

VANCOUVER COMMUNITY COLLEGE

LEARN



Spring 1999

CONTINUING EDUCATION

April 1999 to July 1999
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COMING SOON

Applied Design Program for International Students

The new Applied Design Program for international students teaches creativity and the process of design in relation to every day applications including the urban landscape, interior design, fashion, graphics and accessories. Participants will explore the history and language of design and will learn how well design items and surroundings contribute to the quality of life and make our environments much more humane.

Participants will study and work in a studio environment exchanging ideas and experiences with professional designers and with individuals from other countries. The focus is on increasing design awareness from an interdisciplinary perspective by combining instruction with studio assignments, site visits, and research projects. The major portion of class time is devoted to the design process and the use of basic visual art skills. Theory is presented in the form of lectures, demonstrations, videos, and guest lecturers. Studio assignments enable participants to develop their creative potential and expressive skills by combining basic design elements with two- and three-dimensional mixed media formats. Experimentation, exploration and self-evaluation are also part of the process. Throughout the Program, participants will develop portfolios to illustrate their individuality and their approach to creative problem solving. The portfolio will



demonstrate research techniques and the understanding of the principles and influences of design in a variety of communications formats: oral, visual and written.

The program is located in a Design Studio and is within walking distance to some of the city's most exciting neighbourhoods, including Chinatown, Gastown and Yaletown. Each of these areas offers unique architecture, historical significance, and endless inspiration. Also, local designers are a resource as many continue to receive world-wide recognition for distinctive design work in architecture, animation, fashion, graphics, interior design, jewellery, and landscape design. Vancouver is brimming with expertise and inspiration, and is the perfect location to study the international language of design.

The Applied Design Program is an intensive, full-time over a period of two months beginning May 25 to July 20, 1999. To request the information/application package and to discuss the program details, please call 443-8386.



ARTS & DESIGN / BUILDING SERVICES

INTERIOR DESIGN

Program Coordinator Stephanie Hawkins, 443-8390
Registration 443-8484
Information Session Thursday, April 8, 17:00-19:00 - CC

BASIC DRAFTING CONCEPTS 051610

This course covers the principles of drafting for interior design; the use of drafting instruments, terminology, scale, line weights and lettering. Students will be introduced to conventions for presentation and construction drawing of floor plans, elevations, millwork drawing, electrical layout and reflected ceiling plan. (Saatkamp) \$310
10 eve - Tu. Apr 13, 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. (Beally) \$310
10 eve - We. Apr 14, 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 - Th. Apr 15, 18:30-21:30 - CC

FURNITURE DESIGN AND STYLE I 051602

This course provides the essential information and background required to identify and distinguish a variety of furniture styles originating with the classics through to the 20th century. Periods include: Byzantine, Romanesque, Gothic, Renaissance, Baroque, Rococo, Neo-Classical, Georgian, Empire, and Arts and Crafts. (Thomson) \$310
10 eve - Th. Apr 15, 18:30-21:30 - CC

DESIGN FUNDAMENTALS II 051609

Based on the concepts introduced in Design Fundamentals (051601), this course focuses on design development and programming, space planning and presentation techniques, creative problem solving related to work areas, social and private spaces. Topics also include the behavioural aspects of design, psychological and social needs, ergonomics and anthropometrics. Prerequisite: Design Fundamentals (051601). (Saatkamp) \$310
10 eve - Th. Apr 15, 19:00-22:00 - CC

DESIGN KITCHEN DESIGN 051620

Although the basic issues involved in interior design are the same for every kind of space, the areas for food preparation and storage merit special attention from the points of view of both the user and designer. Topics include: design and planning, identifying and assessing needs and tastes, contracts and agreements and how to develop productive relationships with various trades. (Beally) \$235
4 day - Sa. Apr 17, 09:00-15:00 - CC

LIGHTING 051623

What we see and how it looks is dependent on light. Assessing lighting needs, planning for function and/or drama, selecting appropriate fixtures, placement and sources will be some of the topics covered. (Sagoo) \$235
8 eve - Mo. Apr 19, 18:30-21:30 - CC

VISUALIZATION/PRESENTATION 051619

Methods are developed to enhance visualization and presentation techniques that are expressive and have impact by combining basic design elements with two- and three-dimensional mixed media formats. Experimentation, exploration and self-evaluation are part of the process. (Phillips) \$235
8 eve - We. Apr 21, 19:00-22:00 - CC

PORTFOLIO PROJECT 051617

This course is intended to represent the cumulative experience and course work completed during the Interior Design Explorations Program. Individual submissions will be assessed according to the criteria developed in consultation with the instructor and in relation to the project selected by the student including: a personal statement, the design brief, presentation and evaluation techniques, plus contents demonstrating basic design knowledge and skills. Prerequisite: minimum of 282 hours of Interior Design Explorations Program courses. (Hawkins) \$310
8 eve - We. Apr 21, 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 section. Each course is part of a sequential experience in expanding creativity, developing research abilities, improving communication skills and acquiring knowledge. Course work is demanding and it is expected that participants will commit a minimum of three hours per week/per class toward independent study. Individuals with extensive educational backgrounds may petition to waive a portion of the program.

JEWELLERY

Merging Technique With Design

Program Coordinator Maciek Walentowicz, 443-8571
Information Judith O'Keefe, 443-8386
jokeefe@vcc.bc.ca
Registration 443-8484

Develop your fabrication and designing skills by progressing through this series of intermediate and advanced jewellery fabrication workshops. You will need to purchase your own tools and materials for each workshop. Lists available at registration. All classes are held at the City Centre Campus.

FABRICATION TECHNIQUES II 051157

This course explores more advanced design projects based on techniques already learned. Level of detail and experimentation with a variety of construction methods will depend on individual designs and skill levels. Prerequisite: Surface Treatment (051156). (Thompson) \$130
4 eve - Tu. Apr 6, 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 pliered or overlay applications. Prerequisite: Basic Hand Skills (051151). (Thompson) \$130
4 eve - We. Apr 7, 18:30-21:30 - CC

WIRE BASKET SETTINGS 051158

This course will introduce the construction techniques required to make wire settings for stones. The students will learn the subtleties of multiple solderings on thin wire settings and how to add them to their project, as well as how to claw set stones. Prerequisite: Intermediate Fabrication (051154) (Thompson) \$130
4 eve - Tu. May 11, 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 - We. May 12, 18:30-21:30 - CC

DON'T WAIT...

If a course tempts you...

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

Building Services

BUILDING SERVICES

Professional Skills Make a Difference

Program Coordinator Brian Pink, 443-8388
Program Assistant Pat Cooper, 443-8428

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. Apr 24, 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. 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. Apr 24, 09:00-13:00 - CC

BUILDING MAINTENANCE AND COST CONTROL 109002

An introductory course in the maintenance of apartment buildings and other multi-family properties. The course will review the primary maintenance responsibilities of the residential building manager. Topics include: maintenance planning and cost control, preventative maintenance, building inspections, supervising on-site trades work, basic appliance repair, fire safety, security, and an introduction to heating and plumbing systems. Classes include field trips and hands-on demonstrations using a variety of appliances and equipment. (Watters) \$195
Available September 1999

LAW AND TENANT RELATIONS 109001

Learn to manage residential tenancies through a study of landlord-tenant law, proper record keeping and practical guidelines for dealing with tenants. The course examines screening steps, tenancy applications, tenancy contracts, handling evictions, dispute resolution, landlord/tenant rights, the Residential Tenancy Act, and arbitration hearings at the Residential Tenancy Branch. Condominium law is also covered. (Kelly) \$180
Available September 1999

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. Jun 5, 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 Coinomatic 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.

Did you know...

VCC has the largest English as a Second Language (ESL) program in Western Canada.



Please Note

Enquiries & Registration

443-8484

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 104419 \$285

1. Grammar Review for Productive Business Writing
2. Building a Powerful Vocabulary
3. Writing Dynamic Business Letters
4. Effective Memo and Report Writing

GRAMMAR REVIEW FOR PRODUCTIVE BUSINESS WRITING 104407

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

BUILDING A POWERFUL VOCABULARY 104411

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and give a large number of new words and meanings. Please bring a dictionary. — 6 hours (Rogers) \$80
1 day - Sa. May 15, 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. May 29, 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. Jun 12, 09:30-15:30 - CC

Note

Business English Skills Test (104539)
Sa. Jun 19, 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

Available September 1999 term

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 individual courses. 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. Coaching for High Performance (100323)

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.

- Courses available in upcoming three terms: Fall, Winter 1999 and Spring 2000
- Critical Thinking (100303)
 - Problem Solving and Action Planning (100306)
 - Conflict to Collaboration (100307)
 - Facilitation Skills for Team Leaders (100311)
 - Creative Thinking at Work (100316)
 - Using Leadership Language (100318)
 - Building a Productive Team (100319)
 - Coaching for High Performance (100323)

THINKING ON YOUR FEET 100315

At this highly participatory course you will learn proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience, prepare and use visual aids, handle impromptu speaking situations, and get the results you want. Participants will learn how to think effectively on their feet, organize and practise for a business presentation, and use non-verbal communication to reinforce the spoken message. Attend this course and learn more about how your audience sees YOU, and how to make your presentation more memorable. Participants will have the opportunity to make presentations and receive constructive feedback in a supportive environment. (Swankey) \$150
1 day - Sa. Apr 24, 09:00-16:30 - CC

HIRING THE RIGHT PERSON 100308

Interviewing and selecting the best candidates for hire can be a difficult and time-consuming task. Employee turnover, costly hiring expenses and the constantly-changing job market make the role of an interviewer an important one. This program is designed to enhance the interviewing skills of individuals in any organization. During the program participants will increase their awareness of the role of an interviewer; apply a simple five-step process to prepare for an interview; follow a seven-point system when conducting the interview; and practise and obtain written and verbal feedback on their interviewing skills. Each participant is asked to bring to the program a job description of an open position within his or her organization (if possible). These materials allow for immediate application of new skills. (Lewis) \$165
1 day - Fr. Apr 30, 09:00-16:30 - CC

STEPPING UP TO LEADERSHIP 100317

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

- using leadership skills
- coaching staff
- giving performance feedback
- creating a motivational workplace
- delegating work, and
- employing problem-solving techniques

Interactive lectures, individual work, group discussion and skill-practice sessions will be used. Participants will write a "back-home" personal plan for applying their newly acquired skills. (Hannah) \$150
1 day - Sa. May 15, 09:00-16:30 - CC

MANAGING CHANGE 100304

Change is the only thing that is constant nowadays. Employees are tired of hearing that another change is on the way, especially since they are still adjusting to the last one. Organizations need to consider both the business side of change as well as the human side. This course will help managers learn how to address employees' emotions as they manage the change process. During the course, participants will recognize how they personally react to change, come to understand their role in the change process, apply five steps to communicating change to employees, deal with employee resistance, and increase team commitment to change. (Lewis) \$150
1 day - Sa. May 29, 09:00-16:30 - CC

PERFORMANCE MANAGEMENT: GOALS AND REVIEWS 100308

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

- understand the key aspects of an effective performance
- write performance goals, measures and action plans
- provide positive and constructive performance feedback, leadership, training, information and support required for successful achievement of goals. (Hannah) \$165
1 day - Fr. Jun 4, 09:00-16:30 - ROB

FINDING TIME FOR RESULTS 100320

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

- analyzing your day
- setting goals and priorities
- delegating
- creating productive meetings
- handling interruptions
- understanding your self-motivation to complete your day and projects. (Cuzzetto) \$150
1 day - Sa. Jun 12, 09:00-16:30 - CC

Withdrawal and Refund Policy

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

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

VCC will accept participant substitutions for employer-sponsored registrants.

TECHNICAL WRITING SERIES

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

Technical communication requires special skills. Today's professionals spend much of their time producing written documentation. This series is designed to develop the skills and strategies of effective technical communication. Courses will be of interest to those in diverse fields, including science, health, technology, engineering and education. Assignments are designed to build the student's professional portfolio.

Each course is one day in length. Participants may register for individual courses. Courses will be offered on Fridays and Saturdays on a rotating basis.

Course credits may be eligible for transfer to the Leadership and Office Administration Certificate Program.

Series Titles

Technical Communication Fundamentals (100350)
Current Issues in Technical Communication (100351)
Technical and Stylist Editing (100352)
Document Project Management (100353)
Proposal Writing (100354)
Technical Speaking (100355)
On-line Documentation (100356)
Designing and Writing Manuals (100357)
Industry Specific Report Writing (100358)
Available in the following terms:

Technical Communication Fundamentals (100350) - September 1999 term
Technical and Stylist Editing (100352) - September 1999 term
Document Project Management (100353) - January 2000 term
On-line Documentation (100356) - January 2000 term
Proposal Writing (100354) - April 2000 term
Designing and Writing Manuals (100357) - April 2000 term
Current Issues in Technical Communication (100351) - April 2000 term

TECHNICAL SPEAKING 100355

Improve your technical presentation skills during this full day of workshop-style learning combining theory, practice, and feedback on the art of public speaking. You'll study and practise how to prepare for and rehearse a presentation, deliver your message with clarity and confidence, organize information to facilitate comprehension, and handle impromptu speaking situations including question and answer periods. Attend this workshop and learn about verbal and non-verbal communication techniques you can use at your next technical presentation. (Swankey) \$165
1 day - Fr. May 14, 09:00-16:30 - ROB

INDUSTRY SPECIFIC REPORT WRITING 100358

This intensive one-day workshop focuses on the structure, content, format, audience, purpose, and style of reports. Topics covered include understanding the components of the report format and using these in a manner that facilitates reader access and comprehension; communicating clearly and effectively with reader(s) as a result of addressing reader concerns, needs, and interest; and analyzing and developing a clear and appropriate structure to facilitate reading and comprehension. (Swankey) \$150
1 day - Sa. Jun 5, 09:00-16:30 - CC

Legal Assistant Certificate Program

Program Coordinator Anne Tollstam, 443-8668
Program Advisor Katherine Wellman, 222-0707
Program Assistant Lynda Boothby, 443-8383
Information Session 1 eve - Tu. Apr 6, 17:30, City Centre Campus, Room 237

Program Structure

As a legal assistant, you can have an invaluable role in a law office that strives to deliver high-quality service to its clients.

We can provide you with the necessary skills including: file management, interviewing, legal research and writing, and substantive knowledge of principles, practice and procedures in the areas of litigation, conveyancing, corporate/commercial, and family and estate law — areas where there is an ever-increasing demand for qualified legal assistants. All courses are taught by experienced legal professionals. Beginning September 1998, students will have access to QUICKLAW for computer research.

You may register for any course without seeking a Legal Assistant Certificate or choose one of these four practice areas:

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

In addition to the required courses, you may select from a number of elective courses to fulfill program requirements and meet your needs. Students complete a minimum of 200 classroom hours and a 500-hour (four-month) practicum. Successful students will have the legal skills required for their chosen area of study and will be able to function effectively in a law office.

Program Requirements

These certificate programs are designed for persons currently employed as legal secretaries or legal assistants who wish to improve their skills and career positions. To obtain the certificate students must:

1. Possess a Grade 12 diploma.
2. Demonstrate English proficiency; and
3. (a) Have one year of legal office experience, including exposure to word processing or (b) have successfully completed a legal secretarial program and acquired a minimum of six months' office experience, including exposure to word processing.

Legal Assistant Certificate Requirements

Level I - Core Courses (required by all certificate students)
Canadian Legal Process - 12 hours
Legal Research - 18 hours
Legal Communications - 12 hours
Torts - 18 hours
Contracts - 18 hours
Agency, Partnership and Incorporation - 18 hours
Total - 96 hours

Level II - Practice Area Courses

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

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

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

Family and Estate Law
Family Practice Essentials - 18 hours
Family Law Precedents and Procedures - 18 hours
Will and Estate Planning - 18 hours
Estate Administration - 18 hours
Total - 72 hours

BUSINESS, CAREER & LAW

COMMERCIAL LITIGATION

104814
Learn to manage a commercial litigation file, the usual complications and additional steps required.
(Barbour) \$240
8 eve - Tu, Apr. 6, 18:00-21:00 - CC

WILL AND ESTATE PLANNING

104877
An introduction to wills and estate planning, intestacy, requirements of a valid will, execution, Wills Variation Act, living wills, powers of attorney and recent developments (Roduk) \$240
6 eve - Mo, Apr. 12, 18:00-21:00 - CC

CANADIAN LEGAL PROCESS

104816
An introduction to Canada's legal system, legal institutions, and basic legal principles. Examine the sources of law and the structure of the court system. (Wellman) \$110
4 eve - We, Apr. 14, 18:00-21:00 - CC

COMMERCIAL TRANSACTIONS

104806
Examine methods of securing financial transactions and of acquiring assets. Review types of financial arrangements, nature of security, credit devices, security interests, priorities, and assignments. (Howatson) \$180
4 eve - Th, Apr. 15, 18:00-21:00 - CC

BILLS OF COSTS AND ASSESSMENTS

104886
Examines the documents, procedures and back-up cases used for preparing, reviewing and assessment of a Bill of Costs. (Barzo) \$80
1 mng - Sa, Apr. 17, 09:30-13:30 - CC

COMMERCIAL CONVEYANCES

104808
Covers commercial conveyancing matters, special issues in commercial conveyances, commercial sales, subdivisions and commercial leases. (Reeves) \$240
8 eve - We, Apr. 21, 18:00-21:00 - CC

INTERVIEWING FOR LEGAL ASSISTANTS

104870
Learn skills and techniques for client and witness interviews. Class discussion and role playing interviews included. (Case) \$180
4 eve - Th, Apr. 22, 18:00-21:00 - CC

CONTRACTS

104820
An introduction to contract law, including formation, consideration, capacity, breach and remedies. (Wellman) \$170
6 eve - Mo, May. 3, 18:00-21:00 - CC

SECURITIES

104874
Covers securities law and practice in corporate administration, filing requirements, VSE listings, due diligence, BCSC policies, public financing and related matters. (Rose/Anderson) \$180
4 eve - We, May. 5, 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 - Mo, May. 10, 18:00-21:00 - CC

RULE 65 CHAMBERS PRACTICE

104885
This course covers the rule and recent changes in practice and procedures for chambers applications. (Case) \$60
1 mng - Sa, May. 8, 09:30-12:30 - CC

MORTGAGES

104809
Covers the nature of mortgages, features, legal and equitable interests, principles of interest, priorities, assignment and extinguishment, insurance issues, and payout strategies. (Barbour) \$180
4 eve - Tu, Jun. 1, 18:00-21:00 - CC

EXPERT WITNESS REPORTS

104887
Discuss the Evidence Act, Rule 40A and choice, language, content, and service requirements of reports by experts in personal injury case. (Case) \$60
1 mng - Sa, Jun. 5, 09:30-12:30 - 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.

Available September 1999

Canadian Legal Process (104816)
Legal Research (104817)
Legal Communications (104818)
Torts (104819)
Agency Partnership and Incorporation (104821)
Creditors Remedies (104813)
Personal Injury Practice (104815)
Company Law (104807)
Family Practice Essentials (104882)
Expert Witness Reports (104887)
Available January 2000
Legal Research (104817)
Legal Communications (104818)
Contracts (104820)
Chambers Practice (104812)
Property Law (104811)
Personal Property Security (104855)
Advanced Corporate Administration (104822)
Family Law Precedents and Procedures (104856)
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
Available September 1999 term

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. (Cuzzetto) \$310
8 eve - Tu, May. 4, 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. (Cuzzetto) \$310
8 eve - We, May. 5, 18:30-21:30 - CC

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 - Th, Apr. 8, 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 disposition. This is a unique skill area which is highly valued in many organizations.
● Records Management I (104509) - 30 hours
● Records Management Advanced (104556) - 30 hours
● Records Management Specialized (104457) - 24 hours

All four courses (104419)
1. Grammar Review for Productive Business Writing
2. Building a Powerful Vocabulary
3. Writing Dynamic Business Letters
4. Effective Memo and Report Writing

GRAMMAR REVIEW FOR PRODUCTIVE BUSINESS WRITING
104407
Review points of grammar and basic sentence structure. Bring your questions and concerns to share in this workshop. - 6 hours (Rogers) \$80
1 day - Sa, May. 1, 09:30-15:30 - CC

BUILDING A POWERFUL VOCABULARY
104411
No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and provide a large number of new words and meanings. Please bring a dictionary. - 6 hours (Rogers) \$80
1 day - Sa, May. 15, 09:30-15:30 - CC

WRITING DYNAMIC BUSINESS LETTERS
104406
Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc.). Some feedback will be given, but this seminar focuses on providing information and direction on the most up-to-date ways of communicating in business. - 6 hours (Rogers) \$80
1 day - Sa, May. 29, 09:30-15:30 - CC

EFFECTIVE MEMO AND REPORT WRITING
104414
Get results! Learn the standard formats for memoranda and reports and review examples of modern and powerful business writing. - 6 hours (Dean) \$80
1 day - Sa, Jun. 12, 09:30-15:30 - CC

Accounting/Bookkeeping/Payroll ACCOUNTING FOR THE NON-ACCOUNTANT
104510
Available September 1999 term

This introductory course will deal with the procedures that make up the accounting cycle of a service business. You will be introduced to transactions, journals, general ledgers, trial balance, as well as preparing simple financial statements. The textbook is *Accounting Fundamentals*, Fifth Edition, Hoffman Pacey Flashner. This text should be purchased from the City Centre bookstore before the first class. - 24 hours (TBA) \$165
8 eve - We, May. 05, 18:30-21:30 - CC

INTRODUCTION TO PAYROLL

104409
Available January 2000 term

Administration and Supervision

THE ELECTRONIC OFFICE
104502
This course analyzes the tasks and responsibilities of the administrative assistant within the context of today's electronic office. The course also covers professional image and characteristics, personality traits, job attitudes and office relationships. An overview of the electronic office environment covers technology and procedures, document creation and distribution, research and business reports, travel and conference planning. Text: *The Electronic Office*. Purchase at City Centre bookstore prior to class. 18 hours (Close) \$140
6 eve - Th, May. 6, 18:30-21:30 - CC

THE ELECTRONIC OFFICE CHALLENGE EXAM

104558
For those with current office-related experience in both the traditional and electronic office environment. Speak to the program assistant (443-8383) for further details. \$85
Available January 2000 term

SUPERVISORY/MANAGEMENT AND DECISION MAKING

104507
This course will focus on the techniques and skills required to manage effectively within today's organization. Topics covered include communication, decision making and leadership skills. All vital skills for an effective supervisor/manager. Textbook: *Management*, to be purchased from the City Centre bookstore prior to class. 24 hours (Dean) \$150
8 eve - Mo, May. 3, 18:30-21:30 - CC

TIME MANAGEMENT SKILLS

104568
Beating the clock! This interactive, participant-centred skill development course is designed to help participants become aware of how they use time and look at specific techniques they can use to establish and accomplish their goals. The focus will be on providing immediately useful skills. You will also examine concepts of balance and control and develop useful time-managing skills. This course does not promote one method of time management, but rather examines some alternatives to help participants find the method that works best for them. Participants will be provided with specific techniques that they can apply on the job. 6 hours (Dean) \$80
1 day - Sa, May. 15, 09:30-15:30 - CC

LISTENING IS MORE THAN MERELY HEARING

104578
Available September 1999 term

Communication/Business English Package BUSINESS ENGLISH SKILLS PACKAGE

104419
The following four courses may be taken individually at the regular price of \$80 each or for the package price of \$285 - a saving of \$35. This is not an ESL course. It is recommended that students register in Grammar Review for Productive Business Writing (104407) prior to enrolling in Writing Dynamic Business Letters (104406). \$285

All four courses (104419)
1. Grammar Review for Productive Business Writing
2. Building a Powerful Vocabulary
3. Writing Dynamic Business Letters
4. Effective Memo and Report Writing

GRAMMAR REVIEW FOR PRODUCTIVE BUSINESS WRITING
104407
Review points of grammar and basic sentence structure. Bring your questions and concerns to share in this workshop. - 6 hours (Rogers) \$80
1 day - Sa, May. 1, 09:30-15:30 - CC

BUILDING A POWERFUL VOCABULARY
104411
No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and provide a large number of new words and meanings. Please bring a dictionary. - 6 hours (Rogers) \$80
1 day - Sa, May. 15, 09:30-15:30 - CC

WRITING DYNAMIC BUSINESS LETTERS
104406
Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc.). Some feedback will be given, but this seminar focuses on providing information and direction on the most up-to-date ways of communicating in business. - 6 hours (Rogers) \$80
1 day - Sa, Jun. 12, 09:30-15:30 - CC

EFFECTIVE MEMO AND REPORT WRITING
104414
Get results! Learn the standard formats for memoranda and reports and review examples of modern and powerful business writing. - 6 hours (Dean) \$80
1 day - Sa, Jun. 12, 09:30-15:30 - CC

Note

BUSINESS ENGLISH SKILLS TEST
104539
Administered at the end of the Business English Skills Package (four courses). No charge.
Sa, Jun. 19, 09:30 - CC

Communication/Business

English - Non Package BUSINESS ENGLISH SKILLS: YOU ASKED FOR MORE!
104574
Available September 1999 term

EFFECTIVE ORAL COMMUNICATION

104546
Available September 1999 term

PROFESSIONAL TELEPHONE COMMUNICATION SKILLS

104433
This course is designed for all people who communicate via telephone. Emphasis will be placed on the development of professional call-handling skills. You will be provided with strategies for recognizing and dealing with difficult telephone clients. Learn to identify and encourage the use of new skills to help display telephone courtesy and professionalism while under pressure. Increase personal effectiveness of telephone communication skills and improve tone of service. 6 hours (Dean) \$80
1 day - Sa, Jun. 5, 09:30-15:30 - CC

WORKING WITH DIFFICULT PEOPLE

104570
Available September 1999 term

WORKING THE FRONT LINE

104577
Available September 1999 term

Computers/Keyboarding

KEYBOARDING FOR BEGINNERS
104404
Keyboarding is a skill needed for success in virtually every career. Because keyboarding is a skill, to be successful you must apply proper techniques and meaningful practice in each class. You will learn to key letters, numbers and symbols, and master the numeric keypad by touch. The classes are taught on computers with a keyboarding text and exciting Windows software. Textbook to be purchased at City Centre bookstore prior to first session. - 18 hours. (Makortoff/Durham) \$105
6 mng - Sa, May. 8, 09:30-12:30 - CC
6 eve - Tu/Th, Jul. 6/8/13/15/20/22, 18:30-21:30 - CC

KEYBOARDING FOR SPEED BUILDING

104402
Available September 1999 term

MEDICAL OFFICE BILLING II - COMPUTERIZED

104520
For description, see Medical, this page.

Legal Package

INTRODUCTORY LEGAL OFFICE PROGRAM PACKAGE
104425
This five-course program package will introduce you to basic concepts and legal office routines. You will gain an understanding of the value of discretion and confidentiality in the legal field, and familiarity with basic legal forms and procedures in respect to the five major areas of law. Introduction to the Legal Office Program is the first of five courses. It is offered for three hours. All other courses are nine hours in duration. Enroll individual courses or register for the package of all five courses at a reduced rate. \$350
All five courses (104425)
1. Introduction to the Legal Office Program
2. Civil Litigation
3. Corporate
4. Matrimonial
5. Conveyancing

INTRODUCTION TO THE LEGAL OFFICE PROGRAM

104426
This course will cover the various types of law firms in existence and the roles of legal support staff, as well as introduce reference sources and discuss the various areas of law. An overview of the "package" content and presentation is also included. - 3 hours (Dean) \$45
1 eve - Tu, May. 4, 18:30-21:30 - CC

CIVIL LITIGATION

104427
Discusses the levels of Court in British Columbia and takes you step-by-step through the procedures of a civil case, from Writ of Summons to trial, judgement and execution. - 9 hours (Strangway) \$85
3 eve - Th, May. 6, 18:30-21:30 - CC

CORPORATE

104428
Outlines the steps to incorporate a British Columbia company, plus annual reports and filings, keeping minute books and extra-provincial registrations. - 9 hours (TBA) \$85
3 eve - Tu, May. 11, 18:30-21:30 - CC

FAMILY LAW

104429
Covers the "Family" court system in British Columbia and the various procedures and forms used in matrimonial law. Focus will be on Divorce Act Applications and Family Relations Act proceedings. - 9 hours (Blair) \$85
3 eve - Th, May. 27, 18:30-21:30 - CC

CONVEYANCING

104431
This introductory course will provide an overview of the responsibilities and duties of conveyancing staff, including the steps required to complete a typical residential conveyance. - 9 hours (Yapp) \$85
3 eve - Tu, Jun. 1, 18:30-21:30 - CC

THE LEGAL OFFICE SKILLS TEST

104540
Administered at the end of the Introductory Legal Office Program (five courses). No charge.
1 eve - Tu, Jun. 22, 18:30-21:30 - CC

Legal - Non-Package Courses

CIVIL LITIGATION II
104565
Available January 2000 term

CONVEYANCING II

104541
Available September 1999 term

CORPORATE II

104573
Available September 1999 term

LEGAL OFFICE PROCEDURES

104531
Available January 2000 term

LEGAL ETHICS AND CONFIDENTIALITY

104532
This program will cover legal ethics as they apply to support staff in the various areas of law. Using case studies reviewed by the Bar Association, how the ethics of the profession bind you will be discussed. Emphasis will be placed on the importance of confidentiality. 9 hours (Windwick) \$105
3 eve - Mo, May. 10, 18:30-21:30 - CC

LEGAL TERMINOLOGY

104530
Available September 1999 term

WILLS AND ESTATES

104430
Learn the importance of having a will, taking client instructions and setting up simple wills. The course will guide you through the necessary steps and legal forms leading to Grant of Letters, Probate and Letters of Administration. 12 hours (Komorowska) \$115
4 eve - We, May. 26, 18:30-21:30 - CC

Medical

MEDICAL OFFICE BILLING I - NON COMPUTERIZED
104536
Available September 1999 term

MEDICAL OFFICE BILLING II - COMPUTERIZED

104520
Available September 1999 term

MEDICAL OFFICE PROCEDURES/ ADMINISTRATIVE ASSISTANT

104424
Available September 1999 term

MEDICAL TERMINOLOGY I

104417
This course approaches medical language through the study of word parts, prefixes, stems and suffixes. You will learn the basics of selected body systems, including symptomatic and diagnostic terms. This course is the first half of a two part course designed for people currently working, or who would like to work or study in a related medical technology field. Textbook may be purchased from City Centre bookstore. - 30 hours (Rogers) \$175
10 eve - We, Apr. 28, 18:30-21:30 - CC

MEDICAL TERMINOLOGY II

104420
Available January 2000 term

COMPUTERS & TELECOMMUNICATIONS

COMPUTERS

Course Locations
 Oakridge Centre, 320 North Office Tower,
 650 West 41st Avenue
 City Centre, 250 West Pender Street
Registration 443-8484

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 - Mishele Mathern, Pat Austin, or Judy Ng (261-2806).
 e-mail: mmathern@vccoclab.com

Does our schedule suit your needs?
 Additional classes may be added after the publication of this calendar. If the Oakridge Computer 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 Computers (100605) is recommended for all students without previous computer experience. Mouse skills are essential. Introduction to Windows 95 (101138) or Introduction to Windows 98 (101162) 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 Computers
 Introduction to Computers - Oak
 Computer Foundations - Basic (100401) - CC
 (See City Centre Computer Courses)
LAN Management
 Courses available are listed on page 8.

Internet & Web Pages

Courses are available on page 8.

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 computer 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 Computers
2. Windows 95, Windows 98 and Windows NT
3. Local Area Networks
4. Internet and Web Pages
5. Computer Applications: Microsoft Office, 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 Computer Lab in the Oakridge Centre.

Introductory courses at the Oakridge Computer 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 classes at Oakridge offer seven hours of instruction. Evening courses include additional practice time.

**Instructor
 Details
 on pages 12-13**

Introduction to Computers

INTRODUCTION TO COMPUTERS

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 overview of a variety of topics including: word processing, spreadsheets, databases, Windows and the Internet. Some typing is required. \$190
 1 day - Sa. Apr 10, 09:00-17:00 - Oak
 1 day - Mo. May 10, 09:00-17:00 - Oak
 1 day - Sa. Jun 19, 09:00-17:00 - Oak
 1 day - Tu. Jul 13, 09:00-17:00 - Oak
 1 day - We. Aug 11, 09:00-17:00 - Oak

Windows 95, Windows 98

& Windows NT

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 Computers (100605) is a strongly recommended prerequisite for those with little or no computer experience. \$190
 1 day - Su. Mar 28, 09:00-17:00 - Oak
 1 day - Th. Apr 22, 09:00-17:00 - Oak
 1 day - Sa. May 08, 09:00-17:00 - Oak
 1 day - We. May 26, 09:00-17:00 - Oak
 1 day - Th. Jun 24, 09:00-17:00 - Oak
 1 day - Tu. Jul 20, 09:00-17:00 - Oak
 1 day - We. Aug 25, 09:00-17:00 - Oak

101162
 This course is designed for Windows 3.x users who want to make a quick and easy transition to Windows 95. Explore the improvements and new features of this operating system. Experience with Windows 3.x is a prerequisite. \$190
 1 day - Fr. Mar 26, 09:00-17:00 - Oak
 1 day - Fr. May 07, 09:00-17:00 - Oak
 1 day - Fr. Jun 04, 09:00-17:00 - Oak
 1 day - Fr. Aug 06, 09:00-17:00 - Oak

WINDOWS 95 UPGRADE

101139
 This course is designed for Windows 3.x users who want to make a quick and easy transition to Windows 95. Explore the improvements and new features of this operating system. Experience with Windows 3.x is a prerequisite. \$190
 1 day - Fr. Mar 26, 09:00-17:00 - Oak
 1 day - Fr. May 07, 09:00-17:00 - Oak
 1 day - Fr. Jun 04, 09:00-17:00 - Oak
 1 day - Fr. Aug 06, 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. Apr 13, 09:00-17:00 - Oak
 1 day - We. Jun 02, 09:00-17:00 - Oak

INTRODUCTION TO WINDOWS 98

101162
 This course is designed for new or inexperienced Windows 98 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. Understand Windows 98's greater integration with the Internet, including Web view and the Active Desktop. Introduction to Computers (100605) is a strongly recommended prerequisite for those with little or no computer experience. \$190
 1 day - We. Mar 24, 09:00-17:00 - Oak
 1 day - Mo. Apr 12, 09:00-17:00 - Oak
 1 day - Su. Apr 25, 09:00-17:00 - Oak
 1 day - We. May 12, 09:00-17:00 - Oak
 1 day - Su. May 30, 09:00-17:00 - Oak
 1 day - We. Jun 16, 09:00-17:00 - Oak
 1 day - Fr. Jul 16, 09:00-17:00 - Oak
 1 day - Th. Aug 19, 09:00-17:00 - Oak

INTERMEDIATE WINDOWS 98

101164
 Learn how to modify the desktop, create shortcut icons, and customize the Start and Document menus. Use the Control Panel to adjust mouse, keyboard, regional and display settings. Learn about the Maintenance Wizard, ScanDisk, Disk Defragmenter, and DriveSpace. We will also discuss the boot sequence, and backing up the Registry. Experience with Windows 98 is essential. Introduction to Windows 98 (101162) is recommended. \$190
 1 day - Sa. Mar 20, 09:00-17:00 - Oak
 1 day - Tu. May 18, 09:00-17:00 - Oak
 1 day - We. Aug 11, 09:00-17:00 - Oak

1 day - Sa. Mar 20, 09:00-17:00 - Oak
 1 day - Tu. May 18, 09:00-17:00 - Oak
 1 day - We. Aug 11, 09:00-17:00 - Oak

Introduction to Windows NT
 Windows NT Workstation 4.0 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.

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. Familiarity with Windows is essential. \$190
 1 day - We. Apr 09, 09:00-17:00 - Oak
 1 day - Sa. Apr 17, 09:00-17:00 - Oak
 1 day - Tu. May 11, 09:00-17:00 - Oak
 1 day - Tu. Aug 10, 09:00-17:30 - 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 - Fr. Apr 09, 09:00-17:00 - Oak
 1 day - Sa. Apr 24, 09:00-17:00 - Oak
 1 day - Sa. May 08, 09:00-17:00 - Oak
 1 day - Tu. Jun 01, 09:00-17:00 - Oak
 1 day - Th. Aug 12, 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 95/98 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 - Fr. Apr 09, 09:00-17:00 - Oak
 1 day - Sa. May 08, 09:00-17:00 - Oak
 1 day - Fr. Jun 04, 09:00-17:00 - Oak
 1 day - Th. Aug 19, 09:00-17:00 - Oak

ADVANCED WINDOWS NT SERVER

101152
 This course builds on concepts and skills from Intermediate Windows NT Server for administrators. Understand how built-in groups and rights manage administrative control. Create and manage custom groups. Understand and use policies to customize security requirements. Understand and manage NTFS file and directory permissions. Create shares and control share permissions. Learn strategies for registry backups. Suitable for those with version 4. Intermediate Windows NT Server (101151) is the recommended prerequisite. \$190
 1 day - We. Mar 17, 09:00-17:00 - Oak
 1 day - Fr. Apr 23, 09:00-17:00 - Oak
 1 day - Sa. May 15, 09:00-17:00 - Oak
 1 day - Tu. Jun 08, 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 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 - Fr. Mar 19, 09:00-17:00 - Oak
 1 day - Fr. Apr 30, 09:00-17:00 - Oak
 1 day - Sa. May 29, 09:00-17:00 - Oak

INTRODUCTION TO NOVELL NETWORK

101144
 This course introduces basic Novell NetWare skills to users and administrators. Logon 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. Familiarity with Windows is essential. Introduction to Local Area Networks (100920) is the recommended prerequisite. \$190
 1 day - Th. Apr 22, 09:00-17:00 - Oak

INTERMEDIATE NOVELL NETWORK

101145
 As a continuation of Introduction to Novell NetWare, this course explores Novell NetWare skills and kinds of logon scripts and how they work. Acquire skills for creating, editing, printing, and testing basic logon 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. Apr 28, 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 both the NDS tree and server volumes. Intermediate Novell NetWare (101145) is a recommended prerequisite. \$190
 1 day - Tu. May 4, 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 - We. May 12, 09:00-17:00 - Oak

Internet and Web Pages

INTRODUCTION TO THE INTERNET

101141
 This course is a practical, hands-on introduction to the Internet. Get an overall perspective on the Net and the skills to find what you need. Learn about selecting an Internet service provider, configuring software, finding, subscribing, reading and posting to 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) or Introduction to Windows 98 (101162) is the recommended prerequisite. \$190
 1 day - Su. Mar 21, 09:00-17:00 - Oak
 1 day - Su. Apr 18, 09:00-17:00 - Oak
 1 day - We. Apr 28, 09:00-17:00 - Oak
 1 day - Mo. May 17, 09:00-17:00 - Oak
 1 day - Su. Jun 06, 09:00-17:00 - Oak
 1 day - Mo. Jun 21, 09:00-17:00 - Oak
 1 day - Mo. Jul 19, 09:00-17:00 - Oak
 1 day - Sa. Aug 07, 09:00-17:00 - Oak
 1 day - Mo. Aug 23, 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 - Sa. Mar 27, 09:00-17:00 - Oak
 1 day - Th. May 06, 09:00-17:00 - Oak
 1 day - We. Jun 23, 09:00-17:00 - Oak
 1 day - Fr. Aug 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 - Mo. Mar 15, 09:00-17:00 - Oak
 1 day - We. Apr 21, 09:00-17:00 - Oak
 1 day - Su. May 09, 09:00-17:00 - Oak
 1 day - We. Jun 02, 09:00-17:00 - Oak
 1 day - Sa. Jun 26, 09:00-17:00 - Oak
 1 day - Mo. Jul 12, 09:00-17:00 - Oak
 1 day - Tu. Aug 17, 09:00-17:00 - Oak

INTERMEDIATE MICROSOFT WORD

101119

Do you have experience with another word processing program? Are you switching to Microsoft Word? 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 Microsoft Word (100796). Introduction to Windows 95 (101138) or Introduction to Windows 98 (101162) is strongly recommended as a prerequisite. Basic mouse skills are essential. (100796) is \$190
 1 day - Th. Apr 15, 09:00-17:00 - Oak
 1 day - Sa. May 29, 09:00-17:00 - Oak
 1 day - Fr. Jul 09, 09:00-17:00 - Oak
 1 day - Tu. Aug 10, 09:00-17:00 - Oak

INTERMEDIATE MICROSOFT WORD

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 Microsoft Word is essential. Introduction to Microsoft Word (100796) is recommended. \$190
 1 day - Th. May 06, 09:00-17:00 - Oak
 1 day - Sa. Jun 05, 09:00-17:00 - Oak
 1 day - Mo. Jun 28, 09:00-17:00 - Oak
 1 day - We. Aug 18, 09:00-17:00 - Oak

ADVANCED MICROSOFT WORD

101115

This course focuses on customizing and automating Microsoft Word 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 Microsoft Word is essential. \$190
 1 day - We. Mar 17, 09:00-17:00 - Oak
 1 day - Sa. Apr 17, 09:00-17:00 - Oak
 1 day - Fr. Jun 11, 09:00-17:00 - Oak
 1 day - Fr. Aug 20, 09:00-17:00 - Oak

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 1 day - Fr. Jun 11, 09:00-17:00 - Oak
 1 day - Fr. Aug 20, 09:00-17:00 - Oak

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. May 07, 09:00-17:00 - Oak
1 day - Sa. Jun 12, 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 is essential. Introduction to Windows 95 (101138) or Introduction to Windows 98 (101162) is recommended for those with little experience in Windows. \$190
1 day - Tu. May 11, 09:00-17:00 - Oak
1 day - Fr. Aug 13, 09:00-17:00 - Oak

Programming in Visual Basic INTRODUCTION TO VISUAL BASIC 101158

Microsoft Visual Basic is a popular language for programming full-featured Windows applications. Learn how to start, run, and create Visual Basic programs, access text boxes, command button objects, 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 programs such as word processors and spreadsheets is essential. Some experience in recording macros in a Windows application is recommended. \$190
1 day - Fr. Mar 19, 09:00-17:00 - Oak
1 day - Tu. Apr 20, 09:00-17:00 - Oak
1 day - Sa. May 15, 09:00-17:00 - Oak
1 day - Tu. Jun 08, 09:00-17:00 - Oak
1 day - Th. Aug 12, 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. Apr 29, 09:00-17:00 - Oak
1 day - Sa. Jun 12, 09:00-17:00 - Oak
1 day - Tu. Aug 17, 09:00-17:00 - Oak

Does our schedule suit your needs?

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

CITY CENTRE COMPUTER COURSES

Program Coordinator Anne Tollstam, 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. Textbook TBA Prerequisite: none. 24 hours (TBA) \$290
8 eve - We. May 5, 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. Textbook purchase TBA. 18 hours. (TBA) \$185
6 eve - Tu. May 4, 18:30-21:30 - CC

Instructor Details
on pages 12-13

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. Textbook purchase TBA. 18 hours. (TBA) \$185
Available September 1999 term
3 day - Sa. Mar 13, 09:30-16:30 - CC

Network Support Professional

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 Wednesday, April 14, 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. (Clark) \$285
10 eve - We. Apr 21, 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. Apr 22, 17:30-20:30 - CC

VOICE/DATA INTEGRATION 102262

Designed in two parts, the first is a continuation of the previous course, Telecommunications Technology, which builds on the details of each subject from a "when and where" at macro level. The second area of coverage brings voice into the foray and integrates voice and data into a synonymous network. Prerequisites: Understanding Telecommunications (102260) and Telecommunications Technology (102261). (Williams) \$335
12 eve - Mo. Apr 19, 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 - We. Apr 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. Apr 22, 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 443-8670. Students will have ONE opportunity to pass the examination.

UNDERSTANDING TELECOMMUNICATIONS 102265 \$185

2 hrs - Th. Apr 15, 18:30-20:30 - CC

TELECOMMUNICATIONS TECHNOLOGY 102266 \$185

2 hrs - Th. Apr 15, 18:30-20:30 - CC

VOICE/DATA INTEGRATION 102267 \$185

2 hrs - Th. Apr 15, 18:30-20:30 - CC

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

Voice/Data Integration course is available in an 11-module distance learning package (course 102292). See course description under classroom program. \$335

Telecommunications Seminar

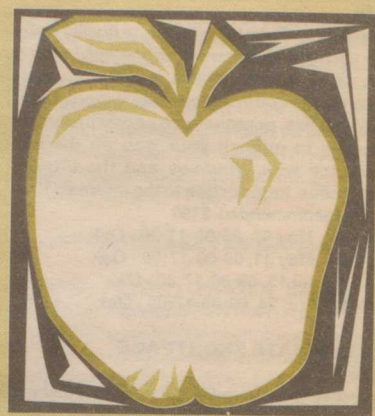
For detailed seminar information please call the program coordinator.

TELECOMMUNICATIONS FOR THE MILLENNIUM AND BEYOND 102272

The year 2000 is approaching. Mergers and acquisitions in telecommunications abound; technology is becoming obsolete before we have a chance to install it. Major vendors seem insistent to bring new ideas to market; some work, but many do not. Have you heard of ISOethernet, 100Base-VG, to name but two technologies that haven't made it. Designed to provide a good grounding in the important technologies present and future that organizations need to understand to maximize customer service and profits, this seminar will address the upcoming battle between the cable modem and ADSL, Voice Over IP from both a customer and a network provider point of view. Computer Telephony Integration, vice/data/video integration, Gigabit Ethernet, Frame Relay, are but a few of the topics to be covered. If you are in need of an intensive three-day overview to ensure you are ready for the future, this seminar is for you. This seminar has been developed by Infotel Systems Corporation, a firm specializing in voice and data communications, system design and management, and will be presented by Richard Parkinson. \$850
3 day - Mo/Tu/We. May 31, Jun 01/02, 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.



**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, 443-8483 jhouse@vcc.bc.ca
Program Coordinator Jayeson VanBryce, 443-8669 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 ESOL Certificate Program
• A program for prospective ESL/EFL tutors
• A university degree is required for certification, but not for a Document of Completion
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
• 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 three formats - the Fast Track Program, the Part-Time Program, on weekdays, weekends and evenings from September to August, and the 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).

Admission Requirements for the VCC TESOL Certificate Program:

1. An undergraduate university degree.
2. Successful completion of the prerequisite course, An Overview to TESOL at VCC or an equivalent university course at UBC, SFU or other recognized universities.
3. A standard of spoken English equivalent to that of an educated native speaker as well as a 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.
4. A successful interview with program staff.

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 English language. 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 level English, beginning level English, as well as oral testing and lesson planning. \$200

TESOL Certificate Core Courses

**TEACHING GRAMMAR ONE
150867**
This 30-hour course focuses on the theory and methodology used for teaching English grammar. Teaching Grammar One will focus on beginner through intermediate level grammar structures. \$285

**TEACHING GRAMMAR TWO
150868**
This 30-hour course focuses on the theory and methodology used for teaching English grammar. 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 English language 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 English language classroom. Course participants will experience techniques for integrating all language skills, generating ideas, revising, editing and assessing ESL/EFL student writing. \$285

TEACHING ENGLISH FOR ACADEMIC PURPOSES 150819

This 30-hour course concentrates on the specific instructional techniques and course materials used to teach advanced English language 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 150824

The TESOL Internship is a 45-hour course. It consists of 20 hours of compulsory workshops and 25 hours of practice teaching in an English language 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 student teachers 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 next program begins in September 1999 and ends in June 2000. The application deadline is August 1, 1999.

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

Tutoring ESOL Certificate Program

The VCC Tutoring ESOL 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 ESOL Certificate. A VCC Document of Completion for Tutoring ESOL will be awarded to students who successfully complete the program but do not have an undergraduate degree.

Admission Requirements for the VCC Tutoring ESOL Certificate Program

1. An undergraduate university degree for certification. No degree required for Document of Completion.
2. 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.
3. A criminal records search by the RCMP.

Tutoring ESOL 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 English language. The course examines the instructional methodology used for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, role plays, pronunciation, advanced English language learners, beginning English language learners, as well as oral testing, and lesson planning. \$200

**ESL TUTORING
150844**
This practical six-hour workshop will examine ESOL tutoring skills. This course will focus on a range of topics associated with becoming an ESOL tutoring 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 ESOL PRACTICUM
151709**
This 32-hour course will focus on the practical application of the theory of ESOL 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 ESOL tutoring. \$300

Tutoring ESOL Certificate Elective Courses

There are six elective courses, Tutoring for the TOEFL (150797), Tutoring ESOL Students for the B.C. Provincial Examination (151701), Tutoring for the TOEFL and the LPI (151737), Tutoring ESOL Elementary School Students (151713), Tutoring ESOL Secondary Students for English Courses (151715), Tutoring Conversation Skills to Adult ESL Students (151731), and Introduction to Tutoring Business English (150795).

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 English language. The course examines the instructional methodology used for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, role plays, pronunciation, advanced and beginning English language learners, as well as oral testing and lesson planning. \$200

TEACHING OVERSEAS 150789

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

TUTORING GRAMMAR 151708

This 12-hour course examines the theory and instructional methodology used to tutor/teach grammar to English language speakers. Grammatical structures from the beginner level through the advanced level will be addressed. 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 English language speakers. \$120

TEFL IN-CLASS ASSIGNMENT 151722

Applicants registered in the VCC TEFL Program are required to work in an English language classroom setting in either a volunteer or paid capacity for a minimum of 26 hours. This course may be completed at any time during the program. To successfully complete this program requirement, students must successfully complete the VCC TEFL Program Student Assignment Booklet. \$75.

TESOL Inservice Certificate Program

The VCC TESOL Inservice Certificate Program is designed for experienced ESL/EFL instructors who do not have a recognized TESOL teacher-training credential. The TESOL Inservice Program consists of six instructional components. The program is offered by distance education. Qualified applicants will be accepted into the program on a first-come-first-served basis. On successful completion of the TESOL Inservice Program, graduates will receive a Teaching English to Speakers of Other Languages Inservice Certificate and qualify for a Professional Standards Certificate: Level Two from the Association of BC Teachers of English as an Additional Language. The deadline for the TESOL Inservice Certificate Program applications for the Fall term is August 20, 1999. The term will begin September 20, 1999 and end on January 10, 2000.

Admission Requirements for the VCC TESOL Inservice Certificate Program

1. A completed application form with all the required documentation for admission.
2. An undergraduate university degree as verified by sealed, official university transcripts.
3. Two teaching references from past employers.
4. A minimum of 600 hours of documented classroom teaching in a recognized English language educational institution. Classroom teaching must be documented with official institutional records or institutional contracts.
5. Professional development in the field of ESL/EFL instruction.
6. Applicants must have a standard of written and spoken English equivalent to that of an educated native speaker of English. Applicants whose first language is not English may be asked to submit their score on an English language proficiency test.

FOUNDATIONS FOR ENGLISH LANGUAGE INSTRUCTION 150202

This component examines the principles and approaches to English language instruction, the adult ESL learner, and cultural awareness and cross-cultural communication. \$150

TEACHING GRAMMAR 150203

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

time out

Continuing Education Instructors

time out

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

H. Jane Anderson BA, is a legal assistant with five years' experience in corporate and securities law. Presently working with a small firm specializing in securities law.

Keith Anderson 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.

Juliet Austin MA Counselling Psychology, is a counsellor, researcher, and educator specializing in domestic violence, with particular emphasis on education in the workplace.

Pat Austin program manager for Oakridge, has been a full-time instructor for 14 years. Pat is known as an energetic and enthusiastic instructor. She teaches Access, Excel, LAN, Novell NetWare and Windows NT.

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

A. Norman Barbour LLB, LL.M., B.A.Sc., 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 environmental studies, University of Manitoba, with 25 years of design experience in the residential and commercial fields. He is presently senior designer of a major Vancouver kitchen and home renovation company.

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

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 Blais RN, MSN, is clinical nurse specialist in gerontology in an innovative, collaborative cross-appointed 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, an active member of the Canadian Intravenous Nurses Association, and former editor of the CINA Journal.

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.

Linda Case is a legal assistant with 18 years' experience in plaintiff and defence areas. She practices in civil litigation, specifically personal injury; currently with ICBG's Litigation department.

Ginny Cathcart BA, RDH, received her diploma in Dental Hygiene from University of Alberta. In 1986 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.

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

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

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

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.

Chris Clark BA Speech Sciences, TESL Certificate (VCC), is currently department head of the ESL Vocational Department at VCC. She is interested in promoting foreign language teaching, and has been involved in teacher-training projects in the Lower Mainland and the Czech Republic. Chris teaches the TESOL Certificate Core Course, Teaching Listening and Speaking, and the TESOL Prerequisite Course, An Overview of TESOL.

Don Clark is the operations manager, Communications Management Services, BC Tel. Don's varied experience spans many years in the telecom environment.

Karen Clark is a nationally certified, Canadian Red Cross first-aid instructor and instructor trainer. She has been an instructor with the Red Cross for 15 years and an authorized instructor with her own company for eight years.

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 35 years of experience in all aspects of typography including hot metal, photo-mechanical, digital and laser technologies. Currently he is general manager of Artfact Design and Production, a division of Palmer Jarvis DDB.

Alice Close has worked for 15 years in office administration. She 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 Coffman 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 is a senior consultant in cardiac rhythms management and in cardiovascular assessment and care management.

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.

Allan Curtis is a business consultant with extensive experience in administration and financial management in community care.

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

Barry Dallas has 18 years' experience in the cleaning industry. A former sales manager for a national cleaning firm, 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.

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.

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

Eric Edora LL.B. 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.

Blair Forrest BA, LLB, practices law at Richards Buell Sutton, a Vancouver law firm.

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

Lisa Gellert AAS, is a freelance illustrator and textile designer. She has worked in the fashion industry and education in New York and Vancouver. She graduated as an associate applied science, majoring in fashion, at the Parsons School of Design, New York, 1985.

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

Lucilia Gonzalez-Cirre has a degree in Spanish/English 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.

Sherill Gullickson has been a social justice advocate and human services worker for 25 years. She recently completed a term on the BC Benefit Appeals Board. She has conducted advocacy training for 15 years and has been involved in inter-city social organizing and development.

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

Janis Hamilton is a consultant to non-profits specializing in external affairs which includes fundraising, volunteer and board management and relationship building. She has been special projects manager for UBC in the External Affairs Department and Development Office.

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 BFA in management and an MBA in managerial leadership. She designs and conducts training programs in visual communication design for ten years, including the intensive desktop publishing course at McKay Technical Institute.

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

Tracey Haslam RN, BSN, is a qualified wilderness and remote first aid instructor. She has been actively involved in first aid for 15 years and has been teaching first aid for six years. She currently works in the emergency room at Burnaby Hospital.

Stephanie Hawkins BID, ARIDO, IDC, has practised contract interior design for 20 years, including design for television set and costume design for theatre. A graduate of the University of Manitoba, she has taught at several colleges and universities.

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

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

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.

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.

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, CPRP, 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.

Patricia Kennedy BA, Med (Language Education), has taught ESL at VCC since 1973, and internationally in Singapore and Taiwan. Patricia has been intermediate coordinator and department head of the English Language Skills Department at VCC. Pat is recognized for her expertise in curriculum development and has developed curriculum in the area of "English for Work" for the Ministry of Education and the English 001-004 Program for Open Learning Agency and more recently the Independent Learning Program for Professionals at VCC. Patricia teaches the TESOL Prerequisite Course, An Overview of TESOL.

Bob Legelin is a faculty member of Douglas College and recently was contracted by the Ministry of Children and Family Services to revise their training programs. His experience includes director of Vocational Services for a large non-profit, college principal and vice-president of Cosmic Construction. Bob is often contracted to education or social service industries to address human resource issues.

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.

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, presiding continuing education workshops, seminars and study club groups. Nancy has held various positions with the CDHBC, BCDHA 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.

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

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

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

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

Rhonda Malayuk BSc, PharmD, is clinical geriatric pharmacist in the Affixative and Psychotic Disorders Treatment Program, Geriatric Division, Riverview Hospital and clinical pharmacy consultant in long term care.

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

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

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

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

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

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

Lisa McIntosh is an experienced educator. For the past seven years she has been helping adults develop their public speaking and communication skills. Current programs offered, Vancouver Maritime Museum.

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 adult education principles. Her innovative, positive teaching style makes her an excellent role model for adult educators.

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

Sandy MacIver is well known for his work helping people reconnect with their creativity and be more effective in their workplaces. 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.

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

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 prepress.

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 HJN Building Services. He is a member of the Advisory Committee for the Building Service Worker Program at VCC and also serves on the board of the Canadian Building Servicing Association.

Alison Norman BA, Med (Language Education) has taught EFL and been a teacher trainer in Thailand and Laos. She has taught at VCC since 1981 in the ESL Outreach Department, and the ESL Vocational Department. She served as assistant department head in the ESL Vocational Department and her special areas of interest include LINC programs and ESL Literacy instruction. Alison teaches the TESOL Prerequisite Course, An Overview of TESOL.

Irene Rohrer RN, MSN, has a wide breadth of management experience. She is nurse manager of the Emergency Medical, Palliative Care and Discharge Planning units at MSA Hospital. Irene has a proven ability to help participants develop their management and problem-solving skills and resolve issues in their own practice settings.

Anita Romanik RDN, is a community nutritionist with the Fraser Valley Health Board.

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.

Leslie Rose LLB, is an associate at a Vancouver law firm specializing in areas of securities, corporate finance, mergers and acquisitions.

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's extensive dance background includes ballet, jazz, tap and hip hop. She has been choreographing, teaching and performing throughout the Lower Mainland for the past five 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.

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.

Steve Travis is currently the Occupational Health and Safety Officer for Vancouver Community College. He also worked in a safety capacity in a variety of

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

Peggy Morrison BA, ARCT, has worked in the fashion industry since 1966. Her career started as fashion coordinator for The Bay and Eaton's, and since 1972 she has been involved in administration and teaching at local fashion schools, combining this with freelance work as a fashion show producer and coordinator. She is program director at a fashion career institute and has served as a board member for the Private Career Training Association. She graduated from the University of British Columbia in 1966.

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 prepress.

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Anita Romanik RDN, is a community nutritionist with the Fraser Valley Health Board.

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.

Leslie Rose LLB, is an associate at a Vancouver law firm specializing in areas of securities, corporate finance, mergers and acquisitions.

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's extensive dance background includes ballet, jazz, tap and hip hop. She has been choreographing, teaching and performing throughout the Lower Mainland for the past five 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.

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.

Steve Travis is currently the Occupational Health and Safety Officer for Vancouver Community College. He also worked in a safety capacity in a variety of

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

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

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 conveyancing.

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

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

Melanie Rodiak BA, is an assistant trust officer with the Canadian Imperial Bank of Commerce.

Natalie Rogers BPHE, has taught business English and medical terminology for various colleges. She is the author of three books and has written many articles and reports on health technologies.

Dini Steyn BA, MED, works at the Open Learning Agency where she project manages the Distance Education Court Interpreter project in partnership with VCC. Formerly from Alberta, Dini has been involved in interpreter training since 1988 when she wrote a curriculum for community interpreter training and initiated and supervised programs for community, health and legal interpreter training programs.

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

Patricia Strangway LLB, practised law in the Vancouver area of litigation for a large Vancouver law firm.

Wanda Sustersich BAppSc, is a couturier and sewing instructor. In 1982 she made a career change to become a custom designer and dressmaker. She is also a salesperson and advisor for a local fabric company. She graduated in civil engineering, University of British Columbia, 1980.

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

Yolanta Tang BFA, Arts Institute of Chicago, is a nationally recognized designer known for original

ESL / HEALTH

CERTESL Program

Program Coordinator Jayeson Van Bryce,
443-8669, jvanbryc@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

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

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

TESL 43 PROFESSIONAL PROJECT

This course is designed for students who are interested in academic research or in developing a project such as a curriculum, TESL program or TESL materials. Students will be required to complete the same readings as required by students enrolled in TESL 42 Supervised Practicum as well as do library research related to their individual projects. Students will discuss or reflect on the readings and submit response papers. Students are required to pay a \$30 materials fee with the submission of the tuition fee of \$333.72

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 Shirley Liu, 443-8672

ESTABLISHING AND MAINTAINING IV THERAPY (THEORY, LAB)

202704
A seven-hour workshop of theory and practice in which you learn to locate appropriate sites, select equipment, perform IV insertion, adjust flow rates and identify potential complications and nursing interventions for the adult patient. For RNs, RPNs using IV therapy in clinical practice. Required: bring a photocopy of your practising RNABC/RPNABC to class. Maximum: 12 nurses per course. (Brazier) \$125
1 day - Sa. Apr 10, 08:30-16:30 - LGH
1 day - Sa. May 15, 08:30-16:30 - LGH
1 day - Sa. Jun 12, 08:30-16:30 - LGH

Physical 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. Maximum: 20 nurses per course. \$105 per course (\$100 per course if you register for more than one in the series)

HEAD TO TOE ASSESSMENT

202710
1 day - Fr. May 14, 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 - Fr. Jun 4, 09:00-16:00 - KEC

NEUROLOGICAL ASSESSMENT

202712
Offered once a year.
1 day - Fr. Jun 18, 09:00-16:00 - KEC

COMMON MEDICAL EMERGENCIES: NURSING ASSESSMENT AND INTERVENTIONS

202796
This popular and newly expanded course is for nurses in acute, long-term and home care settings. You will gain an increased understanding of how to assess and intervene in common medical emergencies, including stroke, acute respiratory failure, angina, myocardial infarction, heart failure, seizures, hypo- and hyperglycemia, and delirium. Maximum: 20 nurses. \$105
1 day - Fr. Jun 11, 09:00-16:00 - 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
Program Assistant Shirley Liu, 443-8672
Information Session Wednesday, March 24, 19:00-21:00 - CC

For experienced personnel or those new to the hospice/palliative care field, this clinical specialty program is designed to enhance and promote collaboration and understanding through sharing of interdisciplinary perspectives and to promote client-directed approaches to care, while enhancing quality of life of individuals and families who are living with life-threatening illness or are bereaved. The program is based on the philosophy and standards of practice of the Canadian Palliative Care Association (CPCA); basic premises interwoven throughout the curriculum include consensus-based practice, understanding of self, the caring relationship as the basis for holistic practice, client and family-driven care, and the social and political contexts of hospice/palliative care.

Prerequisites

Applicants must have current licensure as a registered nurse, registered psychiatric nurse, physician, registered dental hygienist, social worker, chaplain, or other university-educated profession. Two years of practice in a western health care setting or related discipline required. University transfer credit available for this program.

Certificate Requirements

There are four courses and a practicum: Introduction to Hospice/Palliative Care (28 hours), Psychosocial Caring (28 hours), Symptom Management (36 hours), Professional Issues in Hospice/Palliative Care (28 hours), and Practicum (70 hours). The certificate can be completed in one year and must be completed in two years. Evaluation is through written practice-based assignments, class presentations, term projects, journaling, and satisfactory completion of practicum learning outcomes.

Course Fees
28 hour courses - \$310; 36 hour course - \$385; Practicum - \$450. Tuition fees are paid one course at a time.

Application
Submit a letter of recommendation from supervisor/manager, provide proof of two years of current practice in identified discipline, provide proof of current licensure with a professional body, submit with application. Phone 443-8484 for application.

Course offered this term: INTRODUCTION TO HOSPICE/PALLIATIVE CARE

202839
This course provides an overview of the hospice/palliative care field and establishes the foundations of one's own current professional practice in hospice/palliative care. Participants examine the development of modern hospice/palliative care, the Canadian Palliative Care Association (CPCA) standards as a framework for practice, hospice/palliative care models, and the dynamics of effective interdisciplinary teams, while exploring the concepts of caring and mutuality as the basis of practice, developing an appreciation for individually determined quality of life determinants, and exploring community resources. \$310
TBA (April 1999 term)

Critical Care

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

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

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

CONSCIOUS SEDATION

202622
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. Maximum: 20 nurses. (Clarke) \$105
1 day - Sa. Apr 24, 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. (MacFarlane) \$280
3 day - Fr. Apr 23/30, May 07, 09:00-16:00 - KEC

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

Instructor Details
on pages 12-13

Gerontology

Program Coordinator Mary Crooks, 443-8674
Program Assistant Shirley Liu, 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 be taken on an individual basis on approval of the program coordinator. (Trevor-Smith) \$320
6 day - Fr. Apr 16, 09:00-16:00 - 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 be taken on an individual basis on approval of the program coordinator. (Shamal) \$205
4 day - Fr. Jun 4, 09:00-16:00 - KEC

CLINICAL LEADERSHIP IN GERONTOLOGICAL NURSING IN LONG TERM CARE

202771
In today's long-term care settings, nurses are expected to provide clinical leadership for their unit and their shift. In addition to competence in client care, they require practical leadership and communication skills for team building, interdisciplinary problem-solving, delegating, coaching, resolving conflicts, maintaining standards, and facilitating change. This two-day, highly respected course will help you understand your professional accountability and leadership role and to develop effective skills to deal with on-the-job situations. (Rohrer) \$140 (\$165 as elective in Gerontology Certificate Program - Nursing)
2 day - Mo/Tu. Apr 26/27, 09:00-16:00 - CC

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 depend on oral health, yet oral care poses a challenge, especially for cognitively impaired residents. 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 requirements for residential care facilities. (Shaw/Enns) \$50
1 aft - Fr. Apr 30, 13:00-16:00 - KEC

GERONTOLOGICAL NURSING II

203606
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 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

MEDICATIONS AND THE OLDER ADULT SERIES

Older adults, particularly older women, have been identified as a group at high risk for adverse drug reactions and over-medication. Update your knowledge about safe and effective drug therapy with older adults. The first course provides essential information about how drugs are handled in the body, how aging affects this process and the significance of adverse drug reactions in the older adult. Subsequent courses provide in-depth prescription and non-prescription drug therapy for specific health problems and diseases affecting older adults. Courses may be taken individually. (Malyuk) \$105 (\$115 as elective in Gerontology Certificate Program - Nursing)
2 mng - Th. May 27/Jun 3, 09:30-12:30 - CC

PRINCIPLES OF MEDICATION USE WITH OLDER ADULTS

200718
\$50 (\$55 as elective in Gerontology Certificate Program - Nursing)
1 mng - Th. May 20, 09:30-12:30 - CC

MEDICATIONS FOR PSYCHOLOGICAL AND NEUROLOGICAL DISORDERS IN OLDER ADULTS

202777
\$105 (\$115 as elective in Gerontology Certificate Program - Nursing)
2 mng - Th. May 27/Jun 3, 09:30-12:30 - CC

MEDICATIONS FOR TREATMENT OF CHRONIC PAIN IN OLDER ADULTS

202775
\$50 (\$55 as elective in Gerontology Certificate Program - Nursing)
1 mng - Th. Jun 10, 09:30-12:30 - CC

CLINICAL DECISION-MAKING AND CARE PLANNING IN GERONTOLOGICAL NURSING

202793
Sound clinical decisions, systematic assessments and succinct care plans are essential in the complex field of gerontological nursing in long-term and extended-care settings where older adults experience reversible and irreversible conditions at the same time. Enhance your ability to make clinical decisions that are based on nursing knowledge and systematic nursing process, and to document and communicate these decisions effectively using nursing care plans. Participants complete a self-study module, client assessment and care plan (7-10 hours) in preparation for the course. Register by three weeks in advance. (Blais) \$110 (\$130 as elective in Gerontology Certificate Program - Nursing) (module included)
1 day - Fr. May 28, 09:00-16:00 - KEC

POST-TRAUMATIC STRESS IN OLDER ADULTS

202895
Do you know that changes in the behaviour of older adults, such as sleep disturbances, anxiety, depression, somatic concerns, substance misuse and interpersonal problems, can be signs of unresolved earlier traumas in their lives, such as hidden war-related losses? This leading edge course will provide a sound introduction to the causes, signs and symptoms of unresolved trauma in cognitively intact older adults, how to carry out an initial screening assessment and supportive interventions, and how to refer appropriately. For nurses, pastoral care workers, social workers, creative therapists, and other health professionals. (Spilman) \$75
1 day - Fr. Jun 4, 09:00-15:30 - KEC

Gerontology Certificate Program - Nursing

Program Coordinator Mary Crooks, 443-8674
Program Assistant Shirley Liu, 443-8672
Information Session Sa. May 15, 10:00-11:30 - KEC
Open 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, transfer 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

- 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.
- A 12.5-hour practicum.
- A 12-hour elective.

Length of program is one to two courses per term: Five terms - 18 months. The program must be completed in two years.

Course Fees

Very 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.

INTRODUCTION TO GERONTOLOGY

203601
(Trevor-Smith) \$320
6 day - Fr. Apr 16, 09:00-16:00 - KEC

COMMUNICATION - LEVEL I

203608
(Shamal) \$205
4 day - Fr. Jun 4, 09:00-16:00 - KEC

HEALTHY AGING IN HEALTHY COMMUNITIES

203602
(Berry) September 1999 term

FOUNDATIONS OF GERONTOLOGICAL NURSING PRACTICE

203604
(Kline/Blais) January 2000 term

GERONTOLOGICAL NURSING I

203605
(Stanbury) January 2000 term

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.

CLINICAL LEADERSHIP IN GERONTOLOGICAL NURSING IN LONG TERM CARE

202771
(Rohrer) \$140 (\$165 as elective in Gerontology Certificate Program - Nursing)
2 day - Mo/Tu. Apr 26/27, 09:00-16:00 - CC

MEDICATIONS AND THE OLDER ADULT - SERIES

(Malyuk) Courses may be taken on an individual basis.

PRINCIPLES OF MEDICATION USE IN OLDER ADULTS

200718
\$50 (\$55 as elective in Gerontology Certificate Program - Nursing)
1 mng - Th. May 20, 09:30-12:30 - CC

MEDICATIONS FOR PSYCHOLOGICAL AND NEUROLOGICAL DISORDERS IN OLDER ADULTS

202777
\$105 (\$115 as elective in Gerontology Certificate Program - Nursing)
2 mng - Th. May 27/Jun 3, 09:30-12:30 - CC

MEDICATIONS FOR CHRONIC PAIN IN OLDER ADULTS

202775
\$50 (\$55 as elective in Gerontology Certificate Program - Nursing)
1 mng - Th. Jun 10, 09:30-12:30 - CC

Childbirth Educators

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

TEACHING SKILLS FOR CHILDBIRTH EDUCATORS

202504
Persons already teaching childbirth education who wish to upgrade their skills may enroll in this course. Fee includes course materials. (Donaldson) \$450
5 day - Th/Fr/Sa/Mo/Tu. Nov 11/12/13/15/16, 09:00-16:00 - CC

Childbirth Educators Certificate Program

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

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

Program Description

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

COURSE I - CORE CONTENT FOR CHILDBIRTH EDUCATORS

202502
Guided study - 14 modules, 110 hours. (Donaldson) \$350

COURSE II - TEACHING SKILLS FOR CHILDBIRTH EDUCATORS

202504
24 hours in classroom, 49 hours total. Fee includes course materials. (Donaldson) \$450
5 day - Th/Fr/Sa/Mo/Tu. Nov 11/12/13/15/16 - CC

COURSE III - PRACTICUM FOR CHILDBIRTH EDUCATORS

202501
43 hours. Arranged on an individual basis. (Donaldson) \$200

Dental

Program Coordinator Jadina Yip, 443-8676
Program Assistant Sarah Mokaber, 443-8635
Registration 443-8484

For a full schedule of dental CE courses offered April to June 1999, please call 443-8635. The following is a sample:

PROVISIONAL PROSTHODONTIC MODULE

203583/203584
Advance your clinical practice by learning to fabricate, try-in, and cement provisional restorations. This program is for licensed, certified dental assistants and dental hygienists. Phone 443-8635 for more information and dates of upcoming courses. Theory by tutor/ correspondence, ongoing registration. Theory - 18 hours; Clinical - 32 hours

CLINICAL APPLICATION OF ULTRASONIC THERAPY IN TODAY'S DENTAL HYGIENE PRACTICE

203580
Prerequisite: Dental Hygienist (limited enrollment). This workshop, sponsored by Dentsply Canada, is designed to complement prior theoretical knowledge regarding the use of chemotherapeutics and ultrasonic instrumentation in periodontal therapy. It is focused on the practical application of this therapeutic approach with emphasis on ultrasonic instrumentation. Includes light lunch. (Keselyak) \$60
1 mng - Sa. Apr 10, 09:00-13:00 - CC

MEDICAL EMERGENCIES IN THE DENTAL OFFICE

203427
Life threatening medical emergencies can and do occur during dental procedures. This course was developed as a result of the unique situation that a dental office presents. Using reenactments in the dental setting, this program consolidates the office into a single emergency team. Included is a discussion of responsibilities of each staff member, patient evaluation, use of oxygen therapy, airway management, cardiac challenges, bag valve ventilations, emergency kits and medico-legal implications. A current knowledge of CPR is an asset. Bring the office team - 10% discount

HEALTH / HUMAN & SOCIAL SERVICES

Health Teaching

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

ON THE SPOT TEACHING: MAXIMIZING THE TEACHABLE MOMENT 202886

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 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 Shirley Liu, 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 Shirley Liu, 443-8672

This one-year, part-time certificate program assists managers and administrators in continuing care to develop and enhance 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 with small classes where participants establish ongoing networks with colleagues and instructors. 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 would 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 443-8484 for brochure and application form. Qualified participants are selected in order of receipt of application.

Courses offered this term

FINANCIAL MANAGEMENT 201605

This course focuses on financial management principles, skills and tools to promote efficient health care delivery in continuing care. The emphasis is on management aspects rather than on accounting skills. Participants will develop skill in the use of provincial budget guidelines, economic principles, daily and periodic requirements, financial statements, budgeting, purchasing plans and computerized information systems as planning tools. (Curtis) \$435
4 day - Tu/We/Th/Fr. Apr 13-16, 09:00-16:00 - CC

ORGANIZATIONAL DEVELOPMENT AND EVALUATION 201606

Content includes strategic planning, program development and evaluation, concepts of quality management and implementation of quality assurance programs. (Goodall) \$435
4 day - Mo/Tu/We/Th. May 17/18/19/20, 09:00-16:00 - CC

Allied Health Care

Renal Technician Certificate (Pending) Program

Program Assistant Shirley Liu, 443-8672
Information Session We. Mar 3, 19:00-21:00 - CC

This seven and one-half week full-time hospital-based program prepares individuals to work as beginning level renal dialysis technicians in tertiary care dialysis facilities. Participants spend approximately 60 hours in classroom/lab activities and 165 hours in clinical. There are three components to the program: theory, clinical skills and their ability to apply principles and theory to the clinical setting. Instructors are renal dialysis nurses and technicians. (VGH and St. Paul's Hospital) \$2750

Prerequisites

Applicants must: have completed Grade 12 (including Grade 12 chemistry); have completed two semesters of post-basic science courses (physics, biology, or chemistry), within the previous five years; have two or more years of work experience; have an absence of health problems which may affect ability to lift, stand for long periods, or perform repetitive movements; basic life support (CPR "C" level) certificate in the current year. Volunteer work experience in a hospital setting is preferred. Accepted applicants will require updated immunizations. Some applicants may need English language assessment.

Course Fees

The program costs \$2750.

Application

Call 443 8672 for brochure and application form. Qualified applicants are accepted in order of receipt of application.

Next offering:

April 7 - May 21, 1999

LPN Upgrading

Program Assistant Sarah Mokaber, 443-8635

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

Traditional Chinese Medicine (TCM)

Herbal Medicine Program

This nine-month, part-time program is intended for participants who are interested in the time-honored TCM herbal treatment and its application in self-health care. It will be of interest to acupuncturists and those involved in the herbal remedy field. Participants who successfully complete the program will be knowledgeable in the preparation and administration of Chinese herbs and will be able to practise as herbologist assistants.

For more information, contact: 443-8672

Chinese Herbal Medicine - Level I (200748)

A study of herbal therapy, with emphasis on Chinese herb application to syndromes of disharmony and disease, including acute and chronic conditions, food therapy, etc. Introduces the principles of Yin-Yang, five elements, Organ theory, and diagnostic techniques. \$600

21 eve - Tu/Th. Apr 15-June 29, 19:00-22:00 - CC

Chinese Herbal Medicine - Level II (200749)

Through lecture and practical lab, introduces the major herb groups, the structure of pharmaceutical and botanical terminology and the identification of herbs used in Chinese Medicine. Emphasis is given to individual herb properties such as flavor, energy, entering meridians, functions and medicinal uses, and analysis of the principle herbs used in Chinese Medicine according to their function and therapeutic use. Approximately 200 herbs are introduced over the series. \$650

Offered September 1999

Chinese Herbal Medicine - Level III (200750)

Through lecture and practical lab, introduces herb pharmacopoeia study and analysis of the functions, properties, and principles of combinations, dosages, contraindications, preparation and administration of herb formulas. Oriental/Chinese diagnostic methods will be re-emphasized with the usage of these herbs. \$650

Offered January 2000

Chinese Herbal Medicine - Level IV (200751)

Through lecture and practical lab, introduces herb pharmacopoeia study and analysis of the functions, properties, and principles of combinations, dosages, contraindications, preparation and administration of herb formulas. Oriental/Chinese diagnostic methods will be re-emphasized with the usage of these herbs. \$650

Offered January 2000

Chinese Herbal Medicine - Level V (200752)

Through lecture and practical lab, introduces herb pharmacopoeia study and analysis of the functions, properties, and principles of combinations, dosages, contraindications, preparation and administration of herb formulas. Oriental/Chinese diagnostic methods will be re-emphasized with the usage of these herbs. \$650

Offered January 2000

CHINESE HERBAL MEDICINE - LEVEL II 200749

Through lecture and practical lab, introduces the major herb groups, the structure of pharmaceutical and botanical terminology and the identification of herbs used in Chinese Medicine. Emphasis is given to individual herb properties such as flavor, energy, entering meridians, functions and medicinal uses, and analysis of the principle herbs used in Chinese Medicine according to their function and therapeutic use. Approximately 200 herbs are introduced over the series. \$650

Offered September 1999

Chinese Herbal Medicine - Level III 200750

Through lecture and practical lab, introduces herb pharmacopoeia study and analysis of the functions, properties, and principles of combinations, dosages, contraindications, preparation and administration of herb formulas. Oriental/Chinese diagnostic methods will be re-emphasized with the usage of these herbs. \$650

Offered January 2000

Chinese Herbal Medicine - Level IV 200751

Through lecture and practical lab, introduces herb pharmacopoeia study and analysis of the functions, properties, and principles of combinations, dosages, contraindications, preparation and administration of herb formulas. Oriental/Chinese diagnostic methods will be re-emphasized with the usage of these herbs. \$650

Offered January 2000

Chinese Herbal Medicine - Level V 200752

Through lecture and practical lab, introduces herb pharmacopoeia study and analysis of the functions, properties, and principles of combinations, dosages, contraindications, preparation and administration of herb formulas. Oriental/Chinese diagnostic methods will be re-emphasized with the usage of these herbs. \$650

Offered January 2000

Acupuncture

Assistant Program

This nine-month, part-time program is designed to introduce the novice to traditional Chinese medicine as it relates to the practice of acupuncture. Participants will develop an understanding of the healing techniques of acupuncture for self-health care and those that successfully complete the program will be able to practice as acupuncture assistants. Students are evaluated through class attendance, practice and English-Chinese multiple choice exam.

For more information, contact: 443-8672

Chinese Herbal Medicine - Level I (200748)

A study of herbal therapy, with emphasis on Chinese herb application to syndromes of disharmony and disease, including acute and chronic conditions, food therapy, etc. Introduces the principles of Yin-Yang, five elements, Organ theory, and diagnostic techniques. \$600

21 eve - Tu/Th. Apr 15-June 29, 19:00-22:00 - CC

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Through lecture and practical lab, introduces herb pharmacopoeia study and analysis of the functions, properties, and principles of combinations, dosages, contraindications, preparation and administration of herb formulas. Oriental/Chinese diagnostic methods will be re-emphasized with the usage of these herbs. \$650

Offered January 2000

Chinese Herbal Medicine - Level V (200752)

Through lecture and practical lab, introduces herb pharmacopoeia study and analysis of the functions, properties, and principles of combinations, dosages, contraindications, preparation and administration of herb formulas. Oriental/Chinese diagnostic methods will be re-emphasized with the usage of these herbs. \$650

Offered January 2000

Chinese Herbal Medicine - Level VI (200753)

Through lecture and practical lab, introduces herb pharmacopoeia study and analysis of the functions, properties, and principles of combinations, dosages, contraindications, preparation and administration of herb formulas. Oriental/Chinese diagnostic methods will be re-emphasized with the usage of these herbs. \$650

Offered January 2000

Chinese Herbal Medicine - Level VII (200754)

Through lecture and practical lab, introduces herb pharmacopoeia study and analysis of the functions, properties, and principles of combinations, dosages, contraindications, preparation and administration of herb formulas. Oriental/Chinese diagnostic methods will be re-emphasized with the usage of these herbs. \$650

Offered January 2000

Chinese Herbal Medicine - Level VIII (200755)

Through lecture and practical lab, introduces herb pharmacopoeia study and analysis of the functions, properties, and principles of combinations, dosages, contraindications, preparation and administration of herb formulas. Oriental/Chinese diagnostic methods will be re-emphasized with the usage of these herbs. \$650

Offered January 2000

Chinese Herbal Medicine - Level IX (200756)

Through lecture and practical lab, introduces herb pharmacopoeia study and analysis of the functions, properties, and principles of combinations, dosages, contraindications, preparation and administration of herb formulas. Oriental/Chinese diagnostic methods will be re-emphasized with the usage of these herbs. \$650

Offered January 2000

Chinese Herbal Medicine - Level X (200757)

Through lecture and practical lab, introduces herb pharmacopoeia study and analysis of the functions, properties, and principles of combinations, dosages, contraindications, preparation and administration of herb formulas. Oriental/Chinese diagnostic methods will be re-emphasized with the usage of these herbs. \$650

Offered January 2000

Chinese Herbal Medicine - Level XI (200758)

Through lecture and practical lab, introduces herb pharmacopoeia study and analysis of the functions, properties, and principles of combinations, dosages, contraindications, preparation and administration of herb formulas. Oriental/Chinese diagnostic methods will be re-emphasized with the usage of these herbs. \$650

Offered January 2000

Chinese Herbal Medicine - Level XII (200759)

Through lecture and practical lab, introduces herb pharmacopoeia study and analysis of the functions, properties, and principles of combinations, dosages, contraindications, preparation and administration of herb formulas. Oriental/Chinese diagnostic methods will be re-emphasized with the usage of these herbs. \$650

Offered January 2000

Chinese Herbal Medicine - Level XIII (200760)

Through lecture and practical lab, introduces herb pharmacopoeia study and analysis of the functions, properties, and principles of combinations, dosages, contraindications, preparation and administration of herb formulas. Oriental/Chinese diagnostic methods will be re-emphasized with the usage of these herbs. \$650

Offered January 2000

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. May 28, 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. Jun 11, 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. Jun 11, 09:00-16:00 - KEC

Holistic Health

Program Coordinator Mary Crooks, 443-8674

Program Assistant Shirley Liu, 443-8672

MASSAGE - LEVEL I 202037

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, unscented oil, a blanket, and exercise mat. Instructor Heather Narod is a registered nurse and 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. May 15/16, 09:00-16:00 - KEC

MASSAGE - LEVEL II 200740

Prerequisite - Level I (202037). You will practise techniques learned in Level I, as well as learn new techniques to induce relaxation and explore the relationship of the body/mind connection to massage therapy. Bring two sheets, two pillows, two small towels, mat, oil and a blanket. Wear loose, comfortable clothing or a tank top and shorts. Come prepared to practise massage techniques. (Narod) \$75 (\$200 for both Level I and II)

1 day - Sa. Jun 5, 09:00-16:00 - 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 menopause experience. It will explore lifestyle options and natural alternative therapies for menopause symptoms, as well as for optimal bone, heart and breast health. Includes take-home resource materials. (Blades) \$25
1 day - Sa. Apr 10, 09:30-12:30 - KEC

OSTEOPOROSIS PREVENTION 201079

Osteoporosis prevention begins with simple, effective choices that we can start at almost any age. Osteoporosis is a common condition in which bones lose calcium, become brittle and break easily. One in four women and one in eight men over 50 years develop osteoporosis. You will learn about risk factors, nutrition, exercise, hormone therapy, posture and how to communicate with your health professional. Includes take-home manual. Recommended for adults of all ages. Bring a friend or family member to learn together. (Osteoporosis Society of BC). Maximum 15 persons. \$25
1 mng - Sa. Apr 24, 09:30-12:00 - 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. Apr 10, 09:00-18:00 - CC
1 day - Sa. Apr 17, 09:00-18:00 - CC
1 day - Sa. Apr 24, 09:00-18:00 - CC
1 day - Sa. May 1, 09:00-18:00 - CC
1 day - Sa. May 8, 09:00-18:00 - CC
1 day - Sa. May 15, 09:00-18:00 - CC
1 day - Sa. May 22, 09:00-18:00 - CC
1 day - Sa. May 29, 09:00-18:00 - CC
1 day - Sa. Jun 5, 09:00-18:00 - CC
1 day - Sa. Jun 12, 09:00-18:00 - CC
1 day - Sa. Jun 19, 09:00-18:00 - CC
1 day - Sa. Jun 26, 09:00-18:00 - CC

FOODSAFE - LEVEL II (ADVANCED) 250202

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

- 1. Major types of food-borne illnesses not discussed in Level I, i.e., Hamburger disease
- 2. Design and maintenance of a food service establishment
- 3. Managing sanitary practices in a food service establishment
- 4. Implementing a Hazard Analysis Critical Control Point System (HACCP). \$80
1 day - Sa. May 15, 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 call 443-8484.

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. Apr 24/25, 09:00-17:30 - KEC
2 day - Sa/Su. Jun 12/13, 09:00-17:30 - KEC

FOODSAFE - LEVEL I (BASIC) - FOR ESL STUDENTS 250203

This Level I class is designed for students who speak English as a second language. Instruction will be in English, but paced to accommodate the ESL student. For content details, see description above. NOTE: Students must speak English. Class limited to 15. \$80
2 day - Sa. May 22/29, 09:00-16:00 - CC

FOODSAFE - LEVEL I (BASIC) - IN CANTONESE 250205

This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. \$80
1 day - Sa. May 8, 09:00-18:00 - CC

FOODSAFE - LEVEL I (BASIC) - IN CANTONESE 250205

This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. \$80
1 day - Sa. May 8, 09:00-18:00 - CC

FOODSAFE - LEVEL I (BASIC) - IN CANTONESE 250205

This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. \$80
1 day - Sa. May 8, 09:00-18:00 - CC

FOODSAFE - LEVEL I (BASIC) - IN CANTONESE 250205

This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. \$80
1 day - Sa. May 8, 09:00-18:00 - CC

FOODSAFE - LEVEL I (BASIC) - IN CANTONESE 250205

This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. \$80
1 day - Sa. May 8, 09:00-18:00 - CC

FOODSAFE - LEVEL I (BASIC) - IN CANTONESE 250205

This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. \$80
1 day - Sa. May 8, 09:00-18:00 - CC

FOODSAFE - LEVEL I (BASIC) - IN CANTONESE 250205

This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. \$80

COMMUNITY CPR 250205

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. May 18, 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

HUMAN & SOCIAL SERVICES

SUBSTANCE ABUSE

Program Coordinator Joanne Rykers, 443-8392
Information Session 1 eve - Tu, Apr 6,
18:00-19:00 - CC

This part-time certificate program is designed for individuals who wish to develop knowledge and skills in substance-abuse counselling. Applicants may be employed in the substance abuse field, or have work or volunteer experience in a helping, rehabilitative or therapeutic role. Students will be evaluated on the basis of assignments, tests and demonstrated skills. Average time to complete the program is two years. Students have a maximum of three years to complete.

Entry Requirements

1. Successful completion of Grade 12 or equivalent.
2. Good knowledge of English, both oral and written.
3. Relevant experience in social services. (Volunteer experience is credited, providing it is in a structured, supervised setting. Work or volunteer experience must include use of counselling skills.)
4. Satisfactory documented completion of Vancouver Community College Basic Counselling Skills - Level 1 (101805) - See Counselling Skills.
5. Three years of successful recovery for those candidates affected by chemical dependency.
6. Maturity and emotional stability.
7. Completion of satisfactory entrance interview.

Certificate Requirements

The certificate program consists of six courses, an 18-hour seminar and a practicum OR practicum seminar totalling 316 or 234 hours of instruction. Courses are offered in the evening, once a week and vary in length.

Introduction to Substance Abuse (200112) - 21 hours

- Drugs and Human Behaviour (200127) - 21 hours
- Individual Counselling Skills for Substance Abuse (200115) - 36 hours
- Group Counselling Skills for Substance Abuse (200116) - 36 hours
- Family Counselling Skills for Substance Abuse (200117) - 36 hours
- Assessment, Referral and Community Resources for Substance Abuse (200126) - 36 hours
- Personal/Professional Development (101842) - 18 hours
- Substance Abuse Practicum (200119) - 112 hours or Practicum Seminar (101845) - 30 hours

Course Fees

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

Application

Call 443-8380 for brochure and application form. Qualified students are accepted in order of receipt of application.

Intake dates: September, April each year

Note

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

INTRODUCTION TO SUBSTANCE ABUSE 200112

This course provides an overview of the concepts involved in understanding substance misuse, the factors involved in controlling substance misuse, and counselling strategies. The content includes an exploration of terms; history of substance use; patterns of use/abuse; individual, family, societal, cultural and legal factors; impact on substance use; counselling/therapeutic strategies; prevention; factors specific to sub-cultures and minority groups (Miller) \$185
7 eve - Tu, Apr 13, 18:30-21:30 - CC

DRUGS AND HUMAN BEHAVIOUR 200127

This course provides participants with the basic pharmacological concept needed to understand the action of psychoactive drugs in the human body, and an overview of the medical and legal use of commonly used mood-modifying drugs, including long and short-term effects on the human body. (May) \$185
7 sessions - 6 eve - We, May 19 AND 1 eve - Mo, Jun 28, 18:30-21:30 - CC

GROUP COUNSELLING FOR SUBSTANCE ABUSE 200116

This course examines the knowledge and skills required when counselling in a group setting, individuals affected by substance abuse. Content includes: an exploration of group dynamics, stages of group development, leadership styles, member roles, types of groups, particular applications to working with substance abuse populations. The experiential component of the course includes an extended group experience and the opportunity to lead structured groups. (Laird) \$325
12 sessions - 10 eve - Tu, Apr 20, 18:30-21:30 AND 1 day - Sa, May 1, 09:30-16:30 - CC

FAMILY COUNSELLING FOR SUBSTANCE ABUSE 200117

This course examines the knowledge and introductory skills required when counselling the family presenting substance abuse concerns. This course will explore substance abuse in families using a family systems theoretical perspective. Three specific approaches to counselling families will be explored: family of origin, narrative, and solution-focused counselling. Content areas will include: theoretical assumptions, family assessments, counter transference, and ethical issues. (TBA) \$325
12 sessions - 11 eve - Mo, Apr 12 and 1 eve - Tu, May 25, 18:30-21:30 - CC - No class May 24

PERSONAL/PROFESSIONAL DEVELOPMENT 101842

This course provides an opportunity for students to continue their personal and professional development, especially as this applies to ethical principles. Content areas build upon and expand the knowledge of ethical principles, especially as they apply to practice issues. Case studies, small and large group discussion and journal writing are featured. A large component of this required course will be process-oriented, involving the sharing of students' self-exploration and the individual examination of values and personal limitations. (Yasin) \$160
6 mng - Sa, Apr 10, 09:00-12:00 - CC
6 eve - Tu, Apr 13, 18:30-21:30 - CC

SUBSTANCE ABUSE PRACTICUM 200119

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

INDIVIDUAL COUNSELLING SKILLS FOR SUBSTANCE ABUSE 200115

This course examines the knowledge and skills required when counselling clients affected by substance abuse, especially in the initial stages of recovery. Content builds on that covered in "Basic Counselling Skills" and in "Introduction to Substance Abuse." Content areas include the counselling process and phases of the helping relationship; counsellor self-awareness and its impact on the helping process; skill development; to individual interviewing; ethical issues; record keeping. (Coyle) \$325
Will be offered September 1999 term

ASSESSMENT AND REFERRAL FOR SUBSTANCE ABUSE 200126

This course examines the procedures and skills used in substance abuse assessment and referral as well as identifies and examines available community resources for individuals who are affected by substance abuse problems. Content includes: criteria for assessing chemical dependency, the assessment interview, assessment tools, assessment with special populations; making a successful referral, and pertinent ethical issues. Participants will be actively involved in the gathering, sharing, and evaluating of information about community resources. (Chadwick) \$325
Will be offered September 1999 term

COURT INTERPRETING

Program Coordinator Silvana E. Carr, 443-8389
Information Session Tu, Apr 20, 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 150118, 150119, 150120)

PROFESSIONAL ORIENTATION TO INTERPRETING SKILLS 150118

This component is designed to develop oral/aural skills, memory, interpreter skills, and terminology research. Seminars on professional ethics, communication techniques. Required for certificate - 36 hours. \$320

BILINGUAL INTERPRETING 150119

Sight translation and consecutive interpretation practice using legal and other texts; development of bilingual terminologies, introduction to simultaneous interpretation (in sessions for each language of specialty). Required for certificate - 123 hours. \$620

LAW FOR COURT INTERPRETERS 150120

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

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

Application Deadline

April 30, 1999. Late applications may be accepted subject to space availability. Call 443-8380 for brochure and application form.

PRE-INTERPRETING SKILLS - INTENSIVE COURSE 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
9 sessions - 6 eve - Mo/We, Aug 9, 18:00-21:30 AND 3 day - Sa, Aug 14, 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. (48 hours) \$350 (subject to change)
Dates TBA. Please call 443-8661 for further details.

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. Applications are now being accepted for September 1999. Please call 443-8428 for our brochure and application form.

INFANT-TODDLER EDUCATOR PROGRAM

This one-year, post-basic program for ALREADY qualified ECE graduates offers specialized skills and knowledge to supervise infant and toddler group day care settings. Applications for September 1999 are now being accepted. Please call 443-8428 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

For our brochure, please call 443-8428

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 expert community faculty will offer insights and strategies for effective problem solving, stress management and crisis intervention related to these tough and tender family issues. Please note: The course may be taken as a series for \$100 or on an individual workshop basis for \$30 each evening.

Topics this term are:

- Understanding Tough and Tender Family Issues - Apr 13
- Understanding More About Substance Abuse - Apr 20
- Understanding More About Domestic Violence - Apr 27
- Understanding More About Poverty - May 4
- Understanding Cross-Cultural Issues - May 11

For further information, please call 443-8660.

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 - We, Apr 14-Jun 2, 18:45-21:45 AND 1 day - Sa, May 15, 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 Family Child Care course information, please call 443-8660

Did you know...

VCC offers Adult Basic Education courses, Grades 9-12.

To find out more, visit our King Edward Campus Counselling Office, 1155 East Broadway, Vancouver



Enquiries & Registration 443-8484

LANGUAGES / NON-PROFIT, VOLUNTARY & FUNDRAISING

LANGUAGES

Program Coordinator Marilyn McClaren, 443-8663
mmccclaren@vcc.bc.ca

MEXICO STUDY TOUR

Information Session 502034
If you are interested in joining this tour, please come to listen and ask questions. Call 443-8484 to register. No cost.
Mo - Apr 12, 18:00-19:00 - CC, Room 205A

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 April 26, May 24, June 21, July 19, August 16, September 13, October 11, November 8, 1999.

MEXICAN STUDY TOUR

502030
Application fee: \$40
Tuition (502031): \$550
Homestay: single (502032) \$630, double (502033) \$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.

Recommended text for all Spanish courses: *Mandarin's Magic Key to Spanish* by Margarita Mandrigal.

SPANISH CONVERSATION - LEVEL I

502025
Are you planning a visit to Mexico, or just interested in learning more about Canada's newest partners in NAFTA? This introductory course will equip you with simple structures and language skills to function in Spanish. (TBA) \$150 (includes GST)
8 eve - Mo, Apr 26, 18:30-21:00 - CC - No class May 24

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. Prerequisite: Spanish Level I or equivalent. (S. Churchill-Brown) \$150 (includes GST)
8 eve - Th, Apr 29, 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 use 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, Apr 29, 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, Apr 29, 18:30-21:00 - CC

JAPANESE CONVERSATION - LEVEL I

502036
Learn practical Japanese for travelers and beginners. This course will develop basic Japanese structures and conversation skills. You will develop an understanding of signs, non-verbal communication, culture and etiquette in Japan. Learn how to navigate in Japan. (Hisadome) \$150 (includes GST)
8 eve - Mo, Apr 26, 18:30-21:00 - CC - No class May 24

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).

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 class has 16 sessions. They are held on Saturdays from 09:30-12:00 and 12:30-15:00. Courses begin September 11, 1999. The fee is \$99 per course. (GST is applicable for students age 15 and older - fees will be \$105.93)
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
- 505805 - Grade 5
- 505806 - Grade 6
- 505807 - Grade 7
- 505808 - Grade 8
- 505809 - Grade 9
- 505810 - Grade 10
- 505811 - Grade 11
- 505812 - Grade 12
- 505813 - Advanced

Fine Arts for Children

Children's fine art courses have 16 sessions. They are held on Saturdays from 12:30-13:30 or 13:30-14:30. Courses begin September 11, 1999. The fee is \$99 per course. (GST is applicable for students age 15 and older - fees will be \$105.93)

Course numbers and descriptions follow:

- 505814 - Kung-Fu
- 505816 - Mathematics
- 505817 - Cartoon Drawing (under age 12)
- 505828 - Pencil and Charcoal Drawing (over age 8)

Adult Mandarin Education

Adult Mandarin language education covers 10 weekly sessions. Classes are held on Saturdays and begin three times a year: January, April and September. Classes are from 09:30-12:00. Courses begin April 17, 1999. The fee is \$150 per course (GST included).

ADULT ELEMENTARY

505821
A strong foundation is built through practices in phonetic and intonation employed in the Mandarin language. The use 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 mng - Sa, Apr 17, 09:30-12:00 - KEC

NON-PROFIT, VOLUNTARY & FUNDRAISING

Non-Profit Sector Management Certificate Program

Program Coordinator Bonnie Denford-Nelson, 443-8362, nbenson@vcc.bc.ca
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
- Specialty Stream**
Specialty courses will be offered each term. Costs vary according to the specialty. 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)

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

1 eve - Th, Apr 8, 18:00-19:00 - CC

Core Courses

FUNDAMENTALS AND ETHICS OF NON-PROFIT MANAGEMENT 101902

This course covers the basic principles, philosophy and structure of not-for-profit organizations. Participants will examine trends, community resources and legal issues/liability. In addition, the course will introduce principles and ethical decision-making while maintaining the organization's mission and mandate. (O'Loughlin) \$290
10 eve - Mo, Apr 19, 18:30-21:30 - CC - No class May 24

LEADERSHIP AND HUMAN RESOURCE MANAGEMENT 101904

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

Specialty Courses

ADMINISTRATIVE MANAGEMENT SYSTEMS 101942

This course is designed for students in the non-profit and volunteer management specialty streams. In addition, interested individuals who are currently working in the non-profit sector are encouraged to register. This course provides a practical approach to the administrative skills and strategies which are essential in managing in the non-profit sector. Specific systems and procedures will be identified and challenges commonly encountered in administrative management will be explored. (Stevens) \$100
1 eve - Fr, May 7, 18:30-21:00 - CC
1 day - Sa, May 8, 09:00-16:00 - CC

ADVOCACY, GOVERNMENT RELATIONS AND LOBBYING FOR COMMUNITY GROUPS 101943

This course is designed for students in the non-profit management and community development specialty streams. In addition, interested individuals who are currently working or volunteering in the non-profit sector are encouraged to register. This course focuses on the skills required by community groups to advocate on behalf of individuals, approach government to change legislation, policy, programs, systems and/or funding. Techniques for building membership or allies, garnering support from related groups, working with the media, government staff and politicians and other methods for affecting change will be covered. (O'Loughlin/Gullickson) \$160
3

Part-time Business courses at City Centre Campus

The courses in this section are offered on a part-time basis through various departments at City Centre Campus. Please note that the Continuing Education department does not handle registration for these courses.

**FOR MORE DETAILS
CALL VCC PROGRAM INFORMATION: 443-8443.**

Students who have not previously enrolled in VCC programs, other than Continuing Education courses, will be required to pay a one-time \$15 college application fee. Students will also have to pay a Student Association fee, which is scaled according to the number of credits in which a student enrolls.

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

All City Centre Campus courses are held at 250 West Pender Street, Vancouver. Registration is handled through the Admissions Department at City Centre, Monday through Thursday, 8:00 a.m. to 4:00 p.m. and Friday, 8:00 a.m. to 3:00 p.m. Please note that the Continuing Education department does not handle registration for the courses on this page.

Three ways to register for City Centre courses

- by fax 443-8450
- by telephone 443-8400
- in person, at the Admissions Office, 250 W. Pender St.

Payment is by cash, cheque, MasterCard or VISA.

For general information and space availability call the Admissions Department, 443-8400.

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 Spring 1999 term:
Introduction to Accounting (#7387)

Learn how to understand and apply fundamental accounting principles in order to prepare, summarize and interpret financial data. Topics include the accounting cycle, theory and classification of accounts, accounting procedures, managerial accounting, budget requirements, credit and banking, government services and taxes, investment and stock options, and analysis and interpretation of financial statements.

■ 12 Thurs - Apr 8-June 24, 18:00-21:00 - \$267.77

Keyboarding Skills

Learn to keyboard and/or build your speed and accuracy. Four courses running:

- Keyboarding Skills (#7553) - exit speed 25 wpm
- Speed & Accuracy 1 (#7115) - exit speed 40 wpm
- Speed & Accuracy 2 (#2871) - exit speed 50 wpm
- Speed & Accuracy 3 (#8091) - exit speed 60 wpm

All courses run at these times:

- May 3-June 4 (08:00 to 11:00, Mon-Thurs)
- July 5-July 30 (08:00 to 11:00, Mon-Fri)
- Aug 3-Aug 28 (08:00 to 11:00, Mon-Fri)

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 Spring 1999 term:
Business Issues (#8033)

This course will give students insights into current business issues and an overview of management techniques. Topics of current importance such as cultural diversity of the workforce, social responsibility, higher standards of business ethics, human rights issues and managing in the global environment are covered. Current management techniques will include the planning process, marketing issues, strategic management and related tools.

■ Mon and Wed - May 10-Aug 4, 18:30-21:00 - \$84.57

Intermediate Financial Accounting II (#7350)

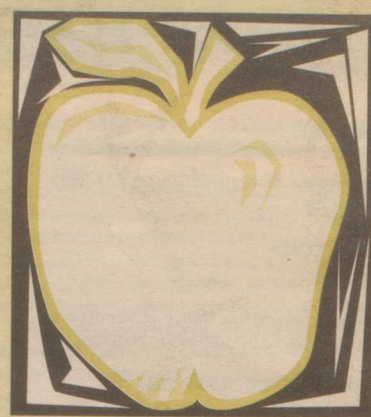
This course covers the liabilities and equities of a balance sheet. These include long-term and short-term liabilities, accounting for income taxes, accounting for pensions, legal and financial aspects of partnerships and corporations, capital structure and earnings per share, statement of changes in financial positions and the analysis of financial statements. Transferable towards professional accreditation.

■ Mon and Thurs - May 10-Aug 9, 18:30-21:00 - \$84.57



**To register call
Admissions at 443-8400.**

The information in this section is subject
to change without notice.

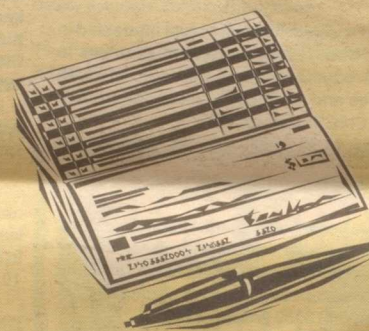


Students with Special Needs

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



**Enquiries
&
Registration
443-8484**



Questions Asked

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

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:

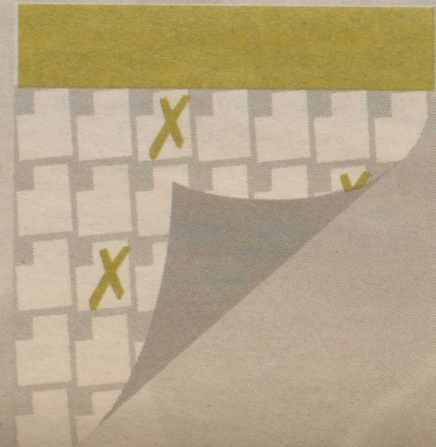
1 a.m.	=	01:00
2 a.m.	=	02:00
3 a.m.	=	03:00
4 a.m.	=	04:00
5 a.m.	=	05:00
6 a.m.	=	06:00
7 a.m.	=	07:00
8 a.m.	=	08:00
9 a.m.	=	09:00
10 a.m.	=	10:00
11 a.m.	=	11:00
12 noon	=	12:00
1 p.m.	=	13:00
2 p.m.	=	14:00
3 p.m.	=	15:00
4 p.m.	=	16:00
5 p.m.	=	17:00
6 p.m.	=	18:00
7 p.m.	=	19:00
8 p.m.	=	20:00
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
443-8380

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

Dates Closed

April 2, 3, 4, 5, May 22, 23, 24,
August 1, 1999



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 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.

Connie Gibbs, Director Continuing Education,
Vancouver Community College
250 West Pender Street, Vancouver, BC V6B 1S9

"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



INSTRUCTOR TRAINING

Ministry of Advanced Education,
Training and Technology

Program Development
Department

Provincial Instructor Diploma

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

Train the Trainer

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

Diploma in Adult Education

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

Bachelor Programs

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

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

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

HSA
Henry Schein Arcona
1619 Fosters Way
Delta, BC

LIS
Listel Vancouver Hotel
1300 Robson Street
Vancouver BC

YWCA
Program Centre
535 Hornby Street
Vancouver BC

KEC
King Edward Campus
1155 East Broadway
Vancouver BC

www.vcc.bc.ca

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	VISA	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 Director of Continuing Education, telephone 443-8484.

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: 443-8484, Fax: 443-8393. Please direct all enquiries to this location. Thank you.

FAX 443-8393

for VISA or MASTERCARD use only



604-443-8484

VANCOUVER
COMMUNITY
COLLEGE



CONTINUING EDUCATION