

Ref. Desk

# VANCOUVER COMMUNITY COLLEGE

## LEARN



January 1999 to April 1999  
Volume 1, Number 2

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## More about us!

Vancouver Community College is both a national and international leader in Teaching English to Speakers of Other Languages (TESOL) teacher training. The College is home to the largest TESOL teacher training program in Western Canada, and offers the widest range of TESOL programs in Canada. In the past 12 years, over 1200 ESL instructors have graduated from VCC TESOL programs and are currently teaching in colleges, universities, community-based programs and international schools in Canada and around the world. The VCC TESOL faculty are respected for their expertise in both teacher training and language instruction as well as their outstanding academic qualifications and breadth of teaching experience. The TESOL curricula at VCC are firmly rooted in both the practice and theory of English language acquisition and offers a pragmatic and comprehensive approach to teacher training. Graduates of the VCC TESOL Certificate programs are recognized for not only their instructional expertise but also for their ability to teach all English language levels from ESL literacy to college-entry English language level. The VCC TESOL programs are considered among the finest in the world, and have been offered at Camosun College, Malaspina University College, Yukon College, University College of Cariboo in Canada and internationally in Thailand, Slovakia, Malaysia, and the Czech Republic.

Winter 1999

CONTINUING  
EDUCATION



Vancouver Community College's national and international reputation for excellence in TESOL teacher training has enabled the College to offer the following wide range of programs.

- TESOL Certificate Program
- TESOL Inservice Certificate Program
- Tutoring ESL Certificate Program
- International TESOL Certificate Program
- TEFL Program
- CERTESL Program

For more information on VCC  
TESOL Programs, contact:

Website: [www.yes.net/vcc](http://www.yes.net/vcc)

Phone: (604) 443-8380

Fax: (604) 443-8393



# ARTS & DESIGN

## DANCE

In partnership with the YWCA

### Information and Registration

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 state-of-the-art facilities. 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. Drop-in rate of \$18 per session available as space in class permits.

#### 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. Jan 09, 11:00-12:00 - YWCA

## WORLD BEAT

### WBD 1001

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, Ochun from Cuba, Tinkling from the Philippines, Zebola and Koukou from West Africa. Studio II (Robson/Stelling) \$85.60  
5 eve - Fri. Jan 15, 18:30-20:00

## BALLET

### BAL 1001

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 (Cypolli) \$85.60  
5 day - Sa. Jan 16, 11:00-12:30

## BALLROOM DANCE

### BAR 1001

Learn the basics of Cha Cha, Slow Waltz, Tango, Jive (Swing) and Fox Trot. 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) \$85.60  
5 day - Sa. Jan 16, 12:30-14:00

## IRISH STEP AND SET CEIL DANCE

### ISD 1001

This class combines two traditional Irish Ceilidh 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) \$85.60  
5 day - Sa. Jan 16, 09:30-11:00

## HIP HOP

### HIP 1001

Learn the latest and hottest funk moves in this fun, energetic, low-impact class. Learn funky combinations while stretching, firming muscles and improving overall fitness. Hip Hop is a fun exercise alternative to aerobics! Studio II (Sato) \$85.60  
5 day - Sa. Jan 16, 12:30-14:00

## ELECTRONIC PUBLISHING & GRAPHIC DESIGN

Providing personal and professional development opportunities

Program Coordinator Judith O'Keeffe, 443-8386  
jokeeffe@vcc.bc.ca  
Registration 443-8484

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: Scenario Design Inc.  
Photos: VCC Media Services

## Macintosh Essentials

### PHOTOSHOP - LEVEL I

050443

Begin exploring the unlimited creative possibilities of Adobe Photoshop. This program is universally recognized as the leading edge in image editing and photo manipulation. You will learn how to use Photoshop's major capabilities including: scanning, editing selections, painting, creating vignettes and shadows, using masks, creating brushes, designing gradients and washes, and adding type to your images. Prerequisite: Introduction to Computers — Macintosh (050441). Elective course for certificate. (Thiessen) \$365  
5 day - Sa. Jan 23, 09:00-16:00 - CC

### PHOTOSHOP I AND II

050445

Individuals pre-registering both Photoshop I and II will pay the package price of \$660, a saving of \$70 if registered by January 15. Check listing for dates.

## 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. (Hansen/Morse) \$350  
10 eve - Mo. Jan 25, 18:30-21:30 - CC  
5 day - Sa. Jan 30, 09:00-16:00 - CC

## DIGITAL ASSET MANAGEMENT

050472

Digital asset management is quietly becoming a hot new growth sector in today's graphic production arena. This course is designed to help graphics professionals navigate the ever-changing digital languages to create more dependable and faster work flows. Learn effective archiving strategies from a member of one of Canada's largest prepress agencies. Including: analyzing value added potential, image libraries, Internet transfer protocols, archival storage and database options, file conversion and compression, and graphics server choices. Bring your (file management) problems! (Molnar) \$185  
5 eve - Mo. Jan 25, 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 to 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. Jan 26, 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 - Tu. Jan 26, 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. Jan 27, 18:30-21:30 - CC

## PHOTOSHOP II

050444

Building on the basics of Photoshop I (050443), this course 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  
5 day - Sa. Feb 27, 09:00-16:00 - CC

## INTERNET INTRO AND WEB PAGE DESIGN

050474

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. (Hamel) \$395  
8 day - Sa. Jan 30, 09:00-14:00 - CC

## 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) \$185  
3 day - Sa. Feb 13, 09:00-15:00 - 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. Feb 16, 18:30 - 21:30

## 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. Feb 18, 18:30-21:30 - CC

## Graphic Design

### 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 nameplate 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. Jan 21, 18:00-21:00 - 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. (Lynn) \$285  
10 eve - We. Jan 27, 18:30-21:30 - CC

## GRAPHIC DESIGN - AN INTRODUCTION

050408

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. (Lynn) \$250  
10 eve - Th. Jan 28, 18:30-21:30 - 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 photocopier. 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. (Levysek) \$285  
10 eve - Tu. Jan 26, 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. (Malhara) \$90  
4 eve - April 1999

## 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. (Sawchuk) \$325  
5 day - Sa. Feb 27, 09:00-16:00 - CC

## Professional Workshops

### PROFESSIONAL DEVELOPMENT WORKSHOP SERIES

050573

Individuals pre-registering for all four workshops will pay the package price of \$345, a saving of \$35. The package price is available until January 29 only. Details and dates follow:

### 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, and more! (Johnston) \$95  
1 day - Sa. Feb 06, 09:00-16:00 - CC

### 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, calculating rates, legal contracts, collecting and remitting taxes, time management and telephone etiquette. (Johnston) \$95  
1 day - Sa. Feb 13, 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. Feb 20, 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  
1 day - Sa. Feb 27, 09:00-16:00 - 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 January 11, 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 (050474)
- 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 443-8484.

## 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 - Tu. Jan 26, 18:30-21:30 - CC

## RETAIL BUYING

050967

This course is a must for those interested in a career as a "buyer." Learn to effectively manage the planning and buying of appropriate merchandise for a retail department or boutique. Topics include: 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 - Mo. Jan 18, 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 illustration: paper, sketch-pads and media of your choice. (McBride) \$195  
9 mng - Sa. Jan 23, 09:30-12:30 - 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. Jan 30, 09:30-16:00 - CC

## PERSONAL PATTERN MAKING

050924

Learn to make patterns to your own measurements with a perfect fit in mind. 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. (Zibini) \$185  
4 day - Sa. Feb 06, 09:00-16:00 - CC

## Professional Practices Program

050965

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.

## FLORAL DESIGN

## 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/Vallancourt) \$295  
12 eve - Tu. Jan 12, 18:30-21:30 - CC

## Application Deadline

Deadline for applications for entry into the Fashion Arts Professional Practices Program is January 14, 1999. For program details call the Fashion Arts program coordinator. To request a Fashion Arts Professional Practices Application Form call 443-8380.

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 Theory

Term Three — Design Drafting Practical

Term Four — Designer Patterns/Draping

Term Five — Production Patterns/Grading

Garment Construction Certificate

Term One — Sewing Techniques

Term Two — Industrial Sewing

Term Three — Tailoring

Term Four — Couture

Term Five — Collection Toiles

After graduation from these three certificate programs the student is eligible for the Fashion Arts Certificate.

### Fashion Arts Certificate

Term Six — Fashion Graphics

# ARTS & DESIGN / BUILDING SERVICES

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  
**Registration** 443-8484  
**Information Session** Thursday, January 07, 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) \$310  
10 eve - Mo. Jan 18, 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 - Mo. Jan 18, 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. Jan 20, 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. (TBA) \$235  
8 eve - Th. Jan 21, 18:30-21:30 - CC

## MATERIALS AND FINISHES

**051603**  
This course introduces a variety of materials and finishes used in commercial and residential interiors. Topics include environmental issues and their impact on design: wood, masonry, counter, wall and ceiling finishes, furniture and accessories; origin, characteristics, installation and maintenance. (Saatkamp) \$235  
8 eve - Th. Jan 21, 18:30-21:30 - CC

## DRAWING FOR DESIGN APPLICATIONS

**051604**  
The basic concepts of drawing and two-dimensional language include 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. Jan 25, 19:00-22:00 - CC

## VISUALIZATION/ PRESENTATION

**051619**  
Methods are developed to enhance visualization and presentation techniques that are expressive and have impact by combining basic design elements with two- and three-dimensional mixed media formats. Experimentation, exploration and self-evaluation are part of the process. (Phillips) \$235  
8 eve - We. Jan 27, 19:00-22:00 - CC

## BATH DESIGN

**051624**  
Although the basic issues involved in interior design are the same for every kind of space, the areas for personal hygiene merit special attention for the points of view of the both the user and designer. Topics include: technical issues related to plumbing and planning requirements, steam rooms and saunas, spa and exercise areas, use of materials and sourcing. (Beatty) \$235  
8 eve - We. Jan 27, 18:30-21:30 - CC

## Interior Design Explorations Certificate Program

In recent years designers have fulfilled the needs and desires of an increasingly complex society by creating environments that address both aesthetics and function. The Interior Design Explorations Program focuses on developing the core skills required to express basic design concepts related to form and function and 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 session. 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/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'Keefe, 443-8386  
jokeefe@vcc.bc.ca  
**Registration** 443-8380

Develop your fabrication and designing skills by progressing through this series of introductory and intermediate jewellery fabrication workshops. The three introductory and three intermediate workshops precede both the intermediate and advanced courses to be offered in the April term. 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 three workshops (051151, 051152, 051153) or (051154, 051155, 051156) will pay the package price of \$355, a saving of \$35. The package price is available until January 8 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 - We. Jan 18, 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 - We. Feb 10, 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 - We. Mar 10, 18:30-21:30 - CC

## INTERMEDIATE FABRICATION TECHNIQUES

**051154**  
This course introduces the basic techniques required to make a ring, including: design, layout, design transfer onto metal, simple ring construction and pierced or overlay applications. Prerequisite: Basic Hand Skills (051151). (Thompson) \$130  
4 eve - Tu. Jan 12, 18:30-21:30 - CC

## BEZEL SETTING AND TUBE MAKING

**051155**  
This course introduces the fundamental construction techniques required to make bezel settings for small and large stones including: how to calculate metal requirements for a special stone size, setting stones and tube making for small stones. Prerequisite: Basic Hand Skills (051151) or equivalent. (Thompson) \$130  
4 eve - Tu. Feb 09, 18:30-21:30 - CC

## SURFACE TREATMENT

**051156**  
Techniques to add design elements to metal through surface treatment are introduced. You will produce samples to include: etching, applying a patina, reticulation and roller texturing. Prerequisite: Intermediate Fabrication Techniques (051154) or equivalent. (Thompson) \$130  
4 eve - Tu. Mar 09, 18:30-21:30 - CC

## GILDING WORKSHOP

**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. Experience not required. (Dedora) \$110  
4 eve - Th. Feb 04, 18:30-21:30 - CC

## METAL ETCHING WORKSHOP

**051162**  
If you are interested in making jewellery or small-scale sculpture, you need to know the basic principles of etching! Explore the vast creative potential of this process so you can enhance the surface of silver, copper and brass and expand your designing capabilities. You will explore a variety of applications, mark-making processes, resists and low-tech photo etching. Basic jewellery-making skills an asset. Beginners welcome. Tools and materials will be required (approximately \$100). List to be discussed at the first session. (Brechault) \$110  
4 eve - Mo. Jan 18, 18:30-21:30 - CC

## MORE ETCHING

**051163**  
A continuation of the Metal Etching Workshop (051162). The emphasis is on process and how to expand creative skills in a stimulating and supportive environment. Topics include: breakthrough etching and other applications such as making miniature prints. Tools and materials purchases of approximately \$50 required by the second session. (Brechault) \$110  
4 eve - Mo. Feb 22, 18:30-21:30 - 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. Mar 08, 19:30-21:30 - CC

## EVERYTHING YOU WANTED TO KNOW ABOUT DIAMONDS

**051165**  
If you are planning a diamond purchase or want to know more about diamonds in general, how do you find out and who do you ask? This session provides the basics. The four Cs — cut, colour, clarity and carat information on coloured diamonds, valuation and sources are some of the topics covered by this industry expert. This workshop could be your most valuable investment! (Wallace) \$35  
1 mg - Sa. Mar 20, 10:00-11:30 - 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. Jan 30, 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  
10 day - Sa. Jan 23, 09:00-13:00 - CC

## BUILDING MAINTENANCE AND COST CONTROL

**109002**  
An introductory course in the maintenance of apartment buildings and other multi-family properties. The course will review the primary maintenance responsibilities of the residential building manager. Topics include: maintenance planning and cost control, preventative maintenance, building inspections, supervising on-site trades work, basic appliance repair, fire safety, security, and an introduction to heating and plumbing systems. Classes include field trips and hands-on demonstrations using a variety of appliances and equipment. (Watters) \$195  
10 eve - We. Jan 27, 19:00-22:00 - CC

## LAW AND TENANT RELATIONS

**109001**  
Learn to manage residential tenancies through a study of landlord-tenant law, proper record keeping and practical guidelines for dealing with tenants. The course examines screening steps, tenancy applications, tenancy contracts, handling evictions, dispute resolution, landlord/tenant rights, the Residential Tenancy Act, and arbitration hearings at the Residential Tenancy Branch. Condominium law is also covered. (Kelly) \$180  
8 eve - Tu. Jan 26, 19:00-21:30 - CC

## BIDDING AND ESTIMATING FOR CLEANING CONTRACTORS

**109037**  
Designed for persons with professional experience in contract cleaning. Topics include bidding on government and private-sector jobs, standard cost and cleaning time estimates, strategies for maximizing profit and minimizing labour costs, and quality control while serving the contract. This course provides ideas and techniques for successful contract bidding and estimating. (Dallas) \$45  
1 day - Sa. Mar 13, 09:00-13:00 - CC

## Building Manager (Residential) Certificate Program

**Program Coordinator** Brian Pink, 443-8388  
**Registration** 443-8484

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 Colnatic 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, 443-8668  
**Program Assistant** Lynda Boothby, 443-8383

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

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. Jan 30, 09:30-15:30 - CC

## BUILDING A POWERFUL VOCABULARY

**104411**  
No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and give a large number of new words and meanings. Please bring a dictionary. — 6 hours (Rogers) \$80  
1 day - Sa. Feb 13, 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. Feb 27, 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. Mar 13, 09:30-15:30 - CC

## Note

Business English Skills Test (104539)  
Sa. Mar 20, 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 practice 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. Jan 25, 18:30-21:30 - CC

## Leadership Certificate Program

**Program Coordinator** Anne Tollstam, 443-8668  
**Program Assistant** Lynda Boothby, 443-8383

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.

## Core

1. Stepping Up to Leadership (100317)
2. Using Leadership Language (100318)
3. Building a Productive Team (100319)
4. Finding Time for Results (100320)
5. Critical Thinking (100303)
6. Managing Change (100304)
7. Problem Solving and Action Planning (100306)

## Electives

1. Hiring the Right Person (100309)
2. Creative Thinking at Work (100316)
3. Thinking on Your Feet (100315)
4. Conflict to Collaboration (100307)

5. Performance Management: Goals and Reviews (100308)
6. Facilitation Skills for Team Leaders (100311)
7. Sharing Leadership with Your Team (100312)

See courses available in April and September 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 April 1999 term

Stepping up to Leadership (100317)

Finding Time for Results (100320)

Managing Change (100304)

Critical Thinking (100303)

Hiring the Right Person (100309)

Thinking on Your Feet (100315)

Performance Management Goals and Reviews (100308)

Sharing Leadership with Your Team (100312)

## USING LEADERSHIP LANGUAGE

**100318**  
"Lack of Communication" is one of the most frequently cited causes of a multitude of workplace ailments. Whether it is with your staff, peers, or superiors, clear, direct communication results in more productive interactions and effective actions of others. Communication is more than the process of speaking clearly. It is the transmission and reception of ideas, attitudes and feelings, verbally and non-verbally. At the completion of this course, participants will:

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

(Dean) \$165  
1 day - Fr. Jan 29, 09:00-16:30 - ROB

## CREATIVE THINKING AT WORK

**100316**  
People today are being asked to do more with less and to find innovative ways to save money. Creative thinking is a tool you can use to accomplish both of these. It can help you solve problems, save money and make do with less. All things required in today's business environment. This course covers the fundamentals of creative thinking and when and where it is best applied. The program is taught using examples, exercises and applications of creative thinking. Topics covered include: what is creative thinking, opening mental locks, soft and hard thinking, the creative process, challenging the rules, I am not creative, and putting it to work. (Dean) \$150  
1 day - Sa. Feb 06, 09:00-16:30 - CC

## FROM CONFLICT TO COLLABORATION

**100307**  
This course provides practical information and skills to resolve conflict caused by differences in goals, employee performance and work habits. In this course you will:

- define the causes of conflict
- understand conflict management concepts and styles
- assess your current strengths and areas for improvement in resolving conflicts
- use specific communication skills to clarify and understand issues, interests and concerns
- apply the conflict resolution process to your everyday work situations
- set goals for building competency in the use of conflict resolution skills and methods. (Hannah) \$150  
1 day - Sa. Feb 20, 09:00-16:30 - CC

## BUILDING A PRODUCTIVE TEAM

**100319**  
Building your team from a diverse group of people is never easy, but it is essential in producing the results you and your employer require. Participants will be able to:

- understand the importance of team-building
- identify the characteristics of an effective team
- apply measures and techniques to build synergy in the workplace
- use skills to identify and resolve key team concerns. The net result? Increased work productivity, improved work quality and enhanced team morale. (Lewis) \$165  
1 day - Fr. Feb 26, 09:00-16:30 - ROB

## FACILITATION SKILLS FOR TEAM LEADERS

**100302**  
Leading productive team work teams is an acquired skill. Gain confidence in leading your work teams from random disorganization through to innovative solutions. Learn how to focus the work team without stifling creativity. Assist your team to analyze issues from different perspectives and to build on their collective synergy. Participants will be taught the tools and techniques for generating ideas and determining solutions. All participants will be given the opportunity to lead and/or manage one or more practice sessions. Sharpen your facilitation skills by learning and practising the following tools and techniques: brainstorming, force

field analysis, positive/negative analysis, fishbone diagrams (cause-effect diagrams), grouping, categorizing, ranking, assessing risk, and consensus building. (Oster) \$150  
1 day - Sa. Mar 13, 09:00-16:30 - CC

## PROBLEM SOLVING AND ACTION PLANNING

**100306**  
Leaders always encounter problems in the workplace. The effectiveness of leaders is often determined by their ability to successfully resolve complex problems both on their own and with their work team. This course provides knowledge and practice sessions on the following:

- interpersonal skills for successful group/team participation in the problem-solving process
- steps in the problem-solving process
- leading the problem-solving process
- techniques for assisting in the problem-solving and decision-making process
- getting from a solution to an action plan
- allowing for the unexpected
- successful implementation of an action plan. (Oster) \$150  
1 day - Sa. Mar 27, 09:00-16:30 - CC

## Withdrawal and Refund Policy

# BUSINESS, CAREER & LAW

## LEGAL RESEARCH

**104817**  
An introduction to legal research techniques. Students can do hands-on research. (Soroka) \$170  
6 eve - Tu, Jan 19, 18:00-21:00 - CC

## CHAMBERS PRACTICE

**104812**  
Learn all the rules and procedures for bringing a Chambers application; how to prepare Notice of Motion, Affidavits and Orders (includes drafting workshop on Affidavits). Learn about common applications in motor vehicle litigation and the evidence needed to succeed. Learn about Rule 65, the jurisdiction of masters vs. judges, and consent orders. (Barzo) \$180  
4 eve - Tu, Jan 19, 18:00-21:00 - CC

## FAMILY LAW PRECEDENTS AND PROCEDURES

**104856**  
A practical introduction to the family court system in B.C. Students learn to complete Provincial and Supreme Court documents and the relevant procedures in bringing issues of custody, access, maintenance and property to resolution using the legal system. (Davis) \$240  
4 day - Sa, Jan 23, 09:30-14:30 - CC

## PERSONAL PROPERTY SECURITY

**104810**  
Reviews validity of security agreements, rights of parties and theory, concepts, procedures and forms for the Personal Property Security regime. (Maitland) \$180  
4 eve - We, Feb 03, 18:00-21:00 - CC

## ADVANCED CORPORATE ADMINISTRATION

**104822**  
Learn to do corporate alterations, roll-overs, amendments, changes in share structure, amalgamations, continuations, extra-provincial registrations and federal incorporation. (Cofman) \$240  
8 eve - Th, Feb 04, 18:00-21:00 - CC

## AGENCY, PARTNERSHIP AND INCORPORATION

**104821**  
Explains agency relationships and liabilities, partnerships and general concepts underlying incorporation including limited liability, corporate structure and duties of directors and officers. (Wellman) \$170  
6 eve - We, Feb 10, 18:00-21:00 - CC

## LEGAL COMMUNICATIONS

**104818**  
Useful to legal assistants of all levels of experience. Topics covered include: listening skills and legal writing for correspondence, opinion letters and memorandums. Text: Plain Language Legal Writing. (Stephens) \$130  
4 eve - We, Jan 01, 18:00-21:00 - CC

## SMALL CLAIMS COURT PRACTICE

**104865**  
Learn Small Claims Court Rules and all the stages of a Small Claims court matter from preparation, settlement conference, trial and appeal to supreme court and collection procedures. In-class workshop on drafting the claim and reply. (Barzo) \$180  
4 eve - Tu, Mar 02, 18:00-21:00 - CC

## TORTS

**104819**  
An introduction and overview of tort law in Canada. Reviews civil wrongs where an individual's conduct interferes with another person or their property. (Soroka) \$170  
4 day - Sa, Mar 06, 09:30-14:30 - CC

## BUYING AND SELLING A BUSINESS

**104871**  
Covers legal and procedural issues in buying assets or shares including: due diligence searches and drafting necessary documentation. (Barbour) \$180  
4 eve - Tu, Mar 09, 18:00-21:00 - CC

## PRACTICUM I

**104824**  
Practical work experience. Prerequisites: Core and practice area courses and written approval of program coordinator/program advisor. (Wellman) \$105  
500 hours - Ongoing

## PRACTICUM II

**104888**  
Practical work experience in an additional practice area — for those students who have completed Practicum I and are pursuing a further certificate in a different practice area. With the approval of program coordinator/program advisor. (Wellman) \$65 Ongoing

## INDEPENDENT STUDY

**104880**  
Independent research and writing projects under direction of a VCC instructor. (Wellman) \$120  
Register by arrangement with instructor and program advisor.

**Don't wait!**

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

## Available April 1999

Creditors Remedies (104813)  
Commercial Litigation (104814)  
Commercial Conveyances (104808)  
Commercial Transactions (104806)  
Securities (104874)

Canadian Legal Process (104816)  
Legal Communications (104818)  
Will and Estate Planning (104877)  
Interviewing for Legal Assistants (104870)  
Mortgages (104809)  
Bills of Costs (104886)  
Rule 65 (104885)

Available September 1999  
Canadian Legal Process (104816)  
Legal Research (104817)

Legal Communications (104818)  
Torts (104819)  
Contracts (104820)  
Personal Injury Practice (104815)  
Company Law (104807)  
Family Practice Essentials (104882)  
Expert Witness Reports (104887)  
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)  
Criminal Law (104866)

## Management Skills for Supervisors Certificate Program

**Program Coordinator** Anne Tollstam, 443-8668  
**Program Assistant** Lynda Boothby, 443-8383

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, Jan 27, 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 - Mo, Jan 25, 18:30-21:30 - CC

## ADMINISTRATIVE SKILLS - PART III

**100117**  
On completion participants will be able to:  
• develop and implement performance management strategies  
• use effective business writing skills  
• develop and institute a goal-setting/achievement plan  
• manage time and priorities efficiently. (TBA) \$310  
8 eve - Available April term 1999

For registration and invoicing call Lynda Boothby, 443-8383

## Office Administration Certificate Program

**Program Coordinator** Anne Tollstam, 443-8668  
**Program Assistant** Lynda Boothby, 443-8383  
**Information Session** 1 eve - We, Jan 13, at 17:45 - CC Room 237

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 (104589) - 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, Second Canadian Edition, purchased at City Centre bookstore prior to class. - 18 hours (Oster) \$145  
6 eve - We, Jan 27, 18:30-21:30 - CC

**Administrative and Supervision**  
**THE ELECTRONIC OFFICE**  
**104502**  
Available April 1999 term

**THE ELECTRONIC OFFICE CHALLENGE EXAM**  
**104558**  
For those with current office-related experience in both the traditional and electronic office environment. Speak to the program assistant (443-8385) for further details. \$85  
1 eve - Mo, Jan 18, 18:30-20:30 - CC

**SUPERVISORY/MANAGEMENT AND DECISION MAKING**  
**104507**  
Available April 1999 term

**TIME MANAGEMENT SKILLS**  
**104566**  
Available April 1999 term

**LISTENING IS MORE THAN MERELY HEARING**  
**104578**  
Effective listening, which goes beyond merely hearing, is an essential part of workplace communication. At this workshop, we will look at three skill clusters for effective listening, attending, following and reflecting. In addition to sharing several practical suggestions, we will also practise and receive feedback on specific listening skills. (Swankey) \$95  
1 day - Sa, Mar 20, 09:30-15:30 - CC

**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 Business English 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**  
**104419**  
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, Jan 30, 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, Feb 13, 09:30-15:30 - CC

**WRITING DYNAMIC BUSINESS LETTERS**  
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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  
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**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 (Dean) \$80  
1 day - Sa, Mar 13, 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, Mar 20, 09:30 - CC

## INTRODUCTION TO BOOKKEEPING

**104511**  
Available April 1999 term

## 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, Jan 28, 18:30-21:30 - CC

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1 day - Sa, Feb 27, 09:30-15:30 - CC

# BUSINESS, CAREER & LAW / COMPUTER & TELECOMMUNICATIONS

## OCCUPATIONAL SAFETY AND HEALTH IN SMALL BUSINESS 201086

For small business owners and operators who need to know their legal responsibilities for employee safety, how to prevent injury and diseases, and how to manage workers' compensation costs. Course content includes the concept of "due diligence," the policies applied by WCB safety and hygiene officers when they inspect work sites, key components of a workplace safety and health program, tips to manage WCB assessment and claims costs, and how to navigate through the new Regulation. \$90

1 day — Sa. Feb 13, 09:00-17:00 - KEC

## OCCUPATIONAL SAFETY AND HEALTH (OS&H) COMMITTEE TRAINING 201085

This course is for new or established safety committee members to maximize their effectiveness in maintaining a safe premise and operation. Course includes elements of an effective OS&H program, responsibilities of committee members, how to use the new WCB Regulation, how to conduct effective workplace inspections and accident investigations, and how to deal with situations involving a refusal to do unsafe work. (Traviss) \$90

2 eve — Sa. Feb 23/25, 18:30-22:00 - CC

## FINDING SOLUTIONS TO MUSCULOSKELETAL AND REPETITIVE STRAIN INJURY 201081

For supervisors, workers, safety committee members and business owners. Musculoskeletal injuries (MSI) and repetitive strain injuries (RSI) are responsible for 60 percent of all WCB claims and lost days. Learn cost effective and practical strategies for risk identification, assessment and control of back injuries and MSIs and RSIs. (Village) \$90

1 day — Sa. Feb 27, 09:00-17:00 — KEC

## HAZARD RECOGNITION AND CONTROL 201082

For small business owners, supervisors, safety committee members and workers striving to improve safety performance. Includes who is responsible for identifying and controlling workplace hazards, how to identify and evaluate hazards, how to find information in the new Regulation, and how to identify causes of repetitive strain and musculoskeletal (bone, muscle, ligament, tendon and nerve) injuries. (LeHutchinson) \$90

1 day — Fr. Mar 05, 09:00-17:00 — KEC

## PREVENTING WORKPLACE VIOLENCE 201083

In this program for managers, supervisors and frontline workers, learn how to conduct a workplace violence risk assessment, interpret WCB regulations on Protection of Workers from Violence in the Workplace, and develop preventive measures as part of a workplace violence prevention program. (LeHutchinson) \$90

2 eve — Tu. Mar 09/16, 18:30-21:30 — CC

# COMPUTERS & TELE- COMMUNICATIONS

## COMPUTERS

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

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

**Counseling**  
 Oakridge courses only - Mishahe Mathern/Pat Austin (261-2806), e-mail: mmathern@vccoclab.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 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 - Sa. Jan 09, 09:00-17:00 - Oak  
 1 day - Th. Feb 11, 09:00-17:00 - Oak  
 1 day - Mo. Mar 08, 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 - We. Jan 06, 09:00-17:00 - Oak  
 1 day - Su. Jan 24, 09:00-17:00 - Oak  
 1 day - Mo. Feb 08, 09:00-17:00 - Oak  
 1 day - Su. Feb 28, 09:00-17:00 - Oak  
 1 day - Fr. Mar 12, 09:00-17:00 - Oak  
 1 day - Su. Mar 28, 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. Jan 11, 09:00-17:00 - Oak  
 1 day - Sa. Jan 30, 09:00-17:00 - Oak  
 1 day - Tu. Feb 23, 09:00-17:00 - Oak  
 1 day - We. Mar 24, 09:00-17:00 - Oak

## Introduction to Windows NT

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

## DOS, Windows, Windows NT and Microsoft Office

### INTRODUCTION TO DOS 100903

This course introduces the basic concepts and commands of all versions of DOS, the Disk Operating System, for file and disk management. Please call 261-2806 for additional information. \$190

1 day - Tu. Jan 12, 09:00-17:00 - Oak

### INTERMEDIATE DOS 100912

Learn the purpose of, and how to write and change Config.sys and Autoexec.bat files. Please call 261-2806 for additional information. \$190

1 day - Tu. Jan 26, 09:00-17:00 - Oak

### ADVANCED DOS 100916

The focus of this course is the control and customization of DOS operations. Please call 261-2806 for additional information. \$190

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

### INTERMEDIATE WINDOWS 95 101148

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, and backing up the Registry. Experience with Windows 95 is essential. Introduction to Windows 95 (101138) is recommended. \$190

1 day - Tu. Jan 12, 09:00-17:00 - Oak  
 1 day - Sa. Mar 13, 09:00-17:00 - Oak

### WINDOWS 98 UPGRADE 101163

This course is designed for Windows 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 - Th. Jan 28, 09:00-17:00 - Oak  
 1 day - We. Mar 10, 09:00-17:00 - Oak

### INTERMEDIATE WINDOWS 98

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 - Sa. Mar 20, 09:00-17:00 - Oak

### Introduction to Windows NT

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### 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 and servers, Network Interface Cards, cabling systems, protocols, topologies and network operating systems. Previous experience with microcomputers is a prerequisite. \$190

1 day - Sa. Jan 09, 09:00-17:00 - Oak  
 1 day - Tu. Feb 09, 09:00-17:00 - Oak  
 1 day - Tu. Mar 02, 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, logon 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. Jan 07, 09:00-17:00 - Oak  
 1 day - Sa. Jan 16, 09:00-17:00 - Oak  
 1 day - Tu. Feb 16, 09:00-17:00 - Oak  
 1 day - Th. Mar 04, 09:00-17:00 - Oak

### INTERMEDIATE WINDOWS NT SERVER 101151

As a continuation of Introduction to Windows NT Networking, this course explores Windows NT skills for administrators. Understand and install client software. Create and maintain logon scripts to set drive mappings and display messages. Create and use local and roaming profiles. Understand the differences between profiles for NT workstations and profiles for Windows 95 workstations. Create and manage user accounts, set and change account properties. Suitable for those with version 4. Introduction to Windows NT Networking (101150) is the recommended prerequisite. \$190

1 day - Th. Jan 14, 09:00-17:00 - Oak  
 1 day - Sa. Jan 30, 09:00-17:00 - Oak  
 1 day - Th. Mar 11, 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 - Th. Jan 21, 09:00-17:00 - Oak  
 1 day - Sa. Feb 13, 09:00-17:00 - Oak  
 1 day - We. Mar 17, 09:00-17:00 - Oak

### WINDOWS NT SERVER MANAGEMENT 101153

Understand, troubleshoot, and customize the NT Server boot sequence. Create and use a boot floppy and ERD. Use NT Server utilities for managing services. Install and manage RAS (Server side Remote Access Service) and DUN (Client side Dial-Up Networking). Use the Disk Administrator to set up primary and extended partitions, logical drives, re-assign drive letters, create and extend volume sets, and create and break mirror sets. Experience with Windows NT Server is essential. Advanced Windows NT Server (101152) is strongly recommended. \$190

1 day - Th. Jan 28, 09:00-17:00 - Oak  
 1 day - Sa. Feb 27, 09:00-17:00 - Oak  
 1 day - Fr. Mar 19, 09:00-17:00 - Oak

### INTRODUCTION TO NOVELL NETWORK 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 - We. Jan 13, 09:00-17:00 - Oak  
 1 day - Sa. Feb 06, 09:00-17:00 - Oak

### INTERMEDIATE NOVELL NETWORK 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 - We. Feb 10, 09:00-17:00 - Oak

### ADVANCED NOVELL NETWORK 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 the NDS tree and server volumes. Intermediate Novell NetWare (101145) is a recommended prerequisite. \$190

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

### NOVELL NETWORK 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 - Th. Feb 25, 09:00-17:00 - Oak

# COMPUTERS & TELECOMMUNICATIONS

## Internet and Web Pages

### INTRODUCTION TO THE INTERNET 101141

This course is practical, hands-on introduction to the Internet. Get an overall perspective on the Net and the skills to find what you need. Learn about selecting an Internet service provider, configuring software, finding, subscribing, reading and posting to newsgroups. Use e-mail effectively. Browse the World Wide Web, search for specific topics and go to a specific web page. Learn about "netiquette." Introduction to Windows 95 (101138) is the recommended prerequisite. \$190

1 day - Su. Jan 10, 09:00-17:00 - Oak  
 1 day - Mo. Jan 25, 09:00-17:00 - Oak  
 1 day - Th. Feb 18, 09:00-17:00 - Oak  
 1 day - Su. Mar 21, 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 listserv 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 Telnet. Experience with the Internet is a prerequisite; Introduction to the Internet (101141) is strongly recommended. \$190

1 day - We. Feb 03, 09:00-17:00 - Oak  
 1 day - Sa. Mar 27, 09:00-17:00 - Oak

### INTRODUCTION TO PUBLISHING WEB PAGES 101143

Learn how to write your own World Wide Web pages using HTML - HyperText Markup Language. You will compose pages that incorporate regular text, various levels of headings, bulleted and numbered lists, lines and graphics. Create hypertext links to other web pages. Set up mail to links so readers can send you mail directly from your web page. Learn how to upload your page to a web server to make it accessible to the world. Experience in Windows and the Internet are prerequisites. Introduction to the Internet (101141) is strongly recommended. \$190

1 day - We. Jan 13, 09:00-17:00 - Oak  
 1 day - Su. Feb 07, 09:00-17:00 - Oak  
 1 day - Mo. Mar 15, 09:00-17:00 - Oak

### INTERMEDIATE WEB PUBLISHING 101156

This course is designed for those who know the basics of HTML can create basic web pages, and want to take their work to a higher level. Intermediate topics include how to use tables, frames, and forms. Add animation, other graphics, and sound to live on your web pages. Explore hit counters and image maps. Bring a photo of your company logo to scan for your web pages. Learn how to register and promote your web site for maximum exposure. Experience with publishing web pages is essential. Introduction to Publishing Web Pages (101143) is recommended. \$190

1 day - Tu. Jan 19, 09:00-17:00 - Oak  
 1 day - Su. Feb 21, 09:00-17:00 - Oak  
 1 day - Tu. Mar 23, 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 - Su. Jan 17, 09:00-17:00 - Oak  
 1 day - Mo. Mar 01, 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 on your web pages. Explore hit counters and image maps. Bring a photo of your company logo to scan for your web pages. 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 - Su. Jan 24, 09:00-17:00 - Oak  
 1 day - Tu. Mar 16, 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 web pages. 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 - Su. Jan 31, 09:00-17:00 - Oak  
 1 day - Tu. Mar 09, 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 - Tu. Jan 26, 09:00-17:00 - Oak  
 1 day - Mo. Feb 22, 09:00-17:00 - Oak  
 1 day - Th. Mar 25, 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 - Tu. Jan 19, 09:00-17:00 - Oak  
 1 day - We. Mar 03, 09:00-17:00 - Oak

### INTERMEDIATE WORD FOR WINDOWS 101114

Explore some of the more powerful features of this program. Intermediate topics include: using the thesaurus, spell and grammar checkers, creating and using AutoText. Also covered are templates, styles, page numbers, headers and footers, creating and formatting tables and creating and editing newspaper columns. Experience with Word for Windows is essential. Introduction to Word for Windows (100796) is recommended. \$190

1 day - Tu. Feb 02, 09:00-17:00 - Oak  
 1 day - Tu. Mar 09, 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 - Fr. Feb 12, 09:00-17:00 - Oak  
 1 day - We. Mar 17, 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

# 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 specialized queries. Understand referential integrity and the impact it has on adding, changing, and deleting records. Use the cascade update and cascade delete options. Customize forms with key field combo boxes. Create main/subform displays for related records. Intermediate Access (101132) is strongly recommended as a prerequisite. \$190  
1 day - Fr. Feb 05, 09:00-17:00 - Oak  
1 day - Sa. Mar 13, 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 - Sa. Jan 16, 09:00-17:00 - Oak  
1 day - We. Feb 24, 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 - Fr. Jan 22, 09:00-17:00 - Oak  
1 day - Sa. Feb 20, 09:00-17:00 - Oak  
1 day - Fr. Mar 19, 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 - Th. Feb 04, 09:00-17:00 - Oak  
1 day - Sa. Mar 06, 09:00-17:00 - Oak

## Does our schedule suit your needs?

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

## CITY CENTRE COMPUTER COURSES

**Program Coordinator** Anne Tollstam, 443-8668  
**Program Assistant** Lynda Boothby, 443-8383

## 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. Jan 27, 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 - Th. Jan 25, 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. Mar 13, 09:30-16:30 - CC

## Network Support Professional 102133

Persons interested in this new certificate program should contact Pat Cooper, program assistant, at 443-8428, e-mail pcooper@vcc.bc.ca. Please give your name, mailing address and telephone number. We will send you a complete program content guide and registration details.

### 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, 443-8670  
**Registration & Information** 443-8484  
**Information Session** Tuesday, January 12, 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-certificate 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. (TBA) \$285  
10 eve - We. Jan 20, 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. Jan 21, 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 fray and integrates voice and data into a synonymous network. Prerequisites: Understanding Telecommunications (102260) and Telecommunications Technology (102261). (Williams) \$335  
12 eve - Mo. Jan 18, 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), Telecommunications Technology (102261) and Voice/Data Integration (102262). (Paul) \$335  
12 eve - Th. Jan 21, 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). (Koebberling) \$335  
12 eve - Th. Jan 21, 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 - We. Jan 13, 18:30-20:30 - KEC

## TELECOMMUNICATIONS TECHNOLOGY 102266 \$185

2 hrs - We. Jan 13, 18:30-20:30 - KEC

## VOICE/DATA INTEGRATION 102267 \$185

2 hrs - We. Jan 13, 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.

## GIGABIT NETWORKING 102271

Gigabit networks are here. Two popular technologies, Ethernet and ATM, are now capable of delivering gigabit data rates and other technologies may soon follow. In the local area, technology seems to be keeping pace with user demand for bandwidth by continually delivering higher bit rates at lower prices. Now network planners need to determine how this quantum speed increase will affect applications, end user hardware, inter-networking equipment and cabling infrastructure. This seminar is intended to assist planners and power users who need to know how best to migrate to the new high bandwidth systems and how to deal with the new bottlenecks that they will create. This in-depth, technical seminar has been developed by Intel Systems Corporation, a firm specializing in voice and data communications, systems design and management, and will be presented by Gary Zielke. \$745  
2 day - Mo/Tu. Feb 22/23, 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...**

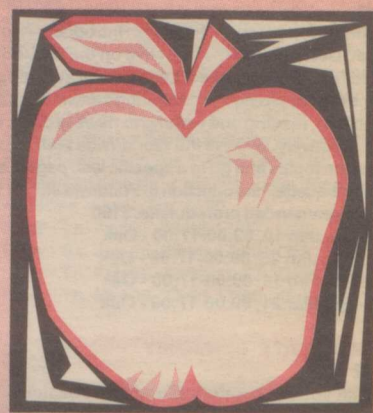
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If a course tempts you...  
**REGISTER!**

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 443-8673.



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.



# ESL TEACHER TRAINING

## TESOL-TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

**Senior Program Coordinator** Jennifer House, 443-8380 jhouse@vcc.bc.ca  
**Program Coordinator** Jayson VanBryce, 443-8380 jvanbryce@vcc.bc.ca  
**Program Assistant** Dorothy Giroux, 443-8665 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

### TESOL 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 TESOL Summer School
- A university degree is required for admission to this program

### International TESOL 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

### TESOL Inservice Certificate Program

- A distance education program for experienced ESL/EFL instructors of adults who do not have a recognized TESOL 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

## TESOL Certificate Program

The TESOL Certificate Program is a teacher-training program for instructing English to Speakers of Other Languages. Applicants may be planning to teach overseas or at post-secondary educational institutions, community agencies or international schools in Canada. The TESOL Certificate Program is 325 hours in length and offers a comprehensive program for teaching ESL/EFL from an ESL literacy level to a university entry level. The program consists of a prerequisite course, seven core courses, 30 hours of elective courses and a teaching internship. The program is offered in a Fast Track Program, a Part-Time Program, on weekdays, weekends and evenings from September to August, and a Summer School Program in June, July and August of each year. On successful completion of the program requirements, graduates receive a VCC TESOL Certificate. Graduates also qualify for a TEAL Professional Certificate: Level One from the Association of BC Teachers as an Additional Language (TEAL).

The 1999 TESOL Summer School is scheduled to begin on June 1 and end on August 20, 1999. The application deadline is December 18, 1998.

**Admission Requirements for the VCC TESOL 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.

The first program begins in January 1999 and ends in November 1999. The second program begins in September 1999 and ends in June 2000.

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

## Program of Studies

### AN OVERVIEW OF TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES 150802

An Overview of TESOL provides a practical introduction to the teaching techniques, procedures, and instructional resources used to teach ESL/EFL. This course is the prerequisite for the TESOL 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/EFL learners, beginning ESL/EFL learners, as well as oral testing and lesson planning. \$195

## TESOL Certificate Core Courses

### TEACHING GRAMMAR ONE 150807

This 30-hour course focuses on the theory and methodology used for teaching English grammar to ESL/EFL students. Teaching Grammar One will focus on beginner through intermediate level grammar structures. \$285

### TEACHING GRAMMAR TWO 150808

This 30-hour course focuses on the theory and methodology used for teaching English grammar to ESL/EFL students. Teaching Grammar Two focuses on advanced through college-preparatory grammar. \$285

### 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. \$285

### 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. \$335

### 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/EFL class, as well as an opportunity to gain a working knowledge of the instructional tools necessary to develop a reading program for an ESL/EFL class. \$285

### TEACHING WRITING 150813

This 30-hour course provides an overview of writing, focusing on the techniques used to teach writing in the adult ESL/EFL classroom. Course participants will experience techniques for integrating all language skills, generating ideas, revising, editing and assessing ESL/EFL 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/EFL 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. \$285

## TESOL INTERNSHIP

The TESOL Internship is a 45-hour course. It consists of 20 hours of compulsory workshops and 25 hours of practice teaching in an ESL/EFL classroom. \$360

## TESOL Elective Courses

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

## International TESOL Certificate Program

**Program Coordinator** Anne Sandor, 871-7055

The VCC International TESOL 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 January 1999 and ends in November 1999. The second program begins in September 1999 and ends in June 2000.

On successful completion of the VCC International TESOL Certificate Program graduates will receive the Vancouver Community College International TESOL 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. A VCC Document of Completion for Tutoring ESL will be awarded to students who successfully complete the program but do not have an undergraduate degree.

## 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 ENGLISH TO SPEAKERS OF OTHER LANGUAGES 150802

An Overview of TESOL 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 learners, beginning ESL/EFL learners, as well as oral testing, and lesson planning. \$195

## 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. \$120

## TUTORING PRONUNCIATION 151707

This 12-hour course examines the theory and instructional methodology used to tutor/teach pronunciation to ESL speakers. \$120

## 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 VCC Document of Completion will be awarded for successful completion of the 90-hour program.

## AN OVERVIEW OF TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES 150802

An Overview of TESOL 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/EFL and beginning ESL/EFL learners, as well as oral testing and lesson planning. \$195

## 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 ESL 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

# time out

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

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

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

**Anne Beesack** BA, DVATI, is an artist and art therapist in private practice with experience working with children, adolescents and adults.

**Alison Bell** is an honours graduate of Parsons School of Design and has worked in both London and New York perfecting her residential design 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.

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

**Maryann Bird** is past executive director of the Westcoast Child Care Resource Centre. Currently working as a consultant, she has over 20 years' experience in the non-profit, social services sector.

**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.

**Katherine Blair** BA, LLB is a lawyer whose Vancouver practice focuses primarily on family law, family law mediation, and personal injury law.

**Dawn Bliss** 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 Bréchaud** 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.

**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.

**Ginny Cathcart** BA, RDH, received her diploma in Dental Hygiene from University of Alberta. In 1966 she joined the Department of Dental Hygiene at VCC. Throughout her career she has maintained her clinical skills working in general, hospital and periodontal practices.

**Nigel Cave** practices securities law with Lachner 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 over 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.

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

**Gracie Churchill-Brown** was a teacher in Argentina and has been a certified court interpreter for six years.

**Susan Churchill-Brown** has been working as a court interpreter for four years, since receiving her court interpreting certificate.

**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 Karacore 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 Coftman** 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.

**Joan Cowderoy** has 25 years' experience in non-profit organizations, and is well-acquainted with the accomplishments and challenges of the voluntary sector. She presently operates a consulting practice serving the non-profit sector and government agencies in B.C.

**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 Cuzzato** 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 marketing 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.

**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.

**Lisa Enns** is the dental hygiene consultant for the Quality Improvement Program of the Vancouver Richmond Health Board.

**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.

**Sharon Galloway** RN, MSN, is a clinical nurse specialist in gerontology at Vancouver General Hospital.

**Lisa Geller** 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.

**Lucila Gonzalez-Cirra** has a degree in Spanish/English translation from the University of Granada (Spain), and extensive experience as a technical translator and instructor. She is currently working as a translator in the mining sector, one of Canada's most active businesses in Latin America.

**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.

**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 Hamerton** 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.

**Ray Harvey** was a lawyer before spending many years as a legal and educational publisher's representative. He now runs a commercial writing business specializing in newsletters and is a part-time college instructor in sales.

**Stephanie Hawkins** BID, ARIDO, IDC, has practiced 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/mediator in the conflict resolution program at the Justice Institute and a mediator at the Surrey/White Rock Conflict Resolution Centre.

**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.

**Kathy Hollinger** is a computer consultant teaching in the academic and corporate environment.

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

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

**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 Cella Society and the artistic director of the Stovedogs, 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, CRPM, 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.

**Nancy Keselyak** RDH, MA Ed, has 21 years' experience in dental hygiene including public health, private and periodontal specialty practices, clinical and didactic instruction at VCC and UBC, presenting continuing education workshops, seminars and study club groups. Nancy has held various positions with the CDBHC, BCDOA and the CDHA.

**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 Klime** RN, MSN, 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 expertly teaching business students at a Vancouver fashion institute and also designs and illustrates for private and commercial clientele.

**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.

**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.

**Kim Macfarlane** RN, BScN, MA (Ed. Psych) has extensive clinical experience in ICU, CCU and PAR and as a clinical instructor/trainer. She is clinical nurse educator, Critical Care, Burnaby Hospital.

**Frank Maciver** is well known for his work helping people reconnect with their creativity and be more effective in their workplace. His experience with organizations ranges widely from large corporations in the US to small non-profits at home in Victoria. Sandy is a Rhodes Scholar with a Masters in Public Administration from the University of Victoria.

**Sandy Maciver** is well known for his work helping people reconnect with their creativity and be more effective in their workplace. His experience with organizations ranges widely from large corporations in the US to small non-profits at home in Victoria. Sandy is a Rhodes Scholar with a Masters in Public Administration from the University of Victoria.

**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.

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

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

**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.

**Mishie 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.

**Jim Olson** RN, Med, is a clinical instructor in the Continuing 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.

**Krista Oster** BComm in entrepreneurial management has owned and operated her own home-based business for the past five years.

**Malraed O'Brien** has performed Irish Set 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.

**Chloé (Lapp) O'Loughlin** is executive director of the Kidney Foundation of Canada, B.C. branch, with vast experience in all facets of the not-for-profit sector.

**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 along with a bachelor of arts from the University of Saskatchewan. He is a practicing artist who alternates between art and architecture.

**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.

**David Miller** MA Counselling Psychology is a counsellor specializing in substance abuse issues. He has a background in Gestalt therapy.

**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.

**Susan Mogan** is manager of International Marketing for Stentor Resource Centre Inc. She is a Project Management Institute graduate and holds an MA in education from UBC.

**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 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.

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

**Peggy Morrison** BA, ARCT, has worked in the fashion industry since 1966. 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 Vancouver School of Art Graphic Design and has many years of experience in the advertising industry. Her specialties include computer graphics and electronic press.

**Mary Murray** RSW, MSW, has over 15 years in counselling and group facilitation in private practice and public agencies.

**John Neuls** is the former facilities supervisor for the West Vancouver School District and currently manages HUN 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 ACCPA, and Simply Accounting, at Oakridge.

**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.

**Kim Sato** is a jazz dance and hip hop. She has been choreographing, teaching and performing throughout the Lower Mainland for the past six years. Kim is former president of UBC Dance Horizons. She has performed in Jan Arden's music video "The Sound of..." She has received numerous awards for her outstanding performances and choreography. She is currently associate director for Transcendence Company.

**Barbara Sawchuk** is a designer with a variety of corporate clients, an educator and life-long learner currently teaching at the Kwantlen University College Design Centre. She is dedicated to perpetuating design as a humanizing activity and views every design challenge as an opportunity.

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

**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.

**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.

**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.

**Shannon Trevor Smith** RN, BScN, MA, DipGer, is Manager/Director of Care at Cedarvale Lodge.

**Lee Ann Trimble** RN, BSN, has been clinical resource nurse - diabetes at St. Paul's and Vancouver General Hospital for ten years.

**Jean Tsai** is a graduate from National Taiwan University. She taught ESL for 15 years in Taiwan and Mandarin for ten years in Canada.

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

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

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

**George Vonas** has extensive experience in business management and training with 23 years' experience as a business analyst and consultant. George's specialty is evaluating the financial management activities of small- to medium-sized businesses and establishing remedial action to correct problems.

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

**Don Watters** BA, has 25 years' experience in property management, building maintenance and construction. He is currently maintenance supervisor of a portfolio of 80 commercial and residential buildings in Vancouver. He has taught building maintenance for nine years.

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

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

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

**Beverley Woodburn** has 20 years' experience in the floral industry including shop owner and travelling marketing counsellor. She willingly shares her wealth of experience in her engaging presentations.

**Miriam Kobbeltdt-Yapp** BA, BEd, has several years' teaching experience and is currently working as a legal assistant for ICBC.

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

# ESL / HEALTH

## CERTESL Program

**Program Coordinator** Jayson Van Bryce, 443-8668, jvanbryc@vcc.bc.ca  
**Program Assistant** Pat Cooper, 443-8428, pcooper@vcc.bc.ca

The Certificate in Teaching English as a Second Language (CERTESL) Program is a distance education program for learning to teach English. It is for people who plan to teach immigrants, First Nations, or international students. A university degree is not required to complete this program. Applicants must take six courses in order to successfully complete the CERTESL Program. The CERTESL Program is offered three times a year. There is a fall term (September to December), a winter term (January to April), and an inter-semester term (May to July).

### 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 150308

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 150308

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.

**DON'T WAIT...**

If a course interests you, REGISTER!

Some courses fill up quickly. Others are cancelled if sufficient advance interest is not shown.

## HEALTH

### PROFESSIONAL & ALLIED HEALTH CARE

Registration 443-8484

These courses are for nurses and health-related professionals, dental personnel, and health care workers.

#### Clinical Practice

**Program Coordinator** Mary Crooks, 443-8674  
**Program Assistant** 443-8672

#### 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. Jan 30, 08:30-16:30 - LGH  
 1 day - Sa. Apr 10, 08:30-16:30 - LGH

#### 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. Feb 19, 09:00-16:00 - KEC

#### NEUROLOGICAL ASSESSMENT 202712

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

#### RESPIRATORY ASSESSMENT 202718

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

#### CARDIOVASCULAR ASSESSMENT 202702

Offered once a year.  
 1 day - Fall 1999

#### ADVANCED HOSPICE TRAINING FOR NURSES 202797

This course provides registered nurses with up-to-date knowledge and strategies to approach complex situations in palliative care, including pain and symptom management, cultural, ethical and spiritual dimensions, family and staff grief, and hospital-home interaction. Taught by an experienced team of clinical nurse specialist, social worker and family physician from the Hospice Program of the Vancouver-Richmond Health Board, this course is for experienced palliative care or home care nurses, or nurses who have completed the course Palliative Care for Health Professionals (202772). (Roberts/Carr/DeGroot) \$100  
 1 day - Fr. Feb 26, 09:00-17:00 - KEC

#### SUICIDE RISK: ASSESSMENT AND RESPONSE FOR HEALTH, SOCIAL SERVICE & EDUCATION PROFESSIONALS 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. Feb 26, 09:30-16:30 - KEC

#### HIV/AIDS UPDATE 201058

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 and AIDS, how they are transmitted, immune system changes, how to reduce risks, social and psychological implications, related illnesses and treatments, community resources, and issues concerning women, sexuality, substance use and societal attitudes. (AIDS Vancouver) \$55  
 1 day - Sa. Mar 06, 10:00-16:00 - KEC

#### COMMON MEDICAL EMERGENCIES 202796

This course is for nurses in acute, long-term or home care settings who are caring for clients 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. \$105  
 1 day - Fr. Mar 26, 09:00-16:00 - KEC

#### TUBE FEEDING: IMPACT ON CLIENT AND FAMILIES 200743

For all health professionals (RNs, social workers, nutritionists, therapists, LPNs) in any setting, this course is designed to help develop an understanding of the impact that tube feedings have on individuals and their families. Provides basic information on physical, psychological and social implications associated with tube feedings, quality of life issues, and flexibility of home tube feeding. Resources, tubes and equipment will be available to view. (Schlenker/Viskari) \$55  
 1 mng - Fr. Mar 26, 09:00-12:00 - KEC

#### USING ART AS A THERAPEUTIC EXPERIENCE IN HEALTH CARE SETTINGS 202785

This reflective and participatory course provides an opportunity to experience the use of art as a therapeutic process that can be used in various health care settings with clients of different ages. You will also learn approaches to facilitate safe ways for your clients to express their feelings, needs and experiences through art; how to recognize clients who may find self-expression through simple art forms helpful; and how to respond to their art in a therapeutic way. (Beesack) \$85  
 1 day - Fr. Mar 26, 09:30-16:30 - 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. Jun 04, 09:00-16:00 - KEC

#### Hospice/Palliative Care Certificate Program

**Program Coordinator** Sheila Stickney, 443-8673

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.

#### Four courses:

Introduction to Hospice/Palliative Care - 28 hours \$250  
 Psychosocial Caring - 28 hours \$250  
 Symptom Management - 36 hours \$320  
 Professional Issues in Hospice/Palliative Care - 28 hours \$250  
 Practicum - 70 hours TBA

#### Critical Care

**Program Coordinator** Mary Crooks, 443-8674  
**Program Assistant** 443-8672

#### CONSCIOUS SEDATION

For nurses monitoring conscious sedation in any setting, including hospitals, outpatient day surgeries, freestanding surgeries, dental offices or radiology suites, this course addresses essential information regarding nursing assessment and monitoring, commonly used drugs, potential complications, discharge criteria and special considerations for specific client populations. (Clarke) \$105  
 1 day - TBA

#### 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. (Cooper) \$75  
 1 day - Sa. Jan 30, 10:00-17:00 - KEC

#### 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. Feb 20, 10:00-17:00 - KEC

#### CARDIAC PACING UPDATE 202804

Advances in technology are providing physiologic pacing systems that can enhance the quality of life of persons with conduction system disease. You will learn a simplified approach to working with advanced pacing systems. Topics include: recreating normal physiologic responses (prothetic conduction system); pacemaker syndrome: dual chamber and rate responsive systems; appropriate and inappropriate sensor responses; fast pacing rates; and simple client education tools. For cardiology technologists, lab assistants, nurses, and physicians with basic arrhythmia interpretation skills. (Cooper) \$80  
 1 day - Sa. Mar 06, 10:00-17:00 - KEC

#### PERI ANAESTHESIA NURSING 202609

For nurses who work in peri/post anaesthesia units or day surgery clinics on a regular or casual basis. Update your knowledge 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. (Macfarlane) \$175  
 2 day - Fr/Sa. Apr 09/10, 09:00-16:00 - KEC

#### CARDIAC MONITORING AND NURSING INTERVENTIONS 202603

For nurses who require a basic understanding of cardiac arrhythmias, cardiac electrophysiology, monitoring techniques, components of ECG complex, identification and interpretation of sinus, atrial, junctional and ventricular arrhythmias and blocks, and appropriate nursing interventions. Maximum: 20 persons. \$280  
 3 day - Fr. Apr 23/30, May 07, 09:00-16:00 - CC

#### 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. Maximum: 20 persons. (Cooper) \$50  
 1 day - Sa. Apr 17, 10:00-15:00 - KEC

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

#### Gerontology

**Program Coordinator** Mary Crooks, 443-8674  
**Program Assistant** 443-8672

#### INTRODUCTION TO GERONTOLOGY 203601

In this overview of individual and population aging in Canada, you will examine theories, myths and social issues regarding aging from a holistic perspective. Emphasis is on the older adult's experience of the aging process within the broader context of family, community and society, and the values of the older adult's autonomy and quality of life. This required course in the Gerontology Certificate Program - Nursing may also be taken on an individual basis on approval of the program coordinator. (Trevor-Smith) \$320  
 6 day - Fr. Jan 15, 09:00-16:00 - KEC

#### FOUNDATIONS OF GERONTOLOGICAL NURSING PRACTICE 203604

What are the essential foundations and standards of competent, progressive gerontological nursing? What does knowledge-based, evidence-based nursing practice mean in challenging work settings? How are nursing theories relevant to clinical situations? How is clinical decision-making assisted by a systematic assessment and planning process? How can frontline clinical leadership and advocacy bring new meaning to your role in gerontological nursing? How do we approach the ethical implications of our caring relationships with older adults and their families? This newly revised course is a part of the Gerontology Certificate Program - Nursing and can be taken on an individual basis on approval of the program coordinator. (Kline/Blais) \$320  
 6 day - Fr. Jan 15, 09:00-16:00 - KEC

#### 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 mng - Fr. Jan 22, 09:00-12:30 - KEC

#### STROKE: A NURSING CARE UPDATE 202832

Update your knowledge of the causes and treatment of stroke, its impact on older adults and their families, nursing assessment and care planning, using rehabilitation nursing principles; and key challenges of immobility, spasticity, role change and nutrition. (Shaw) \$55  
 1 mng - Fr. Feb 19, 08:30-12:30 - KEC

#### URINARY INCONTINENCE IN OLDER ADULTS: MAKING A DIFFERENCE 202834

Urinary incontinence is a distressing problem for many older adults which can threaten their mobility, socialization, self-esteem, independence, comfort and financial resources. Often urinary incontinence can be reduced, resolved or prevented by knowledgeable nursing assessment and interventions. Expand your clinical knowledge regarding aging changes in GU system, different types of incontinence, causes and risk factors, reversible conditions, and nursing strategies. (Galloway) \$55  
 1 mng - Fr. Feb 26, 09:00-12:30 - KEC

#### ADVANCED HOSPICE TRAINING FOR NURSES 202797

This course provides registered nurses with up-to-date knowledge and strategies to approach complex situations in palliative care, including pain and symptom management, cultural, ethical and spiritual dimensions, family and staff grief, and hospital-home interaction. Taught by an experienced team of clinical nurse specialist, social worker and family physician from the Hospice Program of the Vancouver-Richmond Health Board, this course is for experienced palliative care or home care nurses, or nurses who have completed the course Palliative Care for Health Professionals (202772). (Roberts/Carr/DeGroot) \$100  
 (\$120 as elective in Gerontology Certificate Program - Nursing)  
 1 day - Fr. Feb 26, 09:00-17:00 - 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. Mar 04/11, 18:30-21:30 - CC

#### PAIN IN COGNITIVELY IMPAIRED OLDER 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 mng - Fr. Mar 05, 08:30-12:30 - KEC

#### COMMUNICATION - LEVEL I 203608

You will focus on one-to-one verbal and non-verbal communication with well/ill older adults, their families and members of the health team; key communication values underlying effective therapeutic relationships; strategies to reduce communication barriers; and ways to adapt interviews with older adults experiencing sensory-related communication impairments. This required course in the Gerontology Certificate Program - Nursing may also be taken on an individual basis on approval of the program coordinator. (Berry) \$205  
 4 day - Fr. Mar 05, 09:00-16:00 - KEC

#### GERONTOLOGICAL NURSING I 203605

This course focuses on theory/research-based nursing assessment and care related to the frail older adult's physical functioning, safety and security: cardiorespiratory function, rest and activity patterns, nutrition, elimination, skin integrity, comfort, mobility and activities of daily living. The course includes a "clinical think tank" in which participants present clinical challenges from their practice settings and, together, generate further directions or possible solutions. This required course in the Gerontology Certificate Program - Nursing may also be taken on an individual basis on approval of the program coordinator. (Stanbury) \$320  
 6 day - Sa. Mar 06-Apr 24, 09:00-16:00 - KEC

#### PHYSICAL AND FUNCTIONAL ASSESSMENT OF OLDER ADULTS IN LONG TERM CARE 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. Mar 26, 09:00-16:00 - KEC

#### 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. Apr 19, 09:00-16:00 - KEC

#### ORAL HEALTH CARE OF OLDER ADULTS IN LONG TERM CARE SETTINGS: A CLINICAL UPDATE FOR NURSES 202308

Many health and quality of life goals for older adults in long term care, such as nutrition, comfort, socialization and prevention of infection depend on oral health. Oral care poses a challenge, especially for cognitively impaired residents, and undiagnosed or untreated oral conditions can lead to problems such as halitosis, bleeding gums, pain, malnutrition, constipation, infection, and social withdrawal. A clinical nurse specialist and dental hygienist will address the nursing assessment of signs and symptoms of oral problems, practical strategies for individualized oral care and safe supplies, in keeping with the new provincial residential requirements. (Shaw/Enns) \$50  
 1 aft - Fr. Apr 30, 13:00-16:00 - KEC

#### GERONTOLOGICAL NURSING II

Using a theory/research-based approach to clinical practice, this course focuses on psychosocial assessment and intervention for social isolation, delirium, depression, dementia, and behavioural distress. Special focus on the Enablement Approach to assessing and enhancing abilities of cognitively-impaired older adults. This required course in the Gerontology Certificate Program - Nursing may also be taken on an individual basis on approval of the program coordinator. (Kline) \$320  
 6 day - Fr. May 07/14/21/28, Jun 11/18, 09:00-16:00 - 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. May 28, 09:00-16:00 - KEC

#### COMMUNICATION - LEVEL II 203609

This course focuses on communicating proactively and responsibly within small groups in health-care settings. Self-assessment provides a foundation for development of communication skills that facilitate change in professional gerontological practice in work settings. This required course in the Gerontology Certificate Program - Nursing may also be taken on an individual basis on approval of the program coordinator. (Berry) \$205  
 4 day - Fr. May 28, 09:00-16:00 - KEC

#### Gerontology Certificate Program - Nursing

**Program Coordinator** Mary Crooks, 443-8674  
**Program Assistant** 443-8672  
**Information Session** Sa. Feb 20, 10:00-11:30 - KEC  
 Free of charge to RNs and RPNs.  
 Call 443-8674 to register.

Nursing practice in the challenging and growing field of gerontology requires a complex combination of knowledge and skill. This 18-month, part-time certificate program assists nurses to increase their competence in clinical and leadership roles, while earning a certificate in the specialty of gerontological nursing, credits towards a degree, and educational hours towards acquiring or maintaining eligibility for CNA certification as a gerontological nurse. 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.

#### INTRODUCTION TO GERONTOLOGY 203601

(Trevor-Smith) \$320  
 6 day - Fr. Jan 15, 09:00-16:00 - KEC

#### COMMUNICATION - LEVEL I 203608

(Shamali) \$205  
 4 day - Fr. Mar 05, 09:00-16:00 - KEC

#### HEALTHY AGING IN HEALTHY COMMUNITIES 203602

(Berry) \$320  
 6 day - Fr. Apr 19, 09:00-16:00 - KEC

#### COMMUNICATIONS - LEVEL II 203609

(Berry) \$205  
 4 day - Fr. May 28, 09:00-16:00 - KEC

#### FOUNDATIONS OF GERONTOLOGICAL NURSING PRACTICE 203604

(Kline/Blais) \$320  
 6 day - Fr. Jan 15, 09:00-16:00 - KEC

#### GERONTOLOGICAL NURSING I 203605

(Stanbury) \$320  
 6 day - Sa. Mar 06-Apr 24, 09:00-16:00 - KEC

#### GERONTOLOGICAL NURSING II 203606

(Kline) \$320  
 6 day - Fr. May 07/14/21/28, Jun 11/18, 09:00-16:00 - KEC

#### Electives offered this term

Open to certificate program participants and other health professionals. For course descriptions see Professional Health Care.

#### ADVANCED HOSPICE TRAINING FOR NURSES 202797

(Hospice Team, Vancouver/Richmond Health Board) \$100 (\$120 as elective)  
 1 day - Fr. Feb 26, 09:00-17:00 - KEC

#### Childbirth Educators

**Program Coordinator** Diane Donaldson, 443-8675  
**Program Assistant** Sarah Mokaber, 443-8635

#### SUPPORTIVE PAIN MANAGEMENT STRATEGIES FOR CHILDBIRTH 202507

# HEALTH

## Health Teaching

Program Coordinator Mary Crooks, 443-8674  
Program Assistant 443-8672

## REVITALIZE YOUR TEACHING: A LEADING EDGE COURSE FOR HEALTH EDUCATORS

**202309**  
This two-day participatory course is for health professionals in all settings who want to revitalize their teaching with new techniques and fresh energy. You will learn about innovative methods and new frontiers in adult education to make your classes, inservices, presentations or coaching invigorating for you and your adult learners. Includes how to question well to teach well, creative team and group learning strategies, troubleshooting, maximizing diverse learning styles and multiple intelligences, facilitating self-assessment and constructive peer feedback, eliciting higher level thinking, and emerging philosophies, concepts and resources in adult education. Maximum: 20 persons. (Moore) \$160  
1 day - Th/Fr. Mar 04/05, 09:30-16:30 - CC

## ON THE SPOT TEACHING: MAXIMIZING THE TEACHABLE MOMENT

**202896**  
Maximize your teaching impact by making the most of spontaneous questions and opportunities that arise on the job with staff or when you are leading an educational session. You will learn quick, effective strategies for enhancing motivation. This course is designed for health and social service professionals involved in teaching, mentoring and providing consultation to staff or students in a variety of settings. (Moore) \$50  
1 mng - Fr. Jun 04, 09:00-12:00 - CC

## 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. Jun 04, 13:00-16:00 - CC

## Health Care Management

### Nursing Management Certificate Program

Program Coordinator Sheila Stickney, 443-8673  
Program Assistant 443-8672

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, 443-8673  
Program Assistant 443-8672

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 443-8380 for brochure and application form. Qualified participants are selected in order of receipt of application.

## Courses offered this term INTRODUCTION TO CONTINUING CARE MANAGEMENT

**201603**

This course provides an overview of continuing care within the health care system. Within a holistic and interdisciplinary health care framework, participants examine current trends and issues impacting the field, implications of government acts and agencies, and relevant legal issues. Participants will be actively involved in developing and/or revising philosophy and mission statements, and developing policy statements and applications useful for their own organizations within a strategic planning framework. (Anderson) \$435  
4 day - Tu/We/Th/Fr. Jan 12, 09:00-16:00 - CC

### PERSONNEL MANAGEMENT

**201604**

This course provides participants with a working knowledge of human resource development principles and strategies. Focus is on the managers' role in personnel and staff development, management/employee rights within the context of relevant legislation, scheduling, labour relations, employment processes, and interpretation of collective agreements. (Blackstone) \$435  
4 day - Tu/We/Th/Fr. Feb 23, 09:00-16:00 - CC

### Allied Health Care

Program Assistant Sarah Mokaber, 443-8635

### 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

## MOBILIZING, TRANSFERRING AND POSITIONING: HOW TO ASSIST CLIENTS WITH COMMON PHYSICAL DISABILITIES

**200742**

For home support workers, care aides, rehabilitation assistants and activity staff, this course will provide you with practical skills for safely assisting clients who have a variety of mobility, positioning and transferring needs related to physical disabilities, such as strokes, spinal cord injuries, arthritis, multiple sclerosis, amputations and frailty. Topics include transfers and positioning; safety factors for the client and worker; adaptations to meet client needs; ambulation and walking aids, wheelchairs, seating, and other equipment; and how to report and record significant observations. Offered in collaboration with G.F. Strong Rehabilitation Centre and George Pearson Centre. Maximum 16 persons. \$90  
1 day - Fr. Mar 05, 09:00-16:00 - GPC

### FOOTCARE FOR OLDER ADULTS

**200711**

See course description under Gerontology.  
2 eve - Th. Mar 04/11, 18:30-21:30 - CC

## PERSONAL & PROFESSIONAL DEVELOPMENT

### Communication:

#### Interpersonal & Group

Program Coordinator Mary Crooks, 443-8674  
Program Assistant 443-8672

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. Jan 22, 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. Feb 19, 09:00-16:00 - KEC

## ANGER MANAGEMENT/CONFLICT RESOLUTION - LEVEL II

**202828**

For persons who have completed either Conflict Resolution - Level I (202802) or Assertiveness Skills (202715). You will strengthen 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. Mar 26, 09:00-16:00 - KEC

### GROUP FACILITATION

**202813**

Expand your knowledge and practical skills in group process, handling group dynamics, group facilitation, and team building. Examine effective group/team development and functioning; leadership, power and decision-making in groups; and patterns of group interaction. You will practise with basic facilitation skills and tools (e.g. how to get people involved) and increase your cross-cultural awareness. (Malcomson/Murray) \$175  
2 day - Sa. Apr 24/May 01 09:00-16:00 - KEC

### Holistic Health

Program Coordinator Mary Crooks, 443-8674  
Program Assistant 443-8672

### MASSAGE - 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. Jan 23/24, 09:00-16:00 - KEC  
2 day - Sa/Su. Mar 06/07, 09:00-16:00 - KEC

### MASSAGE - LEVEL II

**200740**

Prerequisite - Level I (200737). You will practise 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. Mar 27, 09:00-16:00 - KEC

### IS IT SUICIDE RISK?

**201089**

Practical information for the lay person. 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. With care and social service workers, please see Suicide Risk: Assessment and Response (200710). \$20  
1 eve - Tu. Feb 02, 19:00-21:00 - CC

### 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. \$25  
1 mng - Sa. Feb 27, 09:30-12:00 - KEC  
1 mng - Sa. Apr 24, 09:30-12:00 - KEC

### MENOPAUSE ... NATURALLY

**201087**

Menopause is a natural event. This course will help you to understand and prepare for the normal hormonal changes experienced by women before and after menopause, and to gain balanced information on many of the holistic choices for a healthier menopausal experience. It will explore lifestyle options and natural alternative therapies for menopausal symptoms, as well as for optimal bone, heart and breast health. Includes take-home resource materials. (Blades) \$25  
1 mng - Sa. Apr 10, 09:30-12:30 - KEC

### FOODSAFE - LEVEL I (BASIC)

**250201**

Designed for kitchen staff and dining room attendants. Explore micro-biology, food-borne illnesses, personal hygiene and health, serving and dispensing, food protection and preparation, receiving and storing food safely, warewashing and storage methods. \$80  
1 day - Sa. Jan 16, 09:00-18:00 - CC  
1 day - Sa. Jan 23, 09:00-18:00 - CC  
1 day - Sa. Jan 30, 09:00-18:00 - CC  
1 day - Sa. Feb 06, 09:00-18:00 - CC  
1 day - Sa. Feb 13, 09:00-18:00 - CC  
1 day - Sa. Mar 06, 09:00-18:00 - CC  
1 day - Sa. Mar 13, 09:00-18:00 - CC  
1 day - Sa. Mar 20, 09:00-18:00 - CC  
1 day - Sa. Mar 27, 09:00-18:00 - CC

### FOODSAFE - LEVEL I (BASIC)

**250205**

This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. \$80  
1 day - Sa. Feb 13, 09:00-18:00 - CC

### CPR & First Aid

Program Assistant 443-8672

### COMMUNITY CPR

**202025**

This four-hour CPR Heartsaver course is offered collaboratively with Vancouver Fire and Rescue Services. Instructors are Vancouver firefighters who are certified CPR instructors with St. John Ambulance. Learn how to recognize the signs and symptoms of a heart attack, how to tell when breathing and heart have stopped, and how to maintain the person's breathing and circulation until help arrives. Bring blanket. \$35  
1 eve - Tu. Feb 23, 17:45-21:45 - CC

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

### CPR BASIC RESCUER (CPR C)

**202010**

8 hours. No prerequisites. Of particular interest to health care and dental personnel. Course includes obstructed airway management for infant, child and adult as well as CPR for infant, child, adult, and two person CPR. Bring blanket. (Clark) \$55  
2 eve - Mo./We. Feb 01/03, 18:00-22:00 - CC

### CPR BASIC RESCUER-RECERT (C RECERT)

**202015**

4 hours. Prerequisite: must have taken Basic Rescuer within the last two years. Course focuses solely on testing of all skills in the Basic Rescuer course. Bring blanket. (Clark) \$40  
1 eve - Th. Jan 21, 18:00-22:00 - CC  
1 eve - We. Mar 10, 18:00-22:00 - CC

### CHILDSAFE

**202024**

8 hours. No prerequisite. Of particular interest to daycare and preschool workers and parents. Meets all provincial licensing requirements for daycare. Course has strong focus on prevention and includes obstructed airway management for infant and child, CPR for infant and child, and basic first aid. Bring blanket. (Clark) \$55  
2 eve - We. Feb 10/17, 18:00-22:00 - CC  
2 eve - Tu. Mar 23/30, 18:00-22:00 - CC

### STANDARD FIRST AID

**202038**

16 hours. No prerequisite, but previous CPR training recommended. Course includes all the content in Emergency First Aid plus two person CPR and first aid for broken bones, wounds and emergency medical conditions. Meets all provincial licensing requirements for daycare. Bring blanket. (Clark) \$105  
2 day - Sa/Su. Feb 27/28, 09:00-17:30 - KEC

### Foodsafe

Program Assistant 443-8672

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 443-8380.

### FOODSAFE - LEVEL I (BASIC)

**250201**

Designed for kitchen staff and dining room attendants. Explore micro-biology, food-borne illnesses, personal hygiene and health, serving and dispensing, food protection and preparation, receiving and storing food safely, warewashing and storage methods. \$80  
1 day - Sa. Jan 16, 09:00-18:00 - CC  
1 day - Sa. Jan 23, 09:00-18:00 - CC  
1 day - Sa. Jan 30, 09:00-18:00 - CC  
1 day - Sa. Feb 06, 09:00-18:00 - CC  
1 day - Sa. Feb 13, 09:00-18:00 - CC  
1 day - Sa. Mar 06, 09:00-18:00 - CC  
1 day - Sa. Mar 13, 09:00-18:00 - CC  
1 day - Sa. Mar 20, 09:00-18:00 - CC  
1 day - Sa. Mar 27, 09:00-18:00 - CC

### FOODSAFE - LEVEL I (BASIC)

**250205**

Designed for kitchen staff and dining room attendants. Explore micro-biology, food-borne illnesses, personal hygiene and health, serving and dispensing, food protection and preparation, receiving and storing food safely, warewashing and storage methods. \$80  
1 day - Sa. Jan 16, 09:00-18:00 - CC  
1 day - Sa. Jan 23, 09:00-18:00 - CC  
1 day - Sa. Jan 30, 09:00-18:00 - CC  
1 day - Sa. Feb 06, 09:00-18:00 - CC  
1 day - Sa. Feb 13, 09:00-18:00 - CC  
1 day - Sa. Mar 06, 09:00-18:00 - CC  
1 day - Sa. Mar 13, 09:00-18:00 - CC  
1 day - Sa. Mar 20, 09:00-18:00 - CC  
1 day - Sa. Mar 27, 09:00-18:00 - CC

### FOODSAFE - LEVEL I (BASIC)

**250205**

Designed for kitchen staff and dining room attendants. Explore micro-biology, food-borne illnesses, personal hygiene and health, serving and dispensing, food protection and preparation, receiving and storing food safely, warewashing and storage methods. \$80  
1 day - Sa. Jan 16, 09:00-18:00 - CC  
1 day - Sa. Jan 23, 09:00-18:00 - CC  
1 day - Sa. Jan 30, 09:00-18:00 - CC  
1 day - Sa. Feb 06, 09:00-18:00 - CC  
1 day - Sa. Feb 13, 09:00-18:00 - CC  
1 day - Sa. Mar 06, 09:00-18:00 - CC  
1 day - Sa. Mar 13, 09:00-18:00 - CC  
1 day - Sa. Mar 20, 09:00-18:00 - CC  
1 day - Sa. Mar 27, 09:00-18:00 - CC

### FOODSAFE - LEVEL I (BASIC)

**250205**

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. Feb 13/20, 09:00-16:00 - CC

### FOODSAFE - LEVEL I (BASIC)

**250205**

This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. \$80  
1 day - Sa. Feb 13, 09:00-18:00 - CC

Instructor  
Details  
on pages 12-13

# HEALTH / HUMAN & SOCIAL SERVICES

## 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:

- Major types of food-borne illnesses not discussed in Level I, i.e., Hamburger disease
- Design and maintenance of a food service establishment
- Managing sanitary practices in a food service establishment
- Implementing a Hazard Analysis Critical Control Point System (HACCP). \$80  
1 day - Sa. Mar 06, 09:00-18:00 - CC

## Worksafe Education

Program Coordinator Sheila Stickney, 443-8673  
Program Assistant Sarah Mokaber, 443-8635

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 443-8380.

# HUMAN & SOCIAL SERVICES

## COUNSELLING SKILLS

Program Coordinator Joanne Rykers, 443-8392  
Information Session 1 eve - Tu. Jan 12, 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 Shebby, available at campus bookstore. \$315  
11 eve - Mo. Jan 18 AND 1eve - Tu. Apr 06, 18:30-21:30 - CC (Adilman)

12 eve - Tu. Jan 19, 18:30-21:30 - CC (Shamal)  
12 eve - Th. Jan 21, 18:30-21:30 - CC (Krakow)  
10 mng - Fr. Jan 15, 10:00-13:00 AND 1 day - Fr. Jan 22, 09:30-16:30 - KEC (Menzel)

### BASIC COUNSELLING II

**101806**

This course is a continuation of Basic Counselling I. Stages I and II of Shebby's Helping model will be discussed and the appropriate skills practised. Class time will be divided into lectures, instructor demonstration and practical experience in the roles of helper and client. Workbook exercises will encourage self-exploration to enhance your effectiveness as a helper. Prerequisite: Basic Counselling I (101805). Text: *Counselling Skills*, Bob Shebby, (Shamal) \$260  
10 eve - Th. Jan 21, 18:30-21:30 - CC

### VOCATIONAL COUNSELLING

**101839**

This course (36 hours) presents the theory and practice of vocational counselling. Participants will examine the theory of how people make vocational/career decisions, how the counselling relationship facilitates this process and what particular issues special needs population have in this process. Opportunities for skills development will include helping clients in the process of self-discovery, self-esteem building and realistic goal setting. This course is aimed primarily at those working in the field of employment counselling. Prerequisite: Basic Counselling Skills (101805) OR permission of program coordinator. Text, Career Counselling: A Psychological Perspective, Yost and Carlishi, available at campus bookstore. (Coomber) \$325  
4 day - Sa. Jan 23, Feb 06/20, Mar 06, 09:30-16:30 AND 4 eve - Tu. Jan 26, Feb 09/23, Mar 09, 18:30-21:30 - CC

### BASIC COUNSELLING II

**101806**

This course is a continuation of Basic Counselling I. Stages I and II of Shebby's Helping model will be discussed and the appropriate skills practised. Class time will be divided into lectures, instructor demonstration and practical experience in the roles of helper and client. Workbook exercises will encourage self-exploration to enhance your effectiveness as a helper. Prerequisite: Basic Counselling I (101805). Text: *Counselling Skills*, Bob Shebby, (Shamal) \$260  
10 eve - Th. Jan 21, 18:30-21:30 - CC

### VOCATIONAL COUNSELLING

**101839**

This course (36 hours) presents the theory and practice of vocational counselling. Participants will examine the theory of how people make vocational/career decisions, how the counselling relationship facilitates this process and what particular issues special needs population have in this process. Opportunities for skills development will include helping clients in the process of self-discovery, self-esteem building and realistic goal setting. This course is aimed primarily at those working in the field of employment counselling. Prerequisite: Basic Counselling Skills (101805) OR permission of program coordinator. Text, Career Counselling: A Psychological Perspective, Yost and Carlishi, available at campus bookstore. (Coomber) \$325  
4 day - Sa. Jan 23, Feb 06/20, Mar 06, 09:30-16:30 AND 4 eve - Tu. Jan 26, Feb 09/23, Mar 09, 18:30-21:30 - CC

### COUNSELLING THEORIES

**101830**

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

# HUMAN & SOCIAL SERVICES

## COURT INTERPRETING

Program Coordinator Silvana E. Carr, 443-8389  
Information Session Tu. Jan 19, 19:30 - 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, terminologies and procedures, as well as an excellent preparation for other interpreting jobs.

\$1160  
63 eve - Tu/Th. Oct 12 - Dec 09, 1999; Tu/Fr. Jan 04 - May 19, 2000, 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 04, 1999. 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 skill is required to work in the courts.  
**Certificate Requirements**  
Satisfactory completion of:  
• Language Proficiency Exams  
• Core components of the program (courses 150116, 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 INTERPRETATION

150119  
Sight translation and consecutive interpretation practice using legal and other texts; development of bilingual terminologies, introduction to simultaneous interpretation (in sessions for each language of specialty). 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**  
April 30, 1999. Late applications may be accepted subject to space availability. Call 443-8380 for brochure and application form.

### TECHNICAL TRANSLATION (SPANISH)

150155  
This practical course focuses on the techniques used for technical translation of Spanish and English texts, and is designed for inexperienced or self-taught translators with no formal training. Working with a variety of texts (technology, science, business and legal), students will acquire the tools to do translations efficiently, and to identify, analyze and resolve translation problems through interactive practice and feedback. Registration deadline: January 14, 1999. (Gonzalez-Cirre) \$150  
6 mg - Sa. Jan 22, 09:30-12:30 - CC

### PRE-INTERPRETING SKILLS

150153  
Pre-interpreting skills are a must for those students who need to upgrade their skills in order to take the VCC Court Interpreting Certificate Program. Some of the content you will cover are shadowing, re-phrasing, summarizing, basic sight translation, basic consecutive interpreting, note-taking, vocabulary development and practice items for the certificate program screening exam. - 36 hours. (Steyn) \$265  
6 day - Sa. Mar 06, 09:00-16:00 - KEC

### HEALTH CARE INTERPRETER

150177  
The program is designed to prepare interpreters to fulfill their role and meet the standards for health care interpretation. To enhance the interpreter process in the health care context, participants will gain an understanding of the Canadian health care system and the various agencies for health care delivery. They will also become aware of the roles of various health team members, and situations requiring health care interpretation. Additionally, the participants will have

an overview of medical terminology related to general body systems. A variety of learning methods and resources will be used including class lecture and discussion, video and audio presentations, case situations, role play and simulations. Prerequisite: VCC Court Interpreting Certificate or equivalent. \$350  
8 day - Sa. May - June, 09:30-16:30 - CC

## EARLY CHILDHOOD EDUCATION

Program Coordinator Gyda Chud, 443-8416

### 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.

### INFANT-TODDLER EDUCATOR PROGRAM

This one-year, post-basic program prepares already qualified ECE graduates with the specialized skills and knowledge to supervise infant and toddler group day care settings. Applications for September 1999 are now being accepted. Please call 443-8416 for further details.

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

### Continuing Studies in Early Childhood Care and Education

This program offers enrichment, upgrading and continuing professional development for the child care community. Individual courses/workshops are also open to parents and others. Please note that this program does NOT qualify individuals to supervise in preschool or day care settings. Brochures which outline Winter term offerings are available upon request.

### CONTEMPORARY SOCIAL ISSUES FOR THE CHILD CARE COMMUNITY

152004  
Today, child care providers and families are challenged by numerous social issues. Our course explores critical information related to key themes of the day. A variety of community faculty will offer suggestions and strategies for effective problem solving, stress management and crisis intervention. (Bird)\$100 for the series; \$30 for individual sessions.

### Topics this term are:

Setting the Stage About Child Care, Feb 02  
Exploring the Current Context of Child Care, Feb 09  
Learning More About Legal and Liability Issues, Feb 16  
Preparing for Critical Incidents, Feb 23  
Practising Effective Stress Management and Self-Care, Mar 02

Watch for our April Contemporary Social Issues which focus on tough and tender family dynamics.

### 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. Jan 21, 18:45-21:45 AND 1 day - Sa. Feb 27, 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 443-8428.



## 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, 443-8663

### MEXICO STUDY TOUR

502030  
Vancouver Community College, Continuing Education (VCC CE) and the Universidad Autonoma 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.

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 January 18, February 15, March 15, April 26, May 24, 1999.

Mexican Study Tour application (502030)  
Application fee: \$40  
Tuition (502031): \$550  
Homestay (502032): single \$630, double \$550  
All payable to VCC

Application and full payment must be received ten days prior to course start date. For a brochure call 443-8380. For more information call the program coordinator.

### SPANISH CONVERSATION - LEVEL I

502025  
Are you planning a visit to Mexico, or just interested in learning more about Canada's newest partner in NAFTA? This introductory course will equip you with simple structures and language skills to function in Spanish. (Churchill-Browne) \$150 (includes GST)  
8 eve - Mo. Jan 25, 18:30-21:00 - CC

### SPANISH CONVERSATION - LEVEL II

502026  
Now that you have some basic Spanish language skills, improve your conversational skills. The classes will be enhanced with an introduction to Spanish food and music. (Churchill-Browne) \$150 (includes GST)  
8 eve - Th. Jan 28, 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) \$150 (includes GST)  
8 eve - Th. Jan 28, 18:30-21:00 - CC

### MANDARIN CONVERSATION - LEVEL II

502028  
This course is designed to build up Mandarin conversation 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) \$150 (includes GST)  
8 eve - Th. Jan 28, 18:30-21:00 - CC

### 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 January 30, 1999. 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 complement 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

## LANGUAGES

505805 - Grade 5

505806 - Grade 6

505807 - Grade 7

505808 - Grade 8

505809 - Grade 9

505810 - Grade 10

505811 - Grade 11

505812 - Grade 12

505813 - Advanced

### Fine Arts for Children

Children's fine art courses have 16 sessions. They are held on Saturdays from 12:30-13:30 or 13:30-14:30. Courses begin January 30, 1999. 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
- 505816 - Mathematics
- 505817 - Cartoon Drawing (under age 12)
- 505826 - Pencil and Charcoal Drawing (over age 8)

### Adult Mandarin Education

Adult Mandarin language education covers 10 weekly sessions. Classes are held on Saturdays and begin three times a year: January, April and September. Classes are from 09:30-12:00. Courses begin January 23, 1999. The fee is \$150 per course (GST included).

The program for adults includes two courses:

### 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.  
10 mg - Sa. Jan 23, 09:30-12:00 - KEC

### ADULT ADVANCED CONVERSATION

MANDARIN  
505824  
Ideal for individuals who can read and write the Chinese language but seek to improve their spoken Mandarin. This course emphasizes phonetics of Mandarin language and the proper intonation of words. Through conversation, discussion, debate and other activities, it prepares the student to speak better Mandarin. Students are allowed to bring tape recorders to the course.  
10 mg - Sa. Jan 23, 09:30-12:00 - KEC

## NON-PROFIT, VOLUNTARY & FUNDRAISING

### Non-Profit Sector Management Certificate Program

Program Coordinator Bonnie Denford-Nelson, 443-8362, 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) listed in recommended order**

1. Fundamentals and Ethics of Non-profit Management (101902) \$290
2. Interpersonal Communications (101903) \$290
3. Planning and Evaluation (101906) \$290
4. Leadership and Human Resource Management (101904) \$290
5. Marketing and Public Relations (101905) \$290

Practicum (101907) \$150

### 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

### 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 - Tu. Jan 12, 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/ability. In addition, the course will introduce principles and ethical decision-making while maintaining the organization's mission and mandate.  
(O'Loughlin) \$290  
10 eve - Mo. Jan 26, 18:30-21:30 - CC

### INTERPERSONAL COMMUNICATION

101903  
Interpersonal communication skills are critical to effective managers and therefore provide the foundation for working with many different groups in the not-for-profit sector. This course enhances participants' communication skills with emphasis on interpersonal awareness, effective communication, cross-cultural communications and barriers to communication. Participants will examine their own interpersonal communication as well as interpersonal communication in others. Text: Interplay: The Process of Interpersonal Communication. (Stoll) \$290  
10 eve - Tu. Jan 26, 18:30-21:30 - CC

### MARKETING AND PUBLIC RELATIONS

101905  
The course is designed to provide participants with skills and practical knowledge of the concepts and principles of the marketing process. The types of communication strategies, including the role of public relations in achieving marketing goals will be examined. (Friedmann) \$290  
10 eve - We. Jan 27, 18:30-21:30 - CC

### Specialty Courses 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.  
8 eve - Th. Jan 28, Feb 11/25, Mar 11/25, Apr 08/23, May 06, 18:00-21:00 - TBA

### TRAINING VOLUNTEERS

101952  
This course is designed for students in the volunteer management specialty stream. In addition, interested individuals who are currently managers of volunteers are encouraged to register. Training is your most effective risk management tool. This interactive two-day workshop will enable you to prepare, facilitate, and implement orientation, education, and training sessions for small or large groups of volunteers. You will learn how and where training fits into the overall volunteer management process. You will have the opportunity to see how YOU fare as a trainer! Prepare to enjoy yourself, and to take a risk! (McIntosh) \$115  
2 day - Sa. Feb 06/13, 09:00-16:00 - CC

### BASIC TOOLS FOR FINANCIAL REPORTING

101944  
This course is designed as a prerequisite for Financial Management (101941). It is directed to those individuals who need the basics or a refresher to the basic bookkeeping tools in non-profit financial management. (Stevens) \$60  
2 eve - Th. Feb 04/18, 18:30-21:30 - CC

### FINANCIAL MANAGEMENT FOR NON-PROFIT ORGANIZATIONS

101941  
This course is designed for students in the Non-Profit Management Specialty Stream. In addition, interested individuals who are currently managers or volunteers in the non-profit sector are encouraged to register. This course provides an overview of the financial management skills needed to plan, monitor, report and evaluate a non-profit organization's resources. The operational and decision-making implications of charitable tax status along with policies and procedures for accepting gifts. Participants should have knowledge of basic bookkeeping. Prerequisite: 101944. (Stevens) \$145  
2 day - Sa. Feb 20, Mar 06, 09:00-16:00 AND ½ day Sa. Mar 20, 09:00-13:00 - CC

### EFFECTIVE ANNUAL FUNDRAISING PROGRAMS

101962  
This course, previously called Effective Fundraising Techniques, is designed for students in the Fundraising Specialty Stream. The course is also available to interested individuals who are working and/or volunteering in a fundraising capacity. This course explores individual, corporate and foundation sources of donors. Students examine a broad spectrum of strategies and techniques currently practised in annual campaigns. Topics include direct mail programs, personal solicitation and special events. (Terzariol) \$160  
3 day - Sa. Feb 27, Mar 13/27, 09:00-16:00 - CC

## 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 20 participants. \$200  
8 eve - Mo. Feb 08, 18:00-20:30 - CC

### CREATING BREAK THROUGHS

101996  
Directed primarily to executive directors and senior managers, this workshop combines theory and practice from several fields in organizational effectiveness. This two-day session introduces the participant to a variety of unconventional tools and approaches to problem solving. It is designed to enable you to work on current issues in order to take the learning back to the organization. Benefits to participants include: greater capacity to create alternative futures; practical tools to unblock "stuck thinking" novel ways of solving problems; new direction for enhancing team effectiveness and results. (Covdorey/Machver) \$175  
2 day - Th/Fr. Feb 11/12, 09:00-16:00 - Plaza 500 Hotel, 500 West 12th Avenue



## Distance Education Offerings

For those who prefer to study at home, we offer the following

## ADDING TO EXPERIENCES AND EXPANDING OPPORTUNITIES

... so spirited, so excited ... packing their cases, looking at strange currency, getting ready to open their minds and adapt their views and fill their memories with sights and sounds which will change their future lives. - President of Ireland, Mary Robinson, describing international education at the 75th Anniversary Celebration of the Institute of International Education, 1994.

The Universidad Autonoma de Guadalajara (UAG) was founded in 1935. It is the oldest private university in Mexico, located in Guadalajara, Mexico's second largest city. The city is well known for its beauty, spring-like climate and important culture heritage. It is also a modern, productive metropolis hosting a variety of international activities such as the International Book Fair (FIL), Fiestas de Octubre, a Mariachi Festival and other major exhibitions.

For more than 20 years, the Office of International Programs of the Universidad Autonoma de Guadalajara, through its Department of Exchange Programs and Studies Abroad, has served students from around the world, meeting their objects of pursuing academic development and improving their cultural understanding of Mexico. UAG is coeducational, non-denominational and non-profit; it is independent and self-contained, autonomous and is not related to or dependent upon government, church or political parties. The university is proud to be thoroughly Mexican and to be able, as well, to emphasize its orientation to international education.

The UGA has some of the best educational facilities in the country, covering an area of 1000 acres and four campi; the Central Campus (CU), the Biological Sciences Institute, the Health Sciences Campus and the Continuing Education and University in the Community (UNICO) campus as well as two hospitals, the Experimental Agricultural Centre, the Chapala Ecology Station, The Marine Sciences Station and the university hotels and convention centre. The university offers 50 undergraduate majors, 25 areas of postgraduate specializations, 12 master's programs and two doctoral degrees. The UGA has a current enrollment of 15,000 students, 80 percent of whom are Mexican while 20 percent come from 25 different countries. The institution employs 2300 full-time and 350 part-time faculty with excellent qualifications. Activity coordinators (Monitores) organize sport activities and evening outings including: visits to cultural and historic sites, concerts, conversation clubs, Mexican cooking club, homework assistance, shopping, swimming, tennis, soccer, and basketball.

The Mexico Study Tour at the UGA (see listing on page 19) offers four-week intensive language instruction sessions starting January 18, February 15, March 15, April 26 and May 24. Add to your experiences and plan to be part of this cultural experience.

[www.vcc.bc.ca](http://www.vcc.bc.ca)

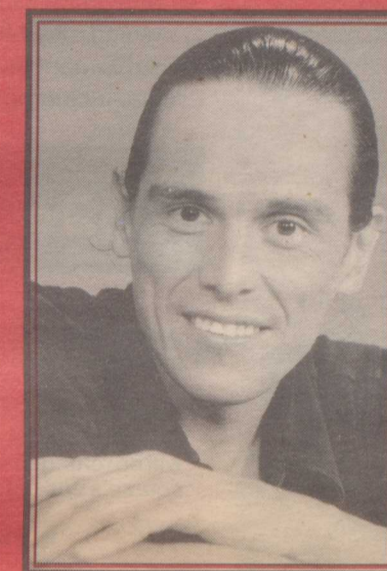


VANCOUVER  
COMMUNITY  
COLLEGE  
  
Continuing Education

## John Powell - Fashion Arts Certificate Program Graduate

Having grown up surrounded by traditional Kwagwilt practices, John has had much opportunity to observe the ingenuity and adaptability of his people. Quite naturally, he developed a deep interest in both their history and their fashions. This initially led to building functional regalia for use in ceremonies and, as time went on, to commissioned pieces for private and corporate collections. His costume design credits include "Toronto at Dreamer's Rock," "Fireweed," "Someday," and "The Passion of Dracula." John has just completed the two-year Fashion Arts Certificate Program and was the recipient of the prestigious Gabriel Levy Scholarship 1998. Of the VCC program, John says, "I am exceedingly grateful for the kind patience and helpful assistance

that I have received from the teaching staff, all of whom are highly qualified and provided excellent instruction in all areas of the program. I am very proud to have been part of the Fashion Arts Certificate Program." John plans to market his clothing line in Germany and Japan and hopes to attain national and international recognition as a designer.

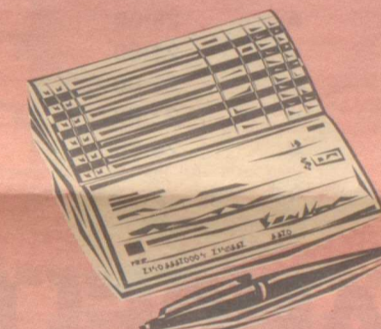


## Students with Special Needs

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 443-8673.



## 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.



## Walk with safety...

Our Security Office offers students an escort to campus parking lots in the evening. Please check at the Continuing Education office or Security office for details



## Please Note

Enquiries 443-8380  
Registration 443-8484

# VANCOUVER COMMUNITY COLLEGE

## 24 hour CLOCK

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

Please refer to the following conversion chart:

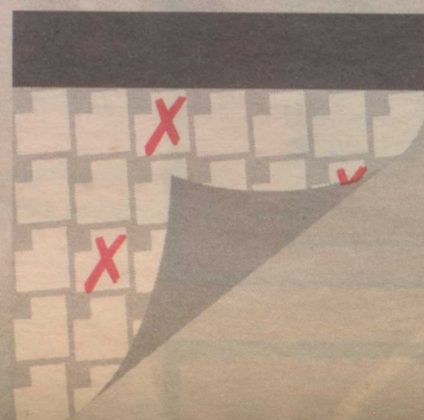
1 a.m.	=	01:00
2 a.m.	=	02:00
3 a.m.	=	03:00
4 a.m.	=	04:00
5 a.m.	=	05:00
6 a.m.	=	06:00
7 a.m.	=	07:00
8 a.m.	=	08:00
9 a.m.	=	09:00
10 a.m.	=	10:00
11 a.m.	=	11:00
12 noon	=	12:00
1 p.m.	=	13:00
2 p.m.	=	14:00
3 p.m.	=	15:00
4 p.m.	=	16:00
5 p.m.	=	17:00
6 p.m.	=	18:00
7 p.m.	=	19:00
8 p.m.	=	20:00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

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

## Dates Closed

Dec. 23 - Jan. 3, 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  
443-8484

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

**ROB**  
Robson Square  
Conference Centre  
800 Robson Street  
Vancouver BC

**GPC**  
George Pearson Centre  
700 West 57th Avenue  
Vancouver BC

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

**VV**  
Volunteer Vancouver  
301-3102 Main Street  
Vancouver BC

**KEC**  
King Edward Campus  
1155 East Broadway  
Vancouver BC

**LIS**  
Listel Vancouver Hotel  
1300 Robson Street  
Vancouver BC

**YWCA**  
Program Centre  
535 Hornby Street  
Vancouver BC

[www.vcc.bc.ca](http://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, 250 West Pender Street, Vancouver, BC V6B 1S9

**By Phone** Charge to your MasterCard or VISA card. City Centre Campus, 443-8484.

**In Person** Register at CE, 250 West Pender Street. Pay by cash, cheque or credit card.

**By Fax** Use the registration form on page 23 and FAX to 443-8393. Payment is by credit card only.

**Registration hours**  
City Centre Campus, Monday - Thursday, 09:00-20:00;  
Friday, 09:00-17:00 and Saturday, 09:00-14:00

### Please note:

As of October 1, 1998 the King Edward Campus, Continuing Education office moved to City Centre, 250 West Pender Street, Vancouver, BC V6B 1S9 Phone: 443-8380, Fax: 443-8393. Please direct all enquiries to this location. 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:** VCC - Continuing Education, 250 West Pender Street, Vancouver, BC V6B 1S9 **Phone:** 443-8484

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 fwuhrer@vcc.bc.ca

CONTINUING EDUCATION

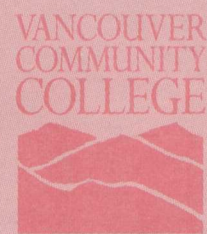
# PART-TIME courses & programs

The courses on this page are offered on a part-time basis through various College Departments. Please note that the Continuing Education department does not handle registration for the courses on this page. For more details call 871-7550 or 443-8443, or call department telephone numbers listed on this page.

Students who have not previously enrolled in VCC programs, other than Continuing Education courses, will be required to pay a one-time \$15 application fee, and a Student Association fee which is scaled according to the number of credits in which a student enrolls. While Adult Basic Education courses are tuition free, Student Association fees, graduation fee (if applicable), application fee, etc. still apply.

Refund policies for programs on this page differ from the Continuing Education offerings. Student Association fees, graduation fee, application fees and assessment fees are non-refundable.

## know how @VCC



### City Centre Campus

City Centre Campus courses are held at 250 West Pender Street. Registration is handled through City Centre Admissions, Mon-Thurs, 8:00 am to 4:00 pm and Fri, 8:00 am to 3:00 pm. Please note that the Continuing Education department does not handle registration for the courses on this page.

#### 3 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 443-8400.

### Baking and Cooking Courses Baking and Pastry Arts

Are these credit courses?

Yes: you will receive college credit after you have successfully completed any of the part-time courses. These credits can be used towards the full-time Baking and Pastry Arts Certificate; however, students cannot obtain a certificate through part-time studies only.

#### Cake Baking and Decorating

An introduction to preparing and baking tortes, mousses, cheese-cakes and other products, and an overview of cake decorating.  
◆ 10 Saturdays - Jan 23-Mar 27, 08:00-13:30 - Rm 212, CC  
◆ Tuition: \$122.77; Text: VCC Recipe Book, \$10; Decorating tools: \$20; Uniform: \$60 (refundable deposit)

#### Cake Decorating

Includes techniques of icing cakes, piping flowers, figure piping, and decorating theme and special occasion cakes.  
◆ 10 eve - Jan 26-Mar 30, 18:30-21:00 - Rm 212, CC  
◆ Tuition: \$65.27; Decorating tools: \$20

#### Chocolate Making

Hands-on course covering the tempering of chocolate, making a variety of fillings, and dipping and moulding chocolates.  
◆ 10 eve - Jan 26-Mar 30, 18:30-21:00 - Rm 211, CC  
◆ Tuition: \$65.27

#### Chocolate Making and Marzipan Modeling

Hands-on course covering the tempering of chocolate, making a variety of fillings, and dipping and moulding chocolates. Modeling of marzipan animals, fruits and vegetables also included.  
◆ 10 Saturdays - Jan 23-Mar 27, 08:00-13:30 - Rm 211, CC  
◆ Tuition: \$122.77

#### General Baking

Includes cookies, quick breads, slices, pies, puff pastry and savoury items.  
◆ 10 Saturdays - Jan 23-Mar 27, 08:00-13:30 - Rm 214, CC  
◆ Tuition: \$122.77; Text: VCC Recipe Book, \$10

#### Sugar Crafting

Hands-on course includes sugar cooking, casting, pulling, blowing and making display pieces.  
◆ 10 eve - Jan 25-Mar 29, 18:30-21:00 - Rm 211, CC  
◆ Tuition: \$65.27

#### Wedding Cake Decorating

Hands-on course including covering of cakes, crimping, ribbon insertion, frills, piping and extension work.  
◆ 10 eve - Jan 27-Mar 31, 18:30-21:00 - Rm 212, CC  
◆ Tuition: \$65.27

#### Yeast Dough Products

The theory and practice of preparing various yeast dough products. Includes baking of bread, buns, croissants, Danish pastries, sweet dough and other yeast dough specialty products.  
◆ 10 Saturdays - Jan 23-Mar 27, 08:00-13:30 - Rm 217, CC  
◆ Tuition: \$122.77; Text: VCC Recipe Book, \$10; Uniform: \$60 (refundable deposit)

#### Professional Cooking - Level 1

◆ 20 Saturdays - starts Feb 13, 08:00-14:30 - CC  
◆ \$283.77 per course plus \$60 uniform deposit, approx. \$250 for course materials  
◆ Prerequisites: Grade 10 or equivalent, Foodsafe Level 1  
◆ Call 443-8443 for detailed information on Professional Cooking

### Business Courses

#### Executive Assistant Program

Provides graduates with the advanced skills, business administration concepts, human relations and supervisory techniques required in today's global market. Professional executive administration skills are developed by preparing students to write the examinations for the designation of Certified Professional Secretary® once all CPS® criteria and prerequisites are met.

#### Courses offered in the winter 1999 term:

**Administrative Technology (#7630)**  
◆ 12 Tues - Jan 12-Mar 30, 18:00-21:00 - \$267.77

**Human Resources Management (#7631)**

◆ 12 Thurs - Jan 14-Apr 1, 18:00-21:00 - \$267.77

For information call Roberta Collins, 443-8525 or 443-8639.

#### Financial Accounting and Management Communications Program

Designed for people continuing their studies in accounting at an intermediate level, either with a professional accounting body or through transfer to other post-secondary institutions. Includes intermediate financial accounting, introductory management accounting, finance and economics.

#### Courses offered in the winter 1999 term:

**Intermediate Financial Accounting I (#7349)**  
Includes financial reporting and accounting concepts, accounting for income, revenue and expense recognition, interest concepts of future and present value, cash and receivables, inventory measurement and valuation, investment: temporary and long-term, and capital assets.  
◆ Mon and Thurs - Jan 11-Apr 1, 18:30-21:00 - \$84.57

#### Public Speaking (#8034)

Includes how to introduce a speech, develop the body of the speech and conclude effectively, being Master of Ceremonies, impromptu speeches, presenting a toast, use of gestures, sales presentation, and Microsoft Powerpoint.  
◆ Mon and Wed - Jan 11-Mar 31, 18:30-21:00 - \$84.57

Both courses are transferable towards professional accreditation. To register call Admissions at 443-8400.

### King Edward Campus

#### Programs for Students with Disabilities Deaf and Hard of Hearing Adult Program

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). For information, call 871-7341 (TTY only), or 871-7342 (Voice/Voice Mail); or email: lvlug@vcc.bc.ca

#### Speechreading (Lipreading)

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. **Tuition is free.**  
◆ 12 weeks, once a week - classes start Jan 11 - statement of completion (KEC). For information, call 871-7341 (TTY only) 871-7342 (Voice/Voice mail)

#### Visually Impaired Adult Programs

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)  
◆ For detailed program information and prerequisites, call 871-7339

#### Sign Language Studies

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

#### American Sign Language (Part-time/eve only)

Preparatory and Basic Levels offered. Follows the VISTA 'Signing Naturally' curriculum. Call 871-7030 for information.  
PREP 010 - Jan 5-June 17 - 19:00-21:30 - Tues and Thurs  
Prep 011 - Jan 5-Mar 23 - 19:00-21:30 - Tues  
Prep 012 - Jan 4-Mar 22 - 19:00-21:30 - Mon  
Advanced 031 - Jan 5-Mar 25 - 19:00-21:30 - Tues and Thurs

### 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:**

January 7, 1999	10:00 am - 12:00 noon
January 21	6:30 - 8:00 pm
February 4	10:00 am - 12:00 noon
February 18	6:30 - 8:00 pm
March 4	10:00 am - 12:00 noon
March 18	6:30 - 8:00 pm

### Music

Academic, skills and ensemble courses including Jazz History, Career Options in Music, World Music, Music Theory, Demo Production, Aural Skills/Solfege, Music History, Rhythm Studies, Latin Jazz Ensemble, Wind Ensemble and Jazz Orchestra. Classes resume the first week of January. For further information, please contact Anne Johnson, 871-7297 or email music@vcc.bc.ca.

Providing remedial skills in theory, ear training and aural skills, and rhythmic notation, VCC Music's Solfege 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.

#### Solfege 001

◆ Starts Jan 5 - Tues/Thurs, 17:00-1830 - Rm 2007, KEC  
◆ Tuition: \$84.00\*

#### Basic Theory 003

◆ Starts Jan 6 - Mon/Wed, 17:00-19:00 - Rm 2007, KEC  
◆ Tuition: \$126.00\*

#### Rhythmic Notation 008

◆ Starts Jan 5 - 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 Patricia Plumley. For further information contact: 871-7297  
◆ Starts Jan 12 - Tues, 19:00-22:00 - Rm 2010, KEC  
◆ Total cost: \$75 (includes tuition and fees)

### Adult Upgrading and High School Completion (Adult Basic Education)

Grades 9-12 credit/upgrading courses in English, Social Sciences, Math, Science, Business and Computers, and Personalized Preparation for GED, LPI, and other tests. Most courses are offered on a part-time or full-time basis. Choose from day or evening classes or self-paced instruction. Telephone 871-7500 for more information.

Basic literacy classes (beginner to Grade 8 level) are offered at King Edward Campus or at Learning Centres in Vancouver. Telephone 871-7369 for more information.

#### Tuition is FREE

Non-tuition fees such as Student Association fees, assessment fees (if applicable), application fee, etc. will continue to be charged.

#### Where to take courses

King Edward Campus, 1155 East Broadway, Vancouver (871-7500), City Centre Campus, 250 West Pender Street (443-8644), Vancouver East Community Skills Connection, #206 - 2555 Commercial Drive (606-6561).

#### Where to get more information

Free Info Sessions are held Tues 10:00 am and Wed 6:00 pm at KEC Counselling Centre, Room 3002, 1155 E. Broadway.

#### 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.

**For more details on courses on this page, call 871-7550 or 443-8443**

The information on this page is subject to change without notice.

K4718 Nov98

Visit our website ◆ <http://www.vcc.bc.ca>