September 14, to arrange your exam session.
Challenge - Introduction to Macintosh
050450 \$180
Challenge - Introduction to Graphic Design
050452 \$180

Electronic Publishing and Design Certificate Program

This 300-hour, flexible, part-time program is for individuals seeking entry into the electronic publishing and communication design industries. The program also appeals to individuals familiar with graphic design and/or the use of computers and who are interested in expanding their skills. Independent access to a Macintosh computer and the program software is necessary. On completion of the Program, participants should be able to:

1. Demonstrate and apply the basic principles of graphic design as related to the electronic publishing industry.
2. Effectively manipulate computer hardware and software programs suitable to graphic design applications.
3. Display individual style, creativity and visualization skills.
4. Understand and apply the fundamental skills required for the production of various print materials.
5. Understand and apply professional practices appropriate to the electronic publishing industry.
6. Prepare a self-marketing portfolio suitable for career or educational advancement.

Duration and Costs

The program consists of 240 required hours (eight courses) plus 60 elective hours of direct instruction. Participants 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 due to minimum enrollment requirements and the availability of instructors. In addition to the course fees (which are subject to periodic revision), participants are required to purchase texts and some supplies. Individuals registered in the program should be prepared to dedicate a minimum of three hours per week per course to their studies outside class time. Each course averages 30 hours in length, usually in three hour blocks. Access to a Macintosh and the program software is necessary.

Note: Individuals who wish to take courses requiring prerequisites are advised to carefully consider their abilities. If in doubt, they should speak with the program coordinator prior to registration.

Program Structure

Foundation Requirements
1. Graphic Design - An Introduction (050408)
2. Intro to Computers (050441)
Total Foundation - 60 hours
Intermediate Requirements
3. Creative Illustration (050410)
4. Typography on Quark (050434)
5. Adobe Illustrator (050440)
6. QuarkXPress (050447)
7. Photoshop I (050449)
8. Advertising Design (050454)
9. Newsletter Production (050459)
10. Intro to Electronic Prepress (0110)
Total intermediate hours required - 120 hours
Total Required Course Hours - 240 hours

Electives:
1. Photoshop II (050444)
2. Photoshop Intensive (050445)
3. Adobe Illustrator II (050446)
4. Portfolio Preparation (050449)
5. Logo Design and Stationery (050465)
6. QuarkXPress II (050466)
7. Internet/Web Page Design (0111)
Total elective hours required - 60 hours
Total hours required for certificate - 300 hours

FASHION ARTS

Program Coordinator Evelyn May, 443-8387

These Fashion Arts 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. Limited enrollment. Register early by calling 443-8380.

COSTUME DESIGN IN THEATRE AND FILM 050966

An overview of the structure of the costume department in theatre and film production companies including job descriptions and duties, employment opportunities, and the examination of construction techniques used in this particular industry. (Hales) \$80
3 eve - Mo. Sep 28, 18:30-21:30 - CC

RETAIL BUYING 050967

Learn to effectively manage the planning and buying of appropriate merchandise for a retail department or boutique. This course emphasizes the coordination of the buyer's varied responsibilities, buying terminology, mathematical equations for retail buying, plan projections and stock planning, and domestic and foreign resources. (Baldock) \$225
10 eve - Th. Sep 24, 18:30-21:30 - CC

FASHION ILLUSTRATION 050915

Interested in entering the Fashion Arts Certificate Program? This course will improve your skills and update your style of drawing. The workshop format enables you to work at your own level and 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 - beginners: newsprint sketch-pad (approx. 18" x 24"), conte crayon (black or brown), 4B pencil; students with experience in fashion illustration: paper, sketch-pads and media of your choice. (McBride) \$195
9 mng - Sa. Sep 26, 09:30-12:30 - CC

DRESS FORM WORKSHOP 050947

Make your own individual dress form with a professional custom fit. The instructor has taught this unique method for 15 years. Apply the same methods 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. Oct 14, 19:00-21:00 AND 1 day - Sa. Oct 24, 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. Sep 28, 18:30-21:30 - CC

IMAGE MAKE-OVER WORKSHOP 050945

Spend a Saturday creating a new fashion image for your lifestyle. Discover your personal palette, body style, wardrobe choices for figure flattery, and accessorizing. Wardrobe planning will save you time, improve your image and prevent future costly wardrobe mistakes. (Rootman) \$60
1 day - Sa. Oct 17, 09:30-16:00 - CC

PERSONAL PATTERN MAKING 050924

Learn to make patterns to your own measurements with a perfect fit ensured. You will construct a set of personal Blocks (Slopers) and learn how to draft patterns for any design of your choice. This course also allows for individual instruction. Bring to first class: HB pencil, eraser, 30 cm ruler - clear plastic, metric tape measure, a three-ring binder. Come prepared to be measured; wear usual bra and a simple slip. For women dressmakers only. (Zibin) \$185
4 day - Sa. Oct 17, 09:00-16:00 - CC

Professional Practices Program

This comprehensive, six-month, "hands-on" program gives 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, you will develop and, if possible, produce your 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 producing 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.

FASHION ARTS PROFESSIONAL PRACTICES I 050964

A successful fashion business must have a solid concept backed by market research and feasible

financing. The development of initial line plans, merchandise development charts, production sketches, sourcing of raw materials, and methods of manufacture and distribution will also be required to accurately cost your product. This course covers the initial product and market development strategies necessary to form a viable fashion-related business. (Green/Richardson/Vaillancourt) \$295
12 eve - Tu. Sep 15, 18:30-21:30 - CC

FASHION ARTS PROFESSIONAL PRACTICES II 050965

In the second 12-week course, the students finalize line plans and cost sheets, determine pricing, and study strategies for merchandising their products. Topics include: information essential for the preparation of a business plan, development of marketing tools and selling aids for the student's sample product, review of federal and provincial business resources and support programs. An opportunity to test your product line and receive invaluable feedback is included. Prerequisite: 050964.
(Green/Rebagliati/Richardson/Vaillancourt) \$295
Available January 1999

Application Deadline

Deadline for applications is September 10, 1998. For program details call the Fashion Arts program coordinator. To request a Fashion Arts Professional Practices Application Form call 443-8380.

Entry Requirements

1. Secondary school completion or equivalent.
2. A working knowledge of the English language, plus the ability to speak, read and write clearly and accurately.
3. Submit program application form.

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 make their marks on the local, national and international fashion scenes. Others successfully launch their own companies, work freelance, 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 Practical
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 September 1999 entry to the Fashion Arts Certificate Program must be received by April 30, 1999. Early application is advised. Interviews will be scheduled shortly thereafter. To request a Fashion Arts Certificate Program brochure and application form, call 443-8380.

Entry Requirements

1. Secondary school completion or equivalent.
2. A working knowledge of the English language, plus the ability to speak, read and write clearly and accurately.
3. Submit a letter with the application form, stating reasons for applying to the Fashion Arts Program.
4. Present examples of fashion-related work (designs, illustrations and garments) at a successful interview prior to the commencement of the program.

FLORAL DESIGN

Flowers say something special about you!

Program Coordinator Joyce Jackson, 871-7462
Information Annette Chia, 443-8391
achia@vcc.bc.ca
Information Session September 10, 17:00-18:00, City Centre Campus
Registration 443-8380

If you give flowers, receive flowers or include flowers as part of your decor, you can learn how to make the most of any floral arrangement. Our group of professional florists show you how to select, prepare and design with fresh cut flowers; everything from hand-tied bouquet basics to creating theme events, how to work with silks and dries and how to make any floral occasion a special one.

IS THE FLORAL BUSINESS FOR YOU? 250126

You've been thinking about a career change . . . and the idea of working with flowers seems very appealing. Do you have what it takes? Would you like to find out? This three-hour workshop is designed to help you explore this idea . . . led by an industry veteran, you will discover what transferable skills you already possess and what you need to do to consider the floral industry as a viable career option. (Woodburn) \$15
1 eve - Th. Sep 10, 18:00-21:00 - CC

FLORAL DESIGN CHALLENGE 250104

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 Challenge is held before the start of the program. Pre-registration is required. - 3 hours (Jackson) \$150
1 aft - Sa. Sep 12, 13:00-16:00 - CC

INTRODUCTION TO FLORISTRY 250105

This course introduces the art and design of floristry including how to identify and select flowers, the use of tools and techniques to construct arrangements that have impact, and how to make decorative and seasonal displays suitable for celebrating special events. On successful completion, participants will have acquired the basic knowledge and skills required to prepare and personalize a host of floral pieces. This course can be taken independently of the certificate program and will be of interest to anyone wanting to learn floristry basics. This course is the foundation course for the Floral Design Certificate. No previous experience required. - 30 hours. (Davis) \$460
10 eve - Mo/Tu/We. Sep 14, 18:30-21:30 - CC

FLORAL DESIGN II 250106

Available 1999

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

ARTS & DESIGN / BUILDING SERVICES

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. Call for details.

INTERIOR DESIGN

Program Coordinator Stephanie Hawkins, 443-8390
Information Annette Chia, 443-8391
 achia@vcc.bc.ca
Registration 443-8380
Information Session Thursday, September 10, 17:00-19:00 - CC

HISTORY OF WESTERN ART/DESIGN I 051614

This is a survey art/design history course with an emphasis on classical design styles through the ages and the influences affecting various periods. Historical references and the techniques used to create works of art, architecture, interiors and crafts are examined. Pre/Corequisite – Design Fundamentals (051601). (Campbell/Wnorowska/Wojtowicz) \$310
 10 eve – Mo. Sep 14, 18:30-21:30 – 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. Sep 22, 18:30-21:30 – CC

TEXTILES AND ACCESSORIES 051622

Participants will become familiar with the history, properties, production, maintenance and specialized uses of textiles in designing interiors. Textiles also play an important role in the organization and selection of art and accessories that embellish interiors. Original art, collections, practical and decorative accessories are discussed in relation to creating personalized spaces. (Hawkins) \$235
 10 eve – Tu. Sep 22, 18:30-21:30 – CC

KITCHEN DESIGN 051620

Although the basic issues involved in interior design are the same for every kind of space, the areas for food preparation and storage merit special attention from the point of view of both the user and designer. Topics include: design and planning, identifying and assessing needs and tastes, contracts and agreements and how to develop productive relationships with various trades. (Beatty) \$235
 8 eve – We. Sep 23, 18:30-21:30 – CC

COLOUR THEORY AND APPLICATION 051615

This course introduces a variety of colour systems, traditional and contemporary colour theory, and explores colour mixing, relationships and applications. Prerequisite – Design Fundamentals (051601). (Bell) \$310
 10 eve – We. Sep 23, 18:30-21:30 – CC

FURNITURE DESIGN AND STYLE II 051613

This course examines the work of major furniture designers from the end of the 19th century through the 20th century. The student will gain an understanding of: The Arts and Crafts Movement in England and North America, The Glasgow Style, The Viennese Secession, Art Nouveau, Art Deco, Bauhaus, The International Style and Post Modernism. (Thomson) \$310
 10 day – Th. Sep 24, 18:30-21:30 – CC

BASIC DRAFTING CONCEPTS 051610

This course covers the principles of drafting for interior design: the use of drafting instruments, terminology, scale, line weights and lettering. Students will be introduced to conventions for presentation and construction drawing of floor plans, elevations, millwork drawing, electrical layout and reflected ceiling plan. (Saatkamp) \$310
 10 eve – Th. Sep 24, 18:30-21:30 – CC

DRAWING FOR DESIGN APPLICATIONS 051604

The basic concepts of drawing and two-dimensional language includes the expressive use of media and how to effectively manipulate line, space, volume, form, proportion and value to effectively communicate ideas in a variety of visual formats. Prerequisite – Design Fundamentals (051601). (Phillips) \$235
 8 eve – Mo. Sep 28, 19:00-22:00 – CC

DRAWING FOR DESIGN APPLICATIONS II (Perspective Sketching) (050415)

The ability to quickly render and refine ideas using perspective formats is an essential technique required to communicate visually and effectively. This course extends the concepts contained in Drawing for Design Applications I. Prerequisite – Drawing for Design Applications I (051604). (Phillips) \$235
 8 eve – We. Sep 30, 19:00-22:00 – CC

CREATIVITY AND THE PROCESS OF DESIGNING (051701)

Design is about planning, organization and control. Creativity is about producing an outcome that is unique, fresh, original, imaginative and unusual. This course examines the designing process and explores individual creative potential. (Hughes) \$195
 4 day – Sa. Oct 03, 09:00-14:30 – CC

Coming Soon!

Have you ever wondered how to develop your personal decorating style out of all the "stuff" you live with? Do you wonder what makes the ideal kitchen or bath area work? Are you intrigued by the mysteries and practice of the ancient Chinese art form of Feng Shui and applying these principles to your own decor? How do you create a healthy and environmentally friendly living space?

Beginning this fall, a Saturday series of "One Day Wonders" on these and other topics will be offered by the VCC CE Interior Design Explorations Program in an exciting new downtown location. Plan to join the design experts and learn how to make wondering work for you. For complete details and to be placed on our mailing list, call 443-8391.

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 fundamental design knowledge. The program encourages individual creativity and expression. This interdisciplinary curriculum also 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.

JEWELLERY

Merging Technique With Design

Program Coordinator Maciek Walentowicz, 443-8571
Information Judith O'Keeffe, 443-8386
 jokeeffe@vcc.bc.ca
Registration 443-8380

Begin developing your fabrication and designing skills by progressing through this series of introductory jewellery fabrication workshops. These three introductory workshops precede the intermediate and advanced courses to be offered in the Winter and Spring terms. An information brochure is available on request. You will need to purchase your own tools and materials for each workshop. Lists available at registration. Individuals pre-registering for all three workshops (051151, 051152, 051153) will pay the package price of \$355, a saving of \$35. The package price is available until September 14 only. All classes are held at the City Centre Campus.

BASIC HAND SKILLS 051151

This course introduces the terminology, basic tools and applications including: design, layout, making and using simple tool punches; piercing, drilling, filing and finishing small jewellery items in metal. (Thompson) \$130
 4 eve – Tu. Sep 22, 18:30-21:30 – CC

SHAPING METAL 051152

The tools and techniques required to shape and form metal including: dome, symmetrical and asymmetrical shapes, tapered or cone shapes, plus rivetting and soldering are covered. Prerequisite – 051151 or equivalent. (Thompson) \$130
 4 eve – Tu. Oct 20, 18:30-21:30 – CC

CHAIN CONSTRUCTION 051153

This session covers the fundamentals for calculating metal requirements for chain making including: forging links, using mandrels and jigs to fabricate a variety of chain styles. Prerequisites – 051151 and 051152 or equivalents. (Thompson) \$130
 4 eve – Tu. Nov 17, 18:30-21:30 – CC

JEWELLERY STUDIO 051102

This is a project-oriented course for individuals who have completed courses previously identified as Levels I, II and III, and who wish to further their skills by working on individual small jewellery objects. Students will have the necessary tools from previous courses. Material purchases required. Prerequisites: courses previously identified as Levels I, II and III. (Thompson) \$325
 5 day – Sa. Nov 07, 09:00-15:30 – CC

BEHIND THE GLITTER 051137

Take a fascinating look behind the scenes of the international jewellery industry. Discover how jewellery is made, how diamonds are graded, where sapphires come from, appraisals and how to purchase wisely. Bring a notebook and questions and be prepared for an enlightening look at the business of glitter through informed eyes. This is a non-technical course. (Wallace) \$80
 4 eve – Mo. Oct 05, 19:30-21:30 – CC

GILDING TECHNIQUES 051161

Learn the techniques for applying gold or silver leaf to a variety of surfaces using traditional gilding techniques. History of gilding, surface preparation, application techniques, burnishing, toning and distressing are covered. Supplies and projects will be discussed at the first session. Participants can expect to spend between \$50 to \$150 on materials depending on whether imitation or real gold leaf is used. (Dedora) \$185
 8 eve – We. Sep 30, 18:30-21:30 – CC

ACID ETCHING ON METAL 051162

You can enhance the surface of silver, copper and brass and expand your designing capabilities through the use of etching. Learn the basic principles of etching and explore the vast creative potential of this process through a series of mark-making exercises, experimentation and assigned projects. Basic jewellery making skills an asset. Beginners welcome. Tools and materials will be required (approximately \$100; list to be discussed at the first session). (Bréchaull) \$185
 8 eve – Mo. Sep 21, 18:30-21:30 – CC

Building Services

BUILDING SERVICES

Professional Skills Make a Difference

Program Coordinator Brian Pink, 443-8388

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. This course does not include hands-on training with powered equipment. (Dallas) \$200
 5 day – Sa. Sep 26, 09:00-16:00 – CC

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. Sep 26, 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. (Walters) \$195
 10 eve – We. Sep 30, 19:00-22:00 – CC

LAW AND TENANT RELATIONS 109001

Learn to manage residential tenancies through a study of landlord-tenant law, proper record keeping and practical guidelines for dealing with tenants. The course examines screening steps, tenancy applications, tenancy contracts, handling evictions, dispute resolution, landlord/tenant rights, the Residential Tenancy Act, and arbitration hearings at the Residential Tenancy Branch. Condominium law is also covered. (Kelly) \$180
 8 eve – Tu. Sep 29, 19:00-21:30 – CC

BIDDING AND ESTIMATING FOR CLEANING CONTRACTORS 109037

Designed for persons with professional experience in contract cleaning. Topics include bidding on government and private-sector jobs, standard cost and cleaning time estimates, strategies for maximizing profit and minimizing labour costs, and quality control while serving the contract. This course provides ideas and techniques for successful contract bidding and estimating. (Dallas) \$45
 1 day – Sa. Nov 07, 09:00-13:00 – CC

Building Manager (Residential) Certificate Program

Program Coordinator Brian Pink, 443-8388
Registration 443-8380

This program is designed for on-site managers of apartment buildings who wish to improve their skills. Participants are trained in landlord-tenant law, basic building maintenance, fire safety and security matters, and about relevant office forms and record keeping. Supervisory skills are reviewed, including goal setting, problem-solving techniques, staff supervision and tenant/owner relations.

The program is recognized and supported by The Professional Association of Managing Agents (PAMA), which is 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.

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 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
4. Building Cleaning

These courses may be completed in any order. Program students must achieve a minimum grade of 60 per cent 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.

Note

See Building Services section for course descriptions.



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

BUSINESS, CAREER & LAW

BUSINESS ENGLISH SKILLS

Program Coordinator Anne Tollstam, 871-7021
Program Assistant Lynda Boothby, 871-7074

Polish Your Business English! The following four classes are offered on 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

1. Grammar Review for Productive Business Writing
2. Building a Powerful Vocabulary
3. Writing Dynamic Business Letters
4. 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. Sep 26, 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. Oct 17, 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 focuses on providing data on the most up-to-date ways of expressing business communications to achieve maximum results. – 6 hours (Rogers) \$80
 1 day – Sa. Oct 31, 09:30-15:30 – CC

EFFECTIVE MEMO AND REPORT WRITING 104414

Get results! Learn the standard formats for memoranda and reports and review the modern and powerful language of business writing. – 6 hours (Rogers) \$80
 1 day – Sa. Nov 14, 09:30-15:30 – CC

Note

Business English Skills Test (104539)
 Sa. Nov 21, 09:30 – CC
 Administered at the end of the Business English Skills Package (four courses). No charge.

English Elective

BUSINESS ENGLISH SKILLS: YOU ASKED FOR MORE! 104574

Improve business writing skills and build your vocabulary! 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. Class size limited. Bring dictionary. – 18 hours. (Rogers) \$145
 6 eve – Mo. Sep 28, 18:30-21:30 – CC

Leadership Certificate Program

Program Coordinator Anne Tollstam, 871-7021
Program Assistant Lynda Boothby, 871-7074

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

Leadership positions are complex. A 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. Students who successfully complete 72 hours of course time will receive a certificate in Leadership. If desired, one elective may be substituted for a core course.

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. Sharing Leadership with Your Team (100312)

See courses available in January and April 1999 terms.

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

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 the program coordinator.

VCC will accept participant substitutions for employer-sponsored registrants.
Available January 1999 term
 Creative Thinking at Work (100316)
 Building a Productive Team (100319)
 Problem Solving and Action Planning (100306)
 From Conflict to Collaboration (100307)
 Facilitation Skills for Team Leaders (100311)
 Using Leadership Language (100318)

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) \$165
 1 day – Sa. Sep 19, 09:00-16:30 – CC

MANAGING CHANGE 100304

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. Participants will recognize how they personally react to change, come to understand their role in the change process, apply five steps to communicating change to employees, deal with employee resistance, and increase team commitment to change. (Lewis) \$165
 1 day – Fr. Sep 25, 09:00-16:30 – ROB

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. Participants will make presentations and receive constructive feedback in a supportive environment. (Swankey) \$150
 1 day – Sa. Oct 03, 09:00-16:30 – CC

FINDING TIME FOR RESULTS 100320

There never seems to be enough time in a day? Learn how to get daily results through practical techniques. Manage your day, your projects and yourself. In this course you will learn the following time "diet" techniques: analyzing your day, setting goals and priorities, delegating, creating productive meetings, handling interruptions, and understanding your self-motivation to complete your day and projects. (Cuzzetto) \$165
 1 day – Fr. Oct 16, 09:00-16:30 – ROB

SHARING LEADERSHIP WITH YOUR TEAM 100312

Sharing leadership means empowering your team. In today's environment it is important for a leader to develop a work team that is able to respond and grow in an ever-changing and challenging environment. This course examines: the definition of empowerment, the role of the empowering leader, how to improve team productivity and commitment through empowerment, skills and activities for developing an empowered work team, and assessing the readiness of a team to work as a self-managed team. (Oster) \$150
 1 day – Sa. Oct 24, 09:00-16:30 – CC

PERFORMANCE MANAGEMENT: GOALS AND REVIEWS 100308

Performance management involves working with employees in setting and reaching agreement on goals, action plans and follow-up reviews. Through discussion and practice you will gain the knowledge, skills and confidence to: understand the key aspects of an effective performance, write performance goals, measures and action plans, provide positive and constructive performance feedback, leadership, training and support required for achieving goals. (Hannah) \$150
 1 day – Sa. Nov 07, 09:00-16:30 – CC

CRITICAL THINKING SKILLS 100303

This course 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. Using case studies and current events, 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. (Dean) \$150
 1 day – Sa. Nov 21, 09:00-16:30 – CC

HIRING THE RIGHT PERSON 100309

Employee turnover, costly hiring expenses and the constantly-changing job market make the role of an interviewer an important one. This course is designed to enhance the interviewing skills of individuals in any organization. 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, practise and obtain written and verbal feedback on their interviewing skills. Bring a job description of an open position within your organization to class (if possible). (Lewis) \$150
 1 day – Sa. Dec 05, 09:00-16:30 – CC

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 per cent 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 per cent 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.

Legal Assistant Certificate Program

Program Coordinator Anne Tollstam, 871-7021
Program Advisor Katherine Wellman, 222-0707

BUSINESS, CAREER & LAW

PERSONAL INJURY PRACTICE

104615
Covers relevant statutes, Supreme Court rules, relevant substantive law covering procedure, and procedures and skills required to manage a personal injury file. (Case) \$215
4 eve - Th. Oct 22, 18:00-21:00 - CC

LEGAL RESEARCH

104817
An introduction to legal research techniques. Students can do hands-on research. (Soroka) \$170
6 eve - Tu. Oct 27, 18:00-21:00 - CC

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

Available January 1999

Will and Estate Planning (104877)
Rule 65 Chambers Practice (104885)
Agency, Partnership and Incorporation (104821)
Chambers Practice (104812)
Personal Property Security (104810)
Mortgages (104809)
Advanced Corporate Administration (104822)
Family Law Precedents and Procedures (104856)
Small Claims Court Practice (104865)
Interviewing for Legal Assistants (104870)
Buying and Selling a Business (104871)
Bills of Costs and Assessments
Before the Registrar (104886)
Available April 1999
Creditors Remedies (104813)
Commercial Litigation (104814)
Commercial Conveyances (104806)
Commercial Transactions (104808)
Securities (104874)
Dates TBA
Legal Drafting (104864)
Labour Law for Legal Assistants (104868)
Persuasive Legal Writing for Litigation (104872)
Criminal Appeals Process (104873)
Environmental Law (104875)
Administrative Law and Procedures (104876)
Litigating Equality (104878)

Management Skills for Supervisors Certificate Program

Program Coordinator Anne Tollstam, 871-7021
Information Program Assistant, Lynda Boothby, 871-7074

This program is designed for current and future supervisors and managers in the private, public and non-profit sectors. The program provides practical, up-to-date supervisory/management training in three convenient modules that can be taken in any sequence.

1. Interpersonal Skills
2. Group Skills
3. Administrative Skills

The three modules total 72 hours. Training techniques include individual, small and large group experiences and lectures using participants' actual work experiences. Enrollment is limited to optimize the effectiveness of this process. One of the strengths of the program is the diversity of experience shared by participants.

Certificate

Participants who successfully complete all three modules qualify for 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 the program coordinator.

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

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. (TBA) \$310
8 eve - Available January term 1999

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. (TBA) \$310
8 eve - Mo. Sep 28, 18:30-21:30 - CC

For registration and invoicing call Lynda Boothby, 871-7074

Office Administration Certificate Program

Program Coordinator Anne Tollstam, 871-7021
Information Program Assistant, Lynda Boothby, 871-7074
Information Session 1 eve - We. Sep 09, 17:45 - CC Room 201G

The Office Administration Certificate Program is designed for persons who want 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 a flexible admissions policy to meet a variety of educational backgrounds and experience. Certificate and non-certificate students may register in any course, subject to prerequisites as identified in the course descriptions. There is no entrance application procedure.

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 the program coordinator.

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 but may be taken as an elective course in the Legal option.
Challenge exam available for Electronic Office (104502)
Exemptions permitted for Keyboarding (104404) or (104402)

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 from the Office Administration Program - 36 hours

2. Legal Office Skills

Legal Office Skills provides an introduction to procedures, practices, forms and office routines. Participants will develop an understanding of the value of discretion and confidentiality.

- Introductory Legal Office Program Package (104425) - 39 hours
- Legal Ethics and Confidentiality (104532) - 9 hours

- Legal Terminology (104530) - 9 hours
- Legal Office Procedures (104531) - 12 hours
- Any elective course/s from Office Administration Program - 33 hours

3. Medical Office Skills

Medical Office Skills provides an introduction to terminology, procedures, practices, records, forms, billings and routines.

- Medical Terminology I (104417) - 30 hours
- Medical Terminology II (104420) - 30 hours
- Medical Office Billing II (104520) - 12 hours
- Medical Office Procedures (104424) - 24 hours

4. Records Management Skills

Records Management Skills provides an introduction to the systematic control of all records, from their creation or receipt through processing, distribution, organization and retrieval to their ultimate destruction. 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 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. Please call the program coordinator for further information on computer courses held at City Centre Campus.

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).

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: *Accounting for Canadian Colleges* 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 Pacey Flashner. This text should be purchased from the City Centre bookstore before the first class. - 24 hours (McDonald) \$165
8 eve - Tu. Sep 22, 18:30-21:30 - CC

INTRODUCTION TO PAYROLL

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

THE ELECTRONIC OFFICE CHALLENGE EXAM

104558
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 or manager. - 24 hours (Dean) \$150
8 eve - Mo. Sep 21, 18:30-21:30 - CC -
No classes Oct 12 and Nov 09

TIME MANAGEMENT SKILLS

104566
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)

1. Grammar Review for Productive Business Writing
2. Building a Powerful Vocabulary
3. Writing Dynamic Business Letters
4. 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. Sep 26, 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. Oct 17, 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 focuses on providing information and direction on the most up-to-date ways of communicating in business. - 6 hours (Rogers) \$80
1 day - Sa. Oct 31, 09:30-15:30 - CC

EFFECTIVE MEMO AND REPORT WRITING

104414
Get results! Learn the standard formats for memoranda and reports and review examples of modern and powerful business writing. - 6 hours (Rogers) \$80
1 day - Sa. Nov 14, 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. Nov 21, 09:30 - CC

Communication/Business English - Non Package

BUSINESS ENGLISH SKILLS: YOU ASKED FOR MORE!

104574
Improve business writing skills and build your vocabulary. 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. Class size is limited. Bring a dictionary. - 18 hours. (Rogers) \$145
6 eve - Mo. Sep 28, 18:30-21:30 - CC -
No class Oct 12

BUSINESS ETIQUETTE AND PROFESSIONALISM

104408
1 day - Available January term 1999

EFFECTIVE ORAL COMMUNICATION

104546
6 eve - Available January term 1999

PROFESSIONAL TELEPHONE COMMUNICATION SKILLS

104433
This course is designed for all people who communicate via telephone. Emphasis will be placed on the development of professional call-handling skills. You will be provided with strategies for recognizing and dealing with difficult telephone clients. Learn to identify and encourage the use of new skills to help display telephone courtesy and professionalism while under pressure. Increase personal effectiveness of telephone communication skills and improve tone of service. - 6 hours (Dean) \$80
1 day - Sa. Oct 24, 09:30-15:30 - CC

WORKING WITH DIFFICULT PEOPLE

104570
1 day - Available January term 1999

WORKING THE FRONT LINE

104577
Learn to better understand and predict worker behaviour and improve your ability as a "gatekeeper." Your role is one of enthusiasm and commitment. You will learn how to keep on top and assist in enabling the completion of projects, how to establish your credibility, confidence and authority, self management skills, the "balancing act," and handling the "boss" - 6 hours (Cuzzetto) \$85
1 day - Sa. Oct 03, 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. (Ariobu/Durham) \$95
6 eve - Mo. Sep 21, 18:30-21:30 - CC -
No class Oct 12

6 eve - Sa. Sep 26, 09:30-12:30 - CC -
No class Oct 10

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 OFFICE PROCEDURES

104531
Available January term 1999

LEGAL ETHICS AND CONFIDENTIALITY

104532
Available April term 1999

MEDICAL OFFICE BILLING II - COMPUTERIZED

104520
For description, see Medical, this page.

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)

1. Introduction to the Legal Office Program
2. Civil Litigation
3. Corporate
4. Matrimonial
5. 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. Sep 22, 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 (Sinclair) \$85
3 eve - Th. Sep 24, 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. Sep 29, 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. Oct 15, 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. Oct 20, 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 - Th. Nov 05, 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 (Sinclair) \$125
5 eve - Th. Nov 12, 18:30-21:30 - CC

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
5 eve - Tu. Nov 10, 18:30-21:30 - CC

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 OFFICE PROCEDURES

104531
Available January term 1999

LEGAL ETHICS AND CONFIDENTIALITY

104532
Available April 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 (Sinclair) \$105
3 eve - We. Sep 30, 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. - 12 hours (Komorowska) \$115
4 eve - We. Nov 04, 18:30-21:30 - CC

Medical

MEDICAL OFFICE BILLING I - NON COMPUTERIZED

104536
2 day - Available January term 1999

MEDICAL OFFICE BILLING II - COMPUTERIZED

104520
2 day - Available January term 1999

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. Sep 21, 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

COMPUTERS & TELECOMMUNICATIONS

COMPUTERS

Course Locations

Oakridge Centre, 320 North Office Tower, 850 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 - Mischele Mathern/Pat Austin (261-2806), e-mail: mmathern@vccoaaklab.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 Computer Courses)

LAN Management

Courses available are listed on page 8.

Internet & Web Pages

Courses are available on page 8,9.

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 9.

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 six 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, hard disk drives, files, and operating systems. Hands-on training involves overviews of a variety of topics including: word processing, spreadsheets, Windows and the Internet. Some typing is required. \$190
1 day - Su. Sep 13, 09:00-17:00 - Oak

1 day - Tu. Oct 13, 09:00-17:00 - Oak
1 day - Mo. Nov 16, 09:00-17:00 - Oak
1 day - Su. Dec 13, 09:00-17:00 - Oak

INTRODUCTION TO WINDOWS 95 101138

This course is designed for new or inexperienced Windows 95 users. Learn window manipulation and screen navigation using the mouse. Understand files, folders, and the structure of your hard disk. Use the Explorer and My Computer programs to find, copy, delete and move files and folders. 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. \$190
1 day - Tu. Sep 08, 09:00-17:00 - Oak
1 day - Su. Sep 20, 09:00-17:00 - Oak
1 day - Mo. Oct 05, 09:00-17:00 - Oak
1 day - Sa. Oct 24, 09:00-17:00 - Oak
1 day - Th. Nov 12, 09:00-17:00 - Oak
1 day - Su. Nov 29, 09:00-17:00 - Oak
1 day - We. Dec 09, 09:00-17:00 - Oak

INTRODUCTION TO WINDOWS 98 101162

This course is designed for new or inexperienced Windows 98 users. Also suitable for Windows 3.x and 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 98 Desktop. Introduction to Microcomputers (100605) is a strongly recommended prerequisite for those with little or no computer experience. \$190
1 day - Mo. Sep 14, 09:00-17:00 - Oak
1 day - Sa. Sep 26, 09:00-17:00 - Oak
1 day - Su. Oct 10, 09:00-17:00 - Oak
1 day - Mo. Oct 19, 09:00-17:00 - Oak
1 day - Mo. Nov 16, 09:00-17:00 - Oak
1 day - Sa. Dec 05, 09:00-17:00 - Oak
1 day - Tu. Dec 15, 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 all versions of DOS, the Disk Operating System, for file and disk management. Exercises show the purpose of DOS and how to manage files. Hard disk management includes: creating and using sub-directories efficiently, understanding hard disk structure and strategies for backing-up data. Some typing is required. \$190
1 day - Mo. Sep 14, 09:00-17:00 - Oak

INTERMEDIATE DOS 100912

Now that you know basic file and disk management, learn the purpose of, and how to write and change Config.sys and Autoexec.bat files. Understand configuration settings, device drivers, internal and external DOS commands, and the command interpretation sequence. Learn about different types of RAM (Random Access Memory) and basic memory management. Create and use a bootable first aid disk for basic trouble-shooting on start-up procedures. Experience with DOS is essential. Introduction to DOS (100903) is strongly recommended. \$190
1 day - Tu. Sep 29, 09:00-17:00 - Oak

ADVANCED DOS 100916

The focus of this course is the control and customization of DOS operations. Build your own menu system using batch files and the DOS Text Editor. Learn how to sort directory listings, find files anywhere on the hard disk, free hard disk space and protect files from accidental deletion. Understand and use file attributes. Learn new and updated DOS commands for defragmenting files, optimizing use of upper memory and using multiple Config.sys files. Experience with DOS is essential. Intermediate DOS (100912) is strongly recommended. \$190
1 day - We. Oct 07, 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. 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. Sep 16, 09:00-17:00 - Oak
1 day - Th. Nov 19, 09:00-17:00 - Oak

**Instructor Details
on pages 12-13**

INTERMEDIATE WINDOWS 95 101148

This course emphasizes customizing the Windows 95 environment. Learn how to modify the desktop, create shortcut icons, and customize the Start and Document menus. Use the Control Panel to adjust mouse, keyboard, regional and display settings. Students will also learn about ScanDisk, Disk Defragmenter, and DriveSpace. We will also discuss the boot sequence, creating an emergency startup disk, starting up in safe mode, and an overview of the Registry. Experience with Windows 95 is essential. Introduction to Windows 95 (101138) or Windows 95 Upgrade (101139) is recommended. \$190
1 day - Fr. Sep 11, 09:00-17:00 - Oak
1 day - Sa. Nov 14, 09:00-17:00 - Oak

WINDOWS 98 UPGRADE 101163

This course is designed for Window 3.x or Windows 95 users who want to make a quick and easy transition to Windows 98. Explore the improvements and new features of this operating system. Experience with Windows 3.x or Windows 95 is a prerequisite. \$190
1 day - Tu. Sep 22, 09:00-17:00 - Oak
1 day - Sa. Oct 17, 09:00-17:00 - Oak
1 day - Th. Nov 26, 09:00-17:00 - Oak
1 day - Sa. Dec 19, 09:00-17:00 - Oak

INTERMEDIATE WINDOWS 98 101164

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. Learn about the Maintenance Wizard, 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 98 is essential. Introduction to Windows 98 (101162) or Windows 98 Upgrade (101163) is recommended. \$190
1 day - Tu. Nov 03, 09:00-17:00 - Oak
1 day - We. Dec 16, 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); Spreadsheets/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, protocols, topologies and network operating systems. Previous experience with microcomputers is a prerequisite. \$190
1 day - Sa. Sep 12, 09:00-17:00 - Oak
1 day - We. Oct 14, 09:00-17:00 - Oak
1 day - Tu. Nov 17, 09:00-17:00 - Oak
1 day - Th. Dec 10, 09:00-17:00 - Oak

INTRODUCTION TO WINDOWS NT NETWORKING 101150

This course presents fundamental skills for NT networking, with an emphasis on server-based networks. Accounts, domains, login procedures and security services are explored. Learn about shares, permissions, and NTFS. Understand UNC's and mapping network drives. Suitable for those with version 4. Introduction to LAN (100920) is strongly recommended as a prerequisite. Familiarity with Windows is essential. \$190
1 day - Th. Sep 10, 09:00-17:00 - Oak
1 day - Sa. Sep 26, 09:00-17:00 - Oak
1 day - Fr. Oct 16, 09:00-17:00 - Oak
1 day - Th. Nov 19, 09:00-17:00 - Oak
1 day - Fr. Dec 11, 09:00-17:00 - Oak

INTERMEDIATE WINDOWS NT SERVER 101151

As a continuation of Introduction to Windows NT Networking, this course explores Windows NT skills for administrators. Understand and install client software. Create and maintain login 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 - Th. Sep 17, 09:00-17:00 - Oak
1 day - Sa. Oct 03, 09:00-17:00 - Oak
1 day - We. Oct 21, 09:00-17:00 - Oak
1 day - We. Nov 25, 09:00-17:00 - Oak

ADVANCED WINDOWS NT SERVER 101152

This course builds on concepts and skills from Intermediate Windows NT Server for administrators. 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. Sep 23, 09:00-17:00 - Oak
1 day - Sa. Oct 24, 09:00-17:00 - Oak
1 day - Tu. Dec 01, 09:00-17:00 - Oak

WINDOWS NT SERVER MANAGEMENT 101153

Expand your administrative skills beyond user, share, and policy management. Understand and use NT Server utilities for disk administration, events, services, performance monitoring, and diagnostics. Install and manage RAS (Remote Access Service). Experience with Windows NT Server is essential. Advanced Windows NT Server (101152) is strongly recommended. \$190
1 day - Th. Oct 01, 09:00-17:00 - Oak
1 day - Sa. Oct 17, 09:00-17:00 - Oak
1 day - Tu. Dec 08, 09:00-17:00 - Oak

WINDOWS NT SERVER INTERNET SERVICES INTRODUCTION 101154

The Windows NT Option Pack introduces new features to NT Server. Included in the Option Pack is the Microsoft Internet Information Server. Learn how to install and manage IIS, including Web and FTP services. Experience in NT Server is essential. Windows NT Server Management (101153) is recommended. \$190
1 day - Th. Oct 08, 09:00-17:00 - Oak
1 day - Sa. Nov 14, 09:00-17:00 - Oak
1 day - Fr. Dec 18, 09:00-17:00 - Oak

INTRODUCTION TO NOVELL NETWARE 101144

This course introduces basic Novell NetWare 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 - Th. Sep 15, 09:00-17:00 - Oak
1 day - Sa. Oct 10, 09:00-17:00 - Oak
1 day - Sa. Nov 07, 09:00-17:00 - Oak

INTERMEDIATE NOVELL NETWARE 101145

As a continuation of Introduction to Novell NetWare, this course explores Novell NetWare 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 (101144) is the recommended prerequisite. \$190
1 day - Tu. Oct 20, 09:00-17:00 - Oak
1 day - Sa. Nov 21, 09:00-17:00 - Oak

ADVANCED NOVELL NETWARE 101146

This course builds on concepts and commands from Intermediate Novell NetWare 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 (101145) is a recommended prerequisite. \$190
1 day - We. Oct 28, 09:00-17:00 - Oak

NOVELL NETWARE 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 (101145) is a prerequisite. Advanced Novell NetWare (101146) is recommended. \$190
1 day - We. Nov 04, 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." Introduction to Windows 95 (101138) is the recommended prerequisite. \$190
1 day - Su. Sep 13, 09:00-17:00 - Oak
1 day - Mo. Sep 28, 09:00-17:00 - Oak
1 day - Th. Oct 22, 09:00-17:00 - Oak
1 day - Sa. Nov 21, 09:00-17:00 - Oak
1 day - Th. Dec 10, 09:00-17:00 - Oak

INTERMEDIATE INTERNET 101142

Now that you are comfortable with the basics of the internet, 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. You will also be introduced to Gopher and Teinet. Experience with the Internet is a prerequisite; Introduction to the Internet (101141) is strongly recommended. \$190
1 day - Fr. Oct 02, 09:00-17:00 - Oak
1 day - Mo. Nov 02, 09:00-17:00 - Oak
1 day - Su. Dec 06, 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 - Tu. Sep 15, 09:00-17:00 - Oak
1 day - Su. Oct 25, 09:00-17:00 - Oak
1 day - Fr. Nov 20, 09:00-17:00 - Oak
1 day - Mo. Dec 14, 09:00-17:00 - Oak

INTERMEDIATE WEB PUBLISHING 101156

This course is designed for those who know the basics of HTML, can create basic web pages, and want to take their work to a higher level. Intermediate topics include how to use tables, frames, and forms. Add animation, other graphics, and sound to live up your web pages. Explore hit counters and image maps. Bring a photo or your company logo to scan for your web page. 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 - Th. Sep 24, 09:00-17:00 - Oak
1 day - Su. Nov 01, 09:00-17:00 - Oak
1 day - Fr. Dec 18, 09:00-17:00 - Oak

INTRODUCTION TO FRONTPAGE WEB PUBLISHING 101159

Microsoft FrontPage lets you create quality web pages within a familiar Windows environment. Learn how to create web pages using templates, wizards, and themes in the FrontPage Editor. Investigate various FrontPage Explorer views, personal web server programs, and learn how to publish your web on the Internet. Experience with Windows and the Internet are prerequisites. Introduction to the Internet (101141) is strongly recommended. \$190
1 day - Tu. Sep 08, 09:00-17:00 - Oak
1 day - We. Oct 07, 09:00-17:00 - Oak
1 day - Su. Nov 08, 09:00-17:00 - Oak
1 day - We. Dec 02, 09:00-17:00 - Oak

INTERMEDIATE FRONTPAGE 101160

This course is designed for those who understand the basics of FrontPage, can create basic webs, and want to take their work to a higher level. Intermediate topics include how to use tables, frames, and forms. Add animations, hover buttons, banner ads, other graphics, and sound to live up your web pages. Explore hit counters and image maps. Bring a photo or your company logo to scan for your web page. Learn how to register and promote your web site for maximum exposure. Experience with FrontPage is essential. Introduction to FrontPage (101159) is recommended. \$190
1 day - We. Oct 14, 09:00-17:00 - Oak
1 day - Su. Nov 15, 09:00-17:00 - Oak
1 day - Fr. Dec 04, 09:00-17:00 - Oak

MICROSOFT IMAGE COMPOSER 101161

This powerful graphic image program is included with Microsoft FrontPage 98. Learn to create and edit graphics for your webs. Course topics include: working with the colour swatch tool, colour palette, text sprites, shape sprites, opacity, and other special effects from the Effects palette. You will also learn to create navigational buttons, work with animated GIF files and export various types of graphics so they can be used on the Internet. Experience with Windows is a prerequisite. \$190
1 day - Tu. Nov 10, 09:00-17:00 - Oak
1 day - Su. Dec 13, 09:00-17:00 - Oak

Word Processing

INTRODUCTION TO WORD FOR WINDOWS 100796

This course covers fundamental Word for Windows commands and concepts. Introductory topics include all the basics that allow you to create and edit documents easily. Formatting, setting tabs and margins, previewing and printing documents is also covered. Introduction to Windows 95 (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. Those with experience in other word processing programs may want to consider Fast Track Word for Windows (101119). \$190
1 day - Mo. Sep 21, 09:00-17:00 - Oak
1 day - Tu. Oct 20, 09:00-17:00 - Oak
1 day - Su. Nov 22, 09:00-17:00 - Oak
1 day - Mo. Dec 07, 09:00-17:00 - Oak

1 day - Mo. Sep 21, 09:00-17:00 - Oak
1 day - Tu. Oct 20, 09:00-17:00 - Oak
1 day - Su. Nov 22, 09:00-17:00 - Oak
1 day - Mo. Dec 07, 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). Introduction to Windows 95 (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. (100796). \$190
1 day - We. Sep 16, 09:00-17:00 - Oak
1 day - Tu. Nov 17, 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 - Fr. Sep 25, 09:00-17:00 - Oak
1 day - Th. Oct 29, 09:00-17:00 - Oak
1 day - Sa. Nov 28, 09:00-17:00 - Oak

ADVANCED WORD FOR WINDOWS 101115

This course focuses on customizing and automating Word for Windows operations, with special emphasis on field codes. Learn tables of contents, indexes, creating and running basic macros, and inserting graphics into documents. Basic merge commands are also covered. Experience with Word for Windows is essential. \$190
1 day - We. Sep 30, 09:00-17:00 - Oak
1 day - Fr. Nov 13, 09:00-17:00 - Oak
1 day - Sa. Dec 05, 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 all the basics that allow you to create and edit documents easily. Also covered: menus, button bars, rulers and formatting. Emphasis is placed on WordPerfect's use of codes. Introduction to Windows 95 (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190
1 day - Wed. Sep 30, 09:00-17:00 - Oak
1 day - Fr. Oct 23, 09:00-17:00 - Oak
1 day - Mo. Nov 23, 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 - Th. Oct 08, 09:00-17:00 - Oak
1 day - Tu. Dec 01, 09:00-17:00 - Oak

Spreadsheets/Charts

INTRODUCTION TO EXCEL 100795

Learn the fundamentals of Excel including: worksheet creation and editing; entering data and formulas; relative and absolute addressing; saving, opening and printing worksheets as well as improving worksheet presentation. In addition, shortcuts using the keyboard, mouse, and the standard and formatting toolbars will be explored. Introduction to Windows 95 (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190
1 day - Fri. Sep 11, 09:00-17:00 - Oak
1 day - Sun. Sep 27, 09:00-17:00 - Oak
1 day - Thu. Oct 15, 09:00-17:00 - Oak
1 day - Sat. Nov 07, 09:00-17:00 - Oak
1 day - Tue. Nov 24, 09:00-17:00 - Oak
1 day - Wed. Dec 16, 09:00-17:00 - Oak

INTERMEDIATE EXCEL - WORKSHEETS AND CHARTS 100798

Expand your knowledge of Excel worksheets. Intermediate topics include: working with dates and date math, using data series and AutoFill, and using 3-dimensional workbooks. Students will learn how to create decision-making formulas using the IF function. Building charts using the Chart Wizard and graphics capabilities will also be examined. Experience with Excel is essential. Introduction to Excel (100795) is recommended. \$190
1 day - Fr. Sep 18, 09:00-17:00 - Oak
1 day - Su. Oct 04, 09:00-17:00 - Oak
1 day - We. Oct 28, 09:00-17:00 - Oak
1 day - Mo. Nov 30, 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, formatting, column widths and improving worksheet presentation. In addition, shortcuts using the keyboard, mouse, and SmartIcons will be explored. Introduction to Windows 95 (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190
1 day - Fr. Sep 25, 09:00-17:00 - Oak
1 day - Fr. Nov 20, 09:00-17:00 - Oak

INTER

COMPUTERS & TELECOMMUNICATIONS

ADVANCED ACCESS

101133
Learn how to create, customize, modify and delete relationships between tables. Understand different types of relationships, join types, primary tables, primary and foreign keys, and related tables. Use relational tables to store and find data in different tables through and specialized queries. Understand referential integrity and the impact it has on adding, changing, and deleting records. Use the cascade update and cascade delete options. Customize forms with key field combo boxes. Create main/subform displays for related records. Intermediate Access (101132) is strongly recommended as a prerequisite. \$190
1 day - Tu, Oct 06, 09:00-17:00 - Oak
1 day - Sa, Nov 21, 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 - Th, Sep 17, 09:00-17:00 - Oak
1 day - Tu, Oct 27, 09:00-17:00 - Oak
1 day - Sa, Dec 12, 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, list box objects to process user input, access variables for storing data in programs, and more. Previous programming experience is not necessary but experience with Windows 95 programs such as word processors and spreadsheets is essential. Some experience in recording macros in a Windows application is recommended. \$190
1 day - We, Sep 23, 09:00-17:00 - Oak
1 day - Sa, Oct 31, 09:00-17:00 - Oak
1 day - We, Nov 18, 09:00-17:00 - Oak
1 day - Mo, Dec 14, 09:00-17:00 - Oak

INTERMEDIATE VISUAL BASIC 5.0

101165
Now that you are familiar with the topics covered in the introductory course, learn how to create menus, work with timer controls, loops, multiple forms, and array and list controls. Students will also explore standard Windows controls such as opening and saving files, working with math expressions, dates and functions and more. Experience with Visual Basic 5.0 is a prerequisite. Introduction to Visual Basic 5.0 (101158) is strongly recommended. \$190
1 day - Fr, Nov 27, 09:00-17:00 - Oak
1 day - Th, Dec 17, 09:00-17:00 - Oak

Does our schedule suit your needs?

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

CITY CENTRE COMPUTER COURSES

Program Coordinator Anne Tollstam, 871-7021
Program Assistant Lynda Boothby, 871-7074

COMPUTER FOUNDATIONS

100401
A comprehensive introduction to microcomputers for the beginning computer user. Content is focused in three areas: Introduction to Windows '95; 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
8 eve - We, Sep 23, 18:30-21:30 - CC

INTERMEDIATE WORD FOR WINDOWS

100409
Learn to use some of the automation tools in Word. Increase your productivity and comfort level using features such as AutoText, AutoCorrect, Tables, Format Painter, Styles and more. Understand how to use report, memo and letter templates to produce professional-looking documents. An introductory skill level in Word or completion of Computer Foundations (100401) is required. - 18 hours. (Hollinger) \$185
6 eve - Mo, Sep 21, 18:30-21:30 - CC

INTERMEDIATE EXCEL

100408
Enhance your ability to use Excel. Learn how and when to use some of Excel's built-in functions, including Count, ISBlank, IF statements and more. Explore some of the sophisticated formatting options including borders, fills and text wrapping. Upon completion of this course, the participant will be able to create powerful, professional-looking spreadsheets. An introductory skills level in Excel or completion of Computer Foundations (100401) is required. - 18 hours. (Hollinger) \$185
3 day - Sa, Nov 21, 09:30-16:30 - CC

Network Support Professional

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

Program Description

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

The program is designed for people who are:

- Currently employed as computer support professionals.
 - Seeking employment as computer support professionals.
 - General computer users seeking enhanced skills.
- Today, a vast majority of organizations are using microcomputer 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

Program Coordinator Peggy Worobetz, 871-7427
Registration Lynda Boothby, 871-7074
Information Session Wednesday, September 9, 17:00-18:30 - CC

Telecommunications Management Certificate Program

This program offers you the opportunity to enhance your telecommunications knowledge and improve your management skills in this constantly changing field. All course instructors are practising telecommunications professionals providing you with up-to-date "real life" experience and knowledge. The Telecommunications Management Certificate Program provides you with a combination of technical knowledge and management skills that will enhance your potential for leadership in this evolving profession. Non-certificated students may enroll in any course. Students must successfully complete all five courses in seven terms (two years and one term) to obtain a certificate.

1. Understanding Telecommunications (102260)
2. Telecommunications Technology (102261)
3. Voice/Data Integration (102262)
4. Applications Management (102263)
5. Integrated Office Management (102264)

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. (Malouin) \$285
10 eve - We, Sep 16, 18:00-21:00 - CC

TELECOMMUNICATIONS TECHNOLOGY

102261
Builds upon Understanding Telecommunications. The areas of voice, data, video, and emerging technologies are addressed, preceded by a general introduction to basic technical theory and industry standards. A broad range of technologies encountered at the management level by suppliers, service-providers and users of telecommunications are introduced. Prerequisite: Understanding Telecommunications (102260). (Giles) \$335
12 eve - Th, Sep 17, 17:30-20:30 - CC

VOICE/DATA INTEGRATION

102262
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 synchronous network. Prerequisites: Understanding Telecommunications (102260) and Telecommunications Technology (102261). (Williams) \$335
12 eve - Mo, Sep 14, 18:00-21:00 - CC

APPLICATIONS MANAGEMENT

102263
Applications Management reviews a new industry-specific application each week. The macro view of a company's telecommunications needs will be reviewed and the student will learn to mix and match technologies to solve business issues for several industries. Building on the previous courses, this course will investigate the integration of voice, video and multimedia as it progresses. Prerequisites: Understanding Telecommunications (102260) and Voice/Data Integration (102262). (Paul) \$335
12 eve - Th, Sep 17, 18:00-21:00 - CC

INTEGRATED OFFICE MANAGEMENT

102264
Providing the necessary background, this course focuses on management issues and the role of emerging office integration technologies and applications to help achieve corporate objectives. It enables students to apply the key tools to provide customer-focused telecommunications services. Contemporary human resources management are also explored. Prerequisites: Understanding Telecommunications (102260) and Telecommunications Technology (102261). (Koeberling) \$335
12 eve - Th, Sep 17, 18:00-21:00 - CC

CHALLENGE EXAMINATIONS

Challenge examinations are available for the Understanding Telecommunications, Telecommunications Technology and Voice/Data Integration courses. These examinations are for students who feel they are very knowledgeable with the material covered in the courses. A program guide, which includes a detailed outline for each course, may be obtained by telephoning 871-7070. Students will have ONE opportunity to pass the examination.

UNDERSTANDING TELECOMMUNICATIONS

102265 \$185
2 hrs - Th, Sep 10, 18:30-20:30 - KEC

TELECOMMUNICATIONS TECHNOLOGY

102266 \$185
2 hrs - Th, Sep 10, 18:30-20:30 - KEC

VOICE/DATA INTEGRATION

102267 \$185
2 hrs - Th, Sep 10, 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 per cent 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 per cent.

Distance Learning

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

Telecommunications Technology course is available in an 11-module distance learning package (course 102291). See course description under Classroom Program. \$335

Telecommunications Seminar

For detailed seminar information please call the program coordinator.

CORPORATE NETWORKING WITH TCP/IP

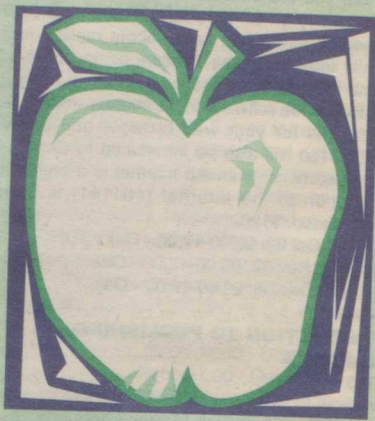
102268
More organizations are now using TCP/IP for corporate internetworking than any other network architecture. This in-depth, technical seminar has been developed by Infotel Systems Corporation, a consulting firm specializing in voice and data communications, systems design and management, and will be presented by Gary Zielke. Learning how to maximize your intranet resources by becoming proficient in the implementation, administration and troubleshooting of these popular protocols. You will leave this seminar with a binder containing approximately 400 pages of notes. \$850
3 day - We/Th/Fr, Oct 21, 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.

DON'T WAIT...

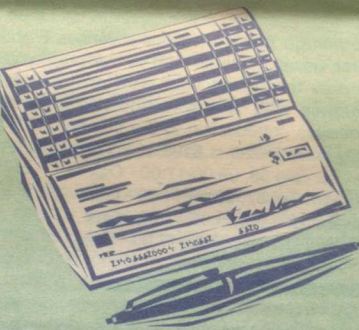
REGISTER!
If a course tempts you...
Some courses fill up quickly.
Others are cancelled if sufficient advance interest is not shown.



Students with Special Needs

Services including interpreting, note-taking and braille, for students with disabilities who are registered in CE certificate programs may be arranged.

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 871-7092.



Payment of Fees

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.



TEACHING ENGLISH AS A SECOND LANGUAGE PROGRAMS

Program Coordinator Jennifer House, 871-7056
jhhouse@vcc.bc.ca
Program Assistant Dorothy Giroux, 871-7077
dgiroux@vcc.bc.ca

Vancouver Community College offers a wide range of teacher training programs in English language instruction. The College has an international reputation for excellence in English language instruction and is currently recognized as the largest English language teacher training institution in Western Canada. This achievement is in a large part due to our faculty who are respected for their expertise in both English language instruction and teacher training. Our goal is to continue to build on our commitment to excellence in the provision of teacher education in the field of English language instruction.

Vancouver Community College offers English teacher training through on-site programs at VCC and distance education programs administered from VCC.

On-Site Programs

TESL Certificate Program

• A program for instructing ESL/EFL to adults at post-secondary institutions or international schools. The program is offered through the Fast Track Program, Part-Time Studies or the TESL Summer School.

- A university degree is required for admission to this program
- **International TESL Certificate Program**
 - A ten-month program for prospective ESL/EFL teachers whose first language is not English
 - A university degree and a TOEFL score of 550 is required for admission to this program
- **Tutoring ESL Certificate Program**
 - A program for prospective ESL/EFL tutors
 - A university degree is required for admission to this program

TEFL Program

- A VCC program for people planning to teach English internationally
- A university degree is not required for admission to this program

Distance Education Programs

TESL Inservice Certificate Program

- A distance education program for experienced ESL/EFL instructors of adults who do not have a recognized TESL teaching credential. A university degree is required for admission to this program
- Six distance education components incorporating print, audio, video and e-mail delivery modes
- Practicum can be completed in Canada or at international sites
- **CERTESL Program**
 - A distance education program for prospective ESL/EFL instructors of adults who wish to teach immigrants, First Nations or international students
 - A minimum of Grade 12 academic English completion or equivalent is required for admission to this program

TESL Certificate Program

The TESL Certificate Program 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. The Program is offered through the Fast Track Program, the Part-Time Program, on weekdays, weekends and evenings from September to August, and the TESL Summer School Program in June, July and August of each year. On successful completion of all of the program requirements, graduates receive a Teaching English as a Second Language Certificate.

The 1999 TESL Summer School is scheduled each year from May 31 to August 20, 1999. The application deadline for the current year is December 18, 1998.

Admission Requirements for the VCC TESL Certificate Program:

1. A completed application form with all the required documentation for admission.
2. An undergraduate university degree verified by sealed original transcripts.
3. Successful completion of the prerequisite course, An Overview to Teaching ESL at VCC or an equivalent university course at UBC, SFU or other recognized universities.
4. A standard of spoken English equivalent to that of an educated native speaker as well as a good command of grammar, usage, spelling and punctuation in written English. Applicants whose first language is not English may be asked to submit their score on an English language proficiency test.
5. A successful interview with program staff.

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 ESL. 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. \$225

TESL Certificate Core Courses

TEACHING GRAMMAR ONE: THEORY AND PRACTICE

150867
This 30-hour course focuses on the theory and methodology used for teaching English grammar to ESL speakers. Theory and Practice will focus on beginner through intermediate level grammar structures. \$315

TEACHING GRAMMAR TWO: THEORY AND PRACTICE

150868
This 30-hour course focuses on the theory and methodology used for teaching English grammar to English as a Second Language speakers. Teaching Grammar Two focuses on advanced through college-preparatory grammar. It is recommended that students register in Teaching Grammar Two as soon as possible after completing Teaching Grammar One. \$315

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

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

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

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

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. \$315

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. \$420

TESL Elective Courses

The TESL elective courses have been developed for teachers currently working in the field of English language instruction, as well as students registered in the TESL Certificate Program. Thirty hours of TESL Elective Courses are needed to complete the elective requirement for the TESL Certificate.

International TESL Certificate Program

The VCC International TESL Certificate Program is a program designed for international students planning to teach English language at educational institutions in their home countries. 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 September 1998 and ends in June 1999. The second program begins in January 1999 and ends in November 1999.

On successful completion of the VCC International TESL Certificate Program, graduates will receive the Vancouver Community College TESL Certificate.

Tutoring ESL Certificate Program

The VCC Tutoring ESL Certificate Program is designed for people who wish to tutor ESL to adults or school children. The program is 120 hours long. It consists of 90 hours of core courses and 30 hours of elective courses. On successful completion of the program, graduates will be awarded the Vancouver Community College Tutoring ESL Certificate.

Admission Requirements for the VCC Tutoring ESL Certificate Program

1. A completed application with all the required documentation for admission.
2. 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 an English language proficiency test.

Tutoring ESL Certificate Core Courses

AN OVERVIEW OF TEACHING ESL

150802
An Overview of Teaching ESL provides a practical introduction to the teaching techniques, procedures, and instructional resources used to teach English as a Second Language. 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. \$225

ESL TUTORING

150844
This practical six-hour workshop will examine ESL tutoring skills. This course will focus on a range of topics associated with becoming an ESL tutor including how to get started, how to lesson plan for tutoring sessions and how to prepare and select tutoring materials. \$75

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. \$150

TUTORING PRONUNCIATION

151707
This 12-hour course examines the theory and instructional methodology used to tutor/teach pronunciation to ESL speakers. \$150

TUTORING ESL PRACTICUM

151709
This 32-hour course will focus on the practical application of the theory of ESL tutoring skills in real life tutoring situation. 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 ESL tutoring. \$300

Tutoring ESL Certificate Elective Courses

The Tutoring ESL Certificate elective courses are designed for people who are completing the VCC Tutoring ESL Certificate and for people who are currently working as ESL tutors. There are seven elective courses, Tutoring for the TOEFL (150797), Tutoring ESL for Business People (150795), Tutoring ESL Students for the B.C. Provincial Examination (151701), Tutoring for the LPI (150899), Tutoring ESL Elementary School Students (151713), Tutoring ESL Secondary Students for English Courses (151715), and Tutoring Conversation Skills to Adult ESL Students (151731).

TEFL PROGRAM

VCC offers the TEFL Program for people who are planning to teach English overseas. A university degree is not necessary in order to register in the VCC TEFL 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 may be asked to submit their score on an English language proficiency test. A Statement of Completion will be issued to those applicants who successfully complete the 90-hour program.

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 ESL/EFL. The course examines the instructional methodology used for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, role plays, pronunciation, advanced ESL, and beginning ESL/EFL learners, as well as oral testing and lesson planning. \$225

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. \$90

TUTORING GRAMMAR

151708
This 12-hour course examines the theory and instructional methodology used to tutor/teach grammar to ESL/EFL speakers. Grammatical structures from the beginner level through the advanced level will be addressed. Reference materials will be recommended for tutoring. \$150

TUTORING PRONUNCIATION

151707
This 12-hour course examines the theory and instructional methodology used to tutor/teach pronunciation to ESL/EFL speakers. \$150

PRACTICE TEACHING

151722
Applicants registered in the VCC TEFL Program are required to work in an English language classroom setting in either a volunteer or paid capacity for a minimum of 27 hours. This course may be completed at any time during the program. To successfully complete this program requirement, students must successfully complete the VCC TEFL Program Student Assignment Booklet. \$75.

TESL Inservice Certificate Program

Tamara Adilman MA Women's Studies, MED Counseling psychology, is a therapist in private practice, specializing in relationship therapy.

Adrienne Arinobu has 14 years' experience as an adult education instructor. She currently works for a large public institution 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 to facilitate groups for women with eating disorders.

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.

Donna Baldock BHE, has over 14 years' experience teaching fashion merchandising courses and has been involved with retail management for five years. She is currently a director of a local fashion merchandising and design program.

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

Cathy Barzo BA, Legal Asst Dip, is a legal assistant with 13 years' experience in litigation at the Attorney General's office.

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

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

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

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

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

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 Nurses Association, and editor of the CINA Journal.

Dominique Bréchauff holds a masters degree in art history from the University of Poitiers, France, as well as diplomas from Emily Carr College of Art and Design and the VCC Jewellery Program. She is an artist working in jewellery and small-scale sculpture.

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

Judith Brunt has been a board member, advisor and volunteer for a number of charitable organizations. As an event organizer she has been responsible for a variety of functions, ranging from royal visits to launching a submarine in False Creek.

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

Linda Case is a legal assistant with ICBC.

Nigel Cave practices securities law with Ladner Downs.

Julie Chadwick-Wong MA Psychology, is a substance abuse counsellor whose work includes community prevention and supervision, as well as couple and individual counselling.

Linda Chen has performed competitively for the past 14 years. She holds Ontario's title as Amateur Latin Champion. In addition, Linda teaches at UBC's Grand Ballroom, and at the Chinese Cultural Centre. She speaks English, Mandarin and Cantonese.

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

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

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

Roland Clifford has 30 years' experience in all aspects of typography including hot metal, photo-mechanical, digital and laser technologies. Currently he is the general manager of Karacerts Design Group at Palmer Jarvis Advertising.

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.

Christine Code is an Oakridge microcomputer instructor with seven years' teaching experience. Known for her patience and gentle humour, Christine brings a personal touch to her class. She teaches Introduction to Microcomputers, WordPerfect, Windows, Word for Windows, Internet, and Publishing Web Pages.

Mindi Cofman is a corporate supervisor and legal assistant.

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

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

Karen Coulter barrister and solicitor, has extensive experience working with interpreters and translators.

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

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

Ainslie Cyopik has been dancing professionally for more than 16 years with companies such as the National Ballet of Canada and Ballet British Columbia. In addition to her notable ballet career, she is a costume designer and yoga teacher based in Vancouver.

Barry Dallas has 18 years' experience in the cleaning industry. 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 for six years.

Brenda Davis practices law with the B.C. Attorney General's Department.

Margie Davis received her floral design training in South Africa and is the recipient of numerous trophies and awards for her decorative floral designs. She has been teaching with VCC Floral Design Certificate since 1994.

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

Sabine Hales is a graduate of the VCC Fashion Arts Certificate Program and was trained in apparel manufacture in Switzerland. She has worked in the fashion industry since 1981 and for theatre and film since 1994.

Janet Dean certified trainer, has ten years' experience in the legal field and works as a consultant to law firms. Janet also has several years' experience conducting seminars for the private, public and non-profit sectors, focusing primarily on communication, management and professional development.

Brian DeDora is a master glider. He apprenticed under the tutelage of William Kurelek in the Isaacs Gallery in Toronto. In the last 28 years he has operated a gliding studio and taught gliding courses through Opus Art Supplies.

Diane Donaldson RN, CBE, has taught childbirth classes for 25 years. Diane has developed childbirth education curriculum and independent study materials for colleges and government programs. She also conducts perinatal workshops and is a nurse at BC Women's Hospital in the delivery suite.

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

Linda Dunham has several years' experience teaching business and medical-related courses.

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

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.

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.

Kimberley Fenlon is executive director of the St. Paul's Hospital Foundation. She has been involved with fundraising and marketing for non-profit for 11 years.

Ariela Friedmann is manager of media and communications for the Kidney Foundation. She also runs her own media and communications consulting business, Write On Communications. In her journalism career, she won several awards as a reporter and newspaper editor.

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.

Martin Giles P.Eng., has spent 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.

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

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

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.

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

Sabine Hales is a graduate of the VCC Fashion Arts Certificate Program and was trained in apparel manufacture in Switzerland. She has worked in the fashion industry since 1981 and for theatre and film since 1994.

Frank Kathwaroon has 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, at Oakridge.

David Hamel is a graduate of both the University of Victoria Visual Arts Program and the VCC Computer Graphic Program. He develops websites and works as a freelance visual artist.

Ruth Hamerston is a legal assistant at a firm specializing in criminal law practice.

Kim Hanen graduated from the Vancouver School of Art in photography and graphic design and has been involved in electronic publishing since 1991. Well versed in a variety of software applications, her work experience includes freelance, advertising, publishing and marketing.

Maureen Hannah holds a BSc in management and an MBA in managerial leadership. She designs and conducts training workshops and gives conference presentations in Canada and England. Her industry experience includes positions in employee relations, personnel planning and development.

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

Stephanie Hawkins BID, ARIDO, IDC, has practised contract interior design for 20 years, including design for television and set and costume design for theatre. A graduate of the University of Manitoba, she has taught at several colleges and universities. Currently, Stephanie runs her consulting firm that specializes on furnishings for the corporate and education sectors.

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.

Jack Hirose Med Counselling, is a substance abuse counsellor who has special interests in prevention and education.

Yuan M. Ho has a master's degree from Chinese Culture University and an instructor's certificate from the Ministry of Education in Taiwan. She is also an interpreter between Mandarin, English and Cantonese.

Yolanda Salazar Hobrough was born in Columbia, lived in Mexico, and travelled through South America.

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

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

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

Ken Hughes has a masters degree in design from the Royal College of Art (London). As a practising graphic designer and design educator he is passionate about applying the design process to everyday situations.

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.

Maureen Johnston holds a bachelor of arts in English and journalism from Washington State University. She enjoys sharing her many years of experience in advertising and journalism.

Aizlynn Johnston has studied Irish Set historical dance form with Set masters Larry Lynch and Padraig Buckley of Ireland. An instructor for the past four years, she is currently on the board of directors of Vancouver Irish Ceili Society and the artistic director of the Stovedoggers, a Vancouver-based Irish Set performing company.

Frank Kathwaroon has 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, at Oakridge.

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.

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

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.

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 ten years, including the intensive desktop publishing course at McKay Technical Institute.

Karen Kline RN, MScN, is clinical nurse specialist in gerontology 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.

Ursel Koebberling PhD communications has worked as an instructor and consultant since 1981. Her national and international consulting focus on telecommunications and information technology policy and regulations as well as the impact of information technologies and applications on organizations.

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

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

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.

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

Barbara Kyle is a small business consultant. She has written and delivered a variety of courses in numerous small business programs.

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

Kim Le & Alison Hutchison are graduates of BCIT's Occupational Health and Safety Program and are employed as health and safety officers at the University of British Columbia. They have 20 years of combined work experience from the health care, aviation and hospitality industries. They have developed site-specific safety programs for industry and have delivered a variety of safety training courses.

Richelle Leckey 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.

Ljuba Levstek is a graduate of the Ontario College of Art. As a freelance illustrator, Ljuba's clients include advertising agencies, magazine and book publishers, greeting card companies and package design firms.

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.

Nancy Lyn is a graduate of Capilano College's Graphic Design and Illustration Program. A prior employee of VCC's Print Production Department, she now operates her own design studio, Five Smooth Stones Design.

Jeff Maihara's involvement with the printing industry includes both owning and operating a printshop. He presently runs Graphic Exposure, concentrating his experience and talent in graphic design.

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

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

Carol Malouin is a senior telecom analyst with Vancouver General Hospital. A former telecommunications manager, Carol has 25 years' experience in this industry.

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

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.

Mishele Mathern who loves to teach, is a full-time computer instructor with 13 years' experience in teaching and curriculum development. She teaches Windows, WordPerfect, Word for Windows, Excel, Outlook, CorelDRAW!, PageMaker, PowerPoint, MS-Office and Visual Basic, at Oakridge.

Eleanor May MSW, works with school-based prevention services for alcohol and drug programs.

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

Jerry McBride is an award-winning artist and designer with a double honours diploma 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.

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.

Sara Menzel Med Counselling Psychology, is a counsellor with an employee assistance program. She has trained with the Gestalt Institute of Vancouver, and uses Gestalt ideas within a client-centred context.

Judy M. Miles MA (Communications) has used her strategic vision with her marketing/sales creativity to personally raise over \$1 million in revenues in less than two years. With 15 years of experience in business, she has expertise in all phases of a marketing/sales campaign research and strategy to increase revenues and profits.

Tanya Miller studied floral design in Sweden, training under one of Europe's finest designers and educators. She has been an active member of Vancouver's floral industry for 11 years and is a new addition to VCC.

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

George Molnar is a graduate of the VCC Print Production Program and has several years' electronic publishing experience. Currently with Supreme Graphics, he also owns the company Pressing Concerns. He is an expert in prep for prepress and multi-platform data management.

Pru Moore BA, MEd, excels in experiential learning and practical application of adult education principles. Her innovative, positive teaching style makes her an excellent role model for adult educators.

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.

Peggy Morrison BA, ARCT, has worked in the fashion industry since 1968. Her career started as fashion coordinator for The Bay and Eaton's. Since 1972, she has been involved in administration and teaching at local fashion schools. She also produces and coordinates fashion shows.

Ruth Morse is a graduate of the VCC Fashion Arts Certificate Program and has many years of experience in the advertising industry. Her specialties include computer graphics and electronic prepress.

John Neuls is the former facilities supervisor for the West Vancouver School District and currently manages HJN Building Services. He 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.

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, at Oakridge.

Jim Olson RN, MEd, is a clinical instructor in the Long Term Care Program at VCC.

Betsy Oster BED, is a federal government administrator who facilitates and leads goal-oriented work teams in local, regional and national settings.

Maraed O'Brien has performed Irish Step competitively for 21 years. She has won many international competitions, most notably the Canadian Championship in 1991. She has performed live and on music-video for many musicians including the Chieftains and Ashley MacIsaac.

Chloë (Lappi) 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.

Gerald Paul is an independent contractor who has been an instructor with the program for the past ten years and was previously with BC Tel as a system development engineering specialist.

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.

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

Ba Phung is a former radio journalist and translator with the Far Eastern Service of the BBC. He is a Vietnamese instructor and consultant for multinational companies and institutions in England and Canada.

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

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

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

Marie Preissl RN, is a therapeutic nurse specialist who teaches health professionals, including dental students.

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

Rosemary Rawnsley is director of resource development at the Heart and Stroke Foundation of B.C. and the Yukon.

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.

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

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

Selina Robinson MA Counselling Psychology, is a therapist working for various Lower Mainland agencies and in private practice. She utilizes solution-focused ideas enriched with narrative practices.

Marni Robson has danced professionally for 20 years. Currently an independent performer and choreographer, her multi-disciplinary, multi-cultural work has been presented at Dancespace Project, New York with Prowess Dance Arts Collective. She trained with Los Moniquitos de Mantanza, Teyo sa Thiosanne, and Silayan Dance Troupe.

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

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.

Irene Rohrer RN, MSN, has management experience in roles of AHN and HN, and 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.

Anita Romaniw RDN, is a community nutritionist with the Fraser Valley Health Region.

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

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.

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

Rod Santiago is currently a planning consultant for the United Way of the Lower Mainland.

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.

Sally Shamai MEd Counselling Psychology, Diploma Gerontology, is a counsellor, trainer and educator with a practice in the Lower Mainland. She works from a feminist and narrative perspective, and has in-depth experience in the preparation of senior peer counsellors.

Maureen Shaw RN, MN, is a clinical nurse specialist in gerontology at Vancouver General Hospital, and a clinical assistant professor at UBC School of Nursing.

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.

Judy Sinclair is a non-practising lawyer who currently works as a legal assistant for a large legal firm in Vancouver.

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

Jan Spilman RN, MEd, is a private therapist and educator specializing in the treatment of emotional trauma and loss, particularly with older adults, cardiac families, and adult children of alcoholics.

Ron Steltling has played music professionally for 30 years. He currently plays drums on a variety of projects with artists that include: Asza, Drum Prayers, Guilty Pleasures and the Jazz Requiem. Ron is also an accompanist at Ballet BC, Simon Fraser University, and Arts Umbrella.

Jacque Stene is an employment consultant and certified trainer with extensive experience on program development, management and facilitation.

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

ESL / HEALTH

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. \$333.72

TESL 31 TEACHING ENGLISH AS A SECOND LANGUAGE: THEORY AND SKILL DEVELOPMENT 150302

This course is designed as an introduction to teaching ESL or EFL. 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 as well as ethical issues in the teaching of English are considered. \$333.72

TESL 32 TEACHING ENGLISH AS A SECOND LANGUAGE: MATERIALS SELECTION AND DEVELOPMENT 150303

This course examines how to evaluate, select, and adapt materials for teaching ESL. Various media used in developing ESL materials, including print, video, audio cassette, blackboard, overhead, felt board, and visual aids are discussed in-depth. \$333.72

TESL 33 ENGLISH GRAMMAR AND PHONOLOGY 150304

This course examines in-depth elements of English grammar, discourse structure, sound system, and suprasegmental features. The focus is on Standard Canadian English. Instructional techniques will also be discussed. \$333.72

TESL 34 TEACHING ENGLISH AS A SECOND LANGUAGE/TEACHING ENGLISH AS A SECOND DIALECT FOR FIRST NATIONS/METIS STUDENTS 150307

This course presents information, concepts and skills intended to assist teachers of First Nations/Metis students. Topics include an overview of the indigenous languages in Canada, the education needs of minority students, models of bilingual/bicultural education, instructional approaches and techniques, and assessment of minority students. \$333.72

TESL 35 APPROACHES TO LANGUAGE TEACHING 150308

This course encourages teachers to critically examine the many approaches and methods used to teach second languages, through a solid understanding of the principles behind each approach. Topics include the development of materials; instructional techniques, and the assessment, development and evaluation of language skills in the ESL classroom. \$333.72

TESL 42 SUPERVISED PRACTICUM

This course is designed to provide students with the opportunity to apply ESL instructional theory and practice in the classroom. Students will have the opportunity to observe experienced and qualified ESL/EFL teachers, and discuss classroom applications and the needs of a range of students. Students will plan lessons, teach in an observed situation, and receive feedback and guidance on their teaching.

Note
Students are required to pay a \$15 materials fee, a \$100 lab fee and tuition of \$333.72

TESL 43 PROFESSIONAL PROJECT

This course is designed for students who are interested in academic research or in developing a project such as a TESL curriculum, TESL program or TESL materials. Students are required to pay a \$30 materials fee with the submission of the tuition fee of \$333.72.

HEALTH

PROFESSIONAL, ALLIED, HOLISTIC HEALTH & HEALTH EDUCATION

Program Coordinator Mary Crooks, 871-7078
Program Assistant Mimi Chau, 871-7069
Registration 871-7070

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 15 for courses on conflict resolution, assertiveness.)

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 expanded 12-hour course, with an emphasis on practical application, introduces you to basic relaxation massage techniques that can be used by the public or professionals who wish to expand their knowledge of massage. Wear shorts and tank top or loose, comfortable clothing, and come prepared to practise massage techniques. Bring two sheets, two small towels, two pillows, oil, a blanket, and exercise mat. Instructor Heather Narod is a Registered Massage Therapist in private practice with more than 2,000 hours of clinical experience. (Narod) \$135 (\$200 for both Level I and II). Maximum registration: 16 persons.
2 day - Sa/Su. Oct 24/25, 09:00-16:00 - KEC

MASSAGE THERAPY - LEVEL II 200740

Prerequisite - Level I (200737). You will practise techniques learned in Level I, as well as learn new techniques to induce relaxation and explore the relationship of the body/mind connection to massage therapy. Bring two sheets, two pillows, two small towels, mat, oil and a blanket. Wear loose, comfortable clothing or a tank top and shorts. Come prepared to practise massage techniques. (Narod) \$75 (\$200 for both Level I and II)
1 day - Sa. Nov 14, 09:00-16:00 - KEC

OSTEOPOROSIS PREVENTION 201079

Osteoporosis prevention begins with simple, effective choices that we can start at almost any age. 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 develop osteoporosis. You will learn about risk factors, nutrition, exercise, hormone therapy, posture and how to communicate with your health professional. Includes take-home manual. Recommended for adults of all ages. Bring a friend or family member to learn together. (Osteoporosis Society of BC). Maximum 15 persons. \$20
1 mg - Sa. Nov 07, 09:30-12:00 - KEC

TALKING ABOUT SUICIDE 201080

When we suspect that a friend, co-worker or relative might be thinking about suicide, we search for what to say and do. This course will help you respond appropriately to someone who is troubled and who may be at risk for suicide. It will help you recognize key signs, ask helpful questions, judge when to act, and listen to your own feelings. Offered in collaboration with SAFER, a program of Greater Vancouver Mental Health Services Society. This course is for the general public. Health care and social service workers, please see Suicide Risk: Assessment and Response (200710).
1 eve - Mo. Nov 16, 19:00-21:00 - CC

OPTIMAL MENOPAUSAL HEALTH 201087

This course will help you to understand and prepare for the normal hormonal changes experienced by women before and after menopause. Learn ways to cope positively with the common symptoms of mood swings, hot flashes, and menstrual fluctuations and to maintain your physical and emotional well-being. Gain balanced information to help you make informed decisions about the risks and benefits of hormone therapy in relation to osteoporosis, cardiovascular disease and breast cancer; lifestyle; and therapeutic alternatives. Includes take-home resource materials. (Blades) \$25
1 mg - Sa. Nov 21, 09:30-12:30 - 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

FOOTCARE FOR OLDER ADULTS 200711

See course description under Gerontology.
2 eve - Th. Nov 12/19, 18:30-21:30 - CC

CARING FOR PERSONS WITH TERMINAL ILLNESS 202727

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. \$75
1 day - Sa. Nov 21, 09:00-16:00 - KEC

Gerontology HEALTHY AGING IN HEALTHY COMMUNITIES 203602

This course takes an up-to-date look at the concepts of health and community, including the meaning and determinants of health for older adults, how chronic conditions affect the lives of older adults and their involvement in their communities, different kinds and levels of community and how they assist or hinder a healthy aging process, and new views on health promotion strategies will also be reviewed. 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. (Berry) \$320
6 day - Fr. Sep 18, 09:00-16:00 - KEC

MEDICATIONS AND GERONTOLOGY SERIES

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

PRINCIPLES OF MEDICATION USE WITH OLDER ADULTS 200718

(Malyuk) \$50
1 mg - Mo. Oct 26, 09:30-12:30 - CC

MEDICATIONS FOR PSYCHOLOGICAL AND NEUROLOGICAL DISORDERS 202777

(Malyuk) \$105
2 mg - Mo. Nov 09/23, 09:30-12:30 - CC

MEDICATIONS FOR TREATMENT OF CHRONIC PAIN 202775

(Malyuk) \$50
1 mg - Fr. Dec 04, 09:30-12:30 - KEC

POST-TRAUMATIC STRESS IN OLDER ADULTS: A HIDDEN PROBLEM 202895

Post-traumatic stress can be a hidden cause of behavioural changes in older adults and problems in their ability to cope with losses or new environments. This leading-edge introductory course is for all professionals working with cognitively intact older adults in long-term care, acute care or community settings. It will help you to identify the causes, signs and symptoms of stress from earlier, unresolved traumas, how to carry out an initial screening and interventions, and how to make appropriate referrals. (Spilman) \$75
1 day - Fr. Oct 30, 09:00-15:30 - KEC

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 three weeks in advance. (Blais) \$110 (module included)
1 day - Fr. Oct 30, 09:00-16:00 - KEC

CLINICAL LEADERSHIP FOR GERONTOLOGICAL NURSES IN LONG TERM CARE SETTINGS 202771

This course will help nurses to advance their leadership skills to deal positively and systematically with on-the-job situations. In addition to competence in client care, they require leadership and communication skills for team building, inter-disciplinary problem-solving, delegating, coaching, resolving conflicts, maintaining standards, and facilitating change. (Rohrer) \$140
2 day - Fr/Sa. Nov 06/07, 09:00-16:00 - KEC

FOOT CARE FOR OLDER ADULTS 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 foot care, and foot care for clients with diabetes and peripheral vascular diseases. Participants practice foot care with classmates. (Olson) \$90
2 eve - Th. Nov 12/19, 18:30-21:30 - CC

DIABETES MELLITUS IN THE OLDER ADULT 202773

The course reviews the pathophysiology, diagnosis and management of Diabetes Mellitus in the older adult with a focus on Type II Diabetes. Emphasis is on current and practical information that nurses can apply to assist older adult clients in the management of their diabetes. (Trimble) \$55
1 mg - Mo. Nov 16, 09:00-12:30 - CC

PHYSICAL AND FUNCTIONAL ASSESSMENT OF OLDER ADULTS 202784

This course focuses on assessment skills and tools for nurses working in various long-term care settings with older adults who experience multiple age-related and chronic health problems. Includes sample tools for systematic assessment and documentation in key areas affecting functional ability such as mobility, incontinence, constipation, comfort, pain and skin integrity. (Earthy) \$105
1 day - Fr. Nov 27, 09:00-16:00 - KEC

PAIN IN FRAIL, COGNITIVELY IMPAIRED ELDERLY ADULTS 202304

For nurses in various acute, long-term care and home care settings, this course will increase your knowledge and problem-solving skills in the assessment and management of pain in frail, cognitively impaired elderly adults. Courses include common myths about pain in older adults, age-related changes in signs and symptoms, language cues and behavioural changes that may signal unrelieved pain, and a four-step process for assessing the causes of pain. (Shaw) \$55
1 mg - Fr. Dec 04, 13:15-16:45 - KEC

PALLIATIVE CARE CONCEPTS FOR PROFESSIONALS IN LONG-TERM CARE 202772

Clarify your role in caring for persons with terminal illness in long-term care settings and acquire knowledge and skills for performing that role. With a team of nurse, social worker and family physician, you will focus on: hospice care's philosophical framework; losses associated with dying; empathic listening and responding; symptom management to assist comfort, breathing, eating, continence, skin integrity and normal functioning; and interventions when death is near. This course is for professionals in long-term care and is offered once a year. \$105 (Co-sponsored with Hospice Program, Continuing Care, Vancouver/Richmond Health Board). Home support workers and care aides should register for 202727.
1 day - Fr. Dec 11, 09:00-17:00 - KEC

Clinical Practice ESTABLISHING AND MAINTAINING IV THERAPY (THEORY, LAB) 202704

A 7.5-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, RPNs using IV therapy in clinical practice. Required: bring a photocopy of your practising RNABC/RPNABC to class. (Brazier) \$125
1 day - Sa. Oct 03, 08:30-16:30 - LGH, Seminar Room B
1 day - Sa. Nov 07, 08:30-16:30 - LGH, Seminar Room B

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 (\$100 per course if register for more than one in the series)

HEAD TO TOE ASSESSMENT 202710

1 day - Fr. Oct 23, 09:00-16:00 - KEC

CARDIOVASCULAR ASSESSMENT 202702

Offered once a year.
1 day - Fr. Nov 06, 09:00-16:00 - KEC

NEUROLOGICAL ASSESSMENT 202712

Offered once a year.
1 day - Fr. Mar 05, 1999, 09:00-16:00 - KEC

RESPIRATORY ASSESSMENT 202718

Offered once a year.
1 day - Fr. May 28, 1999, 09:00-16:00 - KEC

SUICIDE RISK: ASSESSMENT AND INTERVENTION 200710

Suicide risk and attempts can occur with clients of all ages in all care settings and present a special need for prompt response. Designed for counsellors, therapists, social workers, nurses, mental health staff, pastoral care workers, and other professionals, this course will increase your knowledge and skills in identification, assessment and intervention to help clients at risk for suicide. Offered in collaboration with SAFER, a program of Greater Vancouver Mental Health Service Society. (Lowe/Rosenfeld) \$75
1 day - Fr. Nov 06, 09:30-16:30 - KEC

EMOTIONAL IMPACT OF HEART DISEASE ON CARDIAC FAMILIES 202306

A cardiac event changes life permanently for the whole family - spouse, partner, and children of all ages. This course focuses on the emotional impact of heart disease on families. It addresses the acute phase as well as the long-term adjustment in their roles and relationships in coping with a chronic condition. (Spilman) \$75
1 day - Fr. Nov 13, 09:00-15:30 - KEC

STARTING A PRIVATE HEALTH CARE PRACTICE IN NURSING 202786

Many B.C. nurses are self-employed entrepreneurs who provide a variety of creative services in direct care, wellness, health promotion and education. If you are embarking on a private practice - or thinking about it - come learn more about the logistics of setting up a private practice. Robyn Brown, experienced and successful nurse entrepreneur, will address setting nursing practice goals; business skills to get you started; liability, standards and criteria to practice; marketing techniques; how to connect with a support group, and networking avenues. (Brown) \$105
1 day - Fr. Nov 13, 09:00-16:00 - KEC

HIV/AIDS UPDATE 2021058

For counsellors, therapists RNs, LPNs, social workers, pastoral care workers, dental personnel, home-support workers, care aides and other interested persons who require accurate, up-to-date information about HIV/AIDS. You will learn about the differences between HIV/AIDS, how they are transmitted, immune system changes, how to reduce risks, social and psychological implications, related illnesses and treatments, community resources, and issues concerning women, sexuality, substance use and societal attitudes. (AIDS Vancouver) \$55
1 day - Tu. Nov 17, 10:00-16:00 - CC

COMMON MEDICAL EMERGENCIES 202796

This course is for nurses in acute, long-term 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. (Clarke) \$105
1 day - Fr. Nov 20, 09:00-16:00 - KEC

TUBE FEED OR NOT TUBE FEED: ETHICAL DECISION MAKING 202307

This one-day workshop uses theory based, panel discussions, and small group case study sessions to help health-care professionals use an ethical decision making process (VH Decision Tree) to help resolve nursing issues around tube feeding. (Browne/Starzomski/Radford) \$100
1 day - Fr. Nov 20, 09:00-16:30 - CC

UPDATE ON CENTRAL LINES 202795

This course for RNs addresses different categories of central lines and sites; care of implanted ports; percutaneous, tunnelled and peripherally inserted catheters; principles of maintenance, complications, and nursing interventions. Participants should have experience with IVs in clinical practice. (Brazier) \$105
1 day - Sa. Nov 28, 08:30-16:30 - LGH, Seminar Room B

Hospice/Palliative Care Certificate Program

Program Coordinator Sheila Stickney, 871-7092

This new, one-year part-time inter-disciplinary clinically based program was developed through funding provided by the Ministry of Health with expertise provided by an inter-disciplinary advisory committee. For RNs, RPNs, physicians, social workers, chaplains, and other allied professionals, either experienced or new to the hospice/palliative care field, to enhance individual practice and to further develop awareness of social and political issues in this field. Includes a 105-hour practicum. Current professional licensure with two years of current practice in a western health-care setting or related discipline required. Available Spring 1999.

Critical Care RAPID INTERPRETATION OF TWELVE LEAD ECG 202607

Learn a rapid assessment tool to interpret 12 lead ECG and to recognize pathologic conditions from ECG interpretation. For CCU and ICU nurses, cardiology technologists and paramedics. (Cooper) \$95
1 day - Sa. Oct 03, 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 - We/Th/Fr. Oct 28, 09:00-16:00 - CC

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. Nov 14, 10:00-17:00 - KEC

TWELVE LEAD ECG IN ACUTE MI 202897

In acute MI, early intervention with thrombolytic agents saves lives and depends on skill in recognizing the 12 lead ECG changes. A case study approach will assist you to correlate 12 lead ECG interpretation with the client's history and various MI and related clinical presentations. Also addresses differential diagnosis, inclusion and exclusion criteria for thrombolytic therapy, and risk/benefit analysis in client subgroups. For cardiac technologists, lab assistants, nurses and physicians with basic arrhythmia interpretation skills and previous 12 lead ECG course. (Cooper) \$50
1 day - Sa. Nov 28, 10:00-15:00 - KEC

PERI ANAESTHESIA NURSING 202609

For nurses who work in peri/post anaesthesia units or day surgery clinics on a regular or casual basis. Students will learn about regional and general anaesthetic agents, admission and assessment, interventions for complications, documentation, legal responsibilities and standards for PAR nursing practice. Offered once a year. (Clarke) \$175
2 day - Fr/Sa. Apr 09/10, 1999, 09:00-16:00 - KEC

For further courses pertinent to Critical Care, see Clinical Practice section.

Health Education LEARNING TO TEACH 202719

This highly-rated practical course for health and social service professionals will improve your teaching skills through interaction and practice in a comfortable, non-threatening atmosphere. You will learn and apply adult education principles and effective instructional methods from planning to delivery and evaluation. Allow 25 hours outside of class to complete learning modules. Registration recommended by three weeks in advance. Texts are available at KEC Bookstore. Eligible for three credits in BCIT's Advanced Diploma Programs. Offered once a year. Maximum 12 persons. (Moore) \$385
5 day - Fr. Oct 23/30, Nov 06/13/20, 09:30-16:30 - KEC

ON THE SPOT TEACHING: MAXIMIZING THE TEACHABLE MOMENT 202896

Maximize your teaching impact by making the most of spontaneous questions and opportunities that arise on the job with staff or when you are leading an educational session. You will learn quick, effective strategies for enhancing motivation. This course is designed for health and social service professionals involved in teaching, mentoring and providing consultation to staff or students in a variety of settings. (Moore) \$50
1 mg - Fr. Dec 04, 09:00-12:00 - KEC

TRANSFORMATIVE LEARNING 202305

Transformative learning is the foundation of accountable, reflective practice and innovative problem solving in our complex and changing health care system. In this leading-edge course, you will learn about the purposes, processes and various methods of facilitating transformative learning, and experience a selection of strategies that you can incorporate in your teaching and mentoring roles. (Moore) \$50
1 aft - Fr. Dec 04, 13:00-16:00 - KEC

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

ANGER MANAGEMENT/CONFLICT RESOLUTION - LEVEL II 202826

For persons who have completed either Conflict Resolution - Level I (202802) or Assertiveness Skills (202715). You will strengthen and expand 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. Nov 20, 09:00-16:00 - KEC

DENTAL PROFESSIONAL DEVELOPMENT

Program Coordinator Monica Maletz, 871-7065
Information Program Assistant, Sarah Mokaber, 871-7067
Registration 871-7070

For a full schedule of dental CE courses offered September to December 1998 term please call 871-7070. The following is a sample:

THE RISE AND FALL OF EATING DISORDERS 203537

Uncover the startling statistics around disordered eating. Take time to review the predisposing factors, physical signs, long-term effects and dental implications of anorexia nervosa and bulimia. Understand the eating disordered mind and challenges faced on the road to recovery. (Romaniw) \$45
1 mg - Sa. Oct 24, 13:30-16:30 - CC

DENTAL NUTRITION: REVIEW OF THE CARIES PROCESS 203534

Sugar is not the only culprit! Review the research on dental nutrition and cariogenicity of food and drink. Learn the latest guidelines on snacking for healthy teeth. Modify your thinking so it is positive. Learn to teach current science at a level your clients can understand. Make sure your clients are receiving accurate, up-to-date information. (Romaniw) \$45
1 mg - Sa. Oct 24, 09:30-12:30 - CC

INFECTION CONTROL IN THE 90S 203505

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 contaminants. (Preissl) \$60
1 mg - Sa. Nov 07, 09:30-13:30 - CC

HIV/AIDS UPDATE 2021058

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 - Tu. Nov 17, 10:00-16:00 - CC

THERAPEUTIC TOUCH AND OTHER WAYS TO MANAGE DENTAL ANXIETIES 203437

Learn specific techniques used by health care professionals to relieve pain and stress. An introduction to visualization techniques, deep relaxation and therapeutic touch will give dental professionals new skills. This will be especially useful in assisting patients who are extremely anxious about receiving dental treatment. Participants are urged to wear comfortable clothing so they can practise these techniques during the class. (M. Preissl) \$45
1 mg - Sa. Nov 21, 09:30-13:30 - CC

DENTAL INSURANCE: THE EASY WAY TO MANAGE CLAIMS 203594

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 mg - Sa. Dec 05, 09:30-12:30 - CC

HEALTH

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, BSNs and MSNs 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; current practice in gerontological nursing

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. Participants will be evaluated on the basis of participation, practice-oriented assignments and exams, and self-directed application in the clinical field. Length of program is one to two courses per term: Five terms - 18 months. The program must be completed in two years.

- A 122.5-hour practicum.
- A 12-hour elective.

Course Fees

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

Application

Qualified nurses are accepted in order of receipt of application. Contact the program coordinator for a brochure, application form, or more information.

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.

HEALTHY AGING IN HEALTHY COMMUNITIES

203602

This course takes an up-to-date look at the concepts of health and community, including the meaning and determinants of health for older adults, how chronic conditions affect the lives of older adults and their involvement in their communities, different kinds and levels of community and how they assist or hinder a healthy aging process, and new views on health promotion strategies. (Berry) \$320
6 day - Fr. Sep 18, 09:00-16:00 - KEC

FOUNDATIONS OF GERONTOLOGICAL NURSING

203604

You will gain an overview of the gerontological nursing specialty in Canada: philosophical underpinnings, roles, standards and current issues. Emphasis is placed on theory and research-based practice, mutual problem solving with older adults and their families, and the role of the gerontological nurse in quality and risk management, leadership, advocacy, and team building. (Kline) \$320
6 day - Fr. Sep 18, 09:00-16:00 - KEC

COMMUNICATIONS - LEVEL II

203609

This course focuses on communicating proactively and responsibly within small groups in health-care settings. Self-assessment of leadership knowledge and skills provides a foundation for development of communication skills that facilitate change in professional gerontological practice. (Berry) \$205
4 day - Fr. Nov 06, 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.

PRINCIPLES OF MEDICATION USE WITH OLDER ADULTS

200718

\$50 (\$55 as elective)
1 mng - Mo. Oct 26, 09:30-12:30 - CC

MEDICATIONS FOR PSYCHOLOGICAL AND NEUROLOGICAL DISORDERS

202777

\$105 (\$115 as elective)
2 mng - Mo. Nov 09/23, 09:30-12:30 - CC

MEDICATIONS FOR TREATMENT OF CHRONIC PAIN

202775

\$50 (\$55 as elective)
1 mng - Fr. Dec 04, 09:30-12:30 - KEC

CLINICAL DECISION-MAKING IN GERONTOLOGICAL NURSING

202793

(Blais) \$130 (elective); \$110 (non-elective) (module included)
1 day - Fr. Oct 30, 09:00-16:00 - KEC

PALLIATIVE CARE CONCEPTS FOR HEALTH PROFESSIONALS IN LONG TERM CARE

202772

(Hospice Team, Vancouver/Richmond Health Board) \$105
1 day - Fr. Dec 11, 09:00-17:00 - KEC

Nursing Management Certificate Program

Program Coordinator Sheila Stickney, 871-7092

This program addresses 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 management behaviours. Assigned 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. For more information or an application form, contact program coordinator.

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. Offered once a year. \$400
7 day - Sa. Apr 10/17, May 01/15/29, Jun 12/26, 09:00-16:00 - KEC

Continuing Care Management Certificate Program

Program Coordinator Sheila Stickney, 871-7092

This one-year, part-time certificate program assists managers and administrators in continuing care to develop abilities in establishing efficient organizations, effective care teams and quality care outcomes. It 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 Community Care. This is an interactive learning program where participants establish ongoing networks with colleagues and instructors. Class size limited to allow maximum participation. Course assignments are required in which participants apply course content to the operation of their facilities. Students are evaluated on practice-based assignments, attendance and class participation.

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. The length of the program is three terms (one year). All courses are offered within the B.C. Continuing Care Context.

Course Fees

Each course costs \$435

Application

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

Courses offered this term

MANAGEMENT PROCESSES

201601

This course provides an overview of management theory and processes, including management principles and styles, organizational structures, management skills, power and change theory, strategic planning, and team building within the organization. (Goodall) \$435
4 day - Mo/Tu/We/Th. Sep 21, 09:00-16:00 - CC

COMMUNICATIONS

201602

This course provides an overview of communication concepts and skills necessary in developing team work, with emphasis on assertiveness and conflict resolution skills, managing group processes, team building and verbal and written communication skills. (Goodall) \$435
4 day - Mo/Tu/We/Th. Nov 02, 09:00-16:00 - CC

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 in newly revised modules. (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 BC and the Provincial Ministry of Health.

Certification

Students who successfully complete Level I and/or Level II qualify to receive the Foodsafe Certificate from the Provincial Ministry of Health. The Foodsafe Certificate is also endorsed by the Restaurant and Foodservices Association of 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. Sep 12, 09:00-18:00 - CC
1 day - Sa. Sep 19, 09:00-18:00 - CC
1 day - Sa. Sep 26, 09:00-18:00 - CC
1 day - Sa. Oct 03, 09:00-18:00 - CC
1 day - Sa. Oct 17, 09:00-18:00 - CC
1 day - Sa. Oct 24, 09:00-18:00 - CC
1 day - Sa. Oct 31, 09:00-18:00 - CC
1 day - Sa. Nov 07, 09:00-18:00 - CC
1 day - Sa. Nov 14, 09:00-18:00 - CC
1 day - Sa. Nov 21, 09:00-18:00 - CC
1 day - Sa. Nov 28, 09:00-18:00 - CC
1 day - Sa. Dec 05, 09:00-18:00 - CC
1 day - Sa. Dec 12, 09:00-18:00 - CC
1 day - Sa. Dec 19, 09:00-18:00 - CC

FOODSAFE - LEVEL I (BASIC) - FOR ESL STUDENTS

250203

This Level I class is designed for students who speak English as a second language. Instruction will be in English, but paced to accommodate the ESL student. For content details, see description above. NOTE: Students must speak English. Class limited to 15. \$80
2 day - Sa. Oct 24/31, 09:00-16:00 - KEC

FOODSAFE - LEVEL I (BASIC) - IN CANTONESE

250205

This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. \$80
1 day - Sa. Nov 14, 09:00-18:00 - CC

FOODSAFE - LEVEL II (ADVANCED)

250202

A program for owners, managers, chefs and supervisors in restaurants or health care food services. Upon successful completion, participants 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:
1. major types of food-borne illnesses not discussed in Level I, i.e., Hamburger disease
2. design and maintenance of a food service establishment
3. managing sanitary practices in a food service establishment
4. implementing a Hazard Analysis Critical Control Point System (HACCP). \$80
1 day - Sa. Oct 17, 09:00-18:00 - CC
1 day - Sa. Dec 05, 09:00-18:00 - CC

WORKSAFE EDUCATION

The following worksafe education courses incorporate the new WCB Regulation and are designed 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 course. For descriptions of each course, see Worksafe Education, page 7. To register or inquire, call 871-7070.



Distance Education Offerings

For those who prefer to study at home, we offer the following courses/programs by distance education.

For detailed information, please call the number listed.

Business

Telecommunications Management
871-7074

ESL Teacher Training

TESL In-Service Certificate

871-7070

CERTESL Program

871-7079

Health

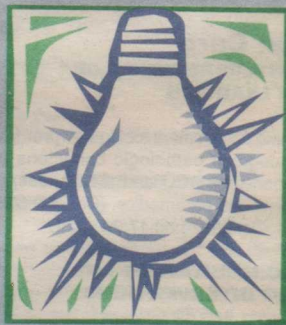
Sterile Processing Technician Correspondence
871-7070

For registered nurses only:

Peri-Anaesthesia Nursing Correspondence
Nursing Care of the Patient with Acute Myocardial Infarction
871-7070

Social Services

Introduction to Court Interpreting.
871-7166
Introduction to Family Child Care: Good Beginnings
871-7079



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

HUMAN & SOCIAL SERVICES

COUNSELLING SKILLS

Program Coordinator Joanne Rykers, 443-8392
Information Session 1 eve - Tu. Sep 08, 18:00-19:00 - CC

BASIC COUNSELLING SKILLS - LEVEL I

101805

This course is designed to introduce individuals to the counselling process and to the listening skills that are the foundation of counselling. It will be of particular interest to volunteers and staff in the helping professions. You will practise beginning helping skills and participate in counselling interviews. You can expect to spend three hours per week completing reading and written assignments. This course work requires fluency in English. If you are unsure about your English skills, 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 eve - Mo. Sep 14, 18:30-21:30 - CC (Adilman) - No class Oct 12
12 eve - Tu. Sep 15, 18:30-21:30 - CC (Shamai)
12 eve - Th. Sep 17, 18:30-21:30 - CC (Krawok)
10 mng - Fr. Sep 25, 09:30-12:30 AND 1 day - Fr. Oct 02, 09:30-16:30 - KEC (Rungta) - No class Nov 13

Certificate Requirements
Individual Counselling Skills (101831) - 36 hours
Counselling Theories (101832) - 36 hours
Assessment and Referral (101838) - 36 hours
Personal/Professional Development (101842) - 18 hours

Two of the following four courses:

- Group Counselling Skills (101833) - 36 hours
- Family Counselling Skills (101833) - 36 hours
- Vocational Counselling Skills (101839) - 36 hours
- Cross-Cultural Counselling Skills (101841) - 36 hours

As well as:

- Counselling Practicum (101836) - 112 hours OR
- Practice Seminar (101845) - 30 hours

Course Fees

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

Application

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

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. Participants will practise specific skills associated with solution-focused and narrative-clinical practices; view video tapes and discuss transcripts, based on solution-focused and narrative therapy with youth, families and adults; undertake 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. Registration deadline Oct 01. (Robinson/Sanders) \$150
2 day - Fr/Sa. Oct 16/17, 09:30-16:30 - CC

COUNSELLING THEORIES

101830

Will be offered January/March 1999

GROUP COUNSELLING SKILLS

101832

This course examines the knowledge and skills 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, evaluating change. An exploration of legal and ethical issues, particularly competence is also included. (Laird) \$325
12 sessions - 10 eve - Tu. Sep 22, 18:30-21:30 AND 1 day - Sa. Oct 3, 09:30-16:30 - CC (Laird)

FAMILY COUNSELLING SKILLS

101833

This course examines the knowledge and skills required when involved in family counselling. Content will include: understanding family dynamics and the system approach to family counselling, 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 and competency, legal/ethical issues and the importance of record keeping is also included. (Pierce) \$325
12 eve - We. Sep 16, 18:30-21:30 - CC (Pierce) - No class Nov 11

CROSS-CULTURAL COUNSELLING

101841

This course examines cross-cultural counselling issues, theories and approaches. Designed to be both theoretical and practical, emphasis will be placed on integration of knowledge with personal awareness. This course is aimed at those in the helping professions who work in a multi-cultural milieu. Prerequisite: Basic Counselling I (101805) or equivalent training/experience. Registration deadline Sep 10. (Klassen) \$325
12 eve - Th. Sep 17, 18:30-21:30 - CC

Look for the following courses/workshops in January/March 1999

- Vocational Counselling Skills (101839) - 36 hours
- Marketing for Job Placement Workers (101809) - 12 hours
- Body Centred Approaches to Counselling (101814) - 15 hours

Counselling Skills Certificate Program

Program Coordinator Joanne Rykers, 443-8392
Information 443-8380

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. Students will be evaluated on the basis of

assignments, tests and demonstrated skills. Average time to complete the program is 18 months to two years. Students have a maximum of three years to complete.

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.)
- Three years successful recovery for those affected by chemical dependency
- Satisfactory, documented completion of Basic Counselling Skills course (101805) or equivalent
- Satisfactory interview with program coordinator

Certificate Requirements
Individual Counselling Skills (101831) - 36 hours
Counselling Theories (101832) - 36 hours
Assessment and Referral (101838) - 36 hours
Personal/Professional Development (101842) - 18 hours

Two of the following four courses:

- Group Counselling Skills (101833) - 36 hours
- Family Counselling Skills (101833) - 36 hours
- Vocational Counselling Skills (101839) - 36 hours
- Cross-Cultural Counselling Skills (101841) - 36 hours

As well as:

- Counselling Practicum (101836) - 112 hours OR
- Practice Seminar (101845) - 30 hours

Course Fees

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

Application

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.
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 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. You will learn how to evaluate your work on an ongoing basis to ensure that results are positive and your skills are used appropriately. \$325
12 eve - We. Sep 16, 18:30-21:30 - CC (Rykers) - No class Nov 11
12 mng - Fr. Sep 18, 10:00-13:00 - CC (Menzel)

COUNSELLING THEORIES

101830

Will be offered January/March 1999

GROUP COUNSELLING SKILLS

101832

This course examines the knowledge and skills 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, evaluating change. An exploration of legal and ethical issues, particularly competence is also included. (Laird) \$325
12 sessions - 10 eve - Tu. Sep 22, 18:30-21:30 AND 1 day - Sa. Oct 3, 09:30-16:30 - CC (Laird)

FAMILY COUNSELLING SKILLS

101833

This course examines the knowledge and skills required when involved in family counselling. Content will include: understanding family dynamics and the system approach to family counselling, 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 and competency, legal/ethical issues and the importance of record keeping is also included. (Pierce) \$325
12 eve - We. Sep 16, 18:30-21:30 - CC (Pierce) - No class Nov 11

CROSS-CULTURAL COUNSELLING

101841

This course examines cross-cultural counselling issues, theories and approaches. Designed to be both theoretical and practical, emphasis will be placed on integration of knowledge with personal awareness. This

HUMAN & SOCIAL SERVICES

directed and encourages clients to become expert in discovering their own solutions. Participants practice specific skills associated with solution-focused and narrative-clinical practices, view video tapes and discuss transcripts, based on solution-focused and narrative therapy with youth, families and adults, undertake 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. Workshop registration deadline Oct 01, (Robinson/Sanders) \$150 2 day - Fr/Sa, Oct 16/17, 09:30-16:30 - CC

COURT INTERPRETING

Program Coordinator Silvana E. Carr, 871-7166
Information Session Mo. Aug 31, 19:00 - KEC

Court Interpreting Certificate Program

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, terminology and procedures, as well as an excellent preparation for other interpreting jobs. \$1160

63 eve - Tu/Th, Oct 13 - Dec 10, 1998; Tu/Fr, Jan 5 - May 21, 1999, 19:00-22:00 - KEC (subject to change) **Note**

The tuition is \$1160 if the full amount for the three core components is paid before October 03, 1998. If paid in three installments the tuition is \$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. Please note that a very high level of language skills is required to work in the courts.

Certificate Requirements
Satisfactory completion of:
• Language Proficiency Exams
• Core components of the program (courses 150118, 150119, 150120)

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. Required for certificate - 36 hours. \$320

BILINGUAL INTERPRETING 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). Required for certificate - 123 hours. \$620

LAW FOR COURT INTERPRETERS 150120

Discussion of legal aspects of court interpreting, and the role of the interpreter in the legal system. Introduction to the Canadian and BC court systems and principles of law, court procedures and terminologies. Required for certificate - 36 hours. \$320

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

Application Deadline
September 08, 1998. Late applications may be accepted subject to space availability. Call 871-7070 for brochure and application form.

BUSINESS SKILLS FOR THE FREELANCE INTERPRETER/TRANSLATOR 150113

You will learn about understanding and writing legal contracts, effective invoicing, legal liability for services rendered, legal resources for debt collection including Small Claims Court. (Coulter) \$42.80
1 mng - Sa, Nov 21, 09:30-12:30 - CC

EARLY CHILDHOOD EDUCATION

Program Coordinator Gyda Chud, 871-7165

Early Childhood Education Certificate Programs

The following part-time, evening 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 this year. Applications are now being accepted for September 1999.

School Age Child Care Certificate Program

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

- Working with 5 Year Olds
- Working with 6-9 Year Olds
- Working with 10-12 Year Olds
- Working with Children Needing Extra Support
- Leadership and Organizational Skills

INTRODUCTION TO SCHOOL AGE CHILD CARE 150697

This course is designed to provide an orientation to working with 5-12 year old children in various settings. The themes of understanding children's behaviour, building their self-esteem, guiding their behaviour and planning exciting programs for them will be of great benefit to those involved in this field of work. Please note that this course meets six evenings AND one Saturday. (Leckey) \$130
6 eve - Tu, Sep 22, 19:00-22:00 AND 1 day - Sa, Oct 24, 09:30-15:30 - CC

This term the following core course will be offered:

WORKING WITH 5-YEAR-OLDS 150655

This course focuses on the physical, intellectual, emotional and social development of 5-year-olds and offers practical suggestions for program planning and group management. This course meets six evenings AND one Saturday. (Huffman Coe) \$130
6 eve - Tu, Nov 03, 19:00-22:00 AND 1 day - Sa, Nov 05, 09:30-15:30 - CC

Continuing Studies in Early Childhood Care and Education

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

CONTEMPORARY SOCIAL ISSUES FOR THE CHILD CARE COMMUNITY 152004

Today, child care providers and families are challenged by numerous social issues. Our 30-hour course identifies critical information and insights into such concerns as domestic violence, poverty and substance abuse and explores their impact. A variety of community faculty will offer suggestions and strategies for effective problem solving, stress management and crisis intervention. (Various) \$175
10 eve - We, Sep 30, 18:45-21:15 - CC

ABOUT SUPPORTED CHILD CARE 103809

This course will familiarize you with both the philosophy and practice of supported child care. It is designed to offer centre-based program staff and family child care providers with skills and strategies to care for children who require extra support. This 36-hour course is offered in three modules of 12 hours each. Module I is offered this November, Module II in the January term and III in the March term. (Stewart) \$40
2 eve - We, Nov 04/Nov 18, 18:45-21:45 - CC
1 day - Sa, Nov 28, 09:30-15:30 - CC

Family Child Care

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

INTRODUCTION TO FAMILY DAY CARE: GOOD BEGINNINGS 103801

This course offers an introduction to a variety of issues related to quality family day care. It provides an overview of child development, health and nutrition, activity planning, guiding behaviour and administration. Please note: This course meets eight evenings AND one Saturday. Course fee includes a class workbook. (Stewart) \$165
8 eve - Th, Oct 01, 18:45-21:45 AND 1 day - Sa, Oct 24, 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.



How can I get more information about the contents of a course?

You can contact the appropriate program coordinator or program assistant (see program section) 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 as a prerequisite.

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 office.

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. We do not take waitlists for Oakridge computer courses.

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

www.vcc.bc.ca

LANGUAGES / NON-PROFIT, VOLUNTARY & FUNDRAISING

LANGUAGES

Program Coordinator Marilyn McClaren, 871-7064

Take advantage of these opportunities to learn a new language or brush up on your beginner skills. You may need the basics for business, travel and/or for personal interest. Come straight from work and enjoy the relaxed atmosphere in central downtown Vancouver. Skilled instructors emphasize conversation while introducing you to the country's history and/or travel possibilities.

VIETNAMESE - LEVEL I 502029

An introduction to Vietnam, its people, customs and language. Ideal for people who come in contact with Vietnamese in business, community and social settings. Get acquainted with the country and its language. The next best thing to being there and the best preparation before going there. (Phung) \$140
8 eve - We, Sep 30, 18:00-20:30 - CC

SPANISH CONVERSATION - LEVEL I 502025

Are you planning a visit to Mexico, or just interested in learning more about Canada's newest partners in NAFTA? Would you like to try the different foods from Latin American now available in Vancouver? This introductory course will equip you with simple structures and language skills to function in Spanish. (Hobrough) \$140
8 eve - Mo, Sep 28, 18:30-21:00 - CC - No class Oct 12

SPANISH CONVERSATION - LEVEL II 502026

Now that you have some basic Spanish language skills, why not put them to use in our virtual tour of the Spanish Pacific Rim? Our eight-week tour will take you down the Pacific Coast through Mexico, the Pacific Coast of Central America, Columbia, Ecuador, Peru and Chile. Learn about the customs, food and history. Listen to the music and enjoy the vacation spots along the way! (Hobrough) \$140
8 eve - Th, Oct 01, 18:30-21:00 - CC

MANDARIN CONVERSATION - LEVEL I 502027

This level is for students who have little knowledge of Mandarin, the official language of the People's Republic of China and Taiwan. The usage of Hanyu Pinyin phonetic symbols is introduced to help students pronounce Chinese characters accurately. Students also learn simple words used in daily living as well as the basic sentence patterns in order to acquire basic conversational skills. (Tsai) \$140
8 eve - Th, Oct 01, 18:30-21:00 - CC

MANDARIN CONVERSATION - LEVEL II 502028

This course is to build up Mandarin conversational skill for daily use and also to start basic reading and writing in the Chinese language. Chinese custom and culture are interwoven in the teaching process. (Ho) \$140
8 eve - Th, Oct 01, 18:30-21:00 - CC

MEXICO STUDY TOUR new

Vancouver Community College, Continuing Education (VCC CE) and the Universidad Autónoma de Guadalajara (UAG) have created a special program which allows you to develop your language skills in the shortest possible time. The program consists of seven levels ranging from beginner to upper advanced. Each level is four weeks long and includes 80 hours of language instruction and the opportunity to participate in field trips and other campus activities. You may choose to Homestay with a carefully selected Mexican family or live in a university apartment.

UAG is the oldest and most respected private university in Mexico. It has some of the best educational facilities in the country covering an area of 1,000 acres. The university is located in Guadalajara, a city known for its beauty, spring-like climate and cultural heritage.

Courses start in the Fall of 1998: August 17, September 11 and 14, October 9 and 13, November 6 and 9 and December 4.

Fees: Application - \$35; tuition - \$500; Homestay - \$500 to \$900 depending on type of accommodation. Fees are quoted in Canadian dollars but may vary depending on the prevailing exchange rate.

Mandarin Education for Children & Adults Information & Registration Vancouver Mandarin School VoiceMail 871-7530

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.

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 age 15 and older - fees will be \$96.30.)

Course numbers and descriptions follow:

- 505814 - Kung-Fu
- 505815 - Chinese Brush Painting
- 505816 - Mathematics
- 505817 - Cartoon Drawing (under age 12)
- 505826 - Pencil and Charcoal Drawing (over age 8)

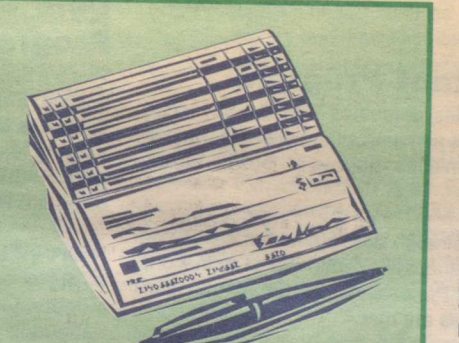
Adult Mandarin Education

Adult Mandarin language education covers 10 weekly sessions. Classes are held on Saturdays and begin three times a year: January, April and September. Classes are from 09:30-12:00. Courses begin September 28, 1998. The fee is \$150 per course (GST included).

The program for adults includes one course 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. Level I - 10 mng - Sa, Sep 26, 09:30-12:00 - KEC
Level II - 10 mng - Sa, Sep 26, 09:30-12:00 - KEC



Payment of Fees

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.



NON-PROFIT, VOLUNTARY & FUNDRAISING

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. All core courses will be graded, with a minimum of assignments. The program will take 18-24 months part-time to complete.

Required Core Courses (total 150 hours)

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
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 Orientation 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 - Th, Sep 10, 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. Participants will examine trends, community resources and legal issues/liability. In addition, the course will introduce principles and ethical decision-making while maintaining the organization's mission and mandate. (O'Loughlin - formerly Lapp) \$290
10 sessions - 9 eve - Mo, Sep 21 AND 1 eve - We, Oct 14, 18:30-21:30 - CC - No class Oct 12, Nov 09

PLANNING AND EVALUATION 101906

This course offers an understanding of both technical and applied aspects of strategic and program planning and evaluation in the non-profit sector. You will acquire knowledge, skills and a level of comfort to enable effective strategic and program planning in your own organization. (Santiago) \$290
10 eve - Th, Sep 24, 18:30-21:30 - CC

Specialty Courses

RECRUITING, INTERVIEWING, MOTIVATING AND RECOGNIZING VOLUNTEERS 101951

This course is designed for students in the volunteer management specialty stream. In addition, interested individuals who are currently volunteer managers are encouraged to register. Participants will examine the current issues and trends affecting volunteerism and the impact on the volunteer manager. Those with no experience are encouraged to take Coordinating

Volunteer Programs: An Overview (101801) offered by Volunteer Vancouver in conjunction with VCC. (Rawnley) \$160
3 day - Oct 31, Nov 07/21, 09:00-16:00 - CC

PRINCIPLES OF FUNDRAISING 101951

This course is designed for students in the non-profit and fundraising management specialty streams. In addition, this course stands alone and interested individuals working/volunteering in the not-for-profit sector are encouraged to register. This course offers a basic overview of the principles and concepts of fundraising. Participants will be able to develop a fundraising plan and budget for your organization. (Fenton) \$160
3 day - Oct 03/17, Nov 14, 09:00-16:00 - CC

FACILITATING COMMUNITY DEVELOPMENT FORUM 101982

The fifth forum co-sponsored with Volunteer Vancouver will start on Wednesday, January 27, 1999. The forum format is intended to maximize interaction between participants who may be: experienced community workers, people new to the field, people from a spectrum of diverse communities, people active in their community, students enrolled in the VCC Non-Profit Management Certificate Program specializing in community development. For registration information please call 875-9144. Limited to 30 participants. To register call 871-7070.
Information meeting - We, Nov 25, 17:00 - VV

Related Opportunities

COORDINATING VOLUNTEER PROGRAMS: AN OVERVIEW 101601

Coordinating a volunteer program requires strong interpersonal and organizational skills. This introductory course is designed for individuals who are new or interested in this field. The fundamentals of running a successful volunteer program are presented by experienced managers of volunteers in a practical, interactive format. Offered by Volunteer Vancouver in cooperation with VCC Continuing Education. Limited to 18 participants. \$200
8 eve - Tu, Oct 06, 18:00-20:30 - CC

SIGNIFICANT EVENTS - WHAT'S PLANNING GOT TO DO WITH IT? 101994

This course will give you everything you need to know about putting on a successful event. You will learn how to determine what kind of an event you should create, establishing a budget, timing, putting together a team, working with volunteers, how to get sponsors, protocol issues, and doing a post mortem following the big event. Participants will also get to plan an event. (Brun) \$70
1 day - Sa, Nov 28, 09:00-16:00 - CC

HOW TO SELL YOUR NON-PROFIT ORGANIZATION TO THE MEDIA 101995

Knowing how to attract media attention is key to the survival of all non-profit organizations in today's society. This workshop will help you identify the components of the five Ws, recognize news value, learn who to contact in the media, how to develop media relations, the top dos and don'ts in dealing with the media, and the difference between a media release and a media kit. (Friedmann) \$70
1 day - Fr, Dec 04, 09:00-16:00 - CC



Students with Special Needs

Services including interpreting, note-taking and braille, for students with disabilities who are registered in CE certificate programs may be arranged.

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 871-7092.

part-time courses & programs

The courses and programs on pages 20 and 21 are offered on a part-time basis through various College Departments. For more details call VCC Program Information: 871-7550 or 443-8443, or call the individual department telephone numbers listed in this section. Refund policies for the programs on these two pages differ from the Continuing Education offerings.

Student Association fees, graduation fee, application fees and assessment fees are non-refundable. While some courses are tuition free, non-tuition fees such as Student Association fees, graduation fee (if applicable), application fee, etc will continue to be charged.

PART-TIME COURSES AT CITY CENTRE CAMPUS

All City Centre Campus courses are held at 250 West Pender Street, Vancouver. Registration is handled through the Admissions Department at City Centre, Monday through Thursday, 08:00 to 16:00 and Friday, 08:00 to 15:00. Please note that the Continuing Education department does not handle registration for the courses on pages 20 and 21.

Three ways to register for City Centre courses

● by fax 443-8450

● by telephone 443-8400

● in person, at the Admissions Office, 250 W. Pender St.

Payment is by cash, cheque, MasterCard or VISA. For general information and space availability call the Admissions Department, 443-8400.

Baking and Cooking Courses

Baking and Pastry Arts

Are these credit courses?

Yes; after you have successfully completed any of the part-time courses, you will get a transcript with the appropriate credits. These credits could be used toward the Baking and Pastry Arts Certificate. You will not receive a certificate at the end of each part-time course. You must accumulate a total of 43 credits in order to obtain a Baking and Pastry Arts Certificate.

What are the prerequisites?

A completed health questionnaire is a prerequisite for all baking courses.

Yeast Dough Products

(#s 1753 and 1754)
The theory and practice of preparing various yeast dough products. Students will be involved in the baking of bread, buns, croissants, Danish pastries, sweet dough and other yeast dough speciality products.

10 Saturdays - Sept. 19-Nov 21, 08:00-13:30 - Rm 217, CC
Tuition: \$122.65; Text: VCC Recipe Book, \$10;
Uniform: \$60 (refundable deposit)

Cake Baking and Decorating

(#s 3489 and 3268)
An introduction to the preparation and baking of tortes, mousses, cheesecakes and many other products, as well as an overview of cake decorating.

10 Saturdays - Sept 19-Nov 21, 08:00-13:30 - Rm 212, CC
Tuition: \$122.65; Text: VCC Recipe Book, \$10; Decorating tools: \$20; Uniform: \$60 (refundable deposit)

Chocolate Making and Marzipan Modelling

(#s 3491 and 3492)
This is a hands-on course covering the tempering of different kinds of chocolate, making a variety of fillings, and dipping and moulding of chocolates. The modelling of marzipan animals, fruits and vegetables will also be included in these sessions.

10 Saturdays - Sept 19-Nov 21, 08:00-13:30 - Rm 211, CC
Tuition: \$122.65

Wedding Cake Decorating

(# 7128)

This is a hands-on course which includes the covering of cakes, crimping, ribbon insertion, frills, piping and extension work.
10 eve - Sept 23-Dec 2 (Wed), 18:30-21:00 - Rm 212, CC*
Tuition: \$65.15

Chocolate Making

(# 3491)

This is a hands-on course covering the tempering of different kinds of chocolate, making a variety of fillings, and dipping and moulding of chocolates.

10 eve - Sept 22-Nov 24 (Tues), 18:30-21:00 - Rm 211, CC
Tuition: \$65.15

Cake Decorating

(# 3268)

This course includes learning techniques of icing cakes, piping flowers, figure piping, and the decorating of theme and special occasion cakes.

10 eve - Sept 22-Nov 24 (Tues), 18:30-21:00 - Rm 212, CC
Tuition: \$65.15; Decorating tools: \$20

General Baking

(#s 2291 and 2619)

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

10 Saturdays - Sept 19-Nov 21, 08:00-13:30 - Rm 214, CC
Tuition: \$122.65; Text: VCC Recipe Book, \$10

Sugar Crafting

(# 7130)

This hands-on course includes the cooking of sugar, sugar casting, sugar pulling, sugar blowing and the making of display pieces.
10 eve - Sept 21-Nov 30 (Mon), 18:30-21:00 - Rm 211, CC*
Tuition: \$65.15

*Extended week due to Thanksgiving & Remembrance Day holidays

Professional Cooking - Level 1

20 Saturdays - starts Sept. 12, 08:00-14:30 - CC

\$283.65 per course plus \$60 uniform deposit, approx. \$250 for course materials

Prerequisites: Grade 10 or equivalent, Foodsafe Certificate and completed health questionnaire
Call 443-8443 for detailed program information

Business Courses

Executive Assistant Program

This part-time program provides graduates with the advanced communication skills, business administration concepts, human relations and supervisory techniques required in today's rapidly changing global market.

Professional executive administration skills are further developed in the program by preparing students to write the examinations for the designation of Certified Professional Secretary® once all CPS® criteria and prerequisites are met.

The program includes a total of six evening courses, offered at various times throughout the year:

- ☐ Accounting
- ☐ Economics
- ☐ Business Communications & Human Relations
- ☐ Business Law
- ☐ Business Management
- ☐ Office Administration & Technology

Course offered in the Fall 1998 term:

Business Communications and Human Relations

This course teaches students how to understand and apply the principles of human relations and organizational dynamics in the workplace. Topics include: groups and organizations, leadership, interpersonal communication, management of change and conflict, image, ethics, personnel selection and development, training for learning, and human capabilities and limitations.

12 eve - Th. Sept. 17-Dec. 3, 18:00-21:00 - Rm 626, CC
\$267.65

For detailed Executive Assistant course information call Roberta Collins at 443-8525 or 443-8639.

Financial Accounting & Management Communications Program

This evening program is designed for people who wish to continue their studies in accounting at an intermediate level, either with a professional accounting body or through transfer to other post-secondary institutions. Graduates will acquire the skills and knowledge to work with accounting systems. Students will study intermediate financial accounting, introductory management accounting, finance and economics.

The program includes a total of eight evening courses, offered at various times throughout the year:

- ☐ Business Issues
- ☐ Economics
- ☐ Finance
- ☐ Intermediate Financial Accounting 1
- ☐ Intermediate Financial Accounting 2
- ☐ Introduction to Management Accounting
- ☐ Management Information Systems
- ☐ Public Speaking

Course offered in the Fall 1998 term:

Economics

(#7352)

This course covers the issues, concepts and theories of microeconomics and macroeconomics. It provides practice in applying economic reasoning to decision and forecasting problems in business, industry and government. This course will help students gain an understanding of how the Canadian economy functions and interacts with the global economy. Topics covered are: supply and demand, price, elasticity, production costs and decisions, marketing structures and pricing, national economic issues, performance and policy, money, banking, and interest.

24 eve - Sept 14-Dec 7, 18:30-21:00 (Mon/Wed) - CC
Tuition: \$77 plus student fees

For information on the Economics course, contact Tom Swankey, 443-8350. To register, call Admissions at 443-8400.

For more information on the Financial Accounting and Management Communications Program contact Terry Mills, 443-8542.

PART-TIME COURSES AT KING EDWARD CAMPUS

Programs for Students with Disabilities

Deaf and Hard of Hearing Adult Program

This is a basic skills program for further vocational and/or academic training; English, Math and English as a Second Language.

Tuition is free.
Varying length; self-paced - continuous intake - Sept to June (KEC) Call 871-7341 (TTY only), or 871-7342 (Voice/Voice Mail); or email: lvlug@vcc.bc.ca

Prerequisites: Deaf or hard of hearing adults; 18 years or older or out of school for at least one year; ability to communicate independently in spoken or written English, American Sign Language or another sign language; interview with Program Coordinator. Assessment may be required.

Speechreading (Lipreading)

Part of the Deaf and Hard of Adult Program, this practical course is designed to help students with hearing loss be more successful in day-to-day conversation. Learn to combine what you can see with what you can hear, and how to repair conversational misunderstandings. This program is not tuition-free.

12 weeks, once a week - statement of completion - classes start Sept 14 (KEC) 871-7341 (TTY only)
871-7342 (Voice/Voice mail)

Prerequisites: Hard of hearing or deafened adults; 18 years or older or out of school for at least one year; good spoken English; interview with the instructor or program staff. Friends and family members are also encouraged to enrol.

Visually Impaired Adult Programs

(part-time or full-time)

Basic skills for further vocational and/or academic training; Braille, keyboarding/WordPerfect for DOS, Intro to Windows 3.1 and Windows 95, WordPerfect 6.1 for Windows, MS Word 7, English, Math and English as a Second Language. **Tuition is free.**
Varying length - continuous intake from Sept to June (KEC) 871-7339

Prerequisites: Visually impaired adults; 18 years or older or out of school for at least one year. Interview with Program Coordinator and Assessment may be required.

part-time courses & programs

Sign Language Studies

Phone 871-7030, 871-7500, 871-7443 (Voice) or 871-7444 (TTY) email: vchauvet@vcc.bc.ca

Sign Language Studies - American Sign Language

(Part-time/eve only)

Preparatory and Basic Levels offered. Follows the VISTA 'Signing Naturally' curriculum. Graduates receive statement of completion. Call the numbers listed above for price information.

PREP 010 - Sept 14-Mar 24 - 19:00-21:30 - Mon and Wed
PREP 010 - Sept 15-Mar 25 - 19:00-21:30 - Tues and Thurs
Prep 011 - Sept 14-Dec 7 - 19:00-21:30 - Mon
Prep 013/014 - Sept 15-Dec 3 - 19:00-21:30 - Tues and Thurs
Basic 020 - Sept 14-Mar 24 - 19:00-21:30 - Mon and Wed

Prerequisite: 18 years of age

English as a Second Language

VCC's well-known ESL (English as a Second Language) program has classes at our King Edward and City Centre Campuses and at many smaller places in Vancouver and Burnaby.

For information on our ESL classes, please come to one of our information sessions, listed below.

1998 INFORMATION SESSIONS are held on Thursdays in Room 5025, KEC Campus, 1155 East Broadway:

August 27	10:00 a.m. - 12:00 noon
September 10	6:30 p.m. - 8:00 p.m.
September 24	10:00 a.m. - 12:00 noon
October 8	6:30 p.m. - 8:00 p.m.
October 22	10:00 a.m. - 12:00 noon
November 5	6:30 p.m. - 8:00 p.m.
November 19	10:00 a.m. - 12:00 noon
December 3	6:30 p.m. - 8:00 p.m.
December 17	10:00 a.m. - 12:00 noon

ESL Outreach

ESL classes in many community locations in Vancouver and Burnaby. Several classes at the Canadiana Centre and evening and Saturday classes at City Centre Campus. All levels: Literacy, Beginner, Intermediate and Advanced; mornings, afternoons, evenings and Saturdays. Three month terms: September, January and April. No waitlist, testing is done at registration. Learning Centres in public libraries and a neighbourhood house offer free help to adult ESL students in seven Greater Vancouver locations. The Learning Centres are open various hours, Mondays to Saturdays, with most open all year. For information call 871-7145 or 871-7277.

The Homefront Learning Program provides volunteers who tutor in the homes of ESL students who cannot get out to go to classes. This service is available in Vancouver and will be extended to Burnaby in the Fall of 1998. For information about being a volunteer tutor please call 871-7277. For information on how to get an ESL tutor to come to your house, please call 871-7145.

Part Time Instruction in Music

The VCC music department invites part time students to enrol in academic, skills and ensemble courses including World Music, Music Theory, Aural Skills/Solfège, Music History, Rhythm Studies, Latin Jazz Ensemble, Wind Ensemble and Jazz Orchestra. Classes start the first week of September. For further information, including costs, please contact Anne Johnson, departmental assistant, VCC Music, 871-7297 or music@vcc.bc.ca.

Preparatory Courses in Music

Providing remedial skills in theory, ear training and aural skills, and rhythmic notation, VCC Music's Solfège 001, Basic Theory 003, and Rhythmic Notation 008 are ideal for students preparing to enter music programs full-time or for interested students who wish to develop and improve their basic musical skills.

Solfège 001

Designed to help students develop aural skills such as interval recognition and sight singing, the curriculum is based on methods of the Hungarian composer-teacher, Zoltan Kodaly.

Tues/Thurs - 17:00-18:30 - Rm 2007, KEC
Tuition: \$84.00 (not including Student Association fee and application fee)

Basic Theory 003

A one-term course which examines the elementary non-performance skills of music and is designed to give the student the opportunity to gain knowledge of music theory necessary for further advancement in music. It will help the student gain facility in reading and writing music through the study of notation, time, scales, intervals, chords, cadences, terms and forms.

Mon/Wed - 17:00-19:00 - Rm 2007, KEC
Tuition: \$126.00 (not including Student Association fee and application fee)

Rhythmic Notation 008

Designed to systematically introduce the student to the fundamental concepts of western rhythmic notation.

Tues/Thurs - 18:30-19:30 - Rm 2007, KEC
Tuition: \$84.00 (not including Student Association fee and application fee)

The Willan Choir

Sing with VCC's Community Choir under the direction of conductor Patricia Plumley. This winter the choir will perform Handel's Messiah with musicians from the Vancouver Philharmonic Orchestra. For further information contact: 871-7309

Tues - 19:00-22:00 - Rm 2010, KEC
Tuition: \$42.00 plus \$10.00 accompanist fee (not including Student Association fee and application fee)

Adult Upgrading and High School Completion

A better future begins with Adult Upgrading at VCC. Think about it... more skills... a new career... a better job... personal satisfaction. Learn in a friendly and supportive setting. Join a class or work at your own pace. Plan your future today!

These courses are TUITION FREE. However, non-tuition fees such as Student Association fees, graduation fee (if applicable), application fee, etc. will continue to be charged.

VCC offers many opportunities:

- complete high school
- gain prerequisites for entrance to career, technical and college/university programs
- upgrade academic skills
- prepare for GED

VCC programs are flexible:

- part-time OR full-time
- day, evening OR flexible schedule
- class-based OR self-paced
- class-based courses start September, January, May and July
- begin self-paced/personalized programs anytime

VCC has a variety of services for students:

- complete counselling services: career, educational and personal
- learning disabilities assessment and tutoring
- special needs services
- library and learning/tutorial centre
- cafeteria and bookstore
- nurse and physician

Where To Take Courses

Courses are offered at King Edward Campus, 1155 East Broadway, Vancouver (871-7500). Self-paced classes are also held at City Centre Campus, 250 West Pender Street (443-8644). Some courses are also offered at Vancouver East Community Skills Connection, #206 - 2555 Commercial Drive (606-6554).

Where To Get More Information

Free Information Sessions are held Tuesdays 10:00 am and Wednesdays 6:00 pm at KEC Counselling Centre, Room 3002, 1155 East Broadway or call the departments listed. For program information call 871-7500.

Where To Register

Register in person at Admissions, 4th Floor, King Edward Campus, 1155 East Broadway, Mon, Tues & Thurs, 9:00 am - 4:30 pm; Wed, 9:00 am - 7:00 pm; Fri, 9:00 am - 3:30 pm.

What To Pay

TUITION IS FREE.

New students pay a one-time \$15 application fee. Student Association fees range from \$2.00 to \$5.50 per month.

Textbooks may be purchased at the bookstore.

CREDIT/UPGRADING COURSES (GRADES 9-12)

September classes start September 2 or 3; November-December classes start October 29. Term-end exams are December 16 or 17. Register by September 1.

For self-paced courses - enroll at ANY TIME and arrange your own study schedule: Mon-Thurs, 9:00 am - 3:30 pm, 6:00 pm - 9:00 pm; Fri, 9:00 am - 2:30 pm.

English

For class-based courses call 871-7289
For self-paced instruction call 871-7366

- English 9-12
- English 12 (Review)
- Canadian Viewpoints (Eng 12 and Social Studies 11)
- Literature 12
- Reading and Study Skills (Gr. 9-12)
- Writing Skills (Gr. 9-12)
- Spelling
- GED, CAAT and LIP Prep

Social Sciences

For class-based courses call 871-7289
For self-paced instruction call 871-7366

- Economics, Geography, History and Psychology 12

Math

For class-based courses call 871-7294
For self-paced instruction call 871-7366

- Math 9/10, 11, 12
- Math 11 Prep
- Calculus 12
- Business and Consumer Math 10 and 11
- Technical Math 11
- Math Skills
- GED Prep

Science

For class-based courses call 871-7293
For self-paced instruction call 871-7366

- Science 9/10, 11
- Biology 11, 12
- Chemistry 11, 12
- Physics 11, 12
- GED Prep

Business

For class-based courses call 871-7376
Classes run September to December

- Accounting 11 and 12
- Law 12
- Personal Finance (Consumer Education)

Computers

For class-based courses call 871-7376

- Computer Keyboarding 9 (ESL)
- Computer Keyboarding 11
- Computer Studies 9 (ESL)
- Computer Studies 11
- Computer Science 12
- Word Processing 11 and 12

Personalized Preparation (871-7366)

Personalized, self-paced preparation for General Education Development (GED), Language Proficiency Index (LPI), and other tests as well as preparation for Health Care, Business and Technical programs.

LITERACY COURSES - Beginner to Grade 8 Level

Grades 1 - 8

Reading, Writing and Math, held in the day, afternoon and evening. Classes are held in small groups on a full-time or part-time, and self-paced basis. Tuition is free.

Classes are offered at King Edward Campus 871-7369 (Terms start in Sept., Jan. & May) or at Learning Centres, listed below. (Learning Centre classes start anytime.)

First United Church 681-8365
Mount Pleasant Neighbourhood House 879-8208
Vancouver Public Library Ctrl Branch 331-3739
Van East Community Skills Connection 606-6554

FOR MORE DETAILS CALL

Program Information
871-7550 or 443-8443

The information on these pages is subject to change without notice.

VANCOUVER COMMUNITY COLLEGE



This brochure uses the 24-hour clock system to avoid confusion between a.m. and p.m.

Please refer to the following conversion chart:

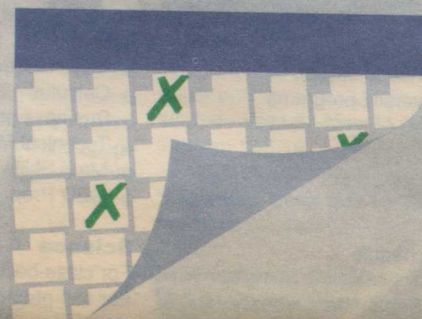
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2 a.m.	=	02:00
3 a.m.	=	03:00
4 a.m.	=	04:00
5 a.m.	=	05:00
6 a.m.	=	06:00
7 a.m.	=	07:00
8 a.m.	=	08:00
9 a.m.	=	09:00
10 a.m.	=	10:00
11 a.m.	=	11:00
12 noon	=	12:00
1 p.m.	=	13:00
2 p.m.	=	14:00
3 p.m.	=	15:00
4 p.m.	=	16:00
5 p.m.	=	17:00
6 p.m.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

King Edward Campus
1155 East Broadway, Vancouver, BC
871-7070

City Centre Campus
250 West Pender Street,
Vancouver, BC
443-8380

Dates Closed

September 5 - 7 inclusive
October 10 - 12 inclusive
November 11
Dec. 24 - Jan. 1, 1999 inclusive



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.

Satisfaction Guarantee

Dear Prospective Students:

As the Acting Director of Continuing Education, I have a definite interest in your satisfaction with our courses.

If 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. Please note, you must write to me within two weeks of the course's end date.

H. Fred Wuhrer, Acting Director Continuing Education,
Vancouver Community College
1155 East Broadway, Box 24785, Station F, Vancouver, BC V5N 5V2

"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.
A Satisfaction Guarantee refund cannot be issued more than once for the same course.

Withdrawals, Refunds & Course CANCELLATION

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.

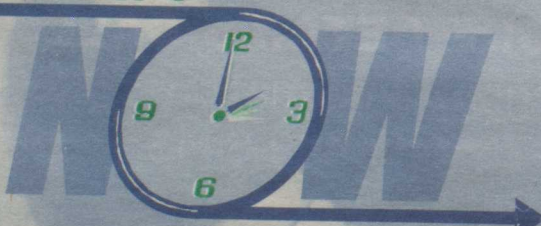
A different refund policy may apply for some courses and events: e.g. courses of five sessions or less require refund requests 24 hours before the start date; Nursing and Health courses and some Business seminars require refund requests either five or ten business days before the course start date.

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. Deferred fee credits are not refundable. 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.

LEARN



VANCOUVER COMMUNITY COLLEGE

CONTINUING EDUCATION LOCATIONS

CC
City Centre Campus
250 West Pender Street
Vancouver BC
443-8380

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

GPC
George Pearson Centre
700 West 57th Avenue
Vancouver BC

KEC
King Edward Campus
1155 East Broadway
Vancouver BC
871-7070

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

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

ODH
O'Doul's Hotel
1300 Robson Street
Vancouver BC

ROB
Robson Square Conference Centre
800 Robson Street
Vancouver BC

VV
Volunteer Vancouver
301-3102 Main Street
Vancouver BC

www.vcc.bc.ca

4 ways to REGISTER

By Mail Fill in the registration form on page 23 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

By Phone
Charge to your MasterCard or VISA card. City Centre Campus, 443-8380. King Edward Campus, 871-7070

In Person
Register at either of our two campuses. Pay by cash, cheque or credit card.

By Fax
Use the registration form on page 23 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, 10:00-17:00,
Friday, 09:00-15:00

Please note:
As of October 1, 1998 the King Edward Campus, Continuing Education office will move to City Centre, 250 West Pender Street, Vancouver, BC V6B 1S9 Phone: 443-8380, Fax: 443-8383. Please direct all enquiries to this location after this date. Thank you.

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.

FAX & MAIL-IN REGISTRATION

Mail Registration to: 1155 East Broadway, Box 24785, Station "F", Vancouver, BC V5N 5V2
Phone: 871-7070

FAX 871-7300
for VISA or MASTERCARD use only

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

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

SIGNATURE DATE

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

INSTRUCTOR TRAINING

Ministry of Advanced Education,
Training and Technology

Program Development
Department

Provincial Instructor Diploma

A Ministry of Advanced Education, Training and Technology program to provide instructional skills for individuals teaching or wanting to teach adults in private and public colleges in BC. The practical approach emphasizes skill development in all aspects of curriculum and instruction.

Train the Trainer

Designed for training consultants or professionals looking to acquire new skills or to enhance existing ones. Credits are applicable towards the Provincial Instructor Diploma.

Diploma in Adult Education

This program provides advanced training in educational management and communication for professionals in adult education. Credits are recognized towards bachelor degrees at the University of Alberta, Simon Fraser University and University College of the Fraser Valley.

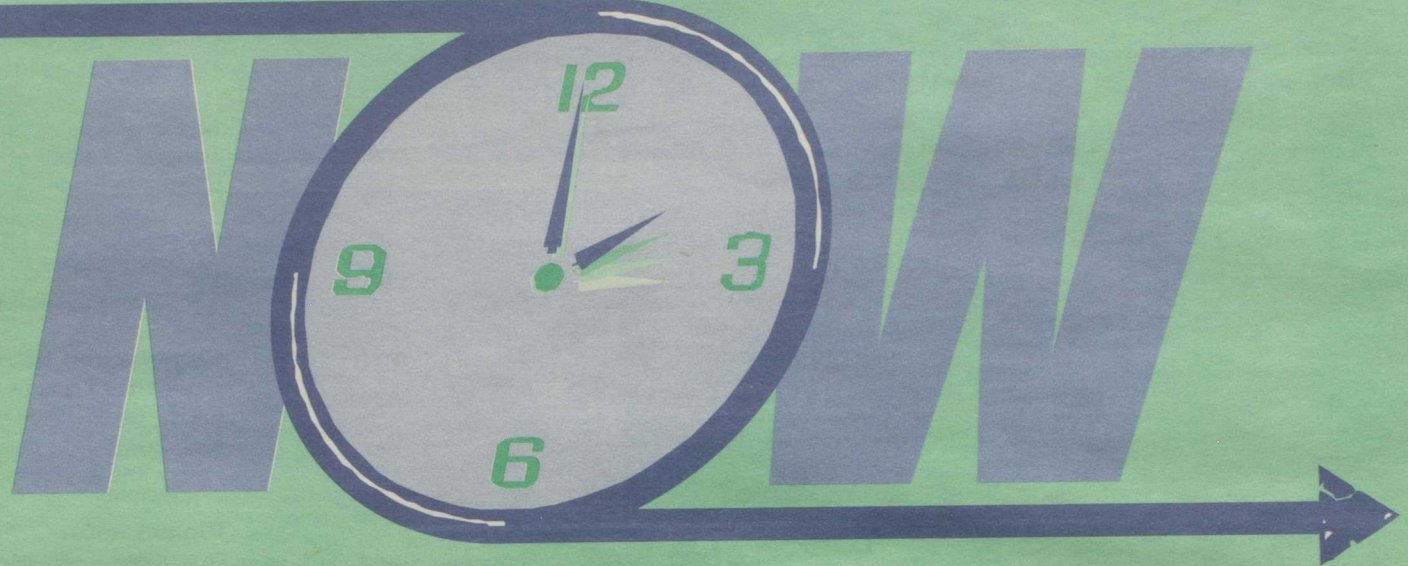
Bachelor Programs

Simon Fraser University (Bachelor of General Studies - Liberal and Education) University of Alberta (Bachelor of Education) and University College of the Fraser Valley (BA in Education) accept credits for the Provincial Instructor Diploma, Diploma in Adult Education Diploma, prior learning, qualifications and experience.

For more information or our complete schedule of courses in the lower mainland and over 25 locations throughout BC, call (604) 871-7510
Website: www.vcc.bc.ca

Join us...

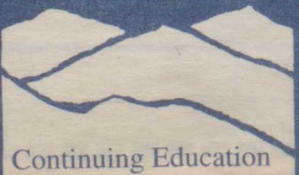
LEARN



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VANCOUVER
COMMUNITY
COLLEGE



Continuing Education