VANCOUVER COMMUNITY COLLEGE

LEARN



Electronic Publishing and Graphic Design 2 Fashion Arts 3 Floral Design 3 Gemmology 3 Interior Design 4 Jewellery 4

April 1999 to July 1999 Volume 1, Number 3

Small Business	7
Worksafe Education	7
Computers & Telecommunications	
Computers	0
City Centre	40
Telecommunications Management	10
ESL Teacher Training	11
TESOL (Teaching English to Speakers of	
Other Languages	

Project Management.....

a manufacture opeaners of
Other Languages)
LESUL Certificate Program
international TESOL Certificate Program
lutoring ESOL Certificate Program
TEFL Program.
IESUL Inservice Certificate Program
CERTESL Program

. oroundia di Toles	ssional Development
Human & Socia	al Services
Counselling Sk	ills
Substance Abu	se
Court Interpreti	ng
Early Childhood	Education

Professional & Allied Health Care.

99	1	ŀ
Non-Profit, Voluntary & Fundraising Non-Profit Sector Management	1	•
Certificate Program	4	

Charles of the Parket of the P		
GENERAL	INFORMATION22	
	101 OKWATION22	48
INSTRUCT	ORS12	
	J. G	



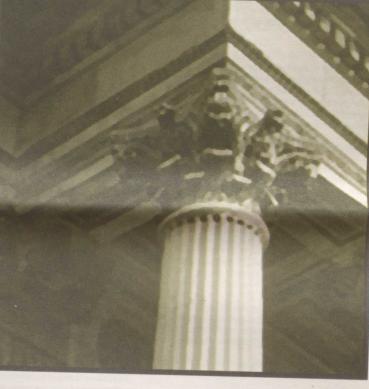
COMING

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

DANCE

In partnership with the YWCA

Information and Registration YWCA, 895-5777

If you've ever wanted to dance and express yourself hrough movement . . . here's your chance. It's a great way to keep fit while having fun! Previous experience not required. Become familiar with dance vocabulary and dance steps while developing your skills throughout these six-week sessions. Instructors are professi in their fields and focus on students individually while creating a comfortable environment in which to learn. All classes are held at the YWCA downtown location at 535 Hornby Street, which is a spacious, new facility with state-of-the-art dance floors and sound systems. You can also take a swim or sauna after your class. Please note: the YWCA cancellation policy is in effect for these courses. Drop-in rate of \$18 per session available as space in class permits.

Join us for a preview session, meet the instructors, see them demonstrate a variety of dance styles and view the state-of-the-art facilities. Please call to confirm your attendance. Bring a friend. Studio II 1 mng - Sa. Apr 10, 11:00-12:00 - YWCA

Join the latest resurgence of Swing dance. Jive to the music of the 50s era while learning popular Lindy-Hop moves. Enjoy our well-lit, clean and spacious facility, which is ideal for learning. Class is out early enough for you and your partner to hit the clubs, if you wish. (TBA) \$85,60

5 eve - Fr. Apr 16, 19:00-20:30 - YWCA

A classical European dance form, ballet provides the technical foundation for many disciplines including modern and jazz dance, gymnastics and ice skating. This introductory course focuses on the basics of alignment, balance, turns, flexibility and strength. Music ranges from Classical to Rag. Ballet slippers required. Studio II. (Wang) \$85.60 5 day - Sa. Apr 17, 11:00-12:30 - YWCA

BALLROOM DANCE

Learn the basics of Cha Cha, Slow Waltz, Tango, Jive (Swing) and Foxtrot. Register with a partner or come solo to join the fun. Our instructor speaks English, Cantonese and Mandarin. Instructional materials are provided for home practice. Shoes with light-coloured, soft soles required to preserve dance floor. Studio I. 5 day - Sa. Apr 17, 12:30-14:00 - YWCA

IRISH STEP

ISD 3001

Irish Step is the classical Riverdance form recently made popular by this musical extravaganza. Learn the steps and enjoy the benefits of this energetic dancing style. Soft-soled shoes required to preserve dance floor. Studio II. (O'Brien) \$85.60 5 day - Sa. Apr 17, 09:30-11:00 - YWCA

HIP HOP HIP 3001

Learn the latest and hottest funk moves in this fun energetic, low-impact class. Learn funky combinations while stretching, firming muscles and improving overall fitness. Hip Hop is a funkercise alternative to aerobics! Studio II. (Sato) \$85.60

5 day - Sa. Apr 17, 12:30-14:00 - YWCA

ELECTRONIC PUBLISHING & GRAPHIC DESIGN

Providing personal and professional development opportunities

Program Coordinator Judith O'Keeffe, 443-8386 Registration 443-8484

All these courses, including those identified as part of the Electronic Publishing and Design Certificate Program, may be taken on an individual basis (provided course prerequisites are met). Please refer to course descriptions for details. The computer courses have required texts available in the College bookstore. Independent access to a Macintosh and program software is necessary in order to complete assignments. All courses are held at the City Centre Campus.



Scenario Design Inc.

INTRODUCTION TO COMPUTERS -**MACINTOSH**

050441

This beginner course provides a broad overview of the Macintosh computer, its operating system and its use in the graphic design industry. You will learn essential keyboard commands, file hierarchy and effective file nagement, three ways to create folders, moving and copying files, attaching peripherals, basic troubleshooting and shortcuts. Independent access to a Macintosh is an asset. (Hanen/Morse) \$350 10 eve - Mo. Apr 12, 18:30-21:30 - CC 5 day - Sa. Apr 17, 09:00-16:00 - CC

QUARKXPRESS II (COMPUTER - MAC)

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

TYPOGRAPHY ON QUARKXPRESS

10 eve - Tu. Apr 13, 18:30-21:30 - CC

This course comprises three evenings of theory followed by seven evenings of practice on Macintosh. The first part includes discussion of type history, developed and style. In the second part students undertake esetting and layout projects designed to enhance their typographic skills. The course will be evaluated eted projects and on homework undertaker during the theory segment. Prerequisite: Ability to type, good math, and completion of QuarkXPress Th troduction (050447). (Clifford) \$365 10 eve - Th. Apr 15, 18.30-21.30 - CC

ADOBE ILLUSTRATOR II (COMPUTER - MAC)

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

INTERNET INTRO AND WEB

10 eve - We. Apr 14, 18:30-21:30 - CC

Learn how to format text and images for Web pages, how to upload Web pages onto the Internet, use Internet browser and how to create well-designed and contentrich Web sites. Macintosh experience is mandatory. 8 day - Sa. Apr 17, 09:00-14:00 - CC

PHOTOSHOP - LEVEL I

ng the unlimited creative possibilities of Adobe Photoshop. This program is universally recognized as the leading edge in image editing and photo manipulation. You will learn how to use Photoshop's major capabilities including; scanning, editing selections, painting, creating vignettes and shadows, using masks, creating brushes, designing gradients and washes, and adding type to your images. Independent access to a Macintosh and program software is necessary in order to complete assignments. Prerequisite: Introduction to Computers - Macintosh

(050441). (Thiessen) \$365 5 day - Sa. Apr 10, 09:00-16:00 - CC

PHOTOSHOP - LEVEL II A continuation of Photoshop I. (Thiessen) \$365

5 day - Sa. May 15, 09:00-16:00 - CC

DIGITAL ASSET MANAGEMENT

Learn effective archiving strategies from a member of one of Canada's largest prepress agencies. Whether you are a freelance designer or part of a publication team, this course will assist you in creating an asset management plan customized to your production needs Develop solutions for organizing, tracking, sending and receiving your digital files. Explore various naming conventions and techniques for conversion, compression and archival storage including: Cumulus databases, Flight check preflighting and Retrospect backups. Taught in a Macintosh Lab, applicable to all platforms. Prerequisites: familiarity with graphics production and basic computer usage. Blank zip disk (Mac format) required. (Molnar) \$185 5 eve - Mo. Apr 19, 18:30 - 21:30 - CC

MAC LAB

Practise your Macintosh computer skills while working on your assignments in our Macintosh computer lab. Programs available for use include QuarkXPress, Illustrator and Photoshop. Instruction in the use of the hardware and software is not provided, however, a technical assistant is available to the group. Familiarity with the Macintosh operating system is mandatory. 5 eve - Th. May 13, 18:30-21:30 - CC

MACINTOSH TROUBLESHOOTING

You know your Macintosh basics, now learn how to become a Power User and get the most from your system! Learn to identify the difference between This 300-hour, flexible, part-time program is for operator errors, software errors and hardware errors, system folder problems, font related problems, common network problems and how to resolve them. How to Macintosh housekeeping are also covered. Macintosh experience mandatory. (Grahame) \$185 3 day - Sa. May 29, 09:00-15:00 - CC

Graphic Design ADVERTISING DESIGN (NON-COMPUTER)

Create dynamic synergy between words and pictures This course will show how to stir emotions and conjure visions that stimulate. You will learn how to conceptualize an ad, brochure, or direct mailer, and how to use type, photographs and illustrations to achieve maximum impact. Working within a budget, as well as orking as a member of a team that can include writers, photographers, illustrators, printers and, of course, clients, projects will include a promotional brochure and a direct mailer. Prerequisite: Graphic Design - An Introduction (050408), (Lvn) \$210

CREATIVE ILLUSTRATION

10 eve - Tu. Apr 13, 18:30-21:30 - CC

Become familiar with illustration while exploring the creative process using imagination, observation, models and setups, lighting, photography and mechanical tools such as the photocopier. Emphasis is on how to work creatively, quickly and how to meet client needs. Other topics include: printing processes, self-promotion working with an art director, pricing, contracts and invoicing. Basic drawing skills required: you will need to purchase some art supplies. Bring a sketch book nd pencils to the first class. (Levstek) \$285 10 eve - Tu. Apr 13, 18:30-21:30 - CC

GRAPHIC DESIGN - AN INTRODUCTION

This non-computer, introductory course examines the many aspects of the graphic design industry with an emphasis on creativity and problem solving. Participants explore a wide variety of processes and techniques and gain a sound understanding of basic typography and esign concepts. (Lyn) \$250 10 eve - Th. Apr 15, 18:30-21:30 - CC

INTRODUCTION TO PRINT BUYING

Producing business cards and colour brochures demands printing knowledge. Learn how to basics, use of photographs, prepress req proofing, choosing the right paper, costing and how to prepare your print job. (Maihara) \$90 4 eve - Th. May 13, 18:30-21:30 - CC

Professional

Development Workshops PROFESSIONAL DEVELOPMENT **WORKSHOP SERIES**

Individuals pre-registering for all three workshops will pay the package price of \$255, a saving of \$30. The package price is available until April 15 only. Details

GETTING STARTED AS A FREELANCER

In this information packed session, you will learn the basics of setting up your home office, where and how to look for clients, the elements of a successful portfolio. marketing issues, legal considerations, and more! 1 day - Sa. Apr 24, 09:00-16:00 - CC

BUSINESS FOR FREELANCERS

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

MARKETING FOR FREELANCERS

How you market yourself and your services will contribute to your success. Learn how to find clients and keep them. You will explore marketing strategies and the issues to consider when designing your 1 day - Sa. May 8, 09:00-16:00 - CC

CHALLENGE EXAMS Challenge exams are available to individuals with previous training and/or experience, who wish to be exempted from the foundation courses. These are written examinations held prior to the start of each term. Call 443-8386 prior to April 9, to arrange your exam

050450 \$180 Challenge - Introduction to Graphic Design **Electronic Publishing and Design Certificate Program**

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

1. Demonstrate and apply the basic principles of graphic design as related to the electronic publishing

2. Effectively manipulate computer hardware and software programs suitable to graphic design

3. Display individual style, creativity and visualization

4. Understand and apply the fundamental skills required for the production of various print materials 5. Understand and apply professional practices opriate to the electronic publishing industry. 6. Prepare a self-marketing portfolio suitable for career or educational advancement. **Duration and Costs**

The program consists of 240 required hours (eight courses) plus 60 elective hours of direct instruction Participants may take two courses per term and plete the program over five terms. However, it should be noted that all courses may not be offered each term due to minimum enrollment requirements and the availability of instructors. In addition to the course fees (which are subject to periodic revision), participants are required to purchase texts and some supplies. Individuals registered in the program should be prepared to dedicate a minimum of three hours per week per course to their studies outside class time. Each course averages 30 hours in length, usually in three hour blocks. Access to a Macintosh and the program software is

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

Program Structure 1. Graphic Design - An Introduction (050408) 2. Intro to Computers (050441) Total Foundation – 60 hours

Intermediate Requirements 3. Creative Illustration (050410) 4. Typography on Quark (050434)

6. QuarkXPress (050447)

8. Advertising Design (050454) 9. Newsletter Production (050459) 10. Intro to Electronic Prepress (050475) Total intermediate hours required - 120 hours

Total Required Course Hours - 240 hours Electives: 1. Photoshop II (050444)

2. Adobe Illustrator II (050446) 3. Portfolio Preparation (050449) 4. Logo Design and Stationery (050465)

5. QuarkXPress II (050466) 6. Internet/Web Page Design (050474) Total elective hours required - 60 hours

Total hours required for certificate -



Enquiries Registration 443-8484

ARTS & DESIGN

FASHION ARTS

Program Coordinator Evelyn May, 443-8387

These Fashion Arts courses are designed to introduce fashion skills, assist individuals planning to apply for the Fashion Arts Certificate Program, upgrade the skills of those already experienced in Fashion Arts and introduce new fashion-related courses. Limited enrollment. Register early by calling 443-8484.

COMPUTER AIDED DRAFTING

Develop computer operating skills as they apply to the garment industry. Learn to use the CAD system digitizing process, data file creation, piece marking, (Ramsden) \$395 10 eve - Tu. Apr 20, 09:30-12:30 - CC

COSTUME DESIGN IN THEATRE AND FILM

An overview of the structure of the costume department in theatre and film production companies including job descriptions and duties, employment opportunities, and the examination of construction techniques used in this particular industry. (Hales) \$80 3 eve - Tu. May 4, 18:30-21:30 - CC

RETAIL BUYING

This course is a must for those interested in a career as a "buyer." Learn to effectively manage the planning department or boutique. Topics include: the coordination of the buver's varied responsibilities, buying terminology mathematical equations for retail buying, plan projections and stock planning, and domestic and 10 eve - Mo. Apr 19, 18:30-21:30 - CC

FASHION ILLUSTRATION

Interested in entering the Fashion Arts Certificate Program? This course will improve your skills and update your style of drawing. The workshop format enables you to work at your own level and pace. Study the work of well-known illustrators, view the current national fashion videos and draw from the live fashion model at each session. Bring to the first class beginners: newsprint sketch-pad (approx. 18" x 24"), conte crayon (black or brown), 4B pencil; students with experience in fashion illustration: paper, sketch-pads and media of your choice. 9 mng - Sa. Apr 24, 09:30-12:30 - CC

DRESS FORM WORKSHOP

Learn to make your own individual dress form with a professional custom fit from an instructor who has taught this unique method for 15 years. Apply this method to create perfectly fitting dress forms for your clients. Supplies and preparation will be discussed during the preliminary evening session. This class meets both times listed. (East) \$60 1 eve - We. Apr 28, 19:0-21:00 AND 1 day - Sa. May 8,

PERSONAL PATTERN MAKING

10:00-15:00 - CC

050924 Learn to make patterns to your own measurements with a perfect fit ensured. You will construct a set of personal Blocks (Slopers) and learn how to draft patterns for any design of your choice. This course also allows for individual instruction. Bring to first class: HB pencil, eraser, 30 cm ruler - clear plastic, metric tape measure. a three-ring binder. Come prepared to be measured; wear usual bra and a simple slip. For 4 day - Sa. May 15. 09:00-16:00 - CC

Professional **Practices Program**

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

FASHION ARTS PROFESSIONAL PRACTICES I

A successful fashion business must have a solid concept backed by market research and feasible financing. The development of initial line plans, merchandise development charts, production sketches. sourcing of raw materials, and methods of manufacture and distribution will also be required to accurately cost your product. This course covers the initial product and market development strategies necessary to form a 1 aft - Sa. Apr 10, 13:00-16:00 - CC viable fashion-related business.

12 eve - Mo. Apr 13, 18:30-21:30 - CC

FASHION ARTS PROFESSIONAL PRACTICES II

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

Green/Rebagliati/Richardson/Vaillancourt) \$295 12 eve - Mo. Sep 13, 18:30-21:30 - CC

Deadline for applications for entry into the Fashion Arts Professional Practices Program is April 3, 1999. For program details call the Fashion Arts program rdinator. To request a Fashion Arts Profess Practices application form, call 443-8380.

Secondary school completion or equivale A working knowledge of the English language, plus the ability to speak, read and write clearly and accurately.

Certificate Program

. Submit program application form.

The Fashion Arts Certificate Program is designed for individuals entering the fashion industry and for those eady in the industry who need to upgrade their skills. This flexible part-time program is offered evenings and is taught by discipline experts who emphasize the development of technical skills and individual creativity Program graduates are often sought by companies to work in design, pattern making and grading. Many graduates make their mark on the local, national and nternational fashion scenes. Others successfully launch their own companies, work freelance, become illustrators, costume designers or instructors

Fashion Design Certificate Term One - Fashion Drawing Term Two - Fashion Design Term Three - History of Fashion Term Four - Collection Design Term Five - Textiles **Pattern Making Certificate**

Term One - Block Construction Term Two - Design Drafting Theory Term Three - Design Drafting Practical Term Four - Designer Patterns/Draping Term Five - Production Patterns/Gr. **Garment Construction Certificate**

Term Two - Industrial Sewing Term Four - Couture Term Five - Collection Toiles After graduation from these three certificate prog the student is eligible for the Fashion Arts Certificate.

Fashion Arts Certificate Term Six **Fashion Graphics** Collection Portfolios

Collection Manufacture Fashion Show Preparation At the end of this term students present their individual collection at the Graduate Fashion Show. **Application Deadline**

The Fashion Arts Certificate Program has two entries per year. Applications for the Spring entry (April) must be received by February 28, 1999. Deadline for the Fall entry (September) is May 30, 1999. Early application is advised. Interviews will be scheduled subsequent to each application deadline. To request a Fashion Arts Certificate Program brochure and application form, call

Entry Requirements

1. Secondary school completion or equivalent 2. A working knowledge of the English language, plus This comprehensive, six-month, "hands-on" program 3. Submit a letter with the application form, stating reasons for applying to the Fashion Arts Program. 4. Present examples of fashion-related work (designs, illustrations and garments) at a successful interview prior

FLORAL DESIGN

Flowers say something special about you!

Program Coordinator Joyce Jackson, 871-7462 Registration 443-8484

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

FLORAL DESIGN CHALLENGE

For individuals with previous training and/or experience who wish to be exempt from Introduction to Floristry (250105). Participants are required to construct two arrangements and successfully complete a written examination. The Floral Design Challenge is held before the start of the program. Pre-registration is required.

IS THE FLORAL BUSINESS FOR YOU?

You've been thinking about a career change . . . and the idea of working with flowers seems very appealing. Do you have what it takes? Would you like to find out? This three-hour workshop is designed to help you explore this idea ... led by an industry veteran, you will discover what transferable skills you already possess as a viable career option. (Woodburn) \$15 1 eve - Mo. Apr 12, 18:00-21:00 - CC

INTRODUCTION TO FLORISTRY

This course introduces the art and design of floristry including how to identify and select flowers, the use of tools and techniques to construct arrangements that have impact, and how to make decorative and seasonal splays suitable for celebrating special events. On essful completion, participants will have acquired the basic knowledge and skills required to prepare and personalize a host of floral pieces. This course can be en independently of the certificate program and will be of interest to anyone wanting to learn floristry basics. This course is the foundation course for the Floral Design Certificate. No previous experience required. -

10 eve - Mo/Tu/We. Apr 26, 18:30-21:30 - CC

30 hours. (Davis) \$460

WEDDING WORKSHOP 250124 Learn how to select, design and assemble a perfect bouquet and arrangements suitable for either formal or formal weddings. Traditional and non-traditional formats including flowers to wear or carry are demonstrated and discussed. Learn how to choose the appropriate flowers, how to assemble a variety of formats and practise several techniques to ensure perfect results for that special day. At the end of the workshop you will have an arrangement and bouquet

1 day - Sa. May 8, 09:00-15:00 - CC

FLORAL DESIGN PORTFOLIO PREPARATION Individuals often invest a great deal of time creating fabulous floral arrangements and installations only to have their hard work and creativity under-represente by an inadequate presentation portfolio. A professional presentation is necessary for seeking employment and selling your design services to potential clients. Learn marketing techniques and the elements required to begin creating an effective floral design portfolio. Required for certificate. Prerequisites: Introduction to Floristry (250105), Floral Design II (250106), Floral 3 day - Sa. May 15, 09:00-14:00 - CC -

FLORAL DESIGN III During this course participants apply advanced design principles, construction techniques and formats appropriate to creating wedding and sympathy tributes and also custom floral arrangements. Individual creativity and developing a personal design style are emphasized. Both Eastern and Western traditions are explored. Prerequisite: Floral Design II (250106). 45 hours - required for certificate. (Portice) \$650

15 eve - Tu/We/Th. May 18, 18:30-21:30 - CC **FLORAL DESIGN II**

Will be available September 1999 term

THE BUSINESS OF FLORISTRY Will be available September 1999 term

WREATHS WITH A TWIST Will be available September 1999 term

> Floral Design **Certificate Program**

This program is designed to provide comprehensive part-time training for individuals who are: interested in acquiring floristry knowledge and

needing to upgrade their floristry knowledge and skills

seeking entry into the floral industry planning to continue with full-time studies. This part-time program consists of 135 hours of required

course work with an emphasis on floral design and construction. Participants begin with an introduction to oristry basics that includes learning and applying fundamental design principles and construction methods by making several standard floral arrangements. The second design section focuses or the theory and practices related to both Western and European floral design traditions. By the end of the third course, participants will have expanded their knowledge of floristry and will be able to apply advanced elements of design and construction to their arrangements while developing their individual floral designing styles. Fresh flowers are used throughout the program to make the most of the arrangements. Dried and fabric arrangements are also incorporated. To receive the Floral Design Certificate, participants are required to successfully complete the course requirements.

All courses may not be offered each term. The Floral Design Certificate Program is recognized by the floral industry and is taught by floristry professionals. A College certificate is awarded to individuals who successfully complete all program requirements. **Application Procedures**

Individuals interested in the Floral Design Certificate Program are required to complete and submit the Floral Design Certificate Program application form by September 12. This program is open to anyone interested in acquiring competent floral design skills on a part-time basis. Individuals requesting exemption from Introduction to Floristry (250105) based on prior learning experience are required to successfully complete the Floral Design Course Challenge (250104). To request a Floral Design Certificate Program application form and program guide, contact the City Centre Continuing Education office in person or by calling 443-8484.

Fees cover the cost of tuition, include flowers and most floral supplies. The required text for Introduction to Floristry (250105), The Beginner's Guide to Flower rranging and the text for Floral Design II (250106) The Art of Floral Design are available at the College bookstore (telephone 443-8363). Participants are expected to supply some decorative accessories and basic tools, including a floral knife and cutters which can be purchased from the instructor at the first class. Fees are subject to periodic revision.

GEMMOLOGY

Coordinator Judith O'Keeffe, 443-8386 Registration 443-8480

Gemmology Certification ontinuing Education offers both the Preliminary year and the Diploma year of the Canadian Gemmological is a demanding and intensive program that requires a considerable amount of home study, weekly written papers and comprehensive final examinations. On successful completion of the two year, part-time program, the student will be certified as an internationally

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

Preliminary year classes begin September 8 and run Diploma year classes begin September 7, Tu. and Th.,

8:30-21:30 to June 2000.

Applications for the next entry (September 1999) are now being accepted. Fees are subject to periodic revision. Current fees include membership in the Canadian Gemmological Association and all course notes.

Preliminary year - \$1,250 Examination fees are collected in March by the Canadian Gemmological Association. Preliminary year exam fee is \$200. Diploma year exam fee is \$450.

Individuals who have successfully completed the

Preliminary year of either the Canadian or British

Gemmological Association programs are invited to apply

for admission to the Diploma year at VCC.

Full tuition is expected upon registration

Documentation of successful completion is required for ------Instructor Details

on pages 12-13

VCC offers part-time **Programs for Students** with Disabilities, including:

Program: call 871-7342 Speechreading (Lipreading): call 871-7342

Deaf and Hard of Hearing Adult

Visually Impaired Adult Programs: call 871-7339

Community and Career Education: call 443-8451

ARTS & DESIGN / BUILDING SERVICES

INTERIOR DESIGN

Program Coordinator Stephanie Hawkins,

Registration 443-8484 Information Session Thursday, April 8, 17:00-19:00 - CC

BASIC DRAFTING CONCEPTS

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

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

10 eve - We. Apr 14, 18:30-21:30 - CC

COLOUR THEORY AND APPLICATION

This course introduces a variety of colour systems, traditional and contemporary colour theory, and explores colour mixing, relationships and applications. Prerequisite - Design Fundamentals (051601).

10 eve - Th. Apr 15, 18:30-21:30 - CC

FURNITURE DESIGN AND STYLE I

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. 10 eve - Th. Apr 15, 18:30-21:30 - CC

DESIGN FUNDAMENTALS II

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 (051601). (Saatkamp) \$310

10 eve - Th. Apr 15, 19:00-22:00 - CC

KITCHEN DESIGN 051620

Although the basic issues involved in interior design are the same for every kind of space, the areas for food preparation and storage merit special attention from the points of view of both the user and designer. Topics include: design and planning, identifying and assessing needs and tastes, contracts and agreements and how to develop productive relationships with various trades.

4 day - Sa. Apr 17, 09:00-15:00 - CC

LIGHTING

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.

8 eve - Mo. Apr 19, 18:30-21:30 - CC

VISUALIZATION/PRESENTATION

Methods are developed to enhance visualization and presentation techniques that are expressive and have mpact by combining basic design elements with twoand 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

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 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.

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 ecorating industries including:

The construction industry; contractors, ouilders, 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

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 munication 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

JEWELLERY

Merging Technique With Design

Program Coordinator Maciek Walentowicz,

Information Judith O'Keeffe, 443-8386 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 rkshop. Lists available at registration. All classes are held at the City Centre Campus.

FABRICATION TECHNIQUES II

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).

4 eve - Tu. Apr 6, 18:30-21:30 - CC

INTERMEDIATE FABRICATION

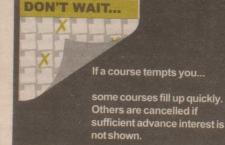
TECHNIQUES

This course introduces the basic techniques required to make a ring, including: design, layout, design transfer onto metal, simple ring construction and pierced or overlay applications. Prerequisite: Basic Hand Skills (051151). (Thompson) \$130 4 eve - We. Apr 7, 18:30-21:30 - CC

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 diate Fabrication (051154) (Thompson) \$130 4 eve - Tu. May 11, 18:30-21:30 - CC

BEZEL SETTING AND TUBE MAKING

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



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

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 ontent 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

and others who wish to advance in the building management field. This course will explore basic supervisory and management skills with a focus on practical solutions to everyday problems. Specific topics include: budget preparation and controls, estimating and costing of building service work, purchasing of equipment and chemicals, inventory control, scheduling and motivation of staff. Special emphasis is given to teamwork and leadership skills and supervising a multicultural 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

buildings and other multi-family properties. The cou will review the primary maintenance res 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.

Available September 1999

LAW AND TENANT RELATIONS

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.

BIDDING AND ESTIMATING FOR CLEANING CONTRACTORS

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. 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

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

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

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

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

The certificate program consists of four courses. The required courses are: 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.

See Building Services section for course descriptions.



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



Registration

BUSINESS, CAREER & LAW

BUSINESS ENGLISH SKILLS

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

Polish Your Business English! The following four classes are offered on Saturdays. Enroll individually at the regular price of \$80 or register for all four courses for a total of \$285 — a saving of \$35. This is not an ESL course. It is recommended that students register in Grammar Review for Productive Business Writing (104407) prior to enrolling in Writing Dynamic Business

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

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

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

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 1 day - Sa. May 29, 09:30-15:30 - CC

EFFECTIVE MEMO AND REPORT WRITING

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

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!

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 elective hours (5 courses). Each course is one day in length. Participants may register for individual courses. o complete the certificate program, participants must complete a combination of core and elective courses Students who successfully complete 72 hours of course time will receive a Certificate in Leadership. If desired, one elective may be substituted for a core course.

- 1. Stepping Up to Leadership (100317)
- 2. Using Leadership Language (100318)
- 3. Building a Productive Team (100319) 4. Finding Time for Results (100320) 5. Critical Thinking (100303)
- 6. Managing Change (100304) 7. Problem Solving and Action Planning (100306)
- Electives 1. Hiring the Right Person (100309) 2. Creative Thinking at Work (100316)
- 3. Thinking on Your Feet (100315) 4. Conflict to Collaboration (100307)
- 5. Performance Management:
- Goals and Reviews (100308) 6. Facilitation Skills for Team Leaders (100311) 7. Coaching for High Performance (100323)

See courses available in April and September Additional elective courses may be offered in coming

terms. Electives will vary each term.

duates 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 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

At this highly participatory course you will learn prove techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience, prepare and use visua 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

1 day - Sa. Apr 24, 09:00-16:30 - CC HIRING THE RIGHT PERSON

in a supportive environment. (Swankey) \$150

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 lication of new skills. (Lewis) \$165 1 day - Fr. Apr 30, 09:00-16:30 - ROB

STEPPING UP TO LEADERSHIP

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

1 day - Sa. May 15, 09:00-16:30 - CC

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

MANAGING CHANGE

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 employee resistance, and increase team commitment

PERFORMANCE MANAGEMENT: GOALS AND REVIEWS

1 day - Sa. May 29, 09:00-16:30 - CC

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 understand the key aspects of an effective

write performance goals, measures and action

provide positive and constructive performance feedback, leadership, training, information and support required for successful achievement of goals. 1 day - Fr. Jun 4, 09:00-16:30 - ROB

FINDING TIME FOR RESULTS

There never seems to be enough time in a day? Learn how to get daily results through practical technique 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

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 ourse 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 eived 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 harge 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-

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 nunication. 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 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) ember 1999 term nical and Stylist Editing (100352) -

September 1999 term ument Project Management (100353) January 2000 term On-line Documentation (100356) - January 2000 term

Proposal Writing (100354) - April 2000 term Designing and Writing Manuals (100375) -Current Issues in Technical Communication (100351) -

April 2000 term TECHNICAL SPEAKING 100

Improve your technical presentation skills during this full day of workshop-style learning combining theory, practice, and feedback on the art of public speaking. 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

INDUSTRY SPECIFIC REPORT WRITING 100358

1 day - Sa. Jun 5, 09:00-16:30 - CC

technical presentation. (Swankey) \$165

1 day - Fr. May 14, 09:00-16:30 - ROB

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

Location

Legal Assistant Certificate Program

Program Coordinator Anne Tollstam, 443-8668 Program Advisor Katherine Wellman, 222-0707 Program Assistant Lynda Boothby, 443-8383 nformation Session 1 eve - Tu. Apr 6, 17:30,

Program Structure

City Centre Campus, Room 237

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

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 onveyancing, 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

- 3. Corporate and Commercial Certificate 4. Family and Estate Certificate

In addition to the required courses, you may select from a number of elective courses to fulfil program requirements and meet your needs. Students complete a minimum of 200 classroom hours and a 500-hour (four-month) practicum. Successful students will have he 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 ositions. To obtain the certificate students must:

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

l. Possess a Grade 12 diploma.

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 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

Chambers Practice - 12 hours Total - 72 hours Conveyancing Property Law - 24 hours

Creditors Remedies - 12 hours

Personal Property Security - 12 hours Mortgages - 12 hours rcial 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

Level III - Elective Courses certificate students complete two or more additional courses appropriate to their practice area for a total of at least — 32 hours. These courses are electives and may change from term to term. Students may also take

practice area courses as electives in a different practice **Total Certificate Requirements** Classroom Courses - 200 hours Practicum - 500 hours (four months)

Practicum Each student will be required to complete a 500-hour (four-month) practicum under the supervision of a qualified lawyer. The practicum may be completed during Level III or within 12 months after completion of

Courses are offered at City Centre Campus. Legal

Research classes meet at City Centre and UBC Law

April term courses

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

Instructor Details on pages 12-13

4 VANCOUVER COMMUNITY COLLEGE

BUSINESS, CAREER & LAW

COMMERCIAL LITIGATION

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

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 (Rodiuk) \$240 6 eve - Mo. Apr 12, 18:00-21:00 - CC

CANADIAN LEGAL PROCESS

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.

4 eve - We. Apr 14, 18:00-21:00 - CC

COMMERCIAL TRANSACTIONS

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 BEFORE THE REGISTRAR

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

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

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

An introduction to contract law, including formation, consideration, capacity, breach and remedies. 6 eve - Mo. May 3, 18:00-21:00 - CC

SECURITIES

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

Useful to legal assistants of all levels of experience. Topics covered include: listening skills and legal writing for correspondence, opinion letters and memo 4 eve - Mo. May 10, 18:00-21:00 - CC

RULE 65 CHAMBERS PRACTICE

This course covers the rule and recent changes in practice and procedures for chambers applications. 8 eve - Tu. May 4, 18:30-21:30 - CC 1 mng - Sa. May 8, 09:30-12:30 - CC

MORTGAGES

Covers the nature of mortgages, features, legal and equitable interests, principles of interest, priorities. assignment and extinguishment, insurance issues, and 4 eve - Tu. Jun 1, 18:00-21:00 - CC

EXPERT WITNESS REPORTS

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

Practical work experience. Prerequisites: Core and practice area courses and written approval of program rdinator/program advisor. (Wellman) \$105

PRACTICUM II

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

INDEPENDENT STUDY

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

Available September 1999 Canadian Legal Process (104816) Legal Research (104817) 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) Administrative Law and Procedures (104876) Litigating Equality (104878)

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, upto-date supervisory/management training in three convenient modules that can be taken in any sequence. 1. Interpersonal Skills

3. Administrative Skills

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

Participants who successfully complete all three odules qualify for the Management Skills for

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 Available September 1999 term

GROUP SKILLS - PART II

identify personal leadership styles demonstrate appropriate and flexible leadership skills to meet various situations

identify things that motivate and demotivate develop and implement strategies to

improve employee motivation display leadership and group participatory

ADMINISTRATIVE SKILLS - PART III

On completion participants will be able to: develop and implement performance management strategies use effective business writing skills develop and institute a goal-setting/

manage time and priorities efficiently. (Cuzzetto) \$310 8 eve - We. May 5, 18:30-21:30 - CC For registration and invoicing call Lynda Boothby,

> 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 INTRODUCTION TO PAYROLL course, subject to prerequisites as identified in 104409 the course descriptions. There is no entrance Available January 2000 term

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.

These courses are required under any of the certificate options. Courses may be taken in any order. . The Electronic Office (104502) - 18 hours

2. Business English Skills Package (104419) 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 Electronic Office (104502) is not a required course for

the Legal or Medical option but may be taken as an to the program assistant (443-8383) for further details. elective course in the Legal option. Challenge exam available for Electronic Office (104502) Exemptions permitted for Keyboarding (104404) or

Specialization Courses (four options)

Administration and Supervision This option further develops specific functional office skills and provides increased knowledge of office automation. Supervisory/management skills are also

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 Introductory Legal Office Program Package (104425) - 39 hours

Legal Ethics and Confidentiality 4532) - 9 hours Legal Terminology (104530) - 9 hours Legal Office Procedures (104531) - 12 hours

Any elective course/s from Office Administration **Medical Office Skills**

Medical Terminology I (104417) - 30 hours

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

4. Records Management Skills Records Management Skills provides an introduction to the systematic control of all records, from their creation or receipt through processing, distribution, organization and retrieval to their ultimate distribution. This is a unique skill area which is highly valued in many

Records Management I (104509) - 30 hours Records Management Advanced

(104556) - 30 hours Records Management Specialized (104557) - 24 hours

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

Computer Skills Requirement To graduate from this program, students must have basic computer knowledge relevant to their area of Bring your questions and concerns to share in this specialization. Because many Office Administration students already have practical computer skills from previous experience, the College does not stipulate specific computer courses as a certificate requirement. Please call the program coordinator for further

information on computer courses held at City Centre Program courses are scheduled in one or all of three terms - Fall (September to December), Winter (January to March), and Spring (April to June).

Accounting/ Bookkeeping/Payroll ACCOUNTING FOR THE NON-ACCOUNTANT

Available September 1999 term INTRODUCTION TO BOOKKEEPING

This introductory course will deal with the procedures that make up the accounting cycle of a service business. You will be introduced to transactions, journals, general ledgers, trial balance, as well as preparing simple financial statements. The text/kit is Accounting Fundamentals, Fifth Edition, Hoffman Pacsy Flashner. powerful business writing. - 6 hours (Dean) \$80 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

Administration and Supervision THE ELECTRONIC OFFICE

the administrative assistant within the context of today's electronic office. The course also covers professional mage 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

For those with current office-related experience in both the traditional and electronic office environment. Speak Available January 2000 term

SUPERVISORY/MANAGEMENT AND DECISION MAKING

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

TIME MANAGEMENT SKILLS

ting the clock! This interactive, participant-centred evelopment course is designed to help participants become aware of how they use time and look at specific techniques they can use to establish and accomplish priorities. The focus will be on providing immediatelyuseful 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

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

THAN MERELY HEARING Available September 1999 term

Communication/ **Business English Package** BUSINESS ENGLISH SKILLS PACKAGE

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 mended that students register in Grammar Review for Productive Business Writing (104407) prior to enrolling in Writing Dynamic Business Letters

1. Grammar Review for Productive Business Writing

3. Writing Dynamic Business Letters 4. Effective Memo and Report Writing **GRAMMAR REVIEW FOR PRODUCTIVE**

All four courses (104419)

2. Building a Powerful Vocabulary

BUSINESS WRITING Review points of grammar and basic sentence structure.

workshop. - 6 hours (Rogers) \$80

BUILDING A POWERFUL VOCABULARY 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

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

Get results! Learn the standard formats for memoranda and reports and review examples of modern and 1 day - Sa. Jun 12, 09:30-15:30 - CC

BUSINESS, CAREER & LAW

BUSINESS ENGLISH SKILLS TEST

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!

EFFECTIVE ORAL COMMUNICATION 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

WORKING THE FRONT LINE Available September 1999 term

Available September 1999 term

Computers/Keyboarding KEYBOARDING FOR BEGINNERS

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 For description, see Medical, this page.

Legal Package

INTRODUCTORY LEGAL OFFICE PROGRAM PACKAGE 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 ourses at a reduced rate. \$350 All five courses (104425) 1. Introduction to the Legal Office Program

3. Corporate

2. Civil Litigation

INTRODUCTION TO THE LEGAL OFFICE PROGRAM

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

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. -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 tial conveyance. - 9 hours (Yapp) \$85 3 eve - Tu. Jun 1, 18:30-21:30 - CC

THE LEGAL OFFICE SKILLS TEST Administered at the end of the Introductory Legal Office

Legal - Non-Package Courses CIVIL LITIGATION II

Available January 2000 term

CONVEYANCING II

1 eve - Tu. Jun 22, 18:30-21:30 - CC

Available September 1999 term CORPORATE II

Available September 1999 term LEGAL OFFICE PROCEDURES

LEGAL ETHICS AND CONFIDENTIALITY

This program will cover legal ethics as they applies 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 nours (Windwick) \$105 3 eve - Mo. May 10, 18:30-21:30 - CC

LEGAL TERMINOLOGY Available September 1999 term

WILLS AND ESTATES

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 4 eve - We. May 26, 18:30-21:30 - CC

Medical MEDICAL OFFICE BILLING I -NON COMPUTERIZED 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 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

MEDICAL TERMINOLOGY II Available January 2000 term

10 eve - We. Apr 28, 18:30-21:30 - CC

(Rogers) \$175

Records Management RECORDS MANAGEMENT I

RECORDS MANAGEMENT - ADVANCED

RECORDS MANAGEMENT -SPECIALIZED FUNCTIONS

Available January 2000 term

This course will introduce you to specialized functions within records/information management. You will explore several functions such as forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. 24 hours (Bradley) \$160 8 eve - We. May 5, 18:30-21:30 - CC

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

PROJECT MANAGEMENT

Program Coordinator Brian Pink, 443-8388 Information Pat Cooper, 443-8428 pcooper@vcc.bc.ca

This course is suitable for all persons who have or will have responsibility for the planning, control or implementation of projects. For a detailed course outline contact Pat Cooper. Course outline can be faxed to you or sent by e-mail via pcooper@vcc.bc.ca.

FUNDAMENTALS OF PROJECT MANAGEMENT

100168 This course will give participants an understanding of the project management discipline, an insight into the application of project management in their job, a framework for successful implementation of project management techniques and practical tools for process improvement, team motivation and communication. Case studies are used to illustrate successful applications of project management in a variety of ousiness settings. (Mogan) \$205 4 eve - Tu. Apr 27, 18:30-21:30 - CC

SMALL BUSINESS

Program Coordinator Peggy Worobetz, 443-8670 Registration and general information 443-8484

This step-by-step, five-week program guides you through information on all pertinent topics required to successfully begin your own small business. **How to Start a Business**

manage a business. Each course is six hours of instruction offered on two evenings for three hours per night. \$105 per course or a total of \$395 for all five courses for a saving of \$130. How to Start a Business (106038)

Participants attending all five courses will receive

a Statement of Completion. **HOW TO START A BUSINESS**

wishful thinking — it's all in the planning. Learn the seven key steps to developing your successful new business. Week 1- Tu/Th. Apr 27, 19:00-22:00 - CC

IDENTIFYING AND MARKETING **BUSINESS OPPORTUNITIES**

Tuesday - Finding Business Opportunities finding an opportunity overlooked by others. This course concentrates on how and where to look, sources o information and accessing ideas for new ventures Relate your customers' needs to products, prices, Thursday - Marketing and Advertising Learn to answer the questions to create effective advertising: the when, where, what and how, by

Week 2 - Tu/Th. May 4, 19:00-22:00 - CC **BOOKKEEPING FROM START TO FINISH**

This course will explain in easy to understand terms the five basic steps of bookkeeping, from recording the transactions to producing financial statements. \$105 Week 3 - Tu/Th. May 11, 19:00-22:00 - CC

FINANCIAL STATEMENTS -FORECASTING AND A CASH BUDGET 106043

Both parts \$105

and keeping it in line, \$105

Tuesday - Understanding **Financial Statements** Making the right decisions depends on your knowledge of financial statements. This course teaches you how to read them and what needs to be controlled Thursday - Forecasting and Cash Budgeting eparing a realistic forecast and using it as a basis for your budget to measure how well the business is doing

Week 4 - Tu/Th. May 18, 19:00-22:00 - CC FINANCING AND BUSINESS STRATEGY

Tuesday - How to Win Funds and Influence Your Banker Communication is a two-way street: from your banker and to your banker. Learn how to present yourself and your request for operating credit and term loans. Understand the criteria lenders use in making decisions

Thursday - Developing Your Business Plan and Strategy to create a successful venture - markets, your resources, financing and the competition. Know how to assess the competitor's strengths and weaknesses and build on your advantages. Learn to create a business character to stand out in the haze of competition. \$105

Week 5 - Tu/Th. May 25, 19:00-22:00 - CC

WORKSAFE EDUCATION

Program Coordinator Sheila Stickney, 443-8673 Program Assistant Sarah Mokaber, 443-8635 Information and Registration 443-8484

Worksafe educational and training programs on occupational safety and health have been developed by Workers' Compensation Board (WCB) of BC to help employers and workers prevent workplace injuries and reduce associated WCB costs. The following programs of six to twelve hours each are offered in collaboration with WCB. Each program contains a range of content areas which can be adapted to suit individual classes or work site groups. WCB certificates are issued for each program. Special work site offerings available on

SUPERVISOR SAFETY MANAGEMENT

For supervisors and aspiring supervisors, this program provides key information to help you effectively manage health and safety in your workplace. Course includes what practising "due diligence" means, how to identify and analyze workplace hazards, how to conduct an effective workplace safety inspection, and the key policies that WCB safety and hygiene officers apply when inspecting work sites. (Le/Hutchison) \$90 1 day - Fr. May 14, 09:00-17:00 - KEC

OCCUPATIONAL SAFETY AND HEALTH (OS&H) COMMITTEE TRAINING

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

> 2 eve - Tu/Th. May 18/20, 18:30-22:00 - CC FINDING SOLUTIONS TO MUSCULOSKELETAL AND REPETITIVE STRAIN INJURY

and business owners. Musculoskeletal injuries (MSI) and repetitive strain injuries (RSI) are responsible for 60 percent of all WCB claims and lost days. Learn cost. effective and practical strategies for risk identification, assessment and control of back injuries and MSIs and

RSIs. (Leyland) \$90 1 day - Sa. May 29, 09:00-17:00 - KEC

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM The Workplace Hazardous Materials Information System enables workers to know more about safety and health hazards of materials used in the workplace. This course is designed to provide basic information about WHMIS such as regulatory requirements, controlled product labelling, material safety data sheets MSDS), and safe work procedure and WHMIS Program development. (Le/Hutchison) \$45

Instructor Details on pages 12-13

1 eve - We. Apr 14, 18:00-21:00 - CC

1 day - Fr. Jun 25, 09:00-12:00 - KEC

VCC has a number of exciting Music courses coming up this spring/summer:

■ Career Opportunites in Music May 10-14, 09:30-12:30 VCC Saxophone Weekend -June 18-20

Comprovisation - June 21-25, 09:30-12:30 Spring auditions for the Fall

program take place April 29, 30;

May 26; June 16 Contact Anne Johnson, 871-7297, fax: 871-7100, e-mail: musicdept.@vcc.bc.ca

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.

Oakridge courses only - Mishele Mathern, Pat Austin, or Judy Ng (261-2806),

e-mail: mmathem@vcc 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.

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

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.

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:

. Introduction to Computers

. 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 1 day - Su. Apr 25, 09:00-17:00 - Oak

in the Oakridge Centre.

Introductory courses at the Oakridge Computer Lab are designed to give you a "running start" in the software 1 day - Fr. Jul 16, 09:00-17:00 - Oak programs of your choice. Other classes are available 1 day - Th. Aug 19, 09:00-17:00 - Oak to further round out your skills. Our classes provide m 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

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

All courses 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

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. Handson training involves overviews of a variety of topics including: word processing, spreadsheets, databases, Windows and the Internet. Some typing is required. \$190

1 day - Mo. May 10, 09:00-17:00 - Oak 1 day - Sa. Jun 19, 09:00-17:00 - Oak

1 day - We. Aug 11, 09:00-17:00 - Oak Windows 95, Windows 98

1 day - Tu. Jul 13, 09:00-17:00 - Oak

& Windows NT INTRODUCTION TO WINDOWS 95

This course is designed for new or inexperienced Windows 95 users. Learn window manipulation and avigation 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

WINDOWS 95 UPGRADE

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

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 canDisk, Disk Defragmenter, and Drive also discuss the boot sequence, and backing up the Registry. Experience with Windows 95 is essential. Introduction to Windows 95 (101138) is recommended.

1 day - Tu. Apr 13, 09:00-17:00 - Oak 1 day - We. Jun 02, 09:00-17:00 - Oak

INTRODUCTION TO WINDOWS 98

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 - 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

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

Introduction to Windows NT

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 ntroduction 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

INTRODUCTION TO LOCAL AREA Basic LAN concepts and terminology are essential for

LAN Management

anyone involved in planning, purchasing, using or managing a LAN. This course provides a practical dation for our LAN courses in Windows NT and Novell NetWare. Explore the differences between peerto-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 7, 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

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 UNCs 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 - Th. May 13, 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

As a continuation of Introduction to Windows NT Networking, this course explores Windows NT skills for nistrators. 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 day - Fr. Apr 16, 09:00-17:00 - Oak l day - Sa. May 08, 09:00-17:00 - Oak

day - Fr. Jun 04, 09:00-17:00 - Oak 1 day - Th. Aug 19, 09:00-17:00 - Oak **ADVANCED WINDOWS NT SERVER**

mediate Windows NT Server for add Understand how built-in groups and rights manage administrative control. Create and manage custom groups. Understand and use policies to customize curity 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

day - We. Mar 17, 09:00-17:00 - Oak day - Fr. Apr 23, 09:00-17:00 - Oak day - Sa. May 15, 09:00-17:00 - Oak 1 day - Tu. Jun 08, 09:00-17:00 - Oak

WINDOWS NT SERVER MANAGEMENT

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

recommended, \$190 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 NETWARE

This course introduces basic Novell NetWare skills to users and administrators. Login procedures, network security, passwords, rights, directory structures, and drive mapping are explored. Learn about NDS, the NetWare Directory Services, the directory services tree, context, containers and objects. Familiarity with Windows is essential. Introduction to Local Area Networks (100920) is the recommended prerequisite. 1 day - Th. Apr 22, 09:00-17:00 - Oak

Windows NT Workstation v.4 uses the same desktop INTERMEDIATE NOVELL NETWARE

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

ADVANCED NOVELL NETWARE 101146

This course builds on concepts and commands from Intermediate Novell NetWare for LAN administrators. Topics include creating, managing and deleting containers, user accounts, custom groups, profiles, organizational roles, and other objects. Essential security management topics include rights, trustee assignments, and inherited rights filters for both the NDS tree and server volumes. Intermediate Novell NetWare

NOVELL NETWARE SERVER MANAGEMENT

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

This course is a practical, hands-on introduction to the Internet. Get an overall perspective on the Net and the skills to find what you need. Learn about selecting an Internet service provider, configuring software, finding, subscribing, reading and posting to news groups. Use e-mail effectively. Browse the World Wide Web, search for specific topics and go to a specific Web page. Learn about "netiquette." Introduction to Windows 95 (101138) or Introduction to Windows 98 (101162) is the

recommended prerequisite. \$190 day - Su. Mar 21, 09:00-17:00 - Oak 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

Now that you are comfortable with the basics of the internet, move on to more advanced topics. Improve your search strategies. Learn about mailing lists for specialty topics; find the listserve or majordomo lists that interest you, subscribe, post and read messages. Learn to find free software on the Internet such as he Telnet. Experience with the Inte 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

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 - Tu. Aug 17, 09:00-17:00 - Oak

INTERMEDIATE WEB PUBLISHING

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

1 day - Tu. Mar 23, 09:00-17:00 - Oak 1 day - Mo. May 03, 09:00-17:00 - Oak 1 day - Su. May 30, 09:00-17:00 - Oak 1 day - Tu. Jun 29, 09:00-17:00 - Oak 1 day - Th. Aug 26, 09:00-17:00 - Oak

Don't wait

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

COMPUTERS & TELECOMMUNICATIONS

INTRODUCTION TO FRONTPAGE WEB PUBLISHING 101159

Microsoft FrontPage lets you create quality web pages within a familiar Windows environment. Learn how to create webs using templates, wizards, and themes in the FrontPage Editor. Investigate various FrontPage Explorer views, personal web server programs, and learn how to publish your web on the Internet. Experience with Windows and the Internet are prerequisites. Introduction to the Internet (101141) is strongly recommended, \$190 1 day - We. May 05, 09:00-17:00 - Oak 1 day - Mo. May 31, 09:00-17:00 - Oak

INTERMEDIATE FRONTPAGE

1 day - Th. Jul 15, 09:00-17:00 - Oak

1 day - Tu. Aug 24, 09:00-17:00 - Oak

This course is designed for those who understand the basics of FrontPage, can create basic webs, and want to take their work to a higher level. Intermediate topics include how to use tables, frames, and forms. Add animations, hover buttons, banner ads, other graphics, and sound to liven up your web pages. Explore hit counters and image maps. Bring a photo or your company logo to scan for your web pages. Learn how to register and promote your web site for maximum exposure. Experience with FrontPage is essential. Introduction to FrontPage (101159) is recommended.

1 day - Tu. Mar 16, 09:00-17:00 - Oak 1 day - Mo. Jun 07, 09:00-17:00 - Oak 1 day - Th. Jul 22, 09:00-17:00 - Oak

Microsoft Office

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

Word Processing INTRODUCTION TO MICROSOFT WORD

This course covers fundamental Microsoft Word commands and concepts. Introductory topics include all the basics that allow you to create and edit docur easily. Formatting, setting tabs and margins, previewing and printing documents is also covered. Introduction to Windows 95 (101138) or Introduction to Windows 98 (101162) is strongly recommended as a prerequisite. Basic mouse skills are essential. Those with experience in other word processing programs may want to conside Fast Track Microsoft Word (101119). \$190 1 day - Th. Mar 25, 09:00-17:00 - Oak 1 day - Sa. Apr 10, 09:00-17:00 - Oak day - Tu. Apr 27, 09:00-17:00 - Oak

1 day - Th. May 20, 09:00-17:00 - Oak 1 day - Th. Jun 17, 09:00-17:00 - Oak 1 day - Mo. Aug 16, 09:00-17:00 - Oak

FAST TRACK MICROSOFT WORD 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). \$190 1 day - Th. Apr 15, 09:00-17:00 - Oak 1 day - Sa. May 29, 09:00-17:00 - Oak 1 day - Tu. Aug 10, 09:00-17:00 - Oak

INTERMEDIATE MICROSOFT WORD

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

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

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

Spreadsheets/Charts INTRODUCTION TO EXCEL

Learn the fundamentals of Excel including: worksheet creation and editing; entering data and formulas; relative and absolute addressing; saving, opening and printing worksheets as well as improving worksheet presentation. In addition, shortcuts using the keyboard, mouse, and the standard and formatting toolbars will be explored. Introduction to Windows 95 (101138) or Introduction to Windows 98 (101162) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190

1 day - Th. Mar 18, 09:00-17:00 - Oak 1 day - We. Apr 14, 09:00-17:00 - Oak 1 day - Su. May 02, 09:00-17:00 - Oak 1 day - We. May 19, 09:00-17:00 - Oak 1 day - Tu. Jun 22, 09:00-17:00 - Oak

1 day - We. Jul 14, 09:00-17:00 - Oak

1 day - Fr. Aug 20, 09:00-17:00 - Oak INTERMEDIATE EXCEL -**WORKSHEETS AND CHARTS**

100798 Expand your knowledge of Excel worksheets Intermediate topics include: working with dates and date math, using data series and AutoFill, and using 3dimensional workbooks. Students will learn how to create decision-making formulas using the IF function. Building charts using the Chart Wizard and graphics capabilities will also be examined. Experience with Excel is essential. Introduction to Excel (100795) is commended. \$190

1 day - Mo. Mar 22, 09:00-17:00 - Oak 1 day - Th. Apr 29, 09:00-17:00 - Oak 1 day - Su. May 16, 09:00-17:00 - Oak 1 day - Fr. Jun 25, 09:00-17:00 - Oak 1 day - Fr. Jul 23, 09:00-17:00 - Oak

Computer Accounting ACCOUNTING WITH ACCPAC PLUS-G/L (DOS)

Learn how to use ACCPAC - G/L to set up a general ledger system. Students will learn how to convert existing manual data, add transactions in batches, edif transaction batches, post batches to the ledger and print out various financial reports. The financial statement report writer will also be explored. A basic understanding of accounting principles is a prerequisite. \$190 1 day - Su. May 9, 09:00-17:00 - Oak

INTRODUCTION TO SIMPLY ACCOUNTING

Students will learn how to set up the Chart of Accounts, Vendors, Customers, and Employees. Enter historical Set up bank reconciliation, budgets and recurring entries. Enter Purchases and Payments, Sales and Deposits, and Paycheques. Adjust invoices and paycheques, and pay the Receiver General (Payroll and GST) and the Minister of Finance. A basic understanding of accounting principles is required. Introduction to Windows 95 (101138) or Introduction to Windows 98 (101162) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190 1 day - Su. Apr 18, 09:00-17:00 - Oak 1 day - Fr. May 14, 09:00-17:00 - Oak

1 day - Su. Jun 13, 09:00-17:00 - Oak 1 day - Sa. Aug 14, 09:00-17:00 - Oak ADVANCED SIMPLY ACCOUNTING

Students will learn about the Inventory and Projects modules. Set up Inventory and Inventory accounts. Work with purchase orders, Purchase, Payments, Sales and Deposits. Set up recurring accounts using inventory, adjust inventory and make transfers. Set up projects to use as commission areas, and to use for Customers. Deal with year-end and year-end adjustments. Export a trial balance to Excel and work with it. Experience with Simply Accounting is essent Simply Accounting (101111) is strongly recommended.

1 day - Su. May 02, 09:00-17:00 - Oak 1 day - Fr. Jun 18, 09:00-17:00 - Oak 1 day - Sa. Aug 21, 09:00-17:00 - Oak

Desktop Publishing Windows Environm INTRODUCTION TO POWERPOINT

and graphic design management with tools to organize your work into professional presentations. Use PowerPoint to organize your presentation order and style. Create handouts, outlines, presentations, slides, overheads, and on-screen presentations. Previous computer experience with other Windows programs and familiarity with a mouse is required. Introduction to Windows 95 (101138) or Introduction to Windows 98 (101162) is strongly recommended as a prerequisite.

1 day - Mo. Apr 19, 09:00-17:00 - Oak 1 day - Th. May 27, 09:00-17:00 - Oak 1 day - Sa. Jun 19, 09:00-17:00 — Oak 1 day - We. Jul 21, 09:00-17:00 - Oak 1 day - Tu. Aug 24, 09:00-17:00 - Oak

INTRODUCTION TO CORELDRAW! 101103

Explore various CorelDRAW! concepts and commands such as tools, colour palette, the editing window and status line. Learn object manipulation: stretching, rotating, scaling, skewing and other on-screen alignment aids. Explore curve and node control, and how to set and customize typefaces. Familiarity with a mouse and experience with other Windows programs is essential.

1 day - Sa. Apr 24, 09:00-17:00 - Oak 1 day - Su. Jun 20, 09:00-17:00 - Oak 1 day - Mo. Aug 9, 09:00-17:00 - Oak

ADVANCED CORELDRAW!

101117 Learn and use CorelDRAW!'s advanced options and editing techniques. Kern text, convert text to curves and different shapes. Use the special menu to set preferences for duplicate placement, nudging, angles and constraining objects. Class exercises include perspective, blending, extruding, and building a threecolour logo. Experience with CorelDRAW! is essential. ntroduction to CorelDRAW! (101103) is strongly

1 day - Sa. May 01, 09:00-17:00 - Oak 1 day - Sa. Jun 26, 09:00-17:00 - Oak 1 day - Fr. Aug 27, 09:00-17:00 - Oak

INTRODUCTION TO PAGEMAKER DESKTOP PUBLISHING

Learn fundamental PageMaker skills for setting up a document, typesetting and editing. Develop skills in using PageMaker's tools, working with text blocks, saving and filing publications, setting up master pages for multi-page publications, creating a two-fold, twocolour brochure, and adjusting and editing text. Class exercises include the production of a two-sided brochure. Familiarity with a mouse and experience with other programs is essential. \$190

1 day - Sa. Mar 20, 09:00-17:00 - Oak 1 day - Tu. May 04, 09:00-17:00 - Oak 1 day - Tu. Jun 15, 09:00-17:00 - Oak I day - Sa. Jul 17, 09:00-17:00 - Oak 1 day - Mo. Aug 16, 09:00-17:00 - Oak

INTERMEDIATE PAGEMAKER DESKTOP PUBLISHING

Now that you understand PageMaker basics, explore the following topics: setting up a four-page, two-colour newsletter, using master pages, creating spot colour separations; setting up a style sheet; entering text via word processing programs; using additional text editing techniques; and producing templates. Experience with PageMaker is essential. Introduction to PageMaker

(100746) is strongly recommended. \$190 1 day - Sa. Mar 27, 09:00-17:00 - Oak 1 day - Fr. May 14, 09:00-17:00 - Oak 1 day - Mo. Aug 23, 09:00-17:00 - Oak

ADVANCED MICROSOFT WORD 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 For other desktop publishing courses see

ELECTRONIC PUBLISHING, page 2. **Database Management** INTRODUCTION TO ACCESS

Introduction to Access is designed to build a solid foundation for database man basic database concepts and terminology. Learn fundamental procedures to build, modify, manage and use an Access database. Design, define and modify database table definitions. Display, add, change and delete data in tables. Build powerful queries to select and view data based on a variety of criteria. Familiarity with a mouse and experience with other programs is essential. Introduction to Windows 95 (101138) or Introduction to Windows 98 (101162) is strongly

1 day - Tu. Mar 16, 09:00-17:00 - Oak 1 day - Th. Apr 08, 09:00-17:00 - Oak 1 day - Sa. May 01, 09:00-17:00 - Oak 1 day - Tu. May 18, 09:00-17:00 - Oak 1 day - Th. Jun 03, 09:00-17:00 - Oak 1 day - Fr. Aug 13, 09:00-17:00 - Oak

INTERMEDIATE ACCESS

recommended. \$190

This course builds on the foundation laid in the Introduction to Access. Learn how to use field properties including preset and custom formats, input masks, data entry validation, and indexes. Learn about parameter queries and queries with calculated fields. Create, modify, and use a variety of forms for data input and display. Build basic reports for data printouts. Experience with Access is essential. Introduction to Access (101131) is recommended as a prerequisite. \$190 1 day - We. May 05, 09:00-17:00 - Oak 1 day - Sa. Jun 05, 09:00-17:00 - Oak 1 day - We. Aug 18, 09:00-17:00 - Oak

Enquiries Registration



safety...

Our Security Office offers students an

escort to campus parking lots in the

evening. Please

Continuing Education

check at the

office or Security office for details

Instructor

8 VANCOUVER COMMUNITY COLLEGE

COMPUTERS & TELECOMMUNICATIONS

ADVANCED ACCESS

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

Outlook is the personal information manager included with Microsoft Office 97. Learn how to use this powerful new tool to manage your appointments, activities, email, 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

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

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 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 - Th. Aug 12, 09:00-17:00 - Oak

INTERMEDIATE VISUAL BASIC 5.0

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

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 date: 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

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

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 professiona 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

INTERMEDIATE EXCEL

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.

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

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

The program is designed for people who are: Currently employed as computer

Seeking employment as computer support professionals

General computer users seeking enhanced skills. Today, a vast majority of organizations are using microputer 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,

This program offers you the opportunity to enhance your ommunications knowledge and improve your nanagement skills in this constantly changing field. All 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 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.

 Understanding Telecommunications (102260) 2. Telecommunications Technology (102261)

3. Voice/Data Integration (102262) . Applications Management (102263)

5. Integrated Office Management (102264)

UNDERSTANDING TELECOMMUNICATIONS 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 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 technologies that haven't made it. Designed to provide cations are introduced. Prerequisite: Understanding Telecommunications (102260). (Giles) \$335

12 eve - Th. Apr 22, 17:30-20:30 - CC

VOICE/DATA INTEGRATION

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: derstanding Telecommunications (102260) and Telecommunications Technology (102261).

(Williams) \$335 12 eve - Mo. Apr 19, 18:00-21:00 - CC **APPLICATIONS MANAGEMENT**

Applications Management reviews a new industryspecific application each week. The macro view of a mpany'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 nmunications (102260), Telecommunications Technology (102261) and Voice/Data Integration (102262). (Paul) \$335 12 eve - We. Apr 21, 18:00-21:00 - CC

INTEGRATED OFFICE MANAGEMENT

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

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 tline for each course, may be obtained by telephoning 443-8670. Students will have ONE opportunity to pass

UNDERSTANDING TELECOMMUNICATIONS 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

2. Eighty dollars (\$80) of the \$185 is charged for

advise invigilator if he/she wishes examination 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 xamination 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

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

Voice/Data Integration course is available in an course description under classroom program. \$335

Telecommunications Seminar For detailed seminar information please call the program

TELECOMMUNICATIONS FOR THE **MILLENNIUM AND BEYOND** 102272

The year 2000 is approaching. Mergers and acquisitions obsolete before we have a chance to install it. Majo

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 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 elephony 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

1. Price subject to change without notice.

Special cancellation policy in effect. 3. All seminars are non-credit and non-transferable to the Telecommunications Management Certificate



Students with Special Needs

Services including interpreting, note-taking and brailling, 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.



Course fees are due at the time of registration. Payment can be by cash, cheque or money-order made payable to Vancouver Community College.

Master Card 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,

Program Coordinator Jayeson VanBryce 443-8669 ivanbryce@vcc.bc.ca **Program Assistant Dorothy Giroux, 443-8665**

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

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

A university degree is required for admission to

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

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

recognized TESOL teaching credential. A university degree is required for admission to this program Six distance education component

incorporating print, audio, video and e-mail delivery Practicum can be completed in Canada or at

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

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 ber 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:**

 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

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

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 thodology 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

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

TEACHING GRAMMAR TWO

This 30-hour course focuses on the theory and Tutoring ESOL Certificate methodology used for teaching English grammar Teaching Grammar Two focuses on advanced through college-preparatory grammar. \$285

TEACHING PRONUNCIATION

This 30-hour course focuses on methods and techniques used for teaching pronunciation. Topics covered in this course include vowel dimensions. onsonants, contractions and reductions, stress and

TEACHING LISTENING AND SPEAKING

This 36-hour course focuses on the techniques and resources used for teaching oral communication and istening skills. This course will also examine

TEACHING READING

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

This 30-hour course provides an overview of writing using 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 This 30-hour course concentrates on the specific nstructional 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.

TESOL INTERNSHIP

The TESOL Internship is a 45-hour course, It consists of 20 hours of compulsory workshops and 25 hours of practice teaching in an English language classroom.

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

> 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.

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

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.

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.

Core Courses AN OVERVIEW OF TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

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

This practical six-hour workshop will examine ESOL grammatical, situational, functional and thematic tutoring skills. This course will focus on a range of topics approaches to integrated language teaching. \$335 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

TUTORING GRAMMAR

This 12-hour course examines the theory and structional methodology used to tutor/teach grammar to ESL speakers. Grammatical structures from the eginner level through the advanced level will be ommended for tutoring. \$120

TUTORING PRONUNCIATION

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

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 ESL Secondary Students for English Courses (151715), Tutoring Conversation Skills to Adult ESL Students (151731), and Introduction to Tutoring Business English

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

The next program begins in September 1999 and ends AN OVERVIEW OF TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

> 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 methodolo 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

TEACHING OVERSEAS

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

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 ded for tutoring, \$120

TUTORING PRONUNCIATION

This 12-hour course examines the theory and instructional methodology used to tutor/teach onunciation 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 ccepted into the program on a first come-first served pasis. 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 nservice Certificate Program I. A completed application form with all the required

nentation 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

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 crosscultural communication. \$150

TEACHING GRAMMAR 150203

This component examines the instructional methodology used to teach grammar to adult

TEACHING LISTENING AND SPEAKING methodology used to teach listening and speaking

TEACHING PRONUNCIATION This component examines the instructional methodology used to teach pronunciation to adult

skills to adult ESL/EFL learners, \$300

ESL/EFL learners. \$300 **TEACHING READING AND WRITING**

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

PRACTICUM This component will focus on the practical application of the theory of English language instruction in an

ESL/EFL instructional setting. \$400

ESL Teacher Training continued on p.14

Ime(e)ut

Continuing Education Instructors

Ime()Ut

ractice in the Lower Mainland. She works

from a feminist and narrative perspective.

and has in-depth experience in the

Maureen Shaw RN, MN, is a clinical

nurse specialist in gerontology at Vancouver General Hospital, and a clinical assistant

Allen H. Soroka BSc, LLB, MLS, is

assistant law librarian at the UBC Law

Jan Spilman RN, MEd, is a private

specializes in the emotional impact of long

focus on older adults, cardiac families, and

Jacquie Stene is an employment

Judy Stevens has worked with a variety

She is a well-known financial and

working with a number of art organizations

Diana Stewart has ten years' experience

Learning Agency where she project

terpreter project in partnership with VCC.

nvolved in interpreter training since 1988

the Vancouver area of litigation for a large

cademic, and government clients across

couver law firm.

erpreter training and initiated and

manages the Distance Education Cour

Formerly from Alberta, Dini has bee

when she wrote a curriculum for con

as a facilitator and strategic planner.

ensultant and certified trainer with

adult children of alcoholics.

rofessor at UBC School of Nursing.

preparation of senior peer counsellors.

MEd Counselling psychology, is a therapist in private practice, specializing in

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

Keith Anderson PHD candidate, is vicepresident of Simon Fraser Regional tinuing Care Services and president and CEO of Pacific Health Care Society.

Adrienne Arinobu has 14 years' experience as an adult education i She currently works for a large public

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

Juliet Austin MA Counselling Psychology, is a counsellor, researcher, and with particular emphasis on education in the

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

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

A. Norman Barbour LLB, LLM, BASc., practices law in his own firm.

Cathy Barzo BA, Legal Asst Dip, is a legal litigation at the Attorney General's office.

H. Lorne Beally is a graduate of Manitoba, with 25 years of design experience in the residential and mmercial fields. He is presently senior designer of a major Vancouver kitchen and vation company.

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

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 prime 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-appointment with three long term care/extended care facilities.

Marie Brazier RN, BSN, CINA(c), is an and community experience, a recent Practice Award, an active member of the and former editor of the CINA Journal.

Robyn Brown RN. BScN. Cert. CGCA alth care companies, is pastpresident of B.C. Nurses in Private Practice and was recently nominated for Canadian

Woman Entrepreneur of the Year. years' experience in plaintiff and defence areas. She practices in civil litigation, ecifically personal injury; currently with

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.

roughout her career she has maintained her clinical skills working in general, hospital and periodontal practices. Julie Chadwick-Wong MA Psychology.

work includes community prevention and

Centre and the Grand Ballroom. She speaks

English, Mandarin and Cantonese.

Linda Chen has performed competitively title as Amateur Latin Champion, In addition inda teaches at UBC, the Chinese Cultural

Tamara Adilman MA Women's Studies, Tom Cheung has been involved in the lesign 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

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

Chris Clark BA Speech Sciences, TESL Certificate (VCC), is currently department head of the ESL Vocational Department at VCC. She is interested in promoting cative 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 manage cations Management Services, BC Tel. Don's varied experience spans many years in the telecom environment.

Karen Clark is a nationally certified. instructor trainer. She has been an instructor with the Red Cross for 15 years and an authorized instructor with her or

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

Roland Clifford has 35 years of experience in all aspects of typography including hot metal, photo-mecha digital and laser technologies. Currently he s general manager of Artefact Desig Production, a division of Palmer Jarvis DDB.

Alice Close has worked for 15 years in search consultant with experience in cessfully helping people focus on their

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

Mindi Cofman is a corporate supervisor

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 agement and in cardiovascula assessment and care management.

Joan Cowderov has 25 years' s well-acquainted with the accom nts 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 at VCC. 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 Sherill Gullickson has been a social Sharon Kelly BA, CPRPM, has 15 years' management consultant, program retail trade and personal development with on the BC Benefit Appeals Board. She has management and supervisory experience

Barry Dallas has 18 years' experience Sabine Hales is a graduate of the VCC in the cleaning industry. A former sales manager for a national cleaning firm and past president of the BC Contract Cleaning Sundown Consulting Services. He has been

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

training in South Africa and is the recipient decorative floral designs. She has been teaching with VCC Floral Design Certificate

Janet Dean certified trainer, has ten Janis Hamilton is a consultant to nonyears' experience in the legal field and works as a consultant to law firms. Janet also seminars for the private, public and nonprofit sectors, focusing primarily on communication, management and ofessional 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

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

Linda Dunham has several years' rience teaching business and medicalrelated courses.

Rosemary East BHF has been teaching for over 25 years in the Lower Mainland and Ottawa. She graduated in Home Eco and Education at the University of British

Vancouver. He has lectured at the Faculty rce 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.

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

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 , at the Parsons School of Design,

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

Lucila Gonzalez-Cirre has a degree in Spanish/English translation from the extensive experience as a technica translator and instructor. She is currently working as a translator in the mining sector, of Canada's most active businesses in

Rob Goodall has extensive experie as a health-care educator and is a

Latin America.

Bob Grahame holds a degree in graphic on, two diplomas in adult education and has 20 years' experience working in every facet of the printing industry. He currently is the tech

Stan Green provincial instructors diploma, Frank Kathwaroon has seven years' has worked for over 25 years in the Canadian fashion industry. He has operated his own product development studio. the creation and marketing of clothing in

justice advocate and human services worker for 25 years. She recently completed a term conducted advocacy training for 15 years and has been involved in inter-city social Relations for ten years. organizing and development.

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

Univeristy of Victoria Visual Arts Program and the VCC Computer Graphic Program. He develops websites and works as a

Ruth Hamerston is a legal assistant at Course, An Overview of TESOL.

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

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 software applications, her work experience includes freelance, advertising, publishing and marketing.

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

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

Tracey Haslam RN, BSN, is a qualified ess and remote first aid instructo 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 mergency room at Burnaby Hospital.

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

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

Masako Hisadome is a native Japanese speaker with five years' teaching experience with adults, teenagers and children in Japan.

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

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

West Coast Environmental Law Research Foundation.

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

design, Hammersmith College of Arts -London, England, is a designer and couturier with extensive experience i teaching both dressmaking and design and original designs in her West Vancouver

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

> courses, 22 years' experience in business teaches Introduction to Microcomputers CorelDRAW!, Excel and Lotus, at Oakridge

> management. Sharon is a rec tenant law. She has taught Law and Tenant

Patricia Kennedy BA, MEd (Language

coordinator and department head of the English Language Skills Department at VCC. Pat is recognized for her expertise in 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.

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

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

Mary Kletchko BA, BFA, has worked as a freelance graphic designer since 1982. She has designed, developed and instructed programs in unication design for ten years. course at McKay Technical Institute.

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

Ursel Koebberling PhD commun cations has worked as an instructor and sultant since 1981. Her national and international consulting focus on munications and information technology policy and regulations as well as the impact of information technologies

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

Larry Koopman BEd, is a job placement many years' experience working with special

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

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

Ross Laird MA Counselling Psychology, is a professional counsellor, psychotherapist and educator. His practice uses body a range of therapeutic themes, including trauma, relationships, spirituality, and

Patricia Houlihan is a lawyer with the Kim Le and Alison Hutchison are graduates of BCIT's Occupational Health and Safety Program and are employed as nealth and safety officers at the University of British Columbia. They have 20 years of combined work experience from the health They have developed site-specific safety programs for industry and have delivered a

variety of safety training courses. Ljuba Levstek is a graduate of the Ontario College of Art. As a freelance illustrator, Ljuba's clients include advertising agencies, magazine and book publishers ing card companies and package

ulting, which specializes in the training and development of management skill selling in a service environment and customer service skills. Prior to founding Lewis Consulting, Jenny was responsible

Tony Levland BEd, MSc, teaches in the ool of Kinesiology at Simon Fraser University. His primary areas of interest are Fitness Training and Testing. Prior to joining SFU Tony worked as an ergonomist for British Columbia Research Corporation. In addition to his teaching, Tony works as an

and project development consultant for BC

Douglas College and recently was contracted by the Ministry of Children and Family Services to revise their train 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

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

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 nistration from the University of

Jeff Maihara's involvement with the printing industry includes both owning and ng 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 Malyuk BSc, PharmD, is clinical

geriatric pharmacist in the Affective and

Psychotic Disorders Treatment Program,

Geriatric Division, Riverview Hospital and clinical pharmacy consultant in long term Rhonda Margolis MA Counselling Psychology, is a counsellor and educator who specializes in vocational cou

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 curriculu elopment. She teaches Windows, WordPerfect, Word for Windows, Excel. ook, CoreIDRAW!, PageMaker, PowerPoint, MS-Office and Visual Basic, at

Eleanor May MSW, works with scho ed 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. Vorking 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

Tom McDonald MBA, CGA, has several years' experience in the educational field has worked for both CGA and CA firms ranging in size from small to national.

Lisa McIntosh is an experienced nelping adults develop their public practical experience to the urrently programs officer, Vancouver Gerald Paul is an independent contractor

Sara Menzel MEd Counselling with BC Tel as a system developmen Psychology, is a counsellor with an trained with the Gestalt Institute of ncouver, and uses Gestalt ideas within a client-centred context

David Miller MA Counselling Psychology abuse issues. He has a background in Gestalt therapy.

Tanya Miller studied floral design in en, training under one of Europe's finest designers and educators. She has en an active member of Vancouver's floral industry for 11 years and is a new addition 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 George Molnar is a graduate of the VCC Print Production Program and has several years' electronic publishing experience. ently with Supreme Graphics, he also

owns the company Pressing Concerns. He

s an expert in prep for prepress and

Pru Moore BA, MEd, excels in experiential earning and practical application of adult education principles. Her innovative positive teaching style makes her an

Kim Macfarlane RN, BScN, MA (Ed. 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 progran 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

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 in private practice and public agencies.

John Neuls is the former facilities isor for the West Vancouver Sch 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

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 ESI 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

Marilynne Nowell MBA, is president of ell Computer Services. Marilynne has many years of experience teaching computer software and business courses. She teaches ACCPAC, and Simply

accounting, at Oakridge. Betsy Oster BEd, is a federal government goal-oriented work teams in local, regional and national settings.

Krista Oster BComm in entrepreneurial managment has owned and operated her own home-based business for the past five

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

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

of Infotel Systems Corp., a consulting firm specializing in voice and data educator. For the past seven years she has management. Richard brings 28 years of

Canada's leading payroll specialist. Her payroll knowledge and background is

extensive as she works daily with a large

who has been an instructor with the program

Leon Phillips has a bachelors degree in environmental studies from the University of Waterloo, School of Architecture along with a bachelor of arts from the University of Saskatchewan. He is a practising artist

and sexual abuse counselling. Rick Portice has worked for 20 years in

the floral industry in retail, consulting, and

Dental Surgeons in the Regulatory Division.

architecture.

Debbie PreissI CDA, graduated from VCC Dental Assisting Program in 1993. She has taught both in Dental Assisting and Dental Receptionist Program and is currently completing her instructors diploma. She does contract work for the College of

Marie PreissI RN, is a therapeutic nurse including dental students.

pattern maker and grader for fashion She has trained personnel in the use of grading and cutting systems. She graduated Manitoba, 1981.

manager for Cinema, a local manufacture specializing in knits. Christina Reeves has nine years'

Corinne Richardson has 25 years'

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

Melanie Rodiuk BA, is an assistant trust officer with the Canadian Imperial Bank of

Irene Rohrer RN, MSN, has a wide Dini Steyn BA, MEd, works at the Open 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 Romaniw RDN, is a community

Deborah Rootman graduated in Fashion ndising at Ryerson Polytechnical Institute, has been involved in the fashion freelance wardrobe consultant for corporate

securities, corporate finance, mergers and

practice at Langara College. Psychology, is a counsellor in private actice, specializing in group work and in

of Vancouver. Joanne Rykers MA Counselling programs. Her counselling experience

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

includes ballet, jazz, tap and hip hop. She for the past six years. Kim is former president of UBC Dance Horizons. She has performed in Jan Arden's music video "The Peter Thompson was trained under a Kathy Pierce MSW, is a counsellor Sound of . . ." She has received numerous zing in family therapy, group work, awards for her outstanding performances and choreography. She is currently associate director for Transcendance

> levels of design and production in the Vancouver, and is currently the manager of

Concetta Sciarretta trained in fashion

Sally Shamai MEd Counselling Psychology, Diploma Gerontology, is a counsellor, trainer and educator with a

Gayle Ramsden BHE, has worked as a anufacturers in Winnipeg and Vancouver. puterized pattern design, markers, ome economics at the University of

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

experience as a legal assistant with an emphasis on conveyancing.

extensive experience on program industry and has designed, merchandised nd managed the production of several Cheryl M. Stephens BA, LLB, a legal educator for 11 years, is a legal writing

narrative practices.

as a family child care provider and instructor. As the education registrar with Western Natalie Rogers BPHE, has taught business English and medical terminology for various colleges. She is the author of Canada Family Childcare Association she participates in the development and review three books and has written many articles of curriculum and advocates for quality and reports on health technologies. training for all caregivers.

supervised programs for community, health and legal interpreter training programs. Elaine Stoll is in private practice, Westside Counselling and Consulting rvices and provides training to a number

of non-profit organizations. She is an instructor at other colleges and at the Justice industry since 1975. She is currently a Institute. and private clients. Patricia Strangway LLB, practised law Leslie Rose LLB, is an associate at a

Wanda Sustersich BAppSc, is a couturier and sewing instructor. In 1982 she ide a career change to become a custom Joe Rosen MSW, is a social worker with designer and dressmaker. She is also a salesperson and advisor for a local fabric a private practice specializing in family violence. He also teaches social work

company. She graduated in civil engineering, University of British Columbia. Tom Swankey BA, BArch, MRAIC, manages his own consulting firm and professional training and development. She is a graduate of the Gestalt Training Institute services to a broad range of business,

Western Canada. Yolanta Tang BFA, Arts Institute of Chicago, is a nationally recognized designer known for original designs. She has includes employee assistance programs successfully managed her own retail and and substance abuse counselling.

Raphaël Thiessen a graduate of Beverley Woodburn has 20 years' Mohawk College of Applied Arts and Technology, holds a diploma in graphic and visual design from Kwantlen College and completed the computer graphics technician has been choreographing, teaching and course at VCC. Raphaël has a passion for teaching computer graphics and electronic

Children's Hospital Foundation, has over

master goldsmith in England. He has worked in Vancouver for the last 18 years in his own studio.

Judith Thomson has a bachelors degree from the University of British Columbia in art history. She spent several years living in England where her research Currently she teaches History of Design and

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

industries including health care a graduate of BCIT's Occupational Health d Safety Program and has a diploma from SFU in risk management.

Shannon Trevor Smith RN, BScN, MA, DipGero, is Manager/Director of Care at Cedarview Lodge.

Jean Tsai is a graduate from Nationa Taiwan University. She taught ESL for 15 ars in Taiwan and Mandarin for ten years

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

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

Barbara Wakal BA, TESL Certificate (VCC). Barbara has taught ESL at Kwantlen University College, VCC and the Vancouver School Board. She develops and teaches speaking, and TSE (Test of Spoken English reparation, and gives workshops on pronunciation instruction. She teaches the **TESOL Certificate Core Course, Teaching** Pronunciation and the TESOL Elective

to correct problems.

Wen Wei Wang has been performing with Ballet BC for the past six seasons. He eived his initial training at the Beijing Arts and Dance Academy starting at the age of 13. Since arriving in Canada he has performed with Le Grands Ballet Canadiens, Judith Marcuse Dance Company and the Festival Ballet in Banff.

Course, Planning a Dynamic First Lesson

Rose Marie Watson BEd, MEd (Language Education), has been department head of the ESL Outreach Department at VCC and is a past president of BC TEAL and TESL Canada. Her special areas of expertise include teaching reading and learner-centred instruction. Rose Marie has presented workshops at the TEAL TESL Canada and the TESOL Conferences. She has been a teacher rainer in Slovakia, the Yukon, Camosun College and at Malaspina University College. Rose Marie teaches the TESOL Certificate Core Courses, Teaching Reading

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

and Teaching English for Academic

building maintenance for 11 years. Katherine Wellman QC, BA, LLB. practised law for 30 years in Saskatchewan, Alberta and B.C. and taught at the University advisor for the Legal Assistant Certificate

industry. Paul is an application engineer with AT&T Canada - LDS and consults both internally and externally in the

with nine years' experience in personal injury litigation. She is a graduate of the Legal Assistant Program at VCC. experience in the floral industry including shop owner and travelling marketing

counsellor. She willingly shares her wealth

of experience in her engaging

Suzanne Windwick is a legal assistant

Miriam Kobbeltvedt-Yapp BA, BEd, as several years' teaching experience and is currently working as a legal assistant for

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

Lynne Zettl MA Psychology, PhD a private practice in Vancouver.

and human rights issues.

Fashion Arts Certificate Program, a freelance pattern maker and has taught at

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 These courses are for nurses and health-related inter-sessional term (May to July).

TESL 21 OVERVIEW OF TEACHING ENGLISH AS A SECOND LANGUAGE

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.

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

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

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**

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

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.

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 Supervise 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

professionals, dental personnel, and health care

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

ESTABLISHING AND MAINTAINING IV THERAPY (THEORY, LAB)

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

Offered once a year 1 day - Fr. Jun 4, 09:00-16:00 - KEC

NEUROLOGICAL ASSESSMENT ASSESSMENT

202712 Offered once a year.

1 day - Fr. Jun 18, 09:00-16:00 - KEC EMERGENCIES: NURSING ASSESSMENT AND ASSESSMENT ASSESSMENT ASSESSMENT ASSESSMENT ASSESSMENT AND ASSESSMENT ASSESSMEN

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.

1 day - Fr. Jun 11, 09:00-16:00 - KEC

STARTING A PRIVATE HEALTH CARE PRACTICE IN NURSING

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 -This course is designed to provide students with the come learn more about the logistics of setting up a 1 day - Sa. Apr 24, 09:00-16:00 - KEC opportunity to apply ESL instructional theory and 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 practise; 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/

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

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 wo years. Evaluation is through written practice-based gnments, class presentations, term projects, journalling, and satisfactory completion of practicur

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

Application Submit a letter of recommendation from supervisor/ manager, provide proof of two years of current practice n 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

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)

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

PERI ANAESTHESIA NURSING 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. 2 day - Fr/Sa. Apr 09/10, 09:00-16:00 - KEC

TWELVE LEAD ECG IN ACUTE MI

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 esentations. 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

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

NURSING INTERVENTIONS

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

Instructor Details on pages 12-13

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

INTRODUCTION TO GERONTOLOGY

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 ontology 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

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

CLINICAL LEADERSHIP IN GERONTOLOGICAL NURSING IN LONG TERM CARE

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 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**

Many health and quality of life goals for older adults in a challenge, especially for cognitively impaired residents. Undiagnosed or untreated oral cond 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

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 cognitivelyimpaired 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

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. 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)

PRINCIPLES OF MEDICATION USE WITH **OLDER ADULTS**

\$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

\$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

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

HEALTH

CLINICAL DECISION-MAKING AND CARE PLANNING IN GERONTOLOGICAL

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 you 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 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 -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 interpersona 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.

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 of ong-term care setting involving older adults.

Prerequisites Currently practising as a Registered Nurse (RN) or Registered Psychiatric Nurse (RPN) Current Basic Cardiac Life Support - Clevel One year of nursing practice within the past three

years; current practice in gerontological nursing **Certificate Requirements** Participants must successfully complet 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

A 122.5-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

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

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

requirements. Also open to non-certificate participants on approval of program coordinator. Course descriptions for courses being held this term are INTRODUCTION TO GERONTOLOGY 203601

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

203608 4 day - Fr. Jun 4, 09:00-16:00 - KEC

HEALTHY AGING IN HEALTHY COMMUNITIES (Berry) September 1999 term

203609 (Berry) September 1999 term **FOUNDATIONS OF GERONTOLOGICAL**

COMMUNICATIONS - LEVEL II

NURSING PRACTICE (Kline/Blais) January 2000 term GERONTOLOGICAL NURSING I (Stanbury) January 2000 term

GERONTOLOGICAL NURSING II (Kline) \$320

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

6 day - Fr. May 07/14/21/28, Jun 11/18, 09:00-16:00 - KEC

CLINICAL LEADERSHIP IN GERONTOLOGICAL NURSING IN LONG TERM CARE

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

OLDER ADULT - SERIES

PRINCIPLES OF MEDICATION USE IN OLDER ADULTS \$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

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

IN OLDER ADULTS \$50 (\$55 as elective in Gerontology Certificate 1 mng - Th. Jun 10, 09:30-16:30 - CC

MEDICATIONS FOR CHRONIC PAIN

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

TEACHING SKILLS FOR CHILDBIRTH EDUCATORS

> Persons already teaching childbirth education who wish to upgrade their skills may enroll in this course. Fee 5 day - Th/Fr/Sa/Mo/Tu. Nov 11/12/13/15/16.

> > Childbirth Educators

Certificate Program 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

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

rogram 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 Guided study - 14 modules, 110 hours.

COURSE II - TEACHING SKILLS FOR CHILDBIRTH EDUCATORS 202504

(Donaldson) \$350

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 43 hours. Arranged on an individual basis

Don't wait

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

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

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 203550

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

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 for groups of three or more. (Lawlor) \$75 1 day - Sa. Apr 17, 09:30-13:30 - CC

DENTAL INSURANCE: THE EASY WAY TO MANAGE CLAIMS 203594

There is an easy way to manage insurance forms in the office to avoid rejection of claims or delay of payment. The instructor has 20 years' experience as a dental will discuss ways of managing information about the patient and the insurance carrier, review office policies concerning dental insurance and discuss the responsibility of each of the four parties involved in the dental insurance plan. You will have a better understanding of how to coordinate benefits for families with two insurance companies, discuss efficient ways to complete necessary forms and how to avoid fraudulent claims. (Morach) \$45

mng - Sa. Apr 24, 09:30-12:30 - CC **INFECTION CONTROL IN THE 90'S**

203505 Expanded and updated information! Infection control has always been an issue of concern to all members of the dental team. It is important that dental professionals learn the recommended methods to prevent disease transmission for the protection of themselves, their families and their patients. You will also receive recommendations for dental unit waterlines and review the latest sterilization products and equipment now available. (Bring three or more from your office and receive a 10% discount.) (D. Preissl) \$60 1 day - Sa. May 1, 09:30-13:30 - HSA

TOPICAL ANESTHETIC SITES; THEORY AND APPLICATION

Prerequisite: Licensed CDA, RDH or board exam candidates. This course is designed to prepare dental assistants for the BC board examinations or for those who wish to refresh their knowledge of topical anesthetics. There will be a review of head and neck anatomy, and discussion of local anesthetic injection sites and related soft and hard tissues anesthetized. A clinical component will be included. (S. Dharamsi) \$60 1 day - Sa. May 8, 09:30-12:30 - CC

VCC offers part-time courses in Sign Language Studies. For more information, phone 871-7030.



Education

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

For detailed information, please call the number listed.

Business Telecommunications Management 443-8670

ESL Teacher Training TESL In-Service Certificate CERTESL Program 443-8669

Health Sterile Processing Technician Correspondence 443-8484

For registered nurses only:

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

Social Services Introduction to Court Interpreting. Introduction to Family Child Care: Good Beginnings

443-8416

Enquiries Registration

14 VANCOUVER COMMUNITY COLLEGE

HEALTH

Health Teaching

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

ON THE SPOT TEACHING: MAXIMIZING THE TEACHABLE MOMENT

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 ettings. (Moore) \$50 1 mng - Fr. Jun 04, 09:00-12:00 - CC

TRANSFORMATIVE LEARNING

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 o

1 aft - Fr. Jun 04, 13:00-16:00 - CC

Health Care Management

mentoring roles, (Moore) \$50

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

 managing change and transitions
 assertiveness and conflict management communication - principles, styles, written, verbal,

a labour relations processes - disciplinary process, handling the problem employee

issues and trends in health care system

employment processes

team building

staff development a 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

Program Coordinator Sheila Sticknev, 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 industryspecific 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 se 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 unitbased assignments.

Certificate Requirements

The program consists of six courses, totalling 144 hours of instruction. (Management Processes; Communications: Introduction to Continuing Care Management; Personnel Management; Financial Management; Organizational Development and Evaluation.) Courses should be taken in chronological order. Each course is offered in four-day formats, 09:00-16:00 hours. The length of the program is three terms (one year). All courses are offered within the B.C. Continuing Care context

Call 443-8484 for brochure and application form Qualified participants are selected in order of receipt of

Courses offered this term FINANCIAL MANAGEMENT

This course focuses on financial management principles, skills and tools to promote efficient health care delivery in continuing care. The emphasis is on 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

Content includes strategic planning, program elopment 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 100

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 in the dialysis unit, and application of theory in the dialysis process. Students are evaluated on classroom participation, written exam, professional deportment, clinical skills, and their ability to apply principles and nurses and technicians. (VGH and St. Paul's Hospital)

Prerequisites

Applicants must: have completed Grade 12 (including Grade 12 chemistry); have completed two semesters of post-basic science courses (physics, biology, or mistry), 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

The program costs \$2750.

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

PHARMACOLOGY - CLINICAL ONLY

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 nerbal 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.

系列中醫藥學課程:招生對象,對中醫保健和治療感興度者。針灸節以及中藥材 占從業員等。成功完成本課稅者更可作爲助理中醫師投身旅行業。(課程包括授 單、實習,中英對照多濃顯獨驗)。

CHINESE HERBAL MEDICINE - LEVEL I

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.

21 eve - Tu/Th. Apr 15-June 29, 19:00-22:00 - CC 中醫藥學初級班 深入達出介紹中醫基德理論,如陰陽五行,臟禽學說,四診八端,臟腑期證等 一介紹中敷基本知識及如何應用賴材焚湯潤理身體。使學者對中醫原理有初 步旣讓并學會常用的食療搭配藏方。

CHINESE HERBAL MEDICINE - LEVEL II 200749

Through lecture and practical lab, introduces the major herb groups, the structure of pharmaceutical and anical terminology and the identification of herbs ed in Chinese Medicine. Emphasis is given to individual herbal 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 usage. Approximately 200 herbs are introduced over the series.

Offered September 1999

中醫藥學中級班 本課程包括上課及實質數學。內容包括中藥的分類,中藥治液學的法則,中藥的 暫定。近300種藥物的性味,歸經,治療功用,使用原理將被詳盡講解。 須有中醫藥學初數所舉案證實。

CHINESE HERBAL MEDICINE - LEVEL III

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

中醫療學高級班 市課程包括上課及實質數學。內容包括中藥學及中藥方劑的功用,原理、劑量, 禁忌,制備及服用方法。中醫診法也將在藥物應用中被在加強。 資有中醫藥學中級班等業證書。

Acupuncture

Assistant Program This nine-month, part-time program is designed to

oduce 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 evaluated through class attendance, practice and English-Chinese multiple choice exam.

4針灸系列課程專爲初學者而設;深入淺出介紹中醫及針灸專業。參加者不但可以深入預輸針灸疼後的治病類距以作自沒保健用證。成功完成本源程者更可作爲助理針係的及身款行業。(課程包括授課,實實中央类別級多選繼期驗)。

ACUPUNCTURE - LEVEL I

A study of therapeutic functions of acupuncture points of the fourteen meridians, with emphasis on their application to syndromes of disharmony and disease including acute and chronic conditions, analgesic and anesthesia applications. Introduces the principles of tonification and sedation of the Qi, balancing energy, and creating harmony. Lab practical includes study of

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

針灸十四經絡的治療作用。重點介超他們在身體陰陽失調,急慢性疾患,痛症中的應用。介紹提觸宣遊機力正邪,調腦平衡的方法。實習無包包括針灸器核 消毒濃煙,安全守則的介紹以及如同用針灸技術作自我保健。

ACUPUNCTURE - LEVEL II

Covers, in lecture and practical lab, needle selection and handling, forbidden points, and treatment contraindication. Includes ongoing study of clean needle technique, proper needle disposal, diagnosis techniques, etiology, pathology; Du, Ren, Lung, Large Intestine, Stomach, Spleen, Heart, and Small Intestine channels. Prerequisite: Acupuncture - Level I. 63 hours.

Offered September 1999

計長中聯班 經歷化的人計修計方法及計美額26年。學習計長器域尚嘉歲項。安全守則。 廣便國黨中醫院因納机。齡齡方法。任、營、勢、大陽、胃、脾、心、小陽經絡 個學前、影學以到編結合實質方法進行。 個才的失何簡先編集或曆。

ACUPUNCTURE - LEVEL III

Covers, in lecture and practical lab, tonification and sedation needling techniques, ear needling and extends knowledge regarding patient preparation and safety issues; Urinary Bladder, Kidney, Pericardium, San Jiao, iver and Gall Bladder channels. Prerequisite: ouncture Levels I and II. 63 hours. \$600 Offered January 2000 term

中醫藥學高級班 本課程包括上課及實質數學。內容包括中類學及中藥方劑的功用,原理、劑量、 結己、制個乃服用方法。中醫給法也將不應物應用中被在加強。

PERSONAL & **PROFESSIONAL** DEVELOPMENT

Communication: Interpersonal & Group Program Coordinator Mary Crooks, 443-8674 Program Assistant Shirley Liu, 443-8672

Expand your knowledge and practical skills in group process, handling group dynamics, group facilitation, and team building. Examine effective group/team velopment and functioning; leadership, power and ision-making in groups; and patterns of group interaction. You will practise with basic facilitation skills and tools (e.g. how to get people involved) and increase your cross-cultural awareness. Malcomson/Murray) \$175

Conflict Resolution Series

2 day - Sa. May 29/Jun 5 09:00-16:00 - KEC

(\$105 each; \$200 for two courses; \$300 for series)

CONFLICT RESOLUTION - LEVEL I

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 onflict 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

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**

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 1 day - Fr. Jun 25, 09:00-16:00 - KEC

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

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 pasic relaxation massage techniques that can be used by the public or professionals who wish to expand their nowledge of massage. Wear shorts and tank top or oose, comfortable clothing, and come prepared to practise massage techniques. Bring two sheets, two small towels, two pillows, unscented oil, a blanket, and ercise 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). 2 day - Sa/Su. May 15/16, 09:00-16:00 - KEC

MASSAGE - LEVEL II

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

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

OSTEOPOROSIS PREVENTION

Osteoporosis is a common condition in which hopes lose calcium, become brittle and break easily. One in 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). 1 mng - Sa. Apr 24, 09:30-12:00 - KEC

CPR & First Aid Program Assistant Shirley Liu, 443-8672

WILDERNESS AND REMOTE FIRST AID

Learn how to administer first aid for yourself and your family in remote outdoor areas in emergency situations in this exciting two weekend course - a must for all recreational hikers and outdoor enthusiasts, or travellers in remote locations. First weekend - standard first aid is held in the classroom, second weekend is held in UBC endowment lands or the north shore and consists of scenarios and practical skills, such as dealing with an extended ambulance wait, environmental problems such as excessive heat or cold, moving someone with broken bones, or making a stretcher to get someone out of the woods. Tuition fee includes Red Cross Wilderness and Remote First Aid Manual, Red Cross standard first aid manual, and WRFA certification. Family rates available. Participants must be 13 years

4 day - Sa/Su. May 15/16/29/30, 09:00-17:00 CC/

HEALTH / HUMAN & SOCIAL SERVICES

COMMUNITY CPR

This four-hour CPR Heartsaver course is offered collaboratively with Vancouver Fire and Rescue 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,

CPR BASIC RESCUER (CPR C)

8 hours. No prerequisites. Of particular interest to health care and dental personnel. Course includes obstructed airway management for infant, child and adult as well as CPR for infant, child, adult, and two person CPR. Bring blanket, (Clark) \$55

2 eve - Tu/Th. Apr 27/29, 18:00-22:00 - CC

CPR BASIC RESCUER-RECERT (C RECERT) 4 hours. Prerequisite: must have taken Basic Rescuer within the last two years. Course focuses solely on testing of all skills in the Basic Rescuer course. Bring blanket. (Clark) \$40 1 eve - We. May 12, 18:00-22:00 - CC

CHILDSAFE

8 hours. No prerequisite. Of particular interest to daycare and preschool workers and parents. Meets all provincial focus on prevention and includes obstructed airway management for infant and child. CPR for infant and child, and basic first aid. Bring blanket. (Clark) \$55 2 eve - Tu/Th. May 4/6, 18:00-22:00 - CC

STANDARD FIRST AID

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 or broken bones, wounds and emergency medical conditions. Meets all provincial licensing requirements 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

Program Assistant Craig McKenzie-Cook,

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

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

443-8484

Students who successfully complete Level I and/or Level Il qualify to receive the Foodsafe Certificate from the Provincial Ministry of Health. The Foodsafe Certificate s also endorsed by the Restaurant and Foodservices

For further information or to register please call

FOODSAFE - LEVEL I (BASIC)

Designed for kitchen staff and dining room attendants Explore micro-biology, food-borne illnesses, personal hygiene and health, serving and dispensing, food rotection 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 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 I (BASIC) -FOR ESL STUDENTS

This Level I class is designed for students who speak English as a second language. Instruction will be in 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 1 day - Sa. May 8, 09:00-18:00 - CC

FOODSAFE - LEVEL II (ADVANCED)

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.

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 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, upational 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.

HUMAN & SOCIAL SERVICES

COUNSELLING SKILLS

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

BASIC COUNSELLING SKILLS - LEVEL I counselling process and to the listening skills that are the foundation of counselling. It will be of particular interest to volunteers and staff in the helping

professions. You will practise beginning helping skills and participate in counselling interviews. You can expect written assignments. This course work requires fluency in English. If you are unsure about your English skills contact the Assessment Centre at King Edward Campus. This course is a prerequisite for those applying to the Counselling Skills, and Substance Abuse Certificate Programs. Text: Counselling Skills, Bob Shebib, available at campus bookstore. \$315 12 sessions - 11 eve - Mo. Apr 13 AND 1 eve - Tu. May 25, 18:30-21:30 - CC (Adilman) - No class May 24

12 eve - Th. Apr 15, 18:30-21:30 - CC (Krakow) -No class Jul 1 12 sessions - 10 mng - Fr. Apr 16, 09:45-12:45 AND 1 day - Fr. Apr 23, 09:30-16:30 - KEC (Menzel) 12 eve - Tu. Apr 20, 18:30-21:30 - CC (Shamai) nmer session - 12 sessions - 10 eve - Tu/Th. Jul 06, 18:30-21:30 AND 1 day - Sa. Jul 17, 09:30-16:30 - CC (Laird) 12 sessions - 10 eve - Tu/Th. Jul 13, 18:30-21:30 AND

BASIC COUNSELLING II

101806 This course is a continuation of Basic Counselling Stages I and II of Shebib's Helping model will be discussed and the appropriate skills practised. Class demonstration and practical experience in the roles of helper and client. Workbook exercises will encourage

Text: Counselling Skills, Bob Shebib. (Shamai) \$260

Bowenian family systems theory provides a framework

1 day - Sa. Jul 17, 09:30-16:30 - CC (Shamai)

FURTHER EXPLORATIONS IN FAMILY THERAPY

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

for working with individuals, couples, family units, and children through understanding them in the context of their family history. This workshop is designed for those in the helping field who already have a basic understanding of family systems and who would like to improve their counselling skills and apply them in a variety of settings. You will deepen your understanding of the impact that your own family history has on your work as a helper and use this awareness in the counselling process. You will improve your theoretical knowledge and practise systemic interventions that help an individual to change, whether you meet your client in the formality of the counsellor's office, or in the more casual setting of the drop-in centre, the detox, the transition home, or the school. Text: Multigenerational Family Therapy, David Freeman, DSW. This workshop is open to current students and graduates of the Counselling Skills and Substance Abuse Certificate Programs, and to others who have had an introduction to Family System therapy (21 hours) (Pierce) \$190 1 eve - Fr. Apr 16, 18:30-21:30 AND 3 day - Sa. Apr 17/ 24, May 1, 09:30-16:30 - CC

BODY-CENTRED APPROACHES TO **COUNSELLING AND THERAPY**

101814 "Appearances always tell the truth — if you look close enough." A.A. Attanasio. As our understanding of the holistic relationship between mind, heart and body has deepened, interest in body-centred approaches to counselling and therapy has increased. Such approaches give voice to the body, encouraging it to speak through its own language of movement, evoking the landscape of the psyche in ways more direct and powerful than solely verbal approaches allow. This workshop is designed to give counsellors and others in the helping professions an introductory glimpse into the body-centred world and offer some pragmatic ways of applying its insights. We will explore each of the seven character structures, examine means of working with the resources and challenges of each, develop bodyreading skills, practise specific body-centred exercises for healing and change, and discover some of the countless gifts that work with the body offers. Prerequisite: Basic Counselling I (101805) or equivalent

1 eve - Fr. May 28, 18:30-21:30 AND 2 day - Sa. May 29, Jun 12, 09:30-16:30 - CC

MARKETING FOR JOB **PLACEMENT WORKERS**

training experience, (Laird) \$150

101809 Will be offered September 1999 term

A GESTALT APPROACH TO COUNSELLING 15 hours - Will be offered September 1999 term

SOLUTION-FOCUSED AND NARRATIVE THERAPY IN SUBSTANCE MISUSE 200140 12 hours — Will be offered September 1999 term

> Counselling Skills **Certificate Program**

Program Coordinator Joanne Rykers, 443-8392 Information 443-8380 Information Session 1 eve - Tu. Apr 6,

The Counselling Skills Certificate Program teaches knowledge and practical skills in counselling to enable participants with relevant social services experience to work with clients in a helping, rehabilitative or therapeutic support role. Students will be evaluated on the basis of assignments, tests and demonstrated skills. Average time to complete the program is 18 months to two years. students have a maximum of three years to complete.

Grade 12 completion

Good knowledge of English, both oral and written Relevant experience in social services. (Volunteer experience is credited if it is in a structured, supervised setting. Work or volunteer experience Three years successful recovery for those

affected by chemical dependency Satisfactory, documented completion of Basic counselling Skills course (101805) or equivalent Satisfactory interview with program coordinator

Certificate Requirements Individual Counselling Skills (101831) - 36 hours Counselling Theories (101830) - 36 hours Assessment and Referral (101838) - 36 hours

Personal/Professional Development (101842) -Two of the following four courses Group Counselling Skills (101832) - 36 hours Family Counselling Skills (101833) - 36 hours

Vocational Counselling Skills (101839) - 36 hours Cross-Cultural Counselling Skills (101841) -As well as: Counselling Practicum (101836) - 112 hours OR

Practice Seminar (101845) - 30 hours

18 hours - \$160; 36 hours - \$325, Practicum - \$300. Practice Seminar - \$250 Application application. Preference is given to those already working in a counselling capacity. Intake dates: January, April.

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

INDIVIDUAL COUNSELLING SKILLS

This course examines the knowledge and skills required when counselling on a one-to-one basis. Content areas include: the counselling process and the nature of the helping relationship: counsellor self-awareness and its impact on the helping process; skill practice and evelopment in all the phases of the process; ethical considerations; record keeping. Participants will experience the client/counsellor relationship and analyze the issues that emerge. \$325 12 sessions - 11 eve - Mo. Apr 12 AND 1 eve - Tu. May

25, 18:45-21:45 - CC (Menzel) - No class May 24 12 eve - We. Apr 14, 18:30-21:30 - CC (Austin) **COUNSELLING THEORIES**

101830

This course is an overview of the counselling field in terms of theory and practice. Content areas will include discussion of: the major theories of counselling and their contributions to the field as well as their limitations: the different implications these theories have for the practice of counselling, including differences in assessment, in

counselling goals and techniques; and in application to particular populations; ethical issues in counselling. The intent of this course is to allow the participants to better articulate their own beliefs, values and approaches to counselling.

(Zettl) \$325 12 eve - Tu. Apr 13, 18:30-21:30 - CC 12 eve - We. Apr 14, 18:30-21:30 - CC

GROUP COUNSELLING SKILLS

101832 This course examines the knowledge and skills which are required when counselling in a group setting. Content will include: identifying types of groups; understanding group effectiveness; understanding group structure and organization; selection of group members; explaining roles and responsibilities of group leader, understanding stages of group development; understanding and dealing with group and individual needs during all stages of development; evaluating change. An exploration of legal and ethical issues, particularly competence, will also be included. This

course will emphasize an experiential learning approach. (Laird) \$325 12 sessions - 10 eve - Th. Apr 15, 18:30-21:30 AND 1 day - Sa. Apr 24, 09:30-16:30 - CC

ASSESSMENT, REFERRAL AND COMMUNITY RESOURCES

This course examines the procedures and skills which are used in assessment and referral. Content will include: understanding the purpose of assessment in the referral process; acquiring skill in assessing various issues which require specialized referral, such as sexual/physical abuse and suicide risk among others. issues are also examined. (Rosen) \$325

12 sessions - 10 eve - We. Apr 14, 18:30-21:30 AND 1 day - Sa. May 15, 09:30-16:30 - CC

PERSONAL/PROFESSIONAL DEVELOPMENT

This course provides an opportunity for students to continue their personal and professional development, especially as they apply to ethical principles. Content areas will build upon and expand the knowledge of ethical principles, as they apply to practice issues. Case studies, small and large group discussion and journal writing will be featured. A large component of this required course will be process-oriented, involving the sharing of students' self-exploration and the individual examination of 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

PRACTICUM

101842

The practicum provides an opportunity to master and display the knowledge and skills which have been covered during the classroom component of the Counselling Certificate Program. Emphasis is placed on gaining counselling experience in an appropriate setting. Continuous liaison with the program will be maintained throughout the practicum, through a series of five seminars. Objectives will be written on an individual contract basis. This contract will be negotiated by the student, the practicum site and the program administrator. (Aubrey/Laird) \$300

FAMILY COUNSELLING SKILLS 101833 This course examines the knowledge and skills required when involved in family counselling. Content will include: understanding family dynamics and the system approach to family counselling, understanding the impact of the extended family, the process of a family systems assessment, formulating goals, an introduction to appropriate strategies and techniques for use with families. An exploration of appropriate counsellor expectations and competency, legal/ethical issues and the importance of record keeping is also included.

Will be offered September 1999 term CROSS-CULTURAL COUNSELLING 101841

(Pierce) \$325

This course examines cross-cultural counselling issues. theories and approaches. Designed to be both theoretical and practical, emphasis will be placed or integration of knowledge with personal awareness. This course is aimed at those in the helping professions who work in a multi-cultural milieu. Prerequisite: Basic Counselling I (101805) or equivalent training/ Will be offered September 1999 term

VOCATIONAL COUNSELLING

of vocational counselling. Participants will examine the theory of how people make vocational/career decisions. how the counselling relationship facilitates this process and what particular issues special needs population have in this process. Opportunities for skills development will include helping clients in the process of self-discovery, self-esteem building and realistic goal setting. This course is aimed primarily at those working in the field of employment counselling. Prerequisite: Basic Counselling Skills (101805) OR permission of program coordinator. Text, Career Counselling: A Psychological Perspective, Yost and Carbishi, available at campus bookstore. (Coomber) \$325 Will be offered September 1999 term

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 I (101805) - See Counselling Skills.

5. Three years of successful recovery for those candidates affected by chemical dependency. 6. Maturity and emotional stability.

7. Completion of satisfactory entrance interview.

Certificate Requirements

The certificate program consists of six courses, an 18hour 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) -

Substance Abuse Practicum (200119) - 112 hours or Practice Seminar (101845) - 30 hours

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

Qualified students are accepted in order of receipt of

Intake dates: September, April each year

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

INTRODUCTION TO SUBSTANCE ABUSE

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

DRUGS AND HUMAN BEHAVIOUR

7 eve - Tu. Apr 13, 18:30-21:30 - CC

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 non-medical use of commonly used mood-modifying drugs, including longand 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 ncludes 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**

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.

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

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 ournal writing are featured. A large component of this required course will be process-oriented, involving the sharing of students' self-exploration an the individual ation 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

display the knowledge and skills covered during the classroom component of the Substance Abuse Certificate Program. Emphasis is placed on gaining elling 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

his 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 nclude the counselling process and phases of the helping relationship; counsellor self-awareness and its impact on the helping process; skill development; to motivational interviewing; ethical issues; record keeping. (Coyle) \$325 Will be offered September 1999 term

ASSESSMENT AND REFERRAL FOR SUBSTANCE ABUSE

This course examines the procedures and skills used n substance abuse assessment and referral as well as for individuals who are affected by substance abuse problems. Content includes: criteria for assessing chemical dependency, the assessment interview. sessment tools, assessment with special populations; naking a successful referral, and pertinent ethical gathering, sharing, and eva ty 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

dividual 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 guage-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.

63 eve - Tu/Th. Oct 12 - Dec 09, 1999; Tu/Fr. Jan 04 -May 19, 2000, 19:00-22:00 - KEC (subject to change)

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**

Language Proficiency Exams Core components of the program (courses 150118, 150119, 150120)

PROFESSIONAL ORIENTATION TO INTERPRETING SKILLS

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

BILINGUAL INTERPRETATION

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

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

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 ontent 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

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 heath 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 Dates TBA. Please call 443-8661 for further details.

EARLY CHILDHOOD

Program Coordinator Gyda Chud, 443-8416

Early Childhood Education

The following part-time, evening programs are designed to prepare you to work with young children in a variety

EARLY CHILDHOOD CARE AND EDUCATION LEVEL I

This two-year, provincially certified program prepare: 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

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

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, ommunity 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

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

by numerous social issues. Our course explores critica 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.

Understanding Tough and Tender Family Issues -**Understanding More About Substance Abuse**

Understanding More About Domestic Violence -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**

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 lanning, guiding behaviour and administration. Please note: This course meets eight evenings AND one Saturday, Course fee includes a class workbook

Beve - We. Apr 14-Jun 2, 18:45-21:45 AND day - Sa. May 15, 09:30-15:30 - CC

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

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

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



LANGUAGES / NON-PROFIT, VOLUNTARY & FUNDRAISING

LANGUAGES

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

502034

If you are interested in joining this tour, please come to listen and ask questions. Call 443-8484 to register.

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

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

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: Mandrigal's

Magic Key to Spanish by Margarita Mandrigal. SPANISH CONVERSATION - LEVEL I

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

Now that you have some basic Spanish language skills, enhanced with an introduction to Spanish food and usic. Prerequisite: Spanish Level I or equivalent 8 eve - Th. Apr 29, 18:30-21:00 - CC

MANDARIN CONVERSATION - LEVEL I

This level is for students who have little knowledge of Mandarin, the official language of the People's Republic of China and Taiwan. The usage of Hanyu Pinyin phonetic symbols is introduced to help students pronounce Chinese characters accurately. Students also learn simple words used in daily living as well as the basic sentence patterns in order to acquire basic conversational skills. (Tsai) \$150 (includes GST) 8 eve - Th. Apr 29, 18:30-21:00 - CC

MANDARIN CONVERSATION - LEVEL II

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

Learn practical Japanese for travelers and beginners. This course will dev conversation skills. You will develop an understanding of signs, non-verbal communication, culture and etiquette in Japan. Learn how to navigate in Japan. 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 Required Core Courses (total 150 hours) 3 day - Sa. May 29, Jun 12/26, 09:00-16:00 - CC 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 Practicum (101907) \$150 instructors are employed.

CHILDREN'S MANDARIN EDUCATION

Each course has 16 sessions. They are held on Saturdays from 09:30-12:00 and 12:30-15:00. Courses begin September 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

Hanvu Pinyin phonetics are adopted to compliment the practice of teaching Mandarin as a Second Language n 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 steemed publication recommended by the Taiwanese Education Sub-Committee. These are supplemented by other materials

Course numbers and descriptions follow:

505820 - Preschool 505801 - Grade 1

505803 - Grade 3 505804 - Grade 4

505805 - Grade 5 505806 - Grade 6

505809 - Grade 9 505810 - Grade 10 505811 - Grade 11

505812 - Grade 12

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

505814 - Kung-Fu 505816 - Mathematics

505817 - Cartoon Drawing (under age 12) 505826 - Pencil and Charcoal Drawing (over age 8)

Adult Mandarin Education Adult Mandarin language education covers 10 weekly sessions. Classes are held on Saturdays and begin three times a year: January, April and September Classes are from 09:30-12:00. Courses begin April 17,

1999. The fee is \$150 per course (GST included).

ADULT ELEMENTARY

and intonation employed in the Mandarin language. The usage of Hanyu Pinyin reinforces the simplicity of learning. Students are introduced to simple words used in daily living, as well as the basic sentence structure 10 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, bnelson@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.

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 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-

1. Fundamentals and Ethics of Non-profit Management (101902) \$290 2. Interpersonal Communications (101903) \$290 3. Planning and Evaluation (101906) \$290

listed in recommended order

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

4. Leadership and Human Resource Management

1. Non-Profit Management 2. Volunteer Management 3. Fundraising Management

more of the following specialty streams:

(101904) \$290

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 educational institution in the last five years. Supporting documents must be provided. Please submit prior to the start of class.

Application Process (approximately 250 words), and a letter of reference. Register for Orientation Session (101901)

ORIENTATION TO THE NON-PROFIT MANAGEMENT CERTIFICATE PROGRAM

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

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

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

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 manager 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

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 day - Sa. May 29, Jun 5/19, 09:00-16:00 - CC

sts of five 30-hour core courses and MAJOR GIFTS AND DONOR RELATIONS

101963

This course is designed for students in the fundraising stream. In addition, interested individuals working or volunteering in fundraising are encouraged to register. money for your organization. They enhance your stature in the community, as well as build team spirit within the organization. This course will examine major gift programs including planned giving and capital campaigns. Building volunteer relations along with cultivating donor relationships will also be discussed. (Hamilton) \$160



Related Opportunities PROPOSAL WRITING

101974 This course is designed for fundraisers, executive directors, and board members who are interested in planning, writing more effectively, and streamlining their undraising operations. At the end of the course participants will have created a short proposal that can be used as a model. Defining 1) need for service, 2) activities of other agencies serving the same client group, 3) composite client profiles, and 4) program descriptions and budgets are key elements of this proposal writing process. Please bring agency public elations materials, annual reports and financial statements. (Lightwater) \$110

2 day - Fr. May 14, 10:00-16:00; Sa. May 15, 09:00-

COORDINATING VOLUNTEER PROGRAMS: AN OVERVIEW 101601

Coordinating a volunteer program requires strong interpersonal and organizational skills. This introductory course is designed for individuals who are new or interested in this field. The fundamentals of running a successful volunteer program are presented by experienced managers of volunteers in a practical interactive format. Offered by Volunteer Vancouver in cooperation with VCC Continuing Education.

Limited to 20 participants, \$200 4 day - Mo/Tu/We/Th. Jun 7, 09:30-16:00 - TBA



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

For detailed information, please call the number listed.

Business

Telecommunications Management 443-8670

ESL Teacher Training

TESL In-Service Certificate 443-8665 **CERTESL Program** 443-8669

Health

Sterile Processing Technician Correspondence 443-8484

For registered nurses only:

Peri-Anaesthesia Nursing Correspondence Nursing Care of the Patient with Acute Myocardial Infarction 443-8673

Social Services

Introduction to Court Interpreting. 443-8389 Introduction to Family Child Care: Good Beginnings

18 VANCOUVER COMMUNITY COLLEGE

443-8416

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 enroled 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 the number of credits in which a student enrols.

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,

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.

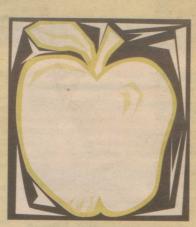
Mon and Thurs - May 10-Aug 9, 18:30-21:00 - \$84.57



To register call Admissions at 443-8400.

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





Students with

Services including interpreting, note-taking and brailling, 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 feet

Course fees are due at the time of registration. Payment can be by cash, cheque or money-order made payable to Vancouver Community College.

Master Card 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



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

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:

	- X26	
1 a.m.	= 1	01:00
2 a.m.	= 10	02:00
3 a.m.	=	03:00
4 a.m.	= -	04:60
5 a.m.	= 100	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	= 10.7	12:00
1 p.m.	= 0	13:00
2 p.m.	= 0	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 n m	=	24.00

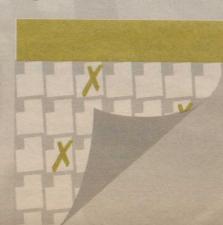


King Edward Campus 1155 East Broadway, Vancouver, BC

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



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.

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

undermine the dignity, self-esteem, and productivity of any student(s)

not condone and will not tolerate harassing behaviour which may

College's Harassment

Satisfaction Guarantee

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

> 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 ANCELLATIO

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.





Ministry of Advanced Education, **Program Development Training and Technology** 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 OCATIONS

City Centre Campus 250 West Pender Street Vancouver BC

443-8484

George Pearson Centre 700 West 57th Avenue Vancouver BC

Henry Schein Arcona

1619 Fosters Way Delta, BC

KEC

King Edward Campus 1155 East Broadway Vancouver BC

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

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

Canadian citizens or permanent residents in Canada, including:

Lions Gate Hospital 231 East 15th Avenue North Vancouver BC

OAK

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

LIS

Listel Vancouver Hotel 1300 Robson Street Vancouver BC

ROB

Robson Square Conference Centre 800 Robson Street Vancouver BC

Volunteer Vancouver 301-3102 Main Street Vancouver BC

YWCA

Program Centre 535 Hornby Street Vancouver BC

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

C. An individual who is in Canada, who has applied for Permanent Resident/

approval in principle" to the institution for admissions purposes.

issued by External Affairs which gives his/her position, date of issuance

4 ways to

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

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

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 enquires

E. A person under an international exchange, scholarship or fellowshi

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 Refuge

agreement where there has been joint approval by the receiving institutio

Landed Immigrant status and who can provide evidence of the "letter of G. A legal dependent of a Canadian citizen or permanent resident of Canada 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

D. Any person who has been determined under the Immigration Act to be providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for Canada, or of the United Nations or any of its agencies, or of any a Convention Refugee and can present a letter from Employment and

FAX 443-8393

FAX & MAIL-IN REGISTRATION Mail Registration to: VCC - Continuing Education, 250 West Pender Street, Vancouver, for VISA or MASTERCARD use only

COURSE	E NUMBER (6 digits)	COURSE NAM	E		LOCATION	START DATE	TIME
POSTAL CODE		HOME F	PHONE			BUSINESS PHONE	LOCAL
ADDRESS		CITY/MI	UNICIPALITY			PROVINCE	
SURNAME		GIVEN	NAMES				
Mr.	☐ Mrs.	☐ Miss	0	Ms.			
	PRINT in BLACK ink. Note	: One registrant per for	m. Please du	upilcate th	s form as needed		

TUITION FEES	METHOD OF PAYMENT	CREDIT CARD INFORMATION	UVISA	MASTERCARD
1	MONEY ORDER			
2	CHEQUE	NAME ON CARD		MAAJ
3	FEE CREDIT	CREDIT CARD ACCOUNT NUMBER		
4	\$TOTAL	EXPIRY DATE		

SIGNATURE DATE The information on this form is collected under the authority of the Freedom of Information/Protection of Privacy Act and is needed to process your application for admission if you have any questions about the collection or use of the information, contact the Director of Continuing Education, telephone 443-8484.

604-443-8484

VANCOUVER COMMUNITY COLLEGE



CONTINUING EDUCATION