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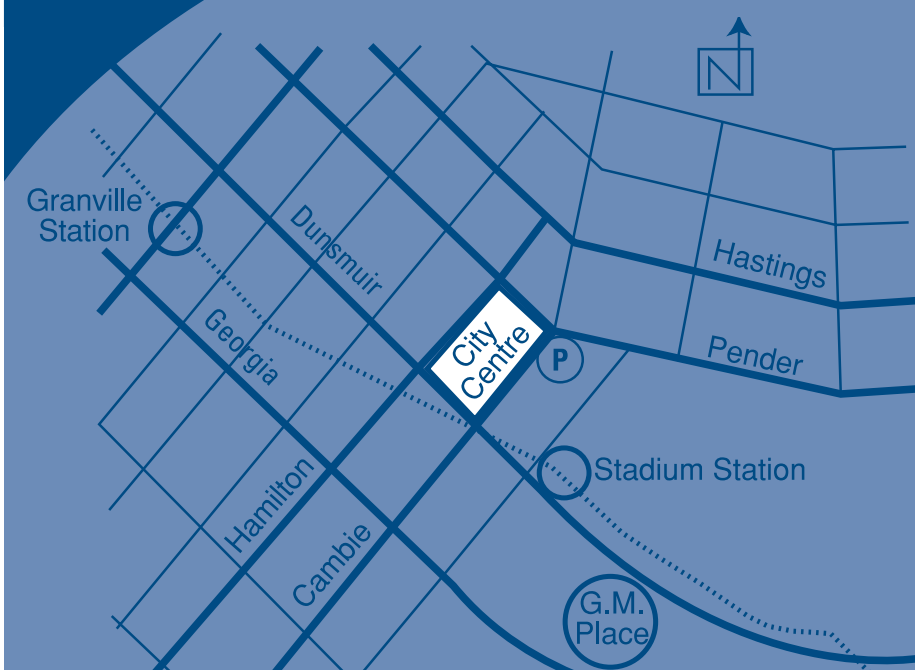
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V A N C O U V E R C O M M U N I T Y C O L L E G E



604.443.8484
www.vcc.bc.ca



City Centre Campus
250 West Pender
Vancouver, BC V6B 1S9



King Edward Campus
1155 East Broadway
Vancouver, BC V5N 5T9

K4962 Aug99 300,000

Career Success

At Vancouver Community College Continuing Education we specialize in part-time education for the workplace. You can learn the specific technical skills in the programs listed on the cover. And you can learn the more general employment skills that B.C. employers are looking for: skills in leadership, interpersonal relations, problem solving, and communication. Browse through our selection of courses that you can take individually or as a complete certificate program. Register for one of our innovative and affordable Career Success Seminars on page 5. Or come out to a free Program Information Session. Talk to our friendly staff about any of our 30 certificate programs. We can help you build your employment skills for success in the workplace. Don't wait. **LEARN NOW!**

Connie Gibbs, Director, Continuing Education



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Applied Design Certificate Program

Information and Registration Judith O'Keeffe, 443-8386

Information Session Wednesday, August 25, 17:00-18:00 - CC

Location Vancouver Community College Design Studio

Applied Design Certificate

NEW!

Program 051700

This intensive, two-month, full-time studio program is offered weekdays (Monday to Thursday) from September 20 to November 10. The certificate program consists of 96 hours of classroom instruction, plus approximately 140 hours of combined studio work and research assignments. The program concentrates on developing design awareness from an interdisciplinary perspective by combining direct instruction with studio assignments, site visits and research projects. Each week, a different design discipline is the theme around which instruction and exploration occur. This weekly thematic approach forms a sequential experience toward expanding creativity, developing research abilities, improving communication skills, and acquiring knowledge. Course work is demanding, and it is expected that participants will commit a minimum of 18 hours per week outside of class time toward research and experimentation. A variety of content experts will provide instruction. Tuition fee is \$1,750 and includes some basic art supplies.

4 day - Mo/Tu/We/Th. 09:00-12:00 - DS

The Applied Design Certificate Program is for individuals wanting to develop a portfolio while assessing their creative potential by exploring a variety of design disciplines. The Applied Design Program focuses on developing the core skills required to express basic design concepts and on developing fundamental design knowledge while encouraging individual creativity and expression. The interdisciplinary curriculum is also diagnostic in that it enables participants to explore various design professions while evaluating potential educational and career opportunities including: architecture and interior design, art and craft, graphic design, fashion, industrial design and urban landscape. On completion of the program, participants will be prepared to render and evaluate basic design challenges with confidence and will have produced a portfolio to demonstrate their learning. Classes are held in the new Vancouver Community College Design Studio.

Objectives

On completion of the program, participants will be able to:

1. Demonstrate and apply basic principles and processes
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

Entrance and Completion Requirements

The program is open to individuals who have:

1. Secondary school completion or equivalent
2. A working knowledge of the English language, plus the ability to understand design-related concepts. Applicants whose first language is other than English may be required to complete an English Language Assessment
3. Submitted a completed Applied Design Program Application to the program coordinator
4. Note: Previous training or work experience in art and design is an asset

Throughout the program, students are expected to attend all lecture sessions and complete course work by the specified deadlines. Participants will be evaluated on assignments, projects, tests, exams, presentations, attendance, participation, and their final portfolio project. Instructors will advise students of the grading expectations at the beginning of their sections. All course work must be successfully completed by the end of the program.

Program Information

The program coordinator or delegate is available to program participants by appointment only. To request the program guide or to book an appointment, please call 443-8335.

ELECTRONIC PUBLISHING &

Our computer labs have been updated! Now you can upgrade your computer skills or learn new ones on the Macintosh G3's, the latest in Macintosh technology - the advanced system for graphic professionals.



Calendar Design and Layout
Keith Parker, Graphic Designer
VCC Media Services

GRAPHIC DESIGN

Program Coordinator Judith O'Keeffe, 443-8386
jokeeffe@vcc.bc.ca
Information Carmen Chan, 443-8335 cchan@vcc.bc.ca

Information Session September 9, 17:00-19:00 - CC Room 120

Registration 443-8484

Our computer labs have been updated! Now you can upgrade your computer skills or learn new ones on the Macintosh G3's, the latest in Macintosh technology - the advanced system for graphic professionals. The G3's have 128 MG RAM and 12 G hard drives and are equipped with current software. All these courses, including those identified as Electronic Publishing and Design Certificate Program, may be taken on an individual basis (provided course prerequisites are met). Please refer to course descriptions for details. The texts for the computer courses are available in the College Bookstore. All courses are held at City Centre Campus.

Introduction to Computers - Macintosh 050441

This beginner course provides a broad overview of the Macintosh computer, its operating system, and its use in the graphic design industry. You will learn essential keyboard commands, file hierarchy and effective file management, three ways to create folders, moving and copying files, attaching peripherals, basic troubleshooting and shortcuts. Independent access to a Macintosh is necessary. Foundation course for certificate. (Morse/Hanen) \$350
10 eve - Mo. Sep 20, 18:30-21:30 - CC
5 day - Sa. Sep 25, 09:00-16:00 - CC

Adobe Illustrator - Introduction 050440

Explore the exciting world of electronic drawing and design in this introductory course. Step-by-step exercises include: drawing, editing and autotracing objects, and painting or filling them with gradients. Discover the unlimited potential of type including how to create it, make it follow a path, wrap it around objects, edit, link and stretch it, skew it or turn it into a graphic. Macintosh experience is mandatory. Prerequisites: 050408, 050441 or equivalents. Intermediate course for certificate. (Thiessen) \$410
10 eve - We. Sep 22, 18:30-21:30 - CC

Adobe Illustrator II 050446

Builds on the basics learned in Adobe Illustrator - Introduction. Prerequisite: 050440
Offered April 2000 term

Photoshop I 050443

Begin exploring the unlimited creative possibilities of Adobe Photoshop. This program is universally recognized as the leading edge in image editing and photo manipulation. You will learn how to use Photoshop's major capabilities including: scanning, editing selections, painting, creating vignettes and shadows, using masks, creating brushes, designing gradients and washes, and adding type to your images. Independent access to a Macintosh and program software is necessary in order to complete assignments. Prerequisite: Introduction to Computers - Macintosh (050441). (Thiessen) \$365
10 eve - Th. Sep 23, 18:30-21:30 - CC

Photoshop II 050444

Building on the basics of Photoshop I (050443), this course covers choosing and changing colours, masks, six ways to create a layer, modifying layers, lights and darks, filters, paths, indexed colour and printing black/white and colour. Prerequisite: Photoshop I (050443). Offered January 2000 term

QuarkXPress 050447

QuarkXPress is the comprehensive page layout program that provides all the tools needed to produce effective, well-designed documents. Learn basic QuarkXPress concepts including the toolbox, menus and palettes, documents sizing, importing and editing text, manipulating typographic controls, and adding graphic elements. Discover easy ways to create tabs, the innumerable advantages of paragraph rules, and how to insert dingbats with a simple command. Macintosh experience mandatory. Intermediate course for certificate. Prerequisite: 050441. (Thiessen) \$365
5 day - Sa. Sep 25, 09:00-16:00 - CC

QuarkXPress II 050466

Builds on the basics learned in QuarkXPress - 050447. (Thiessen) \$365
5 day - Sa. Nov 6, 09:00-16:00 - CC

Typography on QuarkXPress 050434

This course comprises three evenings of theory followed by seven evenings of practice on Macintosh. The first part includes discussion of type history, development and style. In the second part students undertake typesetting and layout projects designed to enhance their typographic skills. The course will be evaluated on completed projects and on homework undertaken during the theory segment. Prerequisite: Ability to type, good math, and completion of QuarkXPress (tm) (050447). Intermediate course for certificate. (TBA) \$365
10 eve - Mo. Sep 27, 18:30-21:30 - CC

Mac Lab

050453

Practise your Macintosh computer skills while working on your assignments in our Macintosh computer lab. Programs available for use include QuarkXPress, Illustrator and Photoshop. Instruction in the use of the hardware and software is not provided; however, a technical assistant is available to the group. Familiarity with the Macintosh operating system is mandatory. (Morse) \$ 95
5 eve - Th. Oct 7, 18:30-21:30 - CC

Internet Intro and Web Page Design 050474

Learn how to format text and images for Web pages, how to upload Web pages onto the Internet, how to use Internet browser, and how to create well-designed and content-rich Web sites. Macintosh experience is mandatory. Elective for certificate. (Hamel) \$395
8 day - Sa. Sep 25, 10:00-15:00 - CC

Digital Asset Management 050472

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
3 day - Sa. Nov 20, 10:00-15:30 - CC

Graphic Design Creative Illustration 050410

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

Logo Design and Stationery Layout 050465

Learn how to use the basic principles of design to create distinctive and successful logos beginning with the research phase through to producing camera-ready art. Since each logo demands unique treatment, you will learn how to incorporate your unique features into a well- designed stationery package. Participants do not have to be able to draw; however, design experience is required. Intermediate course for certificate. Prerequisite: 050408 or equivalent. (Lyn) \$285
10 eve - We. Sep 22, 18:30-21:30 - CC

Graphic Design - An Introduction 050408

This non-computer, introductory course examines the many aspects of the graphic design industry with an emphasis on creativity and problem-solving. Participants explore a wide variety of processes and techniques, and gain a sound understanding of basic typography and design concepts. Foundation course for certificate. (Lyn) \$250
10 eve - Th. Sep 23, 18:30-21:30 - CC

Newsletter Production 050459

Explore all the elements that go into producing an outstanding publication. Every aspect of newsletter design from concept to completion is covered including defining objectives, editorial policy, layout and nameplate design, writing techniques, and working with graphics and photos. Learn about copyright law, service bureaus, print shops, freelancing rates, and how to set up your own newsletter service. Course manual provided. Intermediate course for certificate. (Johnston) \$325
10 eve - Th. Sep 23, 18:00-21:00 - CC

Introduction to Print Buying 050464

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

Portfolio Preparation and Professional Presentation 050449

This course provides an organized and systematic approach to preparing a portfolio including the importance of self-promotion, professional image and communications by analyzing methods of presentation, composition of content, and other important factors. Areas covered include: building a winning portfolio, developing your stationery package, preparing a resume, writing proposals, handling interviews and more. Elective course for certificate. Prerequisite: 050408 or equivalent. (Sawchuk) \$325
5 day - Sa. Sep 18, 09:00-15:30 - DS

Professional Development Business for Freelancers

050468

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

Marketing for Freelancers 050467

How you market yourself and your services will contribute to your success. Learn how to find clients and keep them. You will explore marketing strategies and the issues to consider when designing your innovative marketing approach. (Johnston) \$95
1 day - Sa. Oct 23, 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 September 13 to arrange your exam session.

Challenge - Introduction to Macintosh

050450 \$180

Challenge - Introduction to Graphic Design

050452 \$180

Electronic Publishing and Design Certificate Program

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

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

Duration and Costs

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

Note

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

Program Structure

Foundation Requirements

1. Graphic Design - An Introduction (050408)
2. Introduction to Macintosh (050441)

Total Foundation - 60 hours

Intermediate Requirements

3. Creative Illustration (050410)
4. Typography on Quark (050434)
5. Adobe Illustrator I (050440)
6. Photoshop I (050443)
7. QuarkXPress I (050447)
8. Advertising Design (050454)
9. Newsletter Production (050459)
10. Introduction to Electronic Prepress (050475)

Total intermediate hours required - 120 hours

Total Required Course Hours - 240 hours

Electives

1. Photoshop II (050444)
2. Photoshop Intensive (050445)
3. Adobe Illustrator II (050446)
4. Portfolio Preparation (050449)
5. Logo Design and Stationery (050465)
6. QuarkXPress II (050466)
7. Internet/Web Page Design (050474)

Total elective hours required - 60 hours

Total hours required for certificate - 300 hours

FASHION ARTS

Program Coordinator Evelyn May, 443-8387

These Fashion Arts courses are designed to

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

Computer Aided Drafting 050960

Develop computer operating skills as they apply to the garment industry. Learn to use the CAD system - digitizing process, data file creation, piece marking, plotting, and basic pattern manipulation. (Ramsden) \$395
10 eve - We. Sep 29, 18:30-21:30 - CC

Merchandising Fashion 050969

From initial concept to consumer demand, students will explore the merchandising process. Topics include: trends, top designers, social influences on fashion, the necessity of higher-priced apparel, and the timing of fashion. This course is ideal for those who are looking for a career in the field of fashion merchandising (design, manufacturing, and retail) or for those who want to advance their careers in the fashion industry. (Pearson) \$275
10 eve - We. Sep 29, 18:30-21:30 - CC

Advanced Illustration

050968

Master the artistry of fabric rendering and quick sketch techniques; study layout composition and colour theory; develop your individual style of illustration. This course is geared for students with prior fashion illustration experience. Bring to first class: legal size (8 1/2" x 14") xerox paper or sketch pad (18" x 24"), assortment of art media of your choice. (McBride) \$225
9 aft - Sa. Oct 2, 13:30-16:30 - CC

Costume Design in Theatre and Film 050966

An overview of the structure of the costume department in theatre and film production companies including job descriptions and duties, employment opportunities, and the examination of construction techniques used in this particular industry. (Hales) \$80
3 eve - Tu. Oct 5, 18:30-21:30 - CC

Fashion Illustration 050915

Interested in entering the Fashion Arts Certificate Program? This course will improve your skills and update your style of drawing. The workshop format enables you to work at your own level and pace. Study the work of well-known illustrators, view the current international fashion videos and draw from the live fashion model at each session. Bring to the first class - beginners: newsprint sketch-pad (approx. 18" x 24"), conte crayon (black or brown), 4B pencil; students with experience in fashion illustration: paper, sketch-pads and media of your choice. (McBride) \$195
9 mng - Sa. Oct 2, 09:30-12:30 - CC

Dress Form Workshop 050947

Learn to make your own individual dress form with a professional custom fit from an instructor who has taught this unique method for 15 years. Apply this method to create perfectly fitting dress forms for your clients. Supplies and preparation will be discussed during the preliminary evening session. This class meets both times listed. (East) \$60
1 eve - We. Oct 13, 19:00-21:00 AND 1 day - Sa. Oct 23, 10:00-15:00 - CC

Personal Pattern Making 050924

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

Image Makeover Workshop 050945

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

Professional Practices Program

This comprehensive, six-month, "hands-on" program gives you the important strategies you need to improve the success rate of launching and running your own fashion business. The two, 12-week courses offer important practical information on designing, manufacturing and marketing your own product line. The program focuses on the organization and operation of fashion-related business - how fashion apparel, accessories, and home fashions are designed, manufactured, marketed and distributed. Taught by a team of industry-experienced practitioners, you will develop and, if possible, produce your own product line including finalizing a concept, conducting market research, forming a marketing plan, production schedules, creating initial and final line plans, producing merchandising charts, preparing information for a business plan, determining costs and setting prices, wholesaling vs. retailing, creating selling

aids and producing press kits. Finally, there will be an opportunity to test your actual product line with the target market, buyers, and retailers in order to receive valuable feedback about your product.

Fashion Arts Professional Practices I 050964

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

Fashion Arts Professional Practices II 050965

In the second 12-week course, the students finalize line plans and cost sheets, determine pricing, and study strategies for merchandising their products. Topics include: information essential for the preparation of a business plan, development of marketing tools and selling aids for the student's sample product, review of federal and provincial business resources and support programs. An opportunity to test your product line and receive invaluable feedback is included. Prerequisite: 050964. (Green/Rebagliati/Richardson/Vaillancourt) \$295
Will be offered in January 2000 term

Application Deadline

Deadline for applications for entry into the Fashion Arts Professional Practices Program is August 30, 1999. For program details call the Fashion Arts program coordinator. To request a Fashion Arts Professional Practices application form, call 443-8484.

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

Fashion Arts Certificate Program

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

Note

All terms are not offered each semester

Fashion Design Certificate

Term One - Fashion Drawing

Term Two - Fashion Design

Term Three - History of Fashion

Term Four - Collection Design

Term Five - Textiles

Pattern Making Certificate

Term One - Block Construction

Term Two - Design Drafting Theory

Term Three - Design Drafting Practical

Term Four - Designer Patterns/Draping

Term Five - Production Patterns/Grading

Garment Construction Certificate

Term One - Sewing Techniques

Term Two - Industrial Sewing

Term Three - Tailoring

Term Four - Couture

Term Five - Collection Toiles

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

Fashion Arts Certificate

Term Six

Fashion Graphics

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, 2000. Deadline for the Fall entry (September) is May 30, 2000. 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 443-8484.

Entry Requirements

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

FLORAL DESIGN

Flowers say something special about you!

Program Coordinator Joyce Jackson, 871-7462
Information Carmen Chan, 443-8335 cchan@vcc.bc.ca

Information Workshop September 9,

18:00-21:00 - CC - \$15

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 professional florists will show you how to select, prepare and design with fresh-cut flowers: everything from hand-tied bouquet basics to creating theme events, working with silks and drieds, and making any floral occasion a special one.

Is the Floral Business for You? - Ask an Expert!

250126

You have been thinking about a career change . . . and the idea of working with flowers seems very appealing. Do you have what it takes? Find out by asking an expert! This three-hour workshop is designed to help you discover the skills you already possess and what you need to do to consider the floral industry as a viable career option. (Woodburn) \$15
1 eve - Th. Sep 9, 18:00-21:00 - CC

Floral Design Challenge

250104

For individuals with previous training and/or experience who wish to be exempt from Introduction to Floristry (250105). Participants are required to construct two arrangements and successfully complete a written examination. The Floral Design Challenge is held before the start of the program. Pre-registration is required. (Jackson) \$150
1 aft - Sa. Sep 11, 13:00-16:00 - CC

Introduction to Floristry

250105

This course introduces the art and design of floristry including: identifying and selecting flowers, using tools and techniques to construct arrangements that have impact, and making decorative and seasonal displays suitable for celebrating special events. On successful completion, you will have acquired the basic knowledge and skills required to prepare and personalize a variety of floral pieces. This course can be taken independently from the certificate program and will be of interest to anyone who wants to learn floristry basics. This course is the foundation course for the Floral Design Certificate. No previous experience required. (Davis) \$460
10 eve - Mo/Tu/We. Sep 13, 18:30-21:30 - CC

The Business of Floristry

250127

If you are planning to start a floral business or if you are a flower shop owner, then you need to know how to become successful and make your dream a reality! Topics include: management basics, space and equipment needs, retail merchandising, creating your image, developing your policies and procedures manual, business planning, cash flow projections, wire services and much more. Open to anyone wanting to know the basics. (Woodburn) \$285
4 day - Sa. Oct 2, 09:00-16:00 - CC

Floral Design II

250106

This course focuses on design theory, principles and practices related to Western and European floral design traditions. Participants learn and apply fundamental design principles and construction techniques toward making traditional floral arrangements including: symmetrical and asymmetrical formats, line, European, pedestal/pew, swags, bouquet variations and specialty items. Participants work primarily with fresh flowers, using an assortment of containers and assembling techniques. Prerequisite: Introduction to Floristry (250105) or equivalent. Required for certificate. (TBA) \$650
15 eve - Tu/We/Th. Oct 12, 18:30-21:30 - CC

Wreaths with a Twist

250128

Wreaths can be made with many materials and have become one of the most popular decorating and specialty gift items! Learn the techniques to make a romantic Victorian-style wreath with a classic favourite - roses, a country style wreath with herbs and assorted items, a living wreath with moss, succulents/flowers, a novelty wreath to celebrate a special occasion (a wedding perhaps?) and a customized wreath which could incorporate your shell collection or your special interest. Wreath forms and floral materials supplied. Express your individuality and decorate with wreaths. (TBA) \$250
3 mng - Sa. Nov 6, 09:00-14:30 - CC

Festive Arrangements

250111

For individuals interested in creating extraordinary seasonal arrangements using a variety of items you have on hand or that are easily obtained. You can create stunning new arrangements from recycled items for yourself or for gift giving. A supply list is distributed during the first class. Seasonal greenery, seasonal items and basic floristry materials are provided (Harman) \$220
3 day - Sa. Dec 4, 09:00-14:30 - CC

Available January 2000

Floral Design III (250107)

Floral Design Portfolio Preparation (250110)

Floral Design Certificate Program

This program is designed to provide comprehensive part-time training for individuals who are:

- Interested in acquiring floristry knowledge and skills
- Upgrading their floristry knowledge and skills
- Seeking entry into the floral industry
- Planning to continue with full-time studies

Content

This part-time program consists of 135 hours of required course work with an emphasis on floral design and construction. Participants begin with an introduction to floristry basics that includes learning and applying fundamental design principles and construction methods by making several standard floral arrangements. The second design section focuses on the theory and practices related to both Western and European floral design traditions. By the end of the third course, participants will have expanded their knowledge of floristry and will be able to apply advanced elements of design and construction to their arrangements while developing their individual floral designing styles. Fresh flowers are used throughout the program to make 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.

Note

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

Application Procedures

Individuals interested in the Floral Design Certificate Program are required to complete and submit the Floral Design Certificate Program application form by 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

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

GEMMOLOGY

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

Information Carmen Chan, 443-8335 cchan@vcc.bc.ca

*Information Session Wednesday,
August 25, 18:00-19:00 - CC Room 164*

Registration 443-8484

Gemmology Certification

Continuing Education offers both the Preliminary year and the Diploma year of the Canadian Gemmological Association's professional course in Gemmology. This is a demanding and intensive program that requires a considerable amount of home study, weekly written papers and comprehensive final examinations. On successful completion of the two-year, part-time program, the student will be certified as an internationally-recognized gemmologist.

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

Preliminary year classes begin September 13 and run Mondays, 18:30-21:30 to June 2000. Diploma year classes begin September 14, Tuesdays and Thursdays, 18:30-21:30 to June 2000. Applications for the next entry (September 1999) are now being accepted.

Note

Fees are subject to periodic revision. Current fees include membership in the Canadian Gemmological Association and all course notes. Full tuition is expected upon registration. Preliminary year - \$1,250
Diploma year - \$2,135

Examination fees are collected in March by the Canadian Gemmological Association. Preliminary year exam fee is \$200. Diploma year exam fee is \$450. Individuals who have successfully completed the Preliminary year of either the Canadian or British Gemmological Association programs are invited to apply for admission to the Diploma year at VCC. Documentation of successful completion is required for admittance. Call for details.

INTERIOR DESIGN

Program Coordinator Edith Saatkamp, 443-8390

Information Carmen Chan, 443-8335 cchan@vcc.bc.ca

*Information Session Thursday,
September 9, 17:00-19:00 - CC*

Registration 443-8484

History of Western Art/Design I 051614

This is a survey art/design history course with an emphasis on classical design styles through the

volume, form, proportion and value to effectively communicate ideas in a variety of visual formats. Prerequisite: Design Fundamentals (051601). (Phillips) \$235
8 eve - Tu. Sep 28, 19:00-22:00 - DS

Interior Design Explorations Certificate Program

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

Objectives

This part-time program is designed for individuals who wish to acquire an overview of design for personal use, or for application to a variety of design-related and decorating industries including:

- The construction industry; contractors, builders, carpenters and cabinet makers
- Suppliers of lighting, textiles, floor and wall coverings
- Suppliers of furniture, accessories and antiques
- Suppliers of kitchen and bathroom components
- Set decoration and film industry applications
- Retail sales in areas related to home furnishings

On completion of the program, participants will be able to:

1. Demonstrate and apply basic principles and processes related to interior space design.
2. Render and communicate design ideas in a variety of formats.
3. Demonstrate individual creativity.
4. Present a self-marketing portfolio suitable for educational or career advancement.

Program Structure

This part-time program is offered in the evenings and on weekends during the September, January and April terms. Participants can select courses of interest from the program providing prerequisites are met or they can take the entire certificate program. Not every course will be offered each term as courses are subject to the availability of instructors and minimum registration requirements. The program consists of 306 hours of instruction, combining seven required courses plus electives selected by students, to meet their personal goals and career needs. Course and workshop length varies from one day to 30 hours per section. Each course is part of a sequential experience in expanding creativity, developing research abilities, improving communication skills, and acquiring knowledge. Course work is demanding and it is expected that participants will commit a minimum of three hours per week/per class toward independent study. Individuals with extensive educational backgrounds may petition to waive a portion of the program.

JEWELLERY

Merging Technique With Design

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

Casting Techniques for

NEW!

Jewellery and Small Sculpture 051103

Learn the fundamentals of wax-carving, model-making and casting techniques, including lost wax, cuttlebone and sand casting. Previous experience is not required. List of tools and materials to be provided at the first class. Additional materials cost \$150. (Walentowicz) \$275
8 eve - We. Sep 22, 18:00-21:00 - CC

Workshops

Begin developing your fabrication and designing skills by progressing through the three introductory jewellery fabrication workshops. These three introductory workshops precede the intermediate and advanced courses to be offered in subsequent terms. An information brochure is available on request. You will need to purchase your own tools and materials for each workshop. Supply lists available at registration. Individuals pre-registering for all three workshops (051151, 051152, 051153 or 051156, 051157, 051158) will pay the package price of \$355, a saving of \$35. The package price is available until September 14 only. All classes are held at the City Centre Campus.

Basic Hand Skills

051151

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

Shaping Metal

051152

The basic tools and techniques required to shape and form metal including: dome, symmetrical and

asymmetrical shapes, tapered or cone shapes, plus riveting and soldering are covered. Prerequisite: 051151 or equivalent. (Thompson) \$130
4 eve - Tu. Oct 19, 18:30-21:30 - CC

Chain Construction

051153

This session covers the fundamentals for calculating metal requirements for chain making including: forging links, using mandrels and jigs to fabricate a variety of chain styles. Prerequisites: 051151 and 051152 or equivalents. (Thompson) \$130
4 eve - Tu. Nov 16, 18:30-21:30 - CC

Surface Treatment

051156

A variety of ways to add design elements to metal through surface treatments: etching, applying patinas, reticulation and roller texturing. Prerequisite: Intermediate Fabrication (051154). (Thompson) \$130
4 eve - We. Sep 22, 18:30-21:30 - CC

Fabrication Techniques II

051157

This course explores more advanced design projects based on techniques already learned. Level of detail and experimentation with a variety of construction methods will depend on individual designs and skill levels. Prerequisite: Surface Treatment (051156). (Thompson) \$130
4 eve - We. Oct 20, 18:30-21:30 - CC

Wire Basket Settings

051158

This course introduces the construction techniques required to make wire settings for stones. You will learn the subtleties of multiple soldering on thin wire settings and how to add them to their project, as well as how to claw-set stones. Prerequisite: Intermediate Fabrication (051154). (Thompson) \$130
4 eve - We. Nov 17, 18:30-21:30 - CC

Advanced Jewellery Workshop

051117

This is a project-oriented course for individuals who have completed 051155, and who wish to further their skills by working on individual small jewellery objects. Students will have the necessary tools from previous courses. Material purchases required. (Thompson) \$260
4 day - Sa. Nov 6, 09:00-15:30 - CC

Offered January 2000

Intermediate Fabrication 051154

Bezel Setting/Tube Making 051155

Professional Skills Make a Difference

Program Coordinator Brian Pink, 443-8388

Program Assistant Pat Cooper, 443-8428

Building Cleaning - Methods, Equipment, Supplies and Safety 109008

Designed for building supervisors, staff, contract cleaners and others who are responsible for general cleaning and floor maintenance. This introductory course will examine types of soils, types of cleaners, cleaning chemicals, germicides and disinfectants, washroom and window cleaning, sweeping methods and equipment, floor machines and servicing specialty areas. Safety and liability issues will also be covered, including an overview of WHMIS regulations. Course content applies to residential, commercial and institutional buildings. This course does not include hands-on training with powered equipment. (Dallas) \$200
5 day - Sa. Sep 25, 09:00-16:00 - CC

Building Service Management

109036

Intended for building supervisors, building service staff and others who wish to advance in the building management field. This course will explore basic supervisory and management skills with a focus on practical solutions to everyday problems. Specific topics include: budget preparation and controls, estimating and costing of building service work, purchasing of equipment and chemicals, inventory control, scheduling and motivation of staff. Special emphasis is given to teamwork and leadership skills and supervising a multi-cultural staff. The selection and care of powered equipment is also covered. This course is recognized by the Canadian Building Servicing Association (CBSA) for credit within the CBSA Professional Certification Program. (Neuls) \$295
10 day - Sa. Sep 25, 09:00-13:00 - CC

Building Maintenance and Cost Control 109002

An introductory course in the maintenance of apartment buildings and other multi-family properties. The course will review the primary maintenance responsibilities of the residential building manager. Topics include: maintenance planning and cost control, preventative maintenance, building inspections, supervising on-site trades work, basic appliance repair, fire safety, security,

and an introduction to heating and plumbing systems. Classes include field trips for the building inspection, fire safety and appliance repair sessions. (Watters) \$195
10 eve - We. Oct 6, 19:00-22:00 - CC

Law and Tenant Relations

109001

Learn to manage residential tenancies through a study of landlord-tenant law, proper record keeping and practical guidelines for dealing with tenants. The course examines screening steps, tenancy applications, tenancy contracts, handling evictions, dispute resolution, landlord/tenant rights, the Residential Tenancy Act, and arbitration hearings at the Residential Tenancy Branch. Condominium law is also covered. (Kelly) \$180
8 eve - Tu. Sep 28, 19:00-21:30 - CC

Bidding and Estimating for Cleaning Contractors

109037

Designed for persons with professional experience in contract cleaning. Topics include bidding on government and private-sector jobs, standard cost

Building Manager (Residential) Certificate Program

Program Coordinator Brian Pink, 443-8388

Registration 443-8484

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

The program is recognized and supported by The Professional Association of Managing Agents (PAMA), which is committed to the overall improvement of educational standards within the property management industry.

The Greater Vancouver Apartment Owners' Association also supports the Building Manager Certificate Program. Each year, an academic scholarship is awarded to the top Building Manager graduate through the GVAOA Endowment Fund. A second scholarship award is provided by the 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 good oral, reading and writing skills. Good manual dexterity is highly preferred. Students may register into any of the program courses.

Language Skills Requirement

The courses in Law and Tenant Relations and Building Service Management require a minimum proficiency in English at the Grade 10 level (English 059). As these courses cover legal and supervisory topics, a greater level of expression and comprehension is required to complete assignments and other written work. Persons with language difficulties should contact the program coordinator (443-8388) prior to course registration.

Certificate Requirements

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

1. Law and Tenant Relations
2. Building Maintenance and Cost Control
3. Building Service Management
4. Building Cleaning

These courses may be completed in any order. Program students must achieve a minimum grade of 60 per cent in each course in order to qualify for the certificate. Upon successful completion of all required courses, the student may apply for a College certificate.

Note: See Building Services section for course descriptions.

BUSINESS & TECHNICAL WRITING

Program Coordinator Anne Tollstam, 443-8668

Program Assistant Craig McKenzie-Cook, 443-8381

Information Session Tuesday, September 14, 17:30 - CC Room 218B

Clear and concise writing can work for you! Learn to sell your ideas and present information in a variety of written forms.

Technical communication requires special skills. Today's professionals spend much of their time producing written documentation. Courses will be of interest to those in diverse fields, including science, health, technology, engineering, education, and all business occupations. Assignments are designed to build your professional portfolio. Each course is one day in length. Participants may register for individual courses.

ages and the influences affecting various periods. Historical references and the techniques used to create works of art, architecture, interiors and crafts are examined. Pre/Co-requisite: Design Fundamentals (051601). (Campbell/Wnorowska) \$310
10 eve - Mo. Sep 20, 18:30-21:30 - DS

Design Fundamentals II

051609

Based on the concepts introduced in Design Fundamentals (051601), this course focuses on design development and programming, space planning and presentation techniques, creative problem-solving related to work areas, social and private spaces. Topics also include the behavioural aspects of design, psychological and social needs, ergonomics and anthropometrics. Prerequisite: Design Fundamentals (051601). (Saatkamp) \$310
10 eve - Tu. Sep 21, 18:30-21:30 - DS

Design Fundamentals

051601

This course introduces basic design principles, elements and concepts, the practical application of design theory, the designing process and space organization techniques while developing creative problem-solving skills. (Beally/Saatkamp) \$310
10 eve - We. Sep 22, 18:30-21:30 - DS
10 day - Sa. Sep 25, 09:30-12:30 - DS

Colour Theory and Application

051615

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

Kitchen Design

051620

Although the basic issues involved in interior design are the same for every kind of space, the areas for food preparation and storage merit special attention from the points of view of both the user and designer. Topics include: design and planning, identifying and assessing needs and tastes, contracts and agreements and how to develop productive relationships with various trades. (Beally) \$235
4 day - Sa. Sep 25, 09:00-16:00 - DS

Furniture Design and Style II

051613

This course examines the work of major furniture designers from the end of the 19th century through the 20th century. The student will gain an understanding of: The Arts and Crafts Movement in England and North America: The Glasgow Style, The Viennese Secession, Art Nouveau, Art Deco, Bauhaus, The International Style and Post Modernism. (Thomson) \$310
10 eve - Th. Sep 23, 18:30-21:30 - DS

Drawing for Design Applications

051604

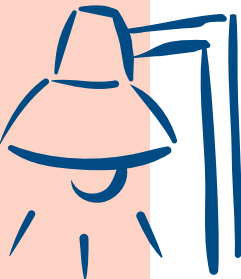
The basic concepts of drawing and two-dimensional language includes the expressive use of media and how to effectively manipulate line, space,

Do You Want to Dance?



Call the YWCA Downtown location at 895-5777 for details. Classes begin September 17.

Walk with Safety



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

This program is in the application stage to become a College certificate program. Courses taken from this term forward will be accepted for credit in the Technical Writing Certificate. Course credits may be eligible for transfer to the Leadership Certificate Program and Office Administration Certificate Program. For details, please call Anne Tollstam, program coordinator.

Information Session

Join us and learn about technical writing, who is doing it and how it can enhance your employability. Discussion will examine the role of both independent technical writers and in-house staff writers. The program coordinator and instructor will be available to answer your questions.
1 eve - Tu. Sep 14, 17:30 - CC Room 218B

Course Titles

Technical Communication (100350)
Current Issues in Technical Communication (100351)
Editing (100352)
Project Management Documentation (100353)
Proposal Writing (100354)
On-line Documentation (100356)
Designing and Writing Manuals (100357)
Industry Specific Report Writing (100358)

Available in the following terms:

January 2000 term
Project Management Documentation (100353)
On-line Documentation (100356)
April 2000 term
Proposal Writing (100354)
Designing and Writing Manuals (100375)
Current Issues in Technical Communication (100351)

Technical Communication 100350

Learn the art of writing for business and the professions. This course will help you evaluate your current writing skills and identify what is required to master the art of technical writing. The emphasis is on creating clear, professional communications. Topics include: technical communication, form and style in technical communication, creating audience-centred documents and the profession of technical writing. (Dean) \$150
1 day - Sa. Sep 25, 09:00-16:30 - CC

Editing 100352

Successful technical writers have good style and design skills built on a foundation of strong technical skills in writing mechanics, editing and plain language usage. This course focuses on the use of editing skills to improve writing. Practise the three levels of editing, as well as peer review and group editing. Topics include: grammar review, plain language, conceptual and stylist editing, proofreading, peer and group editing, interpersonal issues in editing, and computerized document checkers. (Dean) \$150
1 day - Sa. Oct 16, 09:00-16:30 - CC

BUSINESS ENGLISH SKILLS

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

Polish Your Business English! The following four classes are offered on Saturdays. Enroll individually at the regular price of \$80 or register for all four courses for a total of \$285 - a saving of \$35. This is not an ESL course. It is recommended that students register in Grammar Review for Productive Business Writing (104407) prior to enrolling in Writing Dynamic Business Letters (104406).

All four courses 104419 \$285

- Grammar Review for Productive Business Writing
- Building a Powerful Vocabulary
- Writing Dynamic Business Letters
- Effective Memo and Report Writing

Grammar Review for Productive Business Writing 104407

Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. 6 hours (Rogers) \$80
1 day - Sa. Oct 2, 09:30-15:30 - CC

Building a Powerful Vocabulary 104411

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and give a large number of new words and meanings. Please bring a dictionary. 6 hours (Rogers) \$80
1 day - Sa. Oct 16, 09:30-15:30 - CC

Writing Dynamic Business Letters 104406

Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc.). Some feedback will be given, but this seminar focuses on providing data on the most up-to-date ways of expressing business communications to achieve maximum results. 6 hours (Rogers) \$80.
1 day - Sa. Oct 30, 09:30-15:30 - CC

Effective Memo and Report Writing 104414

Get results! Learn the standard formats for memoranda and reports and review the modern and powerful language of business writing. 6 hours (Rogers) \$80
1 day - Sa. Nov 13, 09:30-15:30 - CC

Note

Business English Skills Test 104539

Sa. Nov 20, 09:30 - CC
Administered at the end of the Business English

Skills Package (four courses). No charge.

Business English Skills: You Asked for More! 104574

Improve business-writing skills and build your vocabulary! The course is designed to help you write more clearly, as well as read and comprehend more effectively. You will learn to take notes and participate in discussing content. You will practise expressing your ideas orally and in writing. Written in-class assignments, such as letters, memos, outlines, etc., will be checked and revised for correct grammar and sentence structure. Class size limited. Bring dictionary. 18 hours. (Rogers) \$145
6 eve - Mo. Oct 4, 18:30-21:30 - CC

CAREER SUCCESS: NURTURING THE WORKING SPIRIT

NEW!

Program Assistant Pat Cooper, 443-8428

A new series of seminars for career success.

What and who do you really want to be? As the distinction between our professional and personal lives becomes less clear, a new awareness is growing. We want to realize our dreams, do work we love, enjoy working with rather than against others . . . we want to be happy at work as well as at home!

These are not "touchy-feely" courses filled with abstract ideas. Rather, they provide down-to-earth, step-by-step approaches that utilize practical self-improvement methods to help you deal with the changes and demands of today's professional environment. Before you move forward, you may need to step back and look at who and what you really want to be at work. This course allows you to truly nurture your working spirit.

There are four seminars offered in the course: Course Package 104594

These four innovative career success seminars give you skills and ideas you can apply at work. Register for the complete package for \$185 for a saving of \$15.

Identifying Your Career Dreams and Goals 104593

Relaxation skills - creating the space to listen to yourself; effective visualization; identifying priorities, values and goals; internal bargaining; happiness within - learning to value your own contributions. (Cressey) \$50
1 day - Sa. Sep 25, 09:30-15:30 - CC

Managing Stress, Anger, Conflicts and Anxiety at Work 104592

Breathing and meditation exercises for the workplace and the commute; taking control of anger; recognizing the symptoms of discord, anxiety and overwork; keeping conflict professional, not personal; public presentation skills, techniques and anxiety reduction measures. (Cressey) \$50
1 day - Sa. Oct 9, 09:30-15:30 - CC

Improving Your Emotional Intelligence to Enhance Your Interpersonal Skills 104590

Listening skills; the art of response; dimensions and principles of interpersonal relationships; initiating, establishing, escalating, maintaining and terminating relationships; cultural, gender and individual diversity. (Cressey) \$50
1 day - Sa. Nov 27, 09:30-15:30 - CC

Developing Non-Verbal Communication Skills 104591

Improving encoding and decoding skills; the non-verbal dimensions of eye contact, facial expressions, interpersonal distance and gestures; where to place yourself - posture, gait and body movements; putting the pieces together - sending the message you want; seeing beyond the mask - detecting the true feelings of others. (Cressey) \$50
1 day - Sa. Dec 11, 09:30-15:30 - CC

Leadership Certificate Program

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

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

Leadership positions are complex. A new leader requires many new skills as well as an understanding and acceptance of new roles. Preparation and support are vital for new leaders. This certificate program will help you develop knowledge, skills and confidence to lead, supervise and manage others. The program consists of 72 hours: 42 core hours (7 courses) and 30 elective hours (5 courses). Each course is one day in length. Participants may register for individual courses. To complete the certificate program, participants must complete a combination of core and elective courses. Students who successfully complete 72 hours of course time will receive a Certificate in Leadership. If desired,

one elective may be substituted for a core course.

Core Courses

- Stepping Up to Leadership (100317)
- Using Leadership Language (100316)
- Building a Productive Team (100319)
- Finding Time for Results (100320)
- Critical Thinking (100303)
- Managing Change (100304)
- Problem Solving and Action Planning (100306)

Elective Courses

- Hiring the Right Person (100309)
 - Creative Thinking at Work (100316)
 - Thinking on Your Feet (100315)
 - Conflict to Collaboration (100307)
 - Performance Management: Goals and Reviews (100308)
 - Facilitation Skills for Team Leaders (100311)
 - Coaching for High Performance (100323)
- Additional elective courses may be offered in coming terms. Electives will vary each term.

Credit Transferability

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

VCC will accept participant substitutions for employer-sponsored registrants.

Courses available in upcoming three terms: Winter, Spring and Fall 2000

- Finding Time for Results (100320)
- Managing Change (100304)
- Hiring the Right Person (100309)
- Thinking on Your Feet (100315)
- Performance Management Goals and Review (100308)

Stepping up to Leadership 100317

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

- Using leadership skills
- Coaching staff
- Giving performance feedback
- Creating a motivational workplace
- Delegating work, and
- Employing problem-solving techniques

Interactive lectures, individual work, group discussion and skill-practice sessions will be used. Participants will write a "back-home" personal plan for applying their newly acquired skills. (Hannah) \$165
1 day - Fr. Sep 24, 09:00-16:30 - ROB

Critical Thinking Skills 100303

This course uses real-life reasoning processes to emphasize and define your abilities in critical thinking. Critical thinking was identified by the Conference Board of Canada as one of the most-desired skills in leaders of today. Using case studies and current events, this course will help you apply the concepts of critical thinking in what you do at work and show you what immediate benefits to expect. (Dean) \$150
1 day - Sa. Oct 2, 09:00-16:30 - CC

Building a Productive Team 100319

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

- Understand the importance of team building
- Identify the characteristics of an effective team
- Apply measures and techniques to build synergy in the workplace
- Use skills to identify and resolve key team concerns

The net result? Increased work productivity, improved work quality and enhanced team morale. (Lewis) \$150
1 day - Sa. Oct 16, 09:00-16:30 - CC

Coaching for High Performance 100323

Coaching is unlocking a person's potential to maximize their own performance. It is helping them rather than teaching them. At the end of this session, participants will be able to state success factors for coaching, identify when to coach and which type of coaching is required, describe essential steps in the coaching process, conduct a coaching discussion to improve/sustain performance, offer effective feedback regarding employee performance, assess your coaching skills effectiveness and develop a personal improvement plan. (Lewis) \$165
1 day - Fr. Oct 22, 09:00-16:30 - ROB

From Conflict to Collaboration 100307

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

- Define the causes of conflict
- Understand conflict management concepts and styles
- Assess your current strengths and areas for improvement in resolving conflicts
- Use specific communication skills to clarify and understand issues, interests and concerns
- Apply the conflict resolution process to your

everyday work situations

- Set goals for building competency in the use of conflict resolution skills and methods. (Hannah) \$150

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

Using Leadership Language 100318

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

- Understand the communication process in organizations
- Have improved awareness of key problems in organizational communication
- Understand the impact of perception on the communication process
- Have analyzed communication styles in organizations, to assist in more effectively getting the job done. (Stene) \$150

1 day - Sa. Nov 13, 09:00-16:30 - CC

Problem Solving and Action Planning 100306

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

- Interpersonal skills for successful group/team participation in the problem-solving process
- Steps in the problem-solving process
- Leading the problem-solving process
- Techniques for assisting in the problem-solving and decision-making process
- Getting from a solution to an action plan
- Successful implementation of an action plan. (Oster) \$150

1 day - Sa. Nov 27, 09:00-16:30 - CC

Creative Thinking at Work 100316

People today are being asked to do more with less and to find innovative ways to save money. Creative thinking is a tool you can use to accomplish both of these. It can help you solve problems, save money and make do with less - all things required in today's business environment. This course covers the fundamentals of creative thinking and its applications. The program is taught using examples, exercises and applications of creative thinking. Topics covered include: what is creative thinking, opening mental locks, soft and hard thinking, the creative process, and challenging the rules. (Dean) \$150
1 day - Sa. Dec 11, 09:00-16:30 - CC

Withdrawal and Refund Policy

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

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

Legal Assistant Certificate Program

Program Coordinator Anne Tollstam, 443-8668
Program Advisor Katherine Wellman, 222-0707
Program Assistant Lynda Boothby, 443-8383

Information Session Tu. Sep 14, 17:30, City Centre Campus, Room 626

Program Structure

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

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

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

- Litigation Certificate
- Conveyancing Certificate
- Corporate and Commercial Certificate

4. Family and Estate Certificate

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

Entrance Requirements

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

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

Legal Assistant Certificate Requirements

Core Courses (required by all certificate students)

Canadian Legal Process - 12 hours
Legal Research - 18 hours
Legal Communications - 12 hours
Torts - 18 hours
Contracts - 18 hours
Agency, Partnership and Incorporation - 18 hours
Total - 96 hours

Practice Area Courses

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

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

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

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

Elective Courses

In addition to the core and practice area courses, certificate students complete two or more additional courses appropriate to their practice area for a total of at least - 32 hours. See Registry Officer Development Program, page 8 for further options. These courses are electives and may change from term to term. Students may also take practice area courses as electives in a different practice area.

Practicum

Each student will be required to complete a 500-hour (four-month) practicum under the supervision of a qualified lawyer. The practicum may be completed during Level III or within 12 months after completion of course work. Students pursuing an additional certificate in a different practice area will take an additional practicum to complete the tasks in that practice area. There is no time specified for the additional practicum.

Total Certificate Requirements

Classroom Courses - 200 hours
Practicum - 500 hours (four months)

Location

Courses are offered at City Centre Campus. Legal Research classes meet at City Centre and UBC Law Library.

September term courses

Introductory legal courses are listed under "Legal Office Skills" in the Office Administration Certificate Program section, on this page.

Family Practice Essentials

104882
Examines Family Relations Act and Divorce Act and introduces procedures, statutes and case law. Reviews Rules of Court dealing with family cases. (Davis) \$240
4 day - Sa. Sep 11, 09:30-14:30 - CC

Canadian Legal Process

104816
An introduction to Canada's legal system, legal institutions, and basic legal principles. Examine the sources of law, the structure of the court system, and the role of a legal assistant. (Wellman) \$110
4 eve - Th. Sep 16, 18:00-21:00 - CC

Torts

104819
An introduction and overview of tort law in Canada. Reviews civil wrongs where an individual's conduct interferes with another person or their property. (Soroka) \$170
4 day - Sa. Sep 18, 09:30-14:30 - CC

Creditor's Remedies

104813
Covers law and procedure, including Federal Court, applicable statutes, creditor's remedies, debtor's remedies and defences, pre-judgement and execution proceedings. (Barbour) \$180
4 eve - Tu. Sep 21, 18:00-21:00 - CC

Expert Witness Reports

104887

Discuss the Evidence Act, Rule 40A, and choice of language, content and service requirements of reports by experts in personal injury case. (Case) \$60
1 eve - Th. Sep 23, 18:00-21:00 - CC

Expert Witness Reports II

104890

Continuing from Expert Witness Reports, this course covers how to assess various experts' reports from both the plaintiff and defence perspectives; how to recognize when an expert has become an advocate; when rebuttal evidence is required. (Case) \$60
1 mng - Sa. Sep 25, 9:00-12:30 - CC

Personal Injury Practice

104815

Covers relevant statutes, Supreme Court Rules, relevant substantive law governing procedure, and procedures and skills required to manage a personal injury file. (Case) \$215
8 eve - Th. Sep 30, 18:00-21:00 - CC

Agency, Partnership and Incorporation

104821

Explains agency relationships and liabilities, partnerships and general concepts underlying incorporation, including limited liability, corporate structure and duties of directors and officers. (Wellman) \$170
6 eve - Mo. Oct 4, 18:00-21:00 - CC

Company Law

104807

Legal principles and statutory regime under BC Company Act, choice of business organizations and jurisdiction, shareholders' agreements, trust agreements, corporate governance and alterations. (Edora) \$240
8 eve - We. Oct 6, 18:00-21:00 - CC

Criminal Law and Procedures

104866

Explains substantive law and procedures in the criminal law system. (Hamerton) \$180
4 eve - We. Oct 6, 18:00-21:00 - CC

Real Estate Litigation

104889

Covers enforcement of judgments against land, commercial lease disputes and the rights and remedies under the 1997 Builders Lien Act. Students should have some familiarity with civil litigation and Land Title Office procedures. (Baylis) \$180
4 mng - Sa. Oct 23, 09:30-12:30 - CC

Buying and Selling a Business

104871

Covers legal and procedural issues in buying assets or shares, including: due diligence searches and drafting necessary documentation. (Barbour) \$180
4 eve - Tu. Oct 26, 18:00-21:00 - CC

Legal Research

104817

An introduction to legal research techniques. Students can do hands-on research. (Soroka) \$170
6 eve - Tu. Oct 26, 18:00-21:00 - CC

Practicum I

104824

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

Practicum II

104888

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

Directed Study

104880

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

Available January 2000

Property Law (104811)
Chambers Practice (104812)
Legal Research (104817)
Legal Communications (104818)
Torts (104819)
Contracts (104820)
Advanced Corporate Administration (104822)
Personal Property Security (104855)
Family Law Precedents and Procedures (104856)
Small Claims Practice (104865)
Will and Estate Planning (104877)
Rule 65 (104885)

Available April 2000

Commercial Transactions (104806)
Commercial Conveyancing (104808)
Mortgages (104809)
Commercial Litigation (104814)
Canadian Legal Process (104816)
Agency Partnership and Incorporation (104821)
Securities (104874)
Estate Administration (104881)
Bills of Costs (104886)

Dates TBA

Legal Drafting (104864)
Criminal Law (104866)

Labour Law for Legal Assistants (104868)
Persuasive Legal Writing for Litigation (104872)
Criminal Appeals Process (104873)
Environmental Law (104875)
Administrative Law and Procedures (104876)
Litigating Equality (104878)

Management Skills For Supervisors Certificate Program

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

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

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

The three modules total 72 hours. Training techniques include individual, small and large group experiences and 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 participants.

Certificate

Participants who successfully complete all three modules qualify for the Management Skills for Supervisors Certificate.

Credit Transferability

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

Interpersonal Skills - Part I

100115

On completion participants will be able to:

- Effectively use both verbal and non-verbal communication skills
- Conduct organized interviews
- Use decision-making methods in individual and group situations
- Utilize appropriate assertiveness techniques
- Make win/win decisions one-on-one and in groups. (Cuzzetto) \$310
8 eve - Tu. Sep 21, 18:30-21:30 - CC

Group Skills - Part II

100116

On completion participants will be able to:

- Identify personal leadership styles
- Demonstrate appropriate and flexible leadership skills to meet various situations
- Identify things that motivate and demotivate work groups
- Develop and implement strategies to improve employee motivation
- Display leadership and group participatory skills in meetings. (Cuzzetto) \$310
Available January 2000 term

Administrative Skills - Part III

100117

On completion participants will be able to:

- Develop and implement performance management strategies
- Use effective business writing skills develop and institute a goal-setting/achievement plan
- Manage time and priorities efficiently. (Cuzzetto) \$310
8 eve - We. Sep 22, 18:30-21:30 - CC

For registration and invoicing call Lynda Boothby, 443-8383.

Office Administration Certificate Program

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

Information Session Wednesday, September 8, 17:45 - CC Room 218B

The Office Administration Certificate Program is designed for persons who want to upgrade their office skills and for those entering the office workplace for the first time. The program consists of 186 hours of classroom study. Students seeking a certificate in Office Administration may select any of the four specialization options listed below.

1. Administration and Supervision
2. Legal Office Skills
3. Medical Office Skills
4. Records Management Skills

Entrance Requirements

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

Language Skills Requirement

These courses require a minimum proficiency in English at the Grade 10 level (English 059). Persons with language difficulties should contact the program coordinator.

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 specialty area. See Computer Skills requirement (below) for details. For further information call the program coordinator.

Core Office Administration Courses

These courses are required under any of the certificate options. Courses may be taken in any order.

1. The Electronic Office (104502) - 18 hours
2. Business English Skills Package (104419) - 24 hours
3. Supervisory/Management Decision Making (104507) - 24 hours
4. One accounting, bookkeeping or payroll course (104510) or (104511) or (104409) - 18 or 24 hours
5. Keyboarding (Beginners or Speed building) (104404) or (104402) - 18 hours

Note

Electronic Office (104502) is not a required course for the Legal or Medical option but may be taken as an elective course in the Legal option.

Challenge exam available for Electronic Office (104502). Exemptions permitted for Keyboarding (104404) or (104402)

Specialization Courses

Option 1 Administration and Supervision

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

- Records Management I (104509) - 30 hours
- Effective Oral Communication (104546) - 18 hours
- Any elective course from the Office Administration Program - 36 hours

Option 2 Legal Office Skills

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

- Introductory Legal Office Program Package (104425) - 39 hours
- Legal Terminology (104530) - 9 hours
- Legal Office Procedures (104531) - 12 hours
- Legal Ethics and Confidentiality (104532) - 9 hours
- Any elective course/s from Office Administration Program - 33 hours

Option 3 Medical Office Skills

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

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

Option 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 that is highly valued in many organizations.

- Records Management I (104509) - 30 hours
- Records Management Advanced (104556) - 30 hours
- Records Management Specialized (104557) - 24 hours

Electives

Students taking the Administration and Supervision and/or the Legal Office Skills options, may select any course from the Office Administration Program or the Registry Officer Development Program areas 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

To graduate from this program, students must have basic computer knowledge relevant to their area of specialization. Because many Office Administration students already have practical computer skills from previous experience, the College does not stipulate specific computer courses as a certificate requirement. Please call the program coordinator for further information on computer courses held at City Centre Campus.

Scheduling

Program courses are scheduled in one or all of three terms - Fall (September to December), Winter (January to March), and Spring (April to June).

Accounting/Bookkeeping/Payroll Introduction to Payroll

104409

Available January 2000 term

Accounting for the Non-Accountant

104510

A management overview of accounting. Previous knowledge is not required. You will learn the role of an accountant, the double-entry accounting system, how to prepare and interpret financial statements, working capital concepts and general accounting terms. It will be accounting made easy and fun! Textbook: Accounting for Canadian Colleges, to be purchased at City Centre bookstore prior to class. - 18 hours. (Oster) \$145
6 eve - We. Sep 22, 18:30-21:30 - CC

Introduction to Bookkeeping

104511

Available January 2000 term

Administration and Supervision The Electronic Office 104502

Available January 2000 term

The Electronic Office Challenge Exam 104558

For those with current office-related experience in both the traditional and electronic office environment. Speak to the program assistant (443-8383) for further details. \$85
1 eve - Mo. Nov 22, 18:30-20:30 - CC

Supervisory/Management and Decision Making 104507

This course will focus on the techniques and skills required to manage effectively within today's organization. Topics covered include communication, decision making and leadership skills, all vital skills for an effective supervisor/manager. Textbook: Management, to be purchased from the City Centre bookstore prior to class. - 24 hours (Dean) \$150
Available January 2000 term

Time Management Skills 104566

Available January 2000 term

Listening is More Than Merely Hearing 104578

Effective listening, which goes beyond merely hearing, is an essential part of workplace communication. At this session we will look at three skill clusters for effective listening, attending, following and reflecting. In addition to sharing several practical suggestions, we will also practise and receive feedback on specific listening skills. (Swankey) \$95
1 day - Sa. Sep 25, 09:30-15:30 - CC

Communication/Business English Business English Skills Package 104419

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

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

Grammar Review for Productive Business Writing 104407

Review points of grammar and basic sentence structure. Bring your questions and concerns to share in this workshop. - 6 hours (Rogers) \$80
1 day - Sa. Oct 2, 09:30-15:30 - CC

Building a Powerful Vocabulary 104411

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and provide a large number of new words and meanings. Please bring a dictionary. - 6 hours (Rogers) \$80
1 day - Sa. Oct 16, 09:30-15:30 - CC

Writing Dynamic Business Letters 104406

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

Effective Memo and Report Writing 104414

Get results! Learn the standard formats for memoranda and reports and review examples of modern and powerful business writing. - 6 hours (Dean) \$80
1 day - Sa. Nov 13, 09:30-15:30 - CC

Note Business English Skills Test 104539

Administered at the end of the Business English Skills Package (four courses). No charge.
Sa. Nov 20, 09:30 - CC

Communication/Business English - Non Package Business English Skills: You Asked for More! 104574

Improve business writing skills and build your vocabulary! The course is designed to help you write more clearly as well as read and comprehend more effectively. You will learn to take notes and participate in discussing content. You will practise expressing your ideas orally and in writing. Written in-class assignments, such as letters, memos, outlines, etc., will be checked and revised for correct grammar and sentence structure. Class size limited. Bring dictionary. - 18 hours (Rogers) \$145
6 eve - Mo. Oct 4, 18:30-21:30 - CC

Effective Oral Communication 104546

Become a more effective communicator! At this course you will learn to express yourself with greater clarity, confidence and impact. You will

learn success strategies for impromptu speaking, delivering prepared speeches, speech evaluation, audience analysis, creative visualization, role playing, and evaluation of thinking and learning styles. This program is designed to extend the communication capabilities of every individual, and all sessions will be dynamic and highly participatory. The goals of the learning process are for you to become more knowledgeable of oral communication barriers and skills and be more confident and comfortable in the public forum. You will become a more successful communicator with family, friends, colleagues, clients and supervisors. - 18 hours (Dean) \$190
6 eve - Mo. Sep 20, 18:30-21:30 - CC

Professional Telephone Communication Skills 104433

Available January 2000 term

Working with Difficult People 104570

This course is designed to foster teamwork and cooperation in your organization. Learn who are the difficult people in your life and why. Discuss the cast of characters and problems involved. Find solutions and learn how to overcome attitude problems. - 6 hours (Dean) \$75
1 day - Sa. Oct 23, 09:30-15:30 - CC

Coordinating the Office 104577

Learn to better understand and predict worker behaviour and improve your ability as a "gatekeeper." Your role is one of enthusiasm and commitment. You will learn how to keep on top and coordinate the completion of projects, how to establish your credibility, confidence and authority, self-management skills, the "balancing act," and handling the "boss." - 6 hours (Cuzzetto) \$85
1 day - Sa. Nov 6, 09:30-15:30 - CC

Computers/Keyboarding Keyboarding for Beginners 104404

Keyboarding is a skill needed for success in virtually every career. Because keyboarding is a skill, to be successful you must apply proper techniques and meaningful practice in each class. You will learn to key letters, numbers and symbols, and master the numeric keypad by touch. The classes are taught on computers with a keyboarding text and exciting Windows software. Textbook to be purchased at City Centre bookstore prior to first session. - 18 hours. (Wong) \$105
6 eve - Mo. Sep 20, 18:30-21:30 - CC
6 mng - Sa. Oct 2, 09:30-12:30 - CC

Keyboarding for Speed Building 104402

This course is designed to help the students increase their speed and accuracy on the computer. Each session will consist of skill-building exercises and timings. - 18 hours (Makortoff) \$105
6 eve - Th. Sep 23, 18:30-21:30 - CC

Medical Office Billing II - Computerized 104520

For description, see Medical, this page.

Legal Package Introductory Legal Office Program 104425

This five-course program package will introduce you to basic concepts and legal office routines. You will gain an understanding of the value of discretion and confidentiality in the legal field, and familiarity with basic legal forms and procedures in respect to the five major areas of law. Introduction to the Legal Office Program is the first of five courses. It is offered for three hours. All other courses are nine hours in duration. Enroll in individual courses or register for the package of all five courses at a reduced rate. \$350

1. Introduction to the Legal Office Program
2. Civil Litigation
3. Corporate
4. Family Law
5. Conveyancing

Introduction to the Legal Office Program 104426

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

Civil Litigation 104427

Discusses the levels of Court in British Columbia and takes you step-by-step through the procedures of a civil case, from Writ of Summons to trial, judgement and execution. - 9 hours (Forrest) \$85
3 eve - Th. Sep 23, 18:30-21:30 - CC

Corporate 104428

Outlines the steps to incorporate a British Columbia company, plus annual reports and filings, keeping minute books and extra-provincial registrations. - 9 hours (Komorowska) \$85
3 eve - Tu. Sep 28, 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. Oct 14, 18:30-21:30 - CC

Conveyancing 104431

This introductory course will provide an overview of the responsibilities and duties of conveyancing staff, including the steps required to complete a typical residential conveyance. - 9 hours (TBA) \$85
3 eve - Tu. Oct 19, 18:30-21:30 - CC

The Legal Office Skills Test 104540

Administered at the end of the Introductory Legal Office Program (five courses). No charge.
1 eve - Tu. Nov 9, 18:30-21:30 - CC

Legal - Non-Package Courses Civil Litigation II 104565

Available January 2000 term

Conveyancing II 104541

An in-depth study of the legal procedures involved in the purchase and sale of single-family residential dwellings. You will be shown the standard documents used in a residential purchase and sale, and participants will prepare documents and reports required to close the transaction. Prerequisite: Conveyancing (104431) - 15 hours (Reeves) \$125
5 eve - Tu. Nov 16, 18:30-21:30 - CC

Corporate II 104573

Designed for those who are familiar with corporate records or those who have completed the Corporate (104428) course. This four-evening course will cover: extra-provincial registrations, dissolutions, restorations, alterations to memorandum and articles of a company with emphasis on alterations of share structure. - 15 hours (Komorowska) \$125
5 eve - We. Oct 20, 18:30-21:30 - CC

Legal Office Procedures 104531

This course is designed to provide you with an overview of what happens in a law office. You will analyze the structure of a law office and the various types of legal practice and areas of law. In addition, you will look at the importance of effective systems and procedures and the ramifications of system failure in the practise of law. We will also discuss the various types of legal support staff and their specific responsibilities. - 12 hours (Windwick) \$110
4 eve - We. Oct 27, 18:30-21:30 - CC

Legal Ethics and Confidentiality 104532

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 hours (Windwick) \$105
Available January 2000 term

Legal Terminology 104530

This course covers the rules of legal language and terminology unique to each area of law. This course consists of mini-workshops to familiarize students with the main areas of law. Handouts included. Please bring a dictionary. - 9 hours (Forrest) \$105
3 eve - We. Sep 29, 18:30-21:30 - CC

Wills and Estates 104430

Learn the importance of having a will, taking client instructions and setting up simple wills. The course will guide you through the necessary steps and legal forms leading to Grant of Letters, Probate and Letters of Administration. - 12 hours (Komorowska) \$115
Available January 2000 term

Medical Medical Documentation/Transcription 104580

NEW!

Available January 2000 term

Medical Office Billing II - Computerized 104520

Prerequisite: Medical Office Procedures (104424) or current experience working with a non-computerized medical billing system. You will become familiar with data processing tasks required to bill for procedures performed in a variety of medical billing environments. These include: general medical practice, physiotherapy, chiropractic, naturopathy, etc. - 12 hours (Cheung) \$145
2 day - Sa. Nov 20, 09:30-15:30 - CC

Medical Office Procedures Administrative Assistant 104424

Learn administrative and clinical duties to effectively manage a medical office. Topics covered: scheduling appointments and receptionist duties, patient records management, classification of drugs and routes of medication, fundamentals of medical billing and laboratory procedures. Medical office assistant handbook to be purchased from the City Centre bookstore. - 24 hours (Durham) \$165
8 eve - Th. Sep 23, 18:30-21:30 - CC

Clinical Procedures

NEW!

104579

Introduction to basic clinical procedures and tests performed in medical offices or settings. Basic theory and practical hands-on teaching methods used. Textbook: Medical Office Assistant Handbook. - 6 hours (Rogers) \$95
1 day - Sa. Sep 25, 09:30-15:30 - CC

Medical Terminology I 104417

This course approaches medical language through the study of word parts, prefixes, stems and suffixes. You will learn the basics of selected body systems, including symptomatic and diagnostic terms. This course is the first half of a two part course designed for people currently working, or who would like to work or study in a related medical technology field. Textbook may be purchased from City Centre bookstore. - 30 hours (Rogers) \$175
10 eve - We. Sep 22, 18:30-21:30 - CC

Medical Terminology II 104420

This course follows Medical Terminology I. You will continue with the terminology of selected body systems. You will learn surgical terms, abbreviations and review case histories. Prerequisite: Medical Terminology I or a comparable course which must be approved by the instructor. The textbooks used in Medical Terminology I will be used again in this course. Textbook available at City Centre bookstore. - 30 hours (Rogers) \$175
10 eve - Tu. Sep 21, 18:30-21:30 - CC

Records Management Records Management I 104509

A valuable course for anyone working with records and information systems in business or government. Important contemporary issues around freedom of information and privacy are among the topics covered. As the volume of information being processed by business has increased, so has the need for a systematic approach to creating, classifying, storing, retrieving and disposing of that information. Textbook to be purchased from City Centre bookstore prior to class. Information and Image Management, Ricks, Swafford & Gow. This course is supported by the Association of Records Managers and Administrators. This course is offered once a year. - 30 hours (Bradley) \$180
10 eve - Th. Sep 23, 18:30-21:30 - CC

Records Management - Advanced 104566

This course continues the development of concepts introduced in Records Management I. Students will be expected to do case studies based on outside research in a field which will require the application of skills and knowledge in records/information management. This course is supported by the Association of Records Management and Administrators. This course will be offered once a year. - 30 hours (Bradley) \$180
Available January 2000 term

Records Management - Specialized Functions 104557

This course will introduce you to specialized functions within records/information management. You will explore several functions such as forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. - 24 hours (Bradley) \$170
Available April 2000 term

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 business settings. (Mogan) \$205
4 eve - Tu. Sep 21, 18:30-21:30 - CC

REGISTRY OFFICER

NEW! DEVELOPMENT PROGRAM

Program Coordinator Anne Tollstam, 443-8668
Program Advisor Katherine Wellman, 222-0707
Program Assistant Craig McKenzie-Cook, 443-8381

In cooperation with the Federal Court of Canada, this program is offered to students who wish to obtain employment in the Federal Court Registry

Office or those currently working in an office that specializes in immigration, patents, trademarks, tax, admiralty, citizenship and tribunal matters within the jurisdiction of the Federal Court of Canada. Courses in this program may also be used as electives in the Legal Assistant and Legal Skills section of the Office Administration Certificate Program. In addition to receiving an Office Administration Certificate or a Legal Assistant Certificate, students will be awarded a Document of Completion by the College and Federal Court of Canada.

The program will be offered once a year by staff of the Federal Court Registry Office and will be held at their Vancouver office during five working days. Enroll in the program package or in an individual course.

Registry Officer Development Program Package 104589

A discount is offered for taking the courses as a package. \$400

1. General Rules Orders and Directives
2. Immigration
3. Admiralty
4. Court Registrar

General Rules Orders and Directives 104585

This course covers Jurisdiction, Genesis of Registry and Rules; General Administration, Interpretation, Definition of Terms, Calculation Time Limits, Organization of the Rules, Administrators Directives, Actions, Applications, Appeals and Enforcement of Orders. \$85

1 day - Mo. Nov 15, 09:00-16:00 - TBA

Immigration 104586

This course covers the Federal Court Immigration Rules 1993, filing documents related to Applications and Time Limits for Leave and for Judicial Review, Motions and Steps in Application for Leave and for Judicial Review. \$85

1 day - Tu. Nov 16, 09:00-16:00 - TBA

Admiralty 104587

This course covers the historical concepts of marine law, jurisdiction of the court, applicability of Part 13 of the Federal Court Rules 1988, Bail Applications, Issuance of Releases, Caveats, Judicial Sale of Ships and Preliminary Acts. \$85

1 day - We. Nov 17, 09:00-16:00 - TBA

Court Registrar 104588

This course covers the role, responsibilities and duties of a court registrar in preparation for and during hearings, types of hearings and security implications. \$170

2 day - Th/Fr. Nov 18/19, 09:00-16:00 - TBA

SMALL BUSINESS

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

How to Start a Business Package 106038

This step-by-step, five-week program guides you through information on all pertinent topics required to successfully begin your own small 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. Participants attending all five courses will receive a Statement of Completion. \$395

How to Start a Business 106039

Running your own business doesn't have to be just wishful thinking - it's all in the planning. Learn the seven key steps to developing your successful new business. (Vonas) \$105

Week 1 - Tu/Th. Sep 28, 19:00-22:00 - CC

Identifying and Marketing Business Opportunities 106040

Tuesday - Finding Business Opportunities

Starting a successful business frequently centres on finding an opportunity overlooked by others. This course concentrates on how and where to look, sources of information and accessing ideas for new ventures. Relate your customers' needs to products, prices, promotion and distribution to create your marketing plan.

Thursday - Marketing and Advertising

Learn to answer the questions to create effective advertising: the when, where, what and how, by concentrating on the market, media and message. (Vonas) Both parts \$105

Free Information Sessions

Many program areas offer Information Sessions where you can get program and course details. You can also ask the experts about career expectations. Time and dates are located at the beginning of the program areas.



Week 2 - Tu/Th. Oct 5, 19:00-22:00 - CC

Bookkeeping from Start to Finish 106042

This course will explain in easy to understand terms the five basic steps of bookkeeping, from recording the transactions to producing financial statements. (Vonas) \$105

Week 3 - Tu/Th. Oct 12, 19:00-22:00 - CC

Financial Statements - Forecasting and a Cash Budget 106043

Tuesday - Understanding Financial Statements

Making the right decisions depends on your knowledge of financial statements. This course teaches you how to read them and what needs to be controlled.

Thursday - Forecasting and Cash Budgeting

Preparing a realistic forecast and using it as a basis for your budget to measure how well the business is doing and keeping it in line. (Vonas) Both parts \$105

Week 4 - Tu/Th. Oct 19, 19:00-22:00 - CC

Financing and Business Strategy 106041

Tuesday - How to Win Funds and Influence Your Banker

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

Thursday - Developing Your Business Plan and Strategy

Developing your business plan includes all of the factors to create a successful venture - markets, your resources, financing and the competition. Know how to assess the competitor's strengths and weaknesses and build on your advantages. Learn to create a business character to stand out in the haze of competition. (Vonas) \$105

Week 5 - Tu/Th. Oct 26, 19:00-22:00 - CC

Other Small Business Courses Competitive Intelligence Package 106121

Competitive Intelligence is the leading-edge tool for success in today's business market. By applying this process your company will be successful in either gaining valuable operational information on competitors or protecting your company's business secrets. Each course is three hours of instruction. \$105 per course or a total of \$130 for both courses (package) for a savings of \$80.

How Your Business Will Benefit from Competitive Intelligence 106122

Learn the many ways of creating, collecting and analyzing information; disseminating competitive intelligence and engaging decision-makers in a productive dialogue that creates organizational advantage. (Vonas) \$105

Week 1 - Tu. Nov 2, 19:00-22:00 CC

Cloaking - The Process of Protecting Sensitive Competitive Information 106123

What is cloaking and how will it protect your business? This course examines the many ways of limiting the amount of sensitive information available to those outside the company and slow the progress of competitive intelligence directed against your company. (Vonas) \$105

Week 2 - Tu. Nov 9, 19:00-22:00 CC

Managing Business Growth 106124

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

10 eve - Mo/We. Sep 27, 19:00-22:00 - CC

The Complete Consultant 106125

Designed for persons who wish to explore the practical aspects of operating a private consulting business. Current economic trends, including the downsizing of corporations, indicate very clearly that consulting is becoming an increasing source of employment for many Canadians. Are you prepared for this possibility in your own career and business? Specific issues to be covered include: establishing a business plan; target marketing strategies, techniques for obtaining and closing contracts; financing and taxation strategies; registering your company; employing outside services; creating a suitable workspace; selecting computer hardware and software; time and stress management; insurance and risk management; legal considerations and ethics. Upon completion of the course, participants will be able to assess their potential for success as a private consultant and formulate a realistic business plan, or enhance their existing business. (King) \$275

13 eve - We. Sep 15, 18:30-21:30 - CC

True Colours™ - Establishing Successful Encounters 102295

Whether in a management or support role, one of your keys to success is the ability to establish a positive rapport with those around you. Highly acclaimed in the United States, this innovative workshop focuses on the four personality types and their communication styles. The concepts presented will enable you to have a proven and effective communication tool once you understand the strengths and weaknesses of the four personality types. Leadership, team building and stress management are covered in this quick-paced, hands-on workshop. (Patterson) \$45

1 eve - Tu. Oct 5, 18:30-21:30 - 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 seven hours each are offered in collaboration with WCB. Each program contains a range of content areas that can be adapted to suit individual classes or work site groups. WCB certificates are issued for each program. Special work site offerings available on a contract basis.

Supervisor Safety Management 201084

For supervisors and aspiring supervisors, this program provides key information to help you effectively manage health and safety in your workplace. 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) \$90

1 day - Fr. Oct 1, 09:00-17:00 - KEC

Investigating and Controlling Strains and Sprains 201081

For supervisors, workers, safety committee members and business owners. Musculoskeletal injuries (MSI) and repetitive strain injuries (RSI) are responsible for 60 percent of all WCB claims and lost days. Learn how to effectively use a risk assessment tool in your workplace and how to implement cost-effective strategies to prevent repetitive strains, back injuries and other musculoskeletal injuries. (Leyland) \$90

1 day - Sa. Oct 16, 09:00-17:00 - KEC

Occupational Safety and Health (OS&H) Committee Training 201085

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

2 eve - Tu/Th. Oct 26/28, 18:30-22:00 - CC

Occupational Safety and Health in Small Business 201086

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

1 day - Sa. Nov 6, 09:00-17:00 - KEC

Hazard Recognition and Control 201082

Distance Education Offerings

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

For detailed information, please call the number listed.

Business

Telecommunications Management, 443-8670

Health

Sterile Supply Technician Correspondence, 443-8635

For registered nurses only: Peri-Anaesthesia

Nursing Correspondence, 443-8677

Teacher Training

TESL In-Service Certificate, 443-8665

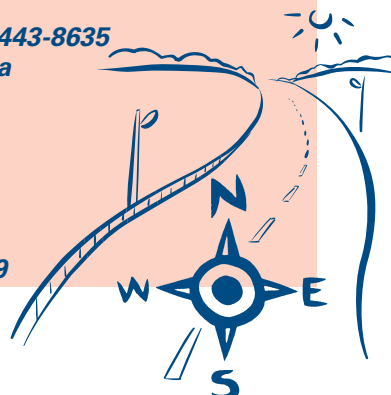
CERTESL Program, 443-8669

Social Services

Introduction to Court Interpreting, 443-8389

Introduction to Family Child Care:

Good Beginnings, 443-8416



OAKRIDGE COMPUTER LAB

Course Location

- Oakridge Centre, 320 North Office Tower, 650 West 41st Avenue

Registration 443-8484

Class Sizes and Information

Classes at the Oakridge Computer Lab permit a maximum of 6 or 12 students. For information on individual courses, please call 261-2806.

Counselling

Oakridge courses only
- Mishele Mathern or Pat Austin 261-2806
e-mail: mmathern@vccoaklab.com

Does our schedule suit your needs?

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

Note

All courses require some typing. If you have not done any typing before, or you are a bit "rusty," typing practice is useful before you attend. Introduction to Computers (100605) is recommended for all students without previous computer experience. Mouse skills are essential. Introduction to Windows 95/98 (101138) is strongly recommended as a prerequisite. Computer accounting students must have a basic knowledge of accounting principles. Students taking Access, PageMaker, CorelDRAW!, PowerPoint, NetWare, or Windows NT courses must have mouse skills and experience in the Windows environment.

What do you wish to learn?

Introduction to Computers - Oak
Computer Foundations - Basic (100401) - CC
(See City Centre Computer Courses)

LAN Management

Courses available are listed on this page

Internet & Web Pages

Courses are available on this page

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.

Electronic Publishing

Courses available are listed on page 2

Oakridge Computer Courses

General Information

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

The Oakridge Lab offers computer courses in these areas:

1. Introduction to Computers
2. Windows 95, Windows 98 and Windows NT
3. Local Area Networks
4. Internet and Web Pages
5. Computer Applications: Microsoft Office, WordPerfect Office, Word Processing, Spreadsheets/Charts, Database Management, Accounting, Desktop Publishing and Personal Information Managers
6. Programming in Visual Basic

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

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

Our courses will get you "up and running" quickly. Oakridge Lab courses run in a one-day format on weekdays, and on weekends. Choose the timing that best suits your schedule.

All courses at the Oakridge Lab offer seven hours of instruction.

Introduction to Computers

Introduction to Computers 100605

This course is designed for individuals with little or no previous personal computer experience. Fundamental hardware and software operations are explained. Understand CPUs, RAM, floppy disks and disk drives, hard disk drives, files, and operating systems. Hands-on training involves overviews of a variety of topics including: word processing, spreadsheets, databases, Windows and the Internet. Some typing is required. \$190
1 day - Su. Sep 12, 09:00-17:00 - Oak
1 day - Tu. Oct 12, 09:00-17:00 - Oak
1 day - Su. Nov 07, 09:00-17:00 - Oak
1 day - Th. Dec 02, 09:00-17:00 - Oak

Windows 95, Windows 98, &

Windows NT

Introduction to Windows 95/98 101138

This course is designed for new or inexperienced Windows 95 and 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. Work with the taskbar and organize your Windows Desktop. Additional topics include 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. Aug 25, 09:00-17:00 - Oak
1 day - Mo. Sep 13, 09:00-17:00 - Oak
1 day - Sa. Sep 18, 09:00-17:00 - Oak
1 day - Mo. Oct 04, 09:00-17:00 - Oak
1 day - Sa. Oct 16, 09:00-17:00 - Oak
1 day - We. Oct 27, 09:00-17:00 - Oak
1 day - Mo. Nov 15, 09:00-17:00 - Oak
1 day - Su. Nov 28, 09:00-17:00 - Oak
1 day - Tu. Dec 07, 09:00-17:00 - Oak

Intermediate Windows 95 101148

Learn how to modify the desktop, create shortcut icons, and customize the Start and Document menus. Use the Control Panel to adjust mouse, keyboard, regional and display settings. Students will also learn about ScanDisk, Disk Defragmenter, and DriveSpace. We will also discuss the boot sequence, and backing up the Registry. Experience with Windows 95 is essential. Introduction to Windows 95/98 (101138) is recommended. \$190
1 day - Tu. Sep 28, 09:00-17:00 - Oak
1 day - Sa. Nov 27, 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 95/98 (101138) is recommended. \$190
1 day - Sa. Sep 25, 09:00-17:00 - Oak
1 day - Fri. Nov 05, 09:00-17:00 - Oak

Introduction to Windows NT

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

LAN Management

Introduction to Local Area Networks 100920

Basic LAN concepts and terminology are essential for anyone involved in planning, purchasing, using or managing a LAN. This course provides a practical foundation for our LAN courses in Windows NT and Novell NetWare. Explore the differences between peer-to-peer and server-based LANs. Understand hardware requirements for workstations and servers, Network Interface Cards, cabling systems, protocols, topologies and network operating systems. Familiarity with Windows essential. \$190
1 day - Sa. Sep 11, 09:00-17:00 - Oak
1 day - Tu. Sep 28, 09:00-17:00 - Oak
1 day - Th. Oct 28, 09:00-17:00 - Oak
1 day - Tu. Nov 23, 09:00-17:00 - Oak
1 day - Tu. Dec 14, 09:00-17:00 - Oak

Introduction to Windows NT Networking 101150

This course presents fundamental skills for NT networking, with an emphasis on server-based networks. Accounts, domains, logon procedures and security services are explored. Learn about shares, permissions, and NTFS. Understand UNC's and mapping network drives. Introduction to LAN (100920) is strongly recommended as a prerequisite. Familiarity with Windows is essential. \$190
1 day - Tu. Sep 07, 09:00-17:00 - Oak
1 day - Su. Sep 19, 09:00-17:00 - Oak
1 day - Th. Sep 30, 09:00-17:00 - Oak
1 day - Tu. Oct 19, 09:00-17:00 - Oak
1 day - Fri. Nov 05, 09:00-17:00 - Oak
1 day - Th. Dec 16, 09:00-17:00 - Oak

Intermediate Windows NT Server 101151

As a continuation of Introduction to Windows NT Networking, this course explores Windows NT skills for administrators. Understand and install client software. Create and maintain logon scripts to set drive mappings and display messages. Create and use local and roaming profiles. Understand the differences between profiles for NT workstations and profiles for Windows 95/98 workstations. Create and manage user accounts, set and change account properties. Introduction to Windows NT Networking (101150) is the recommended prerequisite. \$190
1 day - Fri. Sep 10, 09:00-17:00 - Oak
1 day - Sa. Oct 02, 09:00-17:00 - Oak
1 day - Tu. Nov 16, 09:00-17:00 - Oak

Advanced Windows NT Server 101152

This course builds on concepts and skills from

Intermediate Windows NT Server for admin-istrators. Understand how built-in groups and rights manage administrative control. Create and manage custom groups. Understand and use policies to customize security requirements. Understand and manage NTFS file and directory permissions. Create shares and control share permissions. Intermediate Windows NT Server (101151) is the recommended prerequisite. \$190

1 day - We. Aug 25, 09:00-17:00 - Oak
1 day - Tu. Sep 14, 09:00-17:00 - Oak
1 day - Sa. Oct 23, 09:00-17:00 - Oak
1 day - Fri. Nov 19, 09:00-17:00 - Oak

Windows NT Server Management 101153

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

1 day - Th. Aug 26, 09:00-17:00 - Oak
1 day - Fri. Sep 17, 09:00-17:00 - Oak
1 day - Sa. Oct 30, 09:00-17:00 - Oak
1 day - Fri. Nov 26, 09:00-17:00 - Oak

Introduction to Novell NetWare 101144

This course introduces basic Novell NetWare skills to users and administrators. Login procedures, network security, passwords, rights, directory structures, and drive mapping are explored. Learn about NDS, the NetWare Directory Services, the directory services tree, context, containers and objects. Familiarity with Windows is essential. Introduction to Local Area Networks (100920) is the recommended prerequisite. \$190
1 day - We. Sep 29, 09:00-17:00 - Oak
1 day - Sa. Oct 09, 09:00-17:00 - Oak

Intermediate Novell NetWare 101145

As a continuation of Introduction to Novell NetWare, this course explores Novell NetWare skills and commands for LAN administrators. Understand different kinds of login scripts and how they work. Acquire skills for creating, editing, printing, and testing basic login scripts. Also covered are creating, deleting and changing user accounts, and understanding security options that can be managed through account properties. Introduction to Novell NetWare (101144) is the recommended prerequisite. \$190
1 day - Th. Oct 14, 09:00-17:00 - Oak

Advanced Novell NetWare 101146

This course builds on concepts and commands from Intermediate Novell NetWare for LAN administrators. Topics include creating, managing and deleting containers, user accounts, custom groups, profiles, organizational roles, and other objects. Essential security management topics include rights, trustee assignments, and inherited rights filters for both the NDS tree and server volumes. Intermediate Novell NetWare (101145) is a recommended prerequisite. \$190
1 day - We. Oct 27, 09:00-17:00 - Oak

Novell NetWare Server Management 101147

Expand your supervisory skills beyond user management. Understand how NetWare runs on the server and ways to customize operations. Learn about how the server is set up, console commands, NetWare utilities for managing the server, and other options available at the supervisory level. Intermediate Novell NetWare (101145) is a prerequisite. Advanced Novell NetWare (101146) is recommended. \$190
1 day - We. Nov 03, 09:00-17:00 - Oak

Internet and Web Pages

Introduction to the Internet 101141

This course is a practical, hands-on introduction to the Internet. Get an overall perspective on the Net and the skills to find what you need. Learn about selecting an Internet service provider, configuring software, finding, subscribing, reading and posting to news groups. Use e-mail effectively. Browse the World Wide Web, search for specific topics and go to a specific Web page. Learn about "netiquette." Introduction to Windows 95/98 (101138) is the recommended prerequisite. \$190
1 day - Mo. Aug 23, 09:00-17:00 - Oak
1 day - Su. Sep 19, 09:00-17:00 - Oak
1 day - We. Sep 29, 09:00-17:00 - Oak
1 day - Mo. Oct 18, 09:00-17:00 - Oak
1 day - Sa. Nov 13, 09:00-17:00 - Oak
1 day - Th. Nov 25, 09:00-17:00 - Oak
1 day - We. Dec 15, 09:00-17:00 - Oak

Intermediate Internet 101142

Now that you are comfortable with the basics of the Internet, move on to more advanced topics. Improve your search strategies. Learn about mailing lists for specialty topics; find the listserve or majordomo lists that interest you, subscribe, post and read messages. Learn to find free software on the Internet such as helper applications for your Web browser and anti-virus software. Experience with the Internet is a prerequisite; Introduction to the Internet (101141) is strongly recommended. \$190
1 day - Fri. Aug 27, 09:00-17:00 - Oak
1 day - Th. Oct 07, 09:00-17:00 - Oak

1 day - Su. Nov 21, 09:00-17:00 - Oak
1 day - Th. Dec 9, 09:00-17:00 - Oak

Introduction to Publishing Web Pages 101143

Learn how to write your own World Wide Web pages using HTML - HyperText Markup Language. You will compose pages that incorporate regular text, various levels of headings, bulleted and numbered lists, lines and graphics. Create hypertext links to other Web pages. Set up mail to links so readers can send you mail directly from your Web page. Learn how to upload your page to a Web server to make it accessible to the world. Experience in Windows and the Internet are prerequisites. Introduction to the Internet (101141) is strongly recommended. \$190
1 day - Th. Sep 09, 09:00-17:00 - Oak
1 day - Mo. Sep 20, 09:00-17:00 - Oak
1 day - Su. Oct 03, 09:00-17:00 - Oak
1 day - Fri. Oct 15, 09:00-17:00 - Oak
1 day - Mo. Nov 01, 09:00-17:00 - Oak
1 day - Fri. Nov 19, 09:00-17:00 - Oak
1 day - Sa. Dec 04, 09:00-17:00 - Oak

Intermediate Web Publishing 101156

This course is designed for those who know the basics of HTML, can create basic Web pages, and want to take their work to a higher level. Intermediate topics include how to use tables, frames, and forms. Add animation, other graphics, and sound to liven up your Web pages. Explore hit counters and image maps. Learn how to register and promote your Web site for maximum exposure. Experience with publishing Web pages is essential. Introduction to Publishing Web Pages (101143) is recommended. \$190
1 day - Th. Aug 26, 09:00-17:00 - Oak
1 day - Mo. Sep 27, 09:00-17:00 - Oak
1 day - Th. Oct 21, 09:00-17:00 - Oak
1 day - Su. Oct 31, 09:00-17:00 - Oak
1 day - Mo. Nov 29, 09:00-17:00 - Oak
1 day - Sa. Dec 11, 09:00-17:00 - Oak

Introduction to FrontPage Web Publishing 101159

Microsoft FrontPage lets you create quality Web pages within a familiar Windows environment. Learn how to create 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 - Tu. Aug 24, 09:00-17:00 - Oak
1 day - Th. Sep 16, 09:00-17:00 - Oak
1 day - Su. Oct 17, 09:00-17:00 - Oak
1 day - Mo. Nov 08, 09:00-17:00 - Oak
1 day - Mo. Dec 13, 09:00-17:00 - Oak

Intermediate FrontPage 101160

This course is designed for those who understand the basics of FrontPage, can create basic Webs, and want to take their work to a higher level. Intermediate topics include how to use tables, frames, and forms. Add animations, hover buttons, banner ads, other graphics, and sound to liven up your Web pages. Explore hit counters and image maps. Learn how to register and promote your Web site for maximum exposure. Experience with FrontPage is essential. Introduction to FrontPage (101159) is recommended. \$190
1 day - Fri. Oct 01, 09:00-17:00 - Oak
1 day - Su. Nov 28, 09:00-17:00 - Oak

Microsoft Office and WordPerfect Office

Introduction to Microsoft Office

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

WordPerfect Office

WordPerfect Office is a software suite that has several programs in it. We offer courses specifically for the word processing program WordPerfect. Please see the Word Processing section for more information.

Word Processing

Introduction to Microsoft Word 100796

This course covers fundamental Microsoft Word commands and concepts. Introductory topics include all the basics that allow you to create and edit documents easily. Formatting, setting tabs and margins, previewing and printing documents is also covered. Introduction to Windows 95/98 (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. Those with experience in other word processing programs may want to consider Fast Track Microsoft Word (101119). \$190
1 day - Su. Sep 12, 09:00-17:00 - Oak
1 day - Th. Sep 23, 09:00-17:00 - Oak
1 day - Tu. Oct 26, 09:00-17:00 - Oak
1 day - Fri. Nov 26, 09:00-17:00 - Oak
1 day - Fri. Dec 17, 09:00-17:00 - Oak

Fast Track Microsoft Word 101119

Do you have experience with another word processing program? Are you switching to Microsoft Word? Ease the transition by learning key concepts, commands, and shortcuts. This intensive course

is taught at a faster pace and covers more detail than the Introduction to Microsoft Word (100796). Introduction to Windows 95/98 (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190

1 day - Th. Sep 9, 09:00-17:00 - Oak
1 day - Tu. Oct 19, 09:00-17:00 - Oak
1 day - Tu. Nov 16, 09:00-17:00 - Oak

Intermediate Microsoft Word 101114

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

1 day - Fr. Sep 17, 09:00-17:00 - Oak
1 day - We. Oct 06, 09:00-17:00 - Oak
1 day - Tu. Nov 02, 09:00-17:00 - Oak
1 day - Tu. Dec 07, 09:00-17:00 - Oak

Advanced Microsoft Word 101115

This course focuses on customizing and automating Microsoft Word operations, with special emphasis on field codes. Learn tables of contents, indexes, creating and running basic macros, and inserting graphics into documents. Basic merge commands are also covered. Experience with Microsoft Word is essential. \$190

1 day - Fri. Aug 20, 09:00-17:00 - Oak
1 day - We. Sep 22, 09:00-17:00 - Oak
1 day - Fri. Oct 15, 09:00-17:00 - Oak
1 day - We. Nov 24, 09:00-17:00 - Oak

Introduction to WordPerfect 101106

This course covers fundamental WordPerfect commands and concepts. Topics include all the basics that allow you to create and edit documents easily. Also covered: menus, toolbars, rulers and formatting. Emphasis is placed on WordPerfect's use of codes. Introduction to Windows 95/98 (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190

1 day - Mo. Oct 04, 09:00-17:00 - Oak
1 day - Sa. Nov 06, 09:00-17:00 - Oak
1 day - We. Dec 01, 09:00-17:00 - Oak

Intermediate WordPerfect 101108

Now that you have mastered the WordPerfect basics, learn how to create newspaper and parallel columns. Set up tables with text and math calculations. Learn merging into form letters, lists, envelopes and mailing labels, sorts and more. Experience with WordPerfect is essential. Introduction to WordPerfect (101106) is recommended. \$190

1 day - We. Oct 20, 09:00-17:00 - Oak
1 day - Sa. Nov 20, 09:00-17:00 - Oak
1 day - Mo. Dec 06, 09:00-17:00 - Oak

Advanced WordPerfect 101116

This course focuses on customizing and automating WordPerfect operations. Learn how to create tables of contents and indexes. Use templates and styles. Create and run basic macros, and more. Experience with WordPerfect is essential. Intermediate WordPerfect (101108) is recommended. \$190

1 day - Th. Oct 28, 09:00-17:00 - Oak
1 day - Fri. Dec 10, 09:00-17:00 - Oak

Spreadsheets/Charts Introduction to Excel

100795

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

1 day - Fri. Aug 20, 09:00-17:00 - Oak
1 day - We. Sep 15, 09:00-17:00 - Oak
1 day - Su. Sep 26, 09:00-17:00 - Oak
1 day - Th. Oct 07, 09:00-17:00 - Oak
1 day - Mo. Oct 25, 09:00-17:00 - Oak
1 day - We. Nov 10, 09:00-17:00 - Oak
1 day - Sa. Nov 27, 09:00-17:00 - Oak
1 day - We. Dec 15, 09:00-17:00 - Oak

Intermediate Excel - Worksheets and Charts

100798

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

1 day - Th. Sep 23, 09:00-17:00 - Oak
1 day - Fri. Oct 22, 09:00-17:00 - Oak
1 day - Th. Nov 18, 09:00-17:00 - Oak
1 day - Su. Dec 05, 09:00-17:00 - Oak

Computer Accounting

Accounting with ACCPAC Plus - G/L (DOS)

100701

Learn how to use ACCPAC - G/L to set up a general ledger system. Students will learn how to convert existing manual data, add transactions in batches, edit transaction batches, post batches to the ledger

and print out various financial reports. The financial statement report writer will also be explored. A basic understanding of accounting principles is a prerequisite. \$190

1 day - Sa. Sep 11, 09:00-17:00 - Oak
1 day - Su. Dec 05, 09:00-17:00 - Oak

Introduction to Simply Accounting 101111

Students will learn how to set up the Chart of Accounts, Vendors, Customers, and Employees. Enter historical information of outstanding invoices in the Payables and Receivables, and historical information for employees. 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 95/98 (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190

1 day - Sa. Sep 18, 09:00-17:00 - Oak
1 day - Fri. Oct 08, 09:00-17:00 - Oak
1 day - Su. Nov 07, 09:00-17:00 - Oak
1 day - Mo. Dec 13, 09:00-17:00 - Oak

Advanced Simply Accounting 101112

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 essential. Introduction to Simply Accounting (101111) is strongly recommended. \$190

1 day - Sa. Aug 21, 09:00-17:00 - Oak
1 day - Su. Oct 03, 09:00-17:00 - Oak
1 day - Su. Nov 14, 09:00-17:00 - Oak

Desktop Publishing

Windows Environment

Introduction to PowerPoint 101137

PowerPoint combines desktop publishing capabilities and graphic design management with tools to organize your work into professional presentations. Use PowerPoint to organize your presentation 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 95/98 (101138) is strongly recommended as a prerequisite. \$190

1 day - Tu. Aug 24, 09:00-17:00 - Oak
1 day - We. Sep 22, 09:00-17:00 - Oak
1 day - We. Oct 20, 09:00-17:00 - Oak
1 day - Mo. Nov 22, 09:00-17:00 - Oak
1 day - Sa. Dec 04, 09:00-17:00 - Oak

Introduction to CorelDRAW! 101103

Explore various CorelDRAW! concepts and commands such as tools, colour palette, the editing window and status line. Learn object manipulation: stretching, rotating, scaling, skewing and other on-screen alignment aids. Explore curve and node control, and how to set and customize typefaces. Familiarity with a mouse and experience with other Windows programs is essential. \$190

1 day - Fri. Sep 10, 09:00-17:00 - Oak

1 day - Su. Oct 17, 09:00-17:00 - Oak

1 day - Su. Nov 14, 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 three-colour logo. Experience with CorelDRAW! is essential. Introduction to CorelDRAW! (101103) is strongly recommended. \$190

1 day - Fri. Aug 27, 09:00-17:00 - Oak
1 day - Sa. Oct 02, 09:00-17:00 - Oak
1 day - Su. Nov 21, 09:00-17:00 - Oak

Introduction to PageMaker Desktop Publishing

100746

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

1 day - Tu. Sep 21, 09:00-17:00 - Oak
1 day - Th. Oct 14, 09:00-17:00 - Oak
1 day - Sa. Nov 20, 09:00-17:00 - Oak

Intermediate PageMaker Desktop Publishing

100766

Now that you understand PageMaker basics, explore the following topics: setting up a four-page, two-colour newsletter, using master pages, creating spot colour separations; setting up a style sheet; entering text via word processing programs; using additional text editing techniques; and producing templates. Experience with PageMaker is essential. Introduction to PageMaker (100746) is strongly recommended. \$190

1 day - Mo. Aug 23, 09:00-17:00 - Oak
1 day - Th. Sep 30, 09:00-17:00 - Oak
1 day - Th. Oct 21, 09:00-17:00 - Oak
1 day - Su. Dec 12, 09:00-17:00 - Oak

Advanced Microsoft Word 101115

This course focuses on customizing and automating Microsoft Word operations, with special emphasis on field codes. Learn tables of contents, indexes, creating and running basic macros, and inserting graphics into documents. Basic merge commands are also covered. Experience with Microsoft Word is essential. \$190

1 day - Fri. Aug 20, 09:00-17:00 - Oak
1 day - We. Sep 22, 09:00-17:00 - Oak
1 day - Fri. Oct 15, 09:00-17:00 - Oak
1 day - We. Nov 24, 09:00-17:00 - Oak

For other desktop publishing courses see ELECTRONIC PUBLISHING, page 2

Database Management Introduction to Access

101131

Introduction to Access is designed to build a solid foundation for database management. Understand basic database concepts and terminology. Learn fundamental procedures to build, modify, manage and use an Access database. Design, define and modify database table definitions. Display, add, change and delete data in tables. Build powerful queries to select and view data based on a variety of criteria. Familiarity with a mouse and experience with other programs is essential. Introduction to Windows 95/98 (101138) is strongly recommended. \$190

1 day - We. Sep 08, 09:00-17:00 - Oak
1 day - Sa. Sep 25, 09:00-17:00 - Oak
1 day - We. Oct 13, 09:00-17:00 - Oak
1 day - Th. Nov 4, 09:00-17:00 - Oak
1 day - We. Nov 17, 09:00-17:00 - Oak
1 day - We. Dec 08, 09:00-17:00 - Oak

Intermediate Access

101132

This course builds on the foundation laid in the Introduction to Access. Learn how to use field properties including preset and custom formats, input masks, and data entry validation. 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 - Th. Sep 16, 09:00-17:00 - Oak
1 day - Sa. Oct 16, 09:00-17:00 - Oak
1 day - We. Nov 24, 09:00-17:00 - Oak
1 day - Th. Dec 09, 09:00-17:00 - Oak

Advanced Access

101133

Learn how to create, customize, modify and delete relationships between tables. Understand different types of relationships, join types, primary tables, primary and foreign keys, and 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/sub-form displays for related records. Intermediate Access (101132) is strongly recommended as a prerequisite. \$190

1 day - Fri. Sep 24, 09:00-17:00 - Oak
1 day - Sa. Nov 06, 09:00-17:00 - Oak
1 day - Fri. Dec 10, 09:00-17:00 - Oak

Personal Information Managers

Introduction to Microsoft Outlook

101155

Outlook is the personal information manager included with Microsoft Office 97. Learn how to use this powerful new tool to manage your appointments, activities, e-mail, and contacts. Specific topics include creating and changing appointments, creating a task list, creating and managing a contact list, taking notes with the journal feature, customizing various views, and more. Experience in Windows is essential. Introduction to Windows 95/98 (101138) is recommended for those with little experience in Windows. \$190

1 day - Tu. Sep 21, 09:00-17:00 - Oak

1 day - We. Nov 03, 09:00-17:00 - Oak

Programming in Visual Basic

Introduction to Visual Basic

101158

Microsoft Visual Basic is a popular language for programming full-featured Windows applications. Learn how to start, run, and create Visual Basic programs, access text boxes, command button objects, and image objects. Explore option buttons, check boxes, list box objects to process user input, access variables for storing data in programs, and more. Previous programming experience is not necessary but experience with Windows programs such as word processors and spreadsheets is essential. Some experience in recording macros in a Windows application is recommended. \$190

1 day - Tu. Sep 14, 09:00-17:00 - Oak
1 day - Tu. Oct 05, 09:00-17:00 - Oak
1 day - Sa. Oct 23, 09:00-17:00 - Oak
1 day - Tu. Nov 09, 09:00-17:00 - Oak
1 day - Th. Dec 16, 09:00-17:00 - Oak

Intermediate Visual Basic

101165

Now that you are familiar with the topics covered in

the Introduction to Visual Basic (101158), learn how to create menus, work with timer controls, loops, and list controls. Students will also explore standard Windows controls such as opening and saving files, working with math expressions, functions and more. Experience with Visual Basic is a prerequisite. Introduction to Visual Basic (101158) is strongly recommended. \$190

1 day - Fri. Sep 24, 09:00-17:00 - Oak
1 day - Sa. Oct 30, 09:00-17:00 - Oak
1 day - Tu. Nov 23, 09:00-17:00 - Oak

Advanced Visual Basic

101166

Now that you are familiar with the topics covered in the Intermediate course, learn how to automate procedures by using Visual Basic to send keystrokes to other Windows programs. Use the grid control to create tables that display data. Interface with Microsoft Access databases. Experience with Visual Basic is a prerequisite. Intermediate Visual Basic (101165) is strongly recommended. \$190

1 day - Tu. Nov 30, 09:00-17:00 - Oak

1 day - Sa. Dec 11, 09:00-17:00 - Oak

CITY CENTRE

Computer Foundations

100401

A broad introduction to computers for the beginning computer user. Topics include: Windows operating system; applications in word processing and spreadsheets using Microsoft Word and Excel; and an introduction to the Internet. This is a practical, hands-on course with one computer per student using the latest high-speed computers (maximum 18). An excellent foundation for the general computer user. Textbook included. (Mathern) \$325

12 eve - We. Sep 22, 18:30-21:30 - CC

Note: For other introductory courses see Oakridge Lab section.

Network Support Professional

Information

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

Program Description

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

The program is designed for people who are:

- Currently employed as computer support professionals
- Seeking employment as computer support professionals
- Preparing for Novell and Microsoft certification
- General computer users seeking enhanced skills

Today, a vast majority of organizations are using micro-computer based Novell and Microsoft networks with Windows applications. As such, the Network Support Professional Program focuses upon these areas and provides training which assists students who are seeking Novell and Microsoft certification.

The program provides a great deal of practical, hands-on training to ensure that graduates can perform effectively in the workplace.

CHINESE CULTURE AND SOCIETY - FOR BUSINESS PEOPLE NEW!

Program Coordinator Marilyn McClaren, 443-8663
mmclaren@vcc.bc.ca
Registration 443-8484

The population of China is currently over 1.2 billion. Canadian companies are expanding their business to China. In order to strengthen the competitive edge of Vancouver business people and satisfy the growing needs of people in general to learn about China, China Business and Development Services, (CBD Enterprises Ltd.) in cooperation with VCC is offering five lectures to introduce you to Chinese culture and society.

Students with Special Needs

Services including interpreting, note-taking and braille, for students with disabilities who are registered in CE certificate programs may be arranged. City Centre and King Edward Campuses and many other CE locations are wheelchair accessible and provide parking for the disabled. For further information, please call Sheila Stickney at 443-8673

Lecture Package

502056

Package of five lectures. \$80

Introduction to Chinese History and Important Historic Events

502051

1 eve - Mo. Sep 27, 18:00-20:00 - CC

The Confucian Principles of Filial Piety and Chinese Modesty

502052

1 eve - Mo. Oct 4, 18:00-20:00 - CC

History of Religions, Festivals and Celebrations in China

502053

1 eve - Mo. Oct 18, 18:00-20:00 - CC

Chinese Habits: Eating, Living and Travelling in China

502054

1 eve - Mo. Oct 25, 18:00-20:00 - CC

Chinese Language, Manners and More

502055

1 eve - Mo. Nov 1, 16:00-18:00 - CC

MANDARIN

Mandarin Education for Children & Adults

Information & Registration Vancouver Mandarin School Voicemail, Phyllis Liao, 871-7530

The Vancouver First Mandarin School was established in 1988 by a group of enthusiastic, dedicated graduates from various universities in Taiwan under the auspices of the Vancouver Community College (VCC). The Vancouver First Mandarin School places emphasis on the practicality of its courses, modern and interesting presentation methods and the use of simple, easy-to-learn materials. Emphasis is on Chinese reading, writing and conversational skills. Qualified and experienced instructors are employed.

Children's Mandarin Education

Each course has 16 sessions. They are held on Saturdays from 09:30-12:00 and 12:30-15:00. Courses begin September 11, 1999. The fee is \$100 per course. (GST is applicable for students age 15 and older - fees will be \$107)

All students from four years old and up will be accepted. All students will be assigned to the appropriate class at registration time.

Hanyu Pinyin phonetics are adopted to compliment the practice of teaching Mandarin as a Second Language in B.C. The written characters incorporate both the culturally-rich full version as well as the simplified version for easy learning. The main course materials used throughout the 12 grades are "Hua Yu Ke Ben," an esteemed publication recommended by the Taiwanese Education Sub-Committee. These are supplemented by other materials.

Course numbers and levels follow:

505820 - Preschool
505801 - Grade 1
505802 - Grade 2
505803 - Grade 3
505804 - Grade 4
505805 - Grade 5
505806 - Grade 6

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 \$100 per course. (GST is applicable for students age 15 and older - fees will be \$107)

Course numbers and subjects follow:

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

Adult Mandarin Education

Adult Mandarin language education is offered in ten weekly Saturday classes. There are three levels: Beginner, Intermediate and Advanced. Classes run from 09:30-12:00 and begin September 25, 1999. The fee is \$150 per course (GST included).

Adult Elementary

505821

A strong foundation is built through practice in phonetic and intonation employed in the Mandarin language. The usage of Hanyu Pinyin reinforces the simplicity of learning. You are introduced to simple words used in daily living, as well as to basic sentence structure. \$150
10 mng - Sa. Sep 25, 09:30-12:00 - KEC

Adult Intermediate

505822

You have taken the Adult Elementary course or have a basic understanding of the Mandarin language. Emphasis is placed on correct sentence structure, building vocabulary and improving the ability to converse in the language. \$150
10 mng - Sa. Sep 25, 09:30-12:00 - KEC

PROFESSIONAL & ALLIED HEALTH CARE

Registration 443-8484

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

Clinical Practice

Program Coordinator Mary Crooks, 443-8674

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Tamara Adilman, MA Women's Studies, MEd Counselling Psychology, is a therapist in private practice, specializing in relationship therapy.

Cathy Allison, CDA, is a certified dental assistant working in the Dental Department at the BC Cancer Agency.

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

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

Adrienne Arinobu has 14 years' experience as an adult education instructor. She currently works for a large public institution in Vancouver.

Ray Ascencio, RT (R), was the senior radiology technologist at the University of BC Faculty of Dentistry until 1996 and currently is consulting for the Ministry of Health, Radiation Protection Branch.

Maureen Ashe, MSc, PT, is a physiotherapist and health educator who has over 12 years of experience. Her career includes teaching in the community and at the university level , research, and practising in the acute, rehab, long term care and home care settings. Her scope of practice currently includes clients with upper extremity dysfunction - specializing in the hand.

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

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

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

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

Roger Barany, is a certified Spanish/English court interpreter with several years of in-court experience. He is also an STIBC director and provincial coordinator of the CTIC Court Interpreting Examination.

A. Norman Barbour, LLB, LL.M., B.A.Sc., practises law in his own firm.

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

Robert J. Baylis, LLB, practises commercial law with a Vancouver firm.

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

Michelle Bedard, ID, CDA, has ten years experience in the dental profession. For the past five years, she has been working as a sales representative and as a dental materials training instructor.

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

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

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

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

Dawn Blais, RN, MSN, clinical nurse specialist in gerontology is Director of Care and Clinical Practice Manager at Yaletown House.

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

Alisa Brown, CDA, is a certified dental assistant working in the Dental Department at the BC Cancer Agency.

Gregg Brown has been a trainer and health educator with AIDS Vancouver for six years. He also teaches in the AIDS Palliative Care Program at Langara College.

John G. Caldwell, DDS, has many years' experience working with head and neck cancer patients. Currently, he is chief resident of the general residency program at UBC, and he works clinically at VGH and at the BC Cancer Agency.

Deborah Campbell has a BA in sociology/anthropology and psychology and an MBA, and is currently completing her PhD in community and regional planning. She has a well-rounded knowledge of community development and has conducted, facilitated, and otherwise been engaged in several community development projects in the Lower Mainland.

Linda Case is a legal assistant with 18 years' experience as a legal assistant in plaintiff and defence areas of civil litigation. Her area of practice is civil litigation, specifically personal injury. She is currently

employed with ICBC's litigation department.

Julie Chadwick-Wong, MA Psychology, is a counsellor specializing in substance abuse issues. She works with alcohol and drug outpatient services in Delta, where her work also includes prevention and supervision of community programs.

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

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

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

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

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

Karen Clark is a nationally certified, Canadian Red Cross first-aid instructor and instructor trainer.

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

Alice Close, has worked for 15 years in office administration. She enjoys the challenge of creating effective office procedures that use current technology to enhance the performance of the office assistant's role. She is also a graduate from VCC with a Certificate in Office Administration/Supervisory level.

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

Mindi Cofman is a corporate supervisor and legal assistant.

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

J. Cooper, RN, is a highly respected clinician and educator in cardiac rhythms management and in cardiovascular assessment and care management.

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

Jason Cressey, PhD, gained his psychology doctorate at Oxford University, UK, and is an experienced instructor in the field of personal empowerment, effective communication skills and stress reduction. He manages his own consulting company and is a regular interview participant and feature contributor for local and international media.

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

Barry Dallas has 18 years' experience in the cleaning industry. A former sales manager for a national cleaning firm and past president of the BC Contract Cleaning Association, Barry currently manages Sundown Consulting Services. He has been teaching for six years.

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

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

Janet Dean has several years' experience conducting seminars for the private, public and non-profit sectors, focusing primarily on communication, management and professional development.

Diane Donaldson, RN, CBE, is the coordinator and instructor for the VCC Childbirth Educators Certificate Program and a labour delivery nurse at BC Women's Hospital, with over 25 years' clinical teaching and curriculum development experience.

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

Anne Earthy, RN, MA, is a clinical nurse specialist in gerontology for Residential Services in the Simon Fraser Health Region.

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

Eric Edora, LLB, is a corporate lawyer in Vancouver. He has lectured at the Faculty of Commerce at UBC and is currently an MBA student at SFU.

Barney Ellis-Perry is director of Annual Giving at St. Paul's Hospital Foundation. He was a founding partner of a successful fundraising company, the Malabar Group, that provided a wide range of fundraising services for a diverse client base. Barney previously worked with the Canadian Diabetes Association and with two advertising firms, Simmons Advertising and

Write Ideas.

Blair Forrest, BA, LLB, practises 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 media and communications consulting business, Write On Communications. In her journalism career, she won several awards as a reporter and newspaper editor.

Claudia Frowein, MA Counselling Psychology, has worked for ten years in the addictions field, in Switzerland and Canada. She is program director at Odyssey I Substance Abuse Services for Youth and Family.

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

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

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

Lucila Gonzalez-Cirre has a degree in Spanish/English translation from the University of Granada (Spain), and extensive experience as a technical translator and instructor.

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

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

Stan Green, provincial instructors diploma, has worked for over 25 years in the Canadian fashion industry. He has operated his own product development studio, advising domestic and overseas clients on the creation and marketing of clothing in North America for more than ten years.

Susan Grove brings 30 years of diverse management experience in the telecommunications field. Her experience encompasses team leading, re-engineering, strategic planning and project management.

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

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

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

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

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

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

Tracey Haslam, RN, BSN, an emergency room nurse, is a qualified wilderness and remote first aid instructor. She has been actively involved in first aid for 15 years.

Wendy Hilliard, BA, LLB, is an instructor in the conflict resolution program at the Justice Institute and has a private practice in conflict resolution training and facilitation.

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 Chinese Culture University and an instructor's certificate from the Ministry of Education in Taiwan. She is also an interpreter between Mandarin, English and Cantonese.

Yolanda Hobrough is a conference and court interpreter, certified by CTIC and the US Federal Courts Administration, and in B.C. She has been an instructor in interpreting since 1980.

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

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

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

Blossom Jenab, diploma in fashion design, Hammersmith College of Arts - London, England, is a designer and couturier with extensive experience in teaching both dressmaking and design and works under her own label, producing original designs in her West Vancouver studio.

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

Frank Kathwaroon has seven years' experience in teaching microcomputer courses, 22 years' experience in business training and a terrific sense of humour. He teaches Introduction to Microcomputers, DOS, Windows, PowerPoint, PageMaker, CorelDRAW!, Excel and Lotus, at Oakridge.

Sharon Kelly, BA, CPRPM, has 15 years' experience in residential property management. Sharon is a recognized specialist in dispute resolution and landlord/tenant law. She has taught Law and Tenant Relations for ten years.

Patricia Kennedy, BA, MEd (Language Education), has taught ESL at VCC since 1973, and internationally in Singapore and Taiwan. Patricia has been intermediate coordinator and department head of the English Language Skills Department at VCC. Pat is recognized for her expertise in curriculum development and has developed curriculum in the area of "English for Work" for the Ministry of Education and for Open Learning Agency.

Ken King has been involved with the business and real estate development industry in British Columbia as a contractor, development officer and consultant for the past 20 years. Ken now carries on his own business as a professional quantity surveyor, development consultant, construction contractor, business consultant, writer and teacher.

Lorraine Klassen, MEd Counselling Psychology, is a cross-cultural counsellor and trainer working with individuals and organizations challenged by inter and intra-personal cultural issues.

Mary Kletchko, BA, BFA, has worked as a freelance graphic designer since 1982. She has designed, developed and instructed programs in visual communication design for ten years, including the intensive desktop publishing course at McKay Technical Institute.

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

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

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

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

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

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

Kim Le is a graduate of BCIT's Occupational Health and Safety Program and is employed as health and safety officer at the University of British Columbia, with 20 years of work experience in the health care, aviation and hospitality industries. She has developed site-specific safety programs for industry and has delivered a variety of safety training courses.

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

Jenny Lewis is the president of Lewis Consulting, which specializes in the training and development of management skills, selling in a service environment and customer service skills. Prior to founding Lewis Consulting, Jenny was responsible for management training and development at Royal Trust.

Tony Leyland, BEd, MSc, teaches in the School of Kinesiology at Simon Fraser University. Prior to joining SFU Tony worked as an ergonomist for British Columbia Research Corporation. In addition to his teaching, Tony works as an ergonomics consultant.

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

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

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

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

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

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

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 care.

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

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

Eleanor May, MSW, originally trained as a psychiatric nurse. Eleanor has worked for 30 years as a counsellor and educator in the fields of mental health, corrections and addictions. Eleanor helped develop B.C.'s "School Based Prevention Services," was its former Vancouver director and currently works as an addiction prevention specialist.

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

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

Carole McLeod, BEd, taught mathematics before turning to dental practice management and dental technology. Teaching has always been a focus of her career, having led courses and seminars nationally. She is the founder of Mercedes Dental Software, now operating as Mercedes/Exan Integrated Dental Technologies.

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

David Miller, MA Counselling Psychology, works with addiction services at an outpatient clinic in Vancouver. He is interested in the relationship between addiction, spirituality and nutrition. David is trained in Gestalt therapy.

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

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

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

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

Ruth Morse is a graduate of the Vancouver School of Art and has many years of experience in the advertising industry. Her specialties include computer graphics and electronic prepress.

Heather Narod, RN, registered massage therapist, is an experienced practitioner and educator with a private practice in massage therapy in rehabilitation, pediatrics, labour and delivery.

John Neuls is the former facilities supervisor for the West Vancouver School District and currently manages a large residential care facility. He is a member of the Advisory Committee for the Building Service Worker Program at VCC and also serves on the board of the Canadian Building Servicing Association.

Lesley Nicholson, RN, BSN, is clinical educator at the Short Term Assessment and Treatment Centre at Vancouver General Hospital.

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

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

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

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

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

Chloë O'Loughlin has 25 years' experience in all facets of the non-profit sector. Most recently, she was the executive director of the Kidney Foundation of Canada BC Branch.

Anders Ouran is a lawyer and consultant specializing in the not-for-profit sector. He has worked and volunteered with a variety of organizations and instructs for the Continuing Legal Education Society of BC.

Dian Patterson is a True Colors™ Trainer, Level Two. Dian has been in the Hospitality and Training arena

for ten years. She just recently left her co-manager position at Pride Centre to join Destinations recruiting team as an employment coordinator.

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

Judi Pearson is a graduate of the Alberta College of Art and VCC's Fashion Arts Program. She is experienced in almost every level of the fashion industry and works as a costume designer for the film industry. Judi is currently the department head of a local fashion merchandising program.

Karen Pera is a payroll representative for Canada's leading payroll specialist. Her payroll knowledge and background is extensive as she works daily with a large range of clients.

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

Ba Phung has many years of experience as court interpreter, translator and language instructor. He is currently working as a professional translator and technical consultant for translation and publishing agencies. He is a certified member of STIBC and also teaches the Vietnamese bilingual component of the VCC Court Interpreting Program.

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

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

Debbie Preissl, CDA has 16 years of experience in the dental profession. She has developed curriculum and has instructed in the Dental Assisting/Reception programs at VCC. Currently, she is the educational coordinator at the College of Dental Surgeons of BC, and is completing the instructors diploma program.

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

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

Rosemary Rawnsley is director of resource development at the Heart and Stroke Foundation of BC. She is very experienced in volunteer management with a wide variety of non-profit organizations.

Cecilia Rebagliati is a graduate of the VCC Fashion Arts Certificate Program and is currently producing her own line of sweaters being sold throughout Canada. She has also worked as production manager for Cinema, a local manufacturer specializing in knits.

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

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

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

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

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

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

Anita Romaniw, B.Sc., RDN, is a community nutritionist for the Fraser Valley Health Region and a health promotion/nutrition consultant for Power to Be Consulting. Anita's areas of expertise include women's issues, eating disorder prevention, sports nutrition, and dental nutrition.

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

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

Joe Rosen, MSW, teaches social work practice at Langara College. He has an extensive clinical background in family violence and is director of the Board of Registry for Social Workers.

Susan Rungha, MA Counselling Psychology, has a private practice specializing in group counselling and post-traumatic stress. She is on the faculty of the Gestalt Experiential Training Institute of Vancouver.

Joanne Rykers, MA Counselling Psychology, is program coordinator for the Substance Abuse Counselling and Counselling Skills programs. Her counselling experience includes employee assistance programs and substance abuse counselling.

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

Colin Sanders, MA Anthropology, is an associate with Yaletown Family Therapy Training Centre and is a well-known trainer in the field of narrative therapy. He is also clinical supervisor at PEAK house, a service for youth and families involved with substance misuse.

Janet Schlenker, RDN, is a dietician at Sunny Hill Health Centre for Children. Over the past ten years she has been involved in the setup-teaching of tube feedings in hospitals, and in supporting individuals and families in the community.

Concetta Sciarretta trained in fashion in Vancouver and has worked at various levels of design and production in the fashion industry in Hong Kong and Vancouver, and is currently the manager of Cannell Wardrobe Services.

Kathleen Christie Sembhi, RN, BScN, MSN(Ed) brings an international and cross-cultural perspective to the palliative care field in a very practical way. She received her hospice/palliative care training in Trinity Hospice in London, developed and ran the first rural home care hospice in East Africa and consults there on an ongoing basis, and also consulted as a Clinical Nurse Specialist at UBC Hospital.

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

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

Mavis Simmons has 16 years of experience working in the dental profession. Her area of expertise is teaching dental teams how to achieve control over the administrative needs of their practice.

Diana Smith has 25 years' experience in management, education, project coordination and community development. Currently a consultant working with a variety of not-for-profit organizations, she is experienced in and is engaged in policy development, social planning and change in human systems.

Louise Smith, MSc, has been instructing courses on women's physiology for five years. Her focus is to bring current and relevant information to women about the healthy non-pregnant and pregnant body. She uses humour and easy-to-understand teaching methods to facilitate her courses.

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

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

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

Diana Stewart has ten years' experience as a family child care provider and instructor. As the education registrar with Western Canada Family Childcare Association she participates in the development and review of curriculum and advocates for quality training for all caregivers.

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

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

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

Yolanta Tang, BFA, Arts Institute of Chicago, is a nationally recognized designer known for original designs. She has successfully managed her own retail and wholesale companies.

Raphaël Thiessen a graduate of Mohawk College of Applied Arts and Technology, holds a diploma in graphic and visual design from Kwantlen College and completed the computer graphics technician course at VCC. Raphall has a passion for teaching computer graphics and electronic prepress.

Peter Thompson was trained under a 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 and study in the history of furniture began. Currently she teaches History of Design and Furniture at several institutions in the Lower Mainland.

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

Lee Ann Trimble, RN, BSN, CDE, is clinical resource nurse - diabetes at Vancouver General Hospital.

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

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

Allison Viskari, BSN, RN, has worked at Vancouver Hospital, St. Thomas Community Hospital, and BC Children's Hospital on surgical wards for 14 years. Current she is the surgical nurse at BC Children's Hospital, teaching staff and families about enteral feeding and the care of tubes.

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

Barbara Wakal, BA, TESL Certificate (VCC), has taught ESL at Kwantlen University College, VCC and the Vancouver School Board. She develops and teaches ESL courses in pronunciation, public speaking, and TSE (Test of Spoken English) preparation, and gives workshops on pronunciation instruction. She teaches the TESOL Certificate Core Course, Teaching Pronunciation and the TESOL Elective Course, Planning a Dynamic First Lesson.

Maciek Walentowicz has been teaching for 15 years and is an instructor for VCC's Jewellery Art & Design Program. He has been making jewellery objects for the past 25 years and often draws on his European training and heritage for inspiration.

Barbara Warren, RN, BN, MSN, who manages a hospice/palliative care program in White Rock/Surrey, has been working with families and patients with life threatening illnesses since 1975, bringing a wealth of experiences from the field. She has also held various faculty teaching positions in hospice/palliative care over the years.

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.

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 building maintenance for 11 years.

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

Paul Williams brings ten years' experience in the telecommunications industry. Paul is the regional marketing director with AT&T Canada - LDS.

Suzanne Windwick is a legal assistant with nine years' experience in personal injury litigation. She is a graduate of the Legal Assistant Program at VCC.

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

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

Lynne Zettl, PhD, Clinical Psychology, is a registered psychologist with a private practice in Vancouver. She works with adult individuals, couples and children, using body-centred psychotherapy, as well as dream work and sand play.

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

Gary Zielke is the president of Infotel Systems Corp., a consulting firm specializing in voice and data communications, system design and management. Gary brings 25 years of practical experience to the classroom.

In acute MI, early intervention with thrombolytic agents saves lives and depends on skill in recognizing the 12 lead ECG changes. A case study approach will assist you to correlate 12 lead ECG interpretation with the client's history and various MI and related clinical presentations. Also addresses differential diagnosis, inclusion and exclusion criteria for thrombolytic therapy, and risk/benefit analysis in client subgroups. For cardiac technologists, lab assistants, nurses and physicians with basic arrhythmia interpretation skills and previous 12 Lead ECG course (202607). Maximum: 20 persons. (Cooper) \$85
1 day - Sa. Nov 13, 10:00-17:00 - KEC

Advanced Pacing

202624

This new, intensive course addresses advanced pacing topics for nurses, physicians, cardiology technologists and other professionals involved in pacemaker assessment and evaluation, ambulatory monitoring and exercise testing. Expand your working knowledge of AV-intervals (adaptive, differential, intrinsic conduction search), upper rate behaviours, pacemaker mediated tachycardias, automatic capture threshold, lead failure, and pacing in neurocardiogenic shock, heart failure and prevention of atrial fibrillation. Prerequisite: Basic Pacemaker (202604) or skills in pacemaker arrhythmia interpretation. (Cooper) \$85
1 day - Sa. Dec 4, 10:00-17:00 - KEC

Conscious Sedation

202622

For nurses monitoring conscious sedation in any setting, including hospitals, outpatient day surgeries, freestanding surgeries, dental offices or radiology suites, this course addresses essential information regarding nursing assessment and monitoring, commonly used drugs, potential complications, discharge criteria and special considerations for specific client populations. (Macfarlane) \$105
1 day - January 2000 term

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

Gerontology

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

Healthy Aging in Healthy Communities 203602

This leading-edge course takes an up-to-date look at the concepts of health and community, including the meaning and determinants of health for older adults, how chronic conditions affect the lives of older adults and their involvement in their communities, different kinds and levels of community and how they assist or hinder a healthy aging process, and new views on health promotion strategies. This required course in the Gerontology Certificate Program - Nursing may also be taken on an individual basis on approval of the program coordinator. (Berry) \$350
6 day - Fr. Sep 10/17/24, Oct 1/15/22, 09:00-16:00 - KEC

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

Principles of Medication Use with Older Adults 200718
\$50 (\$75 as elective series in Gerontology Certificate Program - Nursing)
1 mng - Fr. Oct 8, 09:30-12:30 - KEC

Medications for Treatment of Chronic Pain in Older Adults 202775
\$50
1 mng - Fr. Oct 29, 09:30-12:30 - KEC

Medications for Psychological and Neurological Disorders in Older Adults 202777
\$105
2 mng - Fr. Dec 3/10, 09:30-12:30 - KEC

Delirium in Older Adults

203610

Delirium (acute confusion) is a frequent emergency and major risk for disability in older adults, especially the cognitively impaired. Delirium occurs in acute, long term, and home care settings and is often mistaken as dementia. You will gain current knowledge about the causes and risk factors, signs and behavioural changes, how to communicate with the delirious older adult and adapt the environment, essential actions and team work to achieve prompt treatment and prevent or reduce functional and cognitive losses, and how to involve and support the family. (Shaw) \$50
1 mng - Fr. Oct 15, 09:00-12:00 - KEC

Foot Care for Older Adults 200711

Healthy feet are the foundation of mobility and

independence. For RNs, LPNs, home support workers, and resident care attendants, this course focuses on the structure and function of the foot, common nail and skin conditions, preventive foot care, and foot care for clients with diabetes and peripheral vascular diseases. Participants practise foot care with classmates; wear comfortable clothing and shoes/socks that can be easily removed. Bring towel. (Olson) \$75
1 day - Fr. Oct 15, 09:30-16:30 - KEC

Urinary Incontinence in Older Adults: Making a Difference 202834

Urinary incontinence is a major clinical concern and a distressing problem for many older adults which threatens their mobility, socialization, self-esteem, independence, and comfort. Often urinary incontinence can be reduced, resolved or prevented by knowledgeable nursing assessment and interventions. Update your clinical knowledge regarding aging changes in GU system, types of incontinence in older adults, causes and risk factors, reversible conditions, and nursing strategies that can make a difference for your residents/clients. (Galloway) \$55
1 mng - Fr. Oct 29, 09:00-12:30 - KEC

Clinical Leadership in Gerontological Nursing in Long Term Care 202771

In today's long term care settings, nurses are expected to provide clinical leadership for their unit and their shift. In addition to competence in client care, they require practical leadership and communication skills for team building, interdisciplinary problem-solving, delegating, coaching, resolving conflicts, maintaining standards, and facilitating change. This two-day, highly respected course will help you understand your professional accountability and leadership role and to develop effective skills to deal with on-the-job situations. (Rohrer) \$175 (\$200 as elective in Gerontology Certificate Program - Nursing)
2 day - Fr/Sa. Oct 29/30, 08:30-16:00 - KEC

Aggressive Behaviour in

Cognitively Impaired Older Adults 202721

Expand your insight and ability to assess, prevent, and manage aggressive behaviour in cognitively impaired older adults and to select strategies tailored to the needs, interaction, safety and dignity of your clients, caregivers and care setting. (Nicholson) \$55
1 mng - Fr. Nov 5, 09:00-12:30 - KEC

Communications - Level II 203609

This course focuses on communicating proactively and responsibly within small groups in health-care settings. Self-assessment of leadership knowledge and skills provides a foundation for development of communication skills that facilitate change in professional gerontological practice. (Berry) \$250
4 day - Fr. Nov 5, 09:00-16:00 - KEC

Diabetes Mellitus in the Older Adult 202773

Keep abreast of new developments in the pathophysiology, diagnosis and management of Diabetes Mellitus in the older adult with a focus on Type II Diabetes. Emphasis is on current and practical information that nurses can apply to assist older adult clients in the management of their diabetes. (Ehresman) \$55
1 mng - Fr. Nov 12, 09:00-12:30 - KEC

Functional and Behavioural Assessment of Older Adults in Long Term Care 202784

This course focuses on assessment skills, tools and clinical practice guidelines/protocols for nurses working in various long term care settings with older adults who experience multiple age-related and chronic health problems. Includes numerous sample tools for systematic assessment and documentation in key focus areas affecting functional ability such as mobility, incontinence, constipation, comfort, pain, and skin integrity. (Earthy) \$105
1 day - Fr. Nov 19, 09:00-16:00 - KEC

Clinical Decision-Making and Care Planning in Gerontological Nursing 202793

Sound clinical decisions, systematic assessments and succinct care plans are essential in the complex field of gerontological nursing in long term and extended care settings where older adults experience reversible and irreversible conditions at the same time. Enhance your ability to make clinical decisions that are based on nursing knowledge and systematic nursing process, and to document and communicate these decisions effectively using nursing care plans. Participants complete a self-study module, client assessment and care plan (7-10 hours) in preparation for the course. Register by three weeks in advance. Maximum: 20 nurses. (Blais) \$110 (module included)
1 day - Fr. Nov 26, 09:00-16:00 - KEC

Palliative Care Concepts for

Professionals in Long Term Care 202772

Clarify your role in caring for persons with terminal illness in long term care settings and acquire knowledge and skills for performing that role. With an experienced palliative care nurse and family physician, you will focus on: hospice care's philosophical framework; losses associated with dying; empathic listening and responding; symptom management to assist comfort, breathing, eating, continence, skin integrity and normal functioning; and interventions when death is near. This course is for nurses and health professionals in long term care and is offered once a year. Prerequisite for Advanced Hospice Nursing (202797) in January 2000 term. \$105 (\$130 when Palliative Care series is taken as elective in Gerontology Certificate Program - Nursing. (Co-sponsored with Hospice Program, Continuing Care, Vancouver/Richmond Health Board).
1 day - Fr. Dec 3, 09:00-17:00 - KEC

Pain in Frail, Cognitively Impaired Older Adults 202304

For nurses in acute, long term care and home care settings, this clinical update will increase your knowledge and problem-solving skills in the assessment and management of pain in frail, cognitively impaired older adults, including common myths about pain in older adults, age-related changes in signs and symptoms, language cues and behavioural changes that may signal unrelieved pain, and a four-step process for assessing the causes of pain. (Shaw) \$55
1 mng - Fr. Dec 10, 08:30-12:30 - KEC

Gerontology Certificate Program - Nursing

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

Information Session Saturday, October 16 or November 20, 10:30-12:00 - 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, and transfer credits towards a degree. RNs also gain educational hours towards acquiring or maintaining eligibility for CNA certification as a gerontological nurse. Based on current research and theory, courses involve independent reading, interactive classroom learning and application in practice settings. The program is available to RNs, RPNs, BSNs and MSNs working in any community, acute care or long term care setting involving older adults. One new intake per year. Maximum: 24 nurses.

Prerequisites

- Currently practising as a Registered Nurse (RN) or Registered Psychiatric Nurse (RPN)
- Current Basic Cardiac Life Support - C level
- One year of nursing practice in Canada within the past three years; current practice in gerontological nursing

Certificate Requirements

Participants must successfully complete:

- Seven courses (total 228 hours) Introduction to Gerontology; Healthy Aging in Healthy Communities; Communication - Level I and II; Foundations of Gerontological Nursing; Gerontological Nursing I; and Gerontological Nursing II. Participants will be evaluated on the basis of participation, practice-oriented assignments and exams, and self-directed application in the clinical field.
- 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 two years.

Course Fees

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

Application

Qualified nurses are accepted in order of receipt of application. For a brochure, application form, or more information, contact the program coordinator or attend the information session.

Courses

Open to certificate participants who have met entry requirements. Also open to non-certificate participants on approval of program coordinator. Course descriptions for courses being held this term are provided in the Gerontology section.

Introduction to Gerontology 203601

(Trevor-Smith) Available April 2000 term

Communication — Level I 203608

(Shamai) Available April 2000 term

Healthy Aging in Healthy Communities 203602

(Berry) \$350
6 day - Fr. Sep 10/17/24, Oct 1/15/22, 09:00-16:00 - KEC

Communication - Level II 203609

(Berry) \$250
4 day - Fr. Nov 5/12/19/26, 09:00-16:00 - KEC

Foundations of Gerontological Nursing Practice 203604

(Kline/Blais) Available January 2000 term

Gerontological Nursing I

203605

(Stanbury) Available January 2000 term

Gerontological Nursing II 203606

(Kline) Available April 2000 term

Electives offered this term

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

Medications and the Older Adult - Series (Malyuk)

These three courses may be taken on an individual basis.

Principles of Medication Use in Older Adults 200718

\$50 (\$75 when taken as elective series in Gerontology Certificate Program - Nursing)
1 mng - Fr. Oct 8, 09:30-12:30 - KEC

Medications for Chronic Pain in Older Adults 202775

\$50
1 mng - Fr. Oct 29, 09:30-12:30 - KEC

Medications for Psychological and Neurological Disorders in Older Adults 202777

\$105
2 mng - Fr. Dec 3/10, 09:30-12:30 - KEC

Clinical Leadership in Gerontological Nursing in Long Term Care 202771

(Rohrer) \$175 (\$200 as elective in Gerontology Certificate Program - Nursing)
2 day - Fr/Sa. Oct 29/30, 08:30-16:00 - KEC

Palliative Care Concepts for Health Professionals in Long Term Care 202772

(Hospice Team, Vancouver/Richmond Health Board) \$105 (\$130 when Palliative Care series taken in Gerontology Certificate Program - Nursing)
1 day - Fr. Dec 3, 09:00-17:00 - KEC

CHILDBIRTH EDUCATORS

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

The Amazing Breasts

202508

Do you find yourself holding your breath during your breast self-examination? What is it about breast tissue structure and function that makes it susceptible to lumps, cysts, infections and, occasionally, cancers? Learn about the amazing features of breast tissue and how it changes over our lifetime. Understand the different types of problems that can occur while admiring the dynamic nature of breast structure and function. For childbirth educators, breastfeeding counsellors and consultants, perinatal nurses, midwives, physicians, and women interested in learning more about their bodies. (Smith) \$45
1 eve - We. Oct 6, 19:00-22:00 - CC

Teaching Skills for Childbirth Educators 202504

Persons already teaching childbirth education who wish to upgrade their skills may enroll in this course. Fee includes course materials. (Donaldson) \$450
5 day - Th/Fr/Sa/Mo/Tu. Nov 18/19/20/22/23, 09:00-16:00 - KEC

Childbirth Educators Certificate Program

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

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

Program Description

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

Course I - Core Content for Childbirth Educators 202502

Guided study - 14 modules, 110 hours. (Donaldson) \$400

Course II - Teaching Skills for Childbirth Educators 202504

24 hours in classroom, 49 hours total. Fee includes course materials. (Donaldson) \$450
5 day - Th/Fr/Sa/Mo/Tu. Nov 18/19/20/22/23 - CC

Course III - Practicum for Childbirth Educators 202501

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

Dental

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

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

Estrogen Dilemmas

NEW!

203437

Discover how to “ride the waves of estrogen” throughout your lifecycle. Come and explore women’s issues from PMS to menopause and beyond. Broaden your awareness of estrogen’s power on mind, bone, heart, breast and fat cells. Discuss related concerns around weight, supplementation, hormone replacement therapy, and their implications both now and later. (Romaniw) \$45
1 mng - Sa. Sep 18, 09:30-12:30 - CC

Homeopathy for Dentistry

NEW!

203433

An introduction to Homeopathy - what is Homeopathy? Drug actions, dosage schedules and case taking will be discussed. Emphasis is on the use of homeopathic medicines for common dental problems such as pain, anxiety, inflammation, abscess, bleeding and remedies for maintaining oral hygiene. (Olsen) \$90
3 eve - Tu. Sep 21/28, Oct 5, 19:00-2100 - CC

Front Desk Survival Skills 203518

As a dental assistant or hygienist, have you ever had to “fill-in” at the front desk? Learn to manage scheduling, patient accounts, insurance claims and other concerns necessary to ensure a smooth-running day. Take the stress out of this situation and become confident that you can easily manage and survive the front desk. This course will also be of interest to dental assistants thinking of a career change to front desk reception. (Preissl) \$50
1 mng - Sa. Sep 25, 09:30-12:30 - CC

Front Desk to Chairside: Software

NEW!

for the Millennium 203428

This course provides a hands-on overview of the new generation of dental software. You will learn how the true integration of Windows based software solutions brings scheduling and treatment planning chairside. The patient’s chart, digital x-rays, and intra-oral camera images are available through the computer to every member of the dental team. Some Windows experience is beneficial but not essential. (McLeod) \$60
1 mng - Sa. Oct 2, 09:30-12:30 - CC

Dental Materials Update

NEW!

203430

This course will review some commonly used dental materials and techniques, with emphasis on new materials. The product groups to be discussed include bonds, composites, and impression materials. Many helpful hints for using these materials more effectively will also be discussed. (Bedard) \$50
1 eve - Th. Oct 14, 18:30-21:30 - CC

Career Development

NEW!

203432

This unique workshop will be of interest to all dental personnel considering a career change but wanting to stay within the dental profession. Participants will explore, and learn how to enter many diverse dental career opportunities. Take charge, motivate yourself, develop and work through a plan, build confidence and prepare for career success! (Preissl) \$45
1 mng - Sa. Oct 16, 09:30-12:30 - CC

Provisional Prosthodontic Module 203583/203584

Advance your clinical practice by learning to fabricate, try-in, and cement provisional restorations. This program is for licensed, certified dental assistants and dental hygienists. Phone 443-8635 for more information and dates of upcoming courses. Theory by tutor/correspondence, ongoing registration.
Theory - 18 hours; Clinical - 32 hours
Clinical dates - 3 eve - Fr. Oct 22/29, Nov 5, times TBA
3 day - Sa. Oct 23/30, Nov 6, times TBA

Dentistry as it Relates to Oral, Head and Neck Cancer 203425

This interactive discussion will deal with the identification of lesions, current diagnosis, therapy, treatment and management of oral, head and neck cancer. Due to advances in medicine, “people are living longer and have a greater quality of life following cancer therapy.” The likely hood that YOU will treat these people in private practice is increasing. This course will answer your questions and provide you with the information to effectively treat and meet the needs of these people. (BC Cancer Agency: Allison/Brown/Caldwell) \$55
1 eve - Th. Oct 28, 18:30-21:30 - BC Cancer Agency

HIV/AIDS Update for the Dental Office 203431

NEW!

This course will provide accurate and current information about HIV and AIDS as it pertains to the dental office. Learn: the difference between HIV and AIDS; how HIV is transmitted, i.e., how communicable is HIV; risk-reduction methods; and occupational

exposure and post-exposure prophylaxis protocols and procedures. (AIDS Vancouver: Brown) \$45
1 eve - Tu. Nov 2, 18:30-21:00 - CC

The “New-trition” Revolution

NEW!

203434

The science of food is alive with new discoveries in preventing diseases of aging. More and more we are finding that plant foods are loaded with protective factors. Explore the latest in antioxidants, phytochemicals and neutraceuticals. Learn to protect the health of your heart, breasts, prostate, eyes, brain and immune system; prepare your own personal defence strategy against disease. (Romaniw) \$45
1 mng - Sa. Nov 6, 09:30-12:30 - CC

New Basics: Office Management

NEW!

Systems 203435

Here’s “how-to-do-it”! This course offers systems designed to streamline the office/front-desk management of recalls, scheduling, patient flow and accounting. Use follow-up systems that prevent problems from “slipping through the cracks” and achieve efficient, effective time management. Reduce stress, improve productivity and create your own optimum work environment! (Simmons) \$75
1 day - Sa. Nov 20, 09:30-15:30 - CC

X-ray Radiation: Hazard and Protection 203429

NEW!

Discuss the issues concerning x-ray radiation exposure to patients and staff in dentistry. Areas to be discussed will include: acceptable exposure ranges, radiation protection, safety guidelines during pregnancy, effects of naturally occurring and man-made radiation and the effects of darkroom and film types on radiation reduction. Please phone or fax specific questions prior to the class to the instructor at (604) 939-1446. (Ascencio) \$45
1 eve - Tu. Nov 23, 18:30-21:30 - CC

Put Your Best Hand Forward

NEW!

203436

This course offers a hand therapy overview. Brief review of upper extremity (shoulder/elbow/wrist/hand) anatomy, and injuries such as repetitive strain, acute, finger, Carpal and Cubital Tunnel Syndromes, Epicondylitis (tennis or golfers elbow) and others will be discussed. Learn how to prevent injuries and protect your hands! (Ashe) \$50
1 eve - Tu. Nov 30, 18:30-21:30 - CC

Dental Nutrition: The Latest Research 203534

Sugar is not the only culprit! Examine the latest research on dental nutrition and the cariogenicity of foods and beverages. Learn the newest guidelines for snacking and healthy teeth. Modify your thinking and learn to teach current science at a level your clients can easily understand. Ensure that your practice is current, and your clients are receiving accurate information. (Romaniw) \$45
1 mng - Sa. Dec 4, 09:30-12:30 - CC

Health Teaching

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

On the Spot Teaching: Maximizing the Teachable Moment 202896

Maximize your teaching impact by making the most of spontaneous questions and opportunities that arise on the job with staff or when you are leading an educational session. You will learn quick, effective strategies for enhancing motivation. This course is designed for health professionals involved in teaching, mentoring or precepting staff or students in a variety of settings. (Moore) \$50
1 mng - Fr. Oct 22, 09:00-12:00 - KEC

Transformative Learning 202305

Transformative learning is the foundation of accountable, reflective practice and innovative problem solving in our complex and changing health care system. In this leading-edge course, you will learn about the purposes, processes and various methods of facilitating transformative learning, and experience a selection of strategies that you can incorporate in your teaching and mentoring roles. (Moore) \$50
1 aft - Fr. Oct 22, 13:00-16:00 - KEC

Teaching in the Health Field 202719

This compact, practical and highly rated course is for health professionals who are actively involved in the teaching of patients, clients, families, staff, colleagues or students, as well as those who are pursuing new roles in teaching, such as in conducting inservices, workshops, and presentations. You will focus on the principles of adult education and the systematic skills of planning, delivery and evaluation underlying all teaching methods, and adapt and apply these to your current teaching goals and challenges. Allow 25 hours outside of class to complete the learning modules. Registration recommended by three weeks in advance. Texts are available at KEC bookstore. Eligible for three credits in BCIT’s Advanced Diploma Programs. Offered once a year. Maximum: 12 persons. (Moore) \$385 (includes seven modules)
5 day -Mo/Tu/We/Th/Fr. Nov 1, 09:30-16:30 - CC

Revitalize Your Teaching: A Leading-Edge Course for Health Educators 202309

This two-day participatory course is for health professionals in all settings who want to revitalize their teaching with new techniques and fresh energy. You will learn about innovative methods and new frontiers in adult education to make your classes, inservices, presentations or coaching invigorating for you and your adult learners. Includes: how to question well, to teach well, creative team and group learning strategies, troubleshooting, maximizing diverse learning styles and multiple intelligences, facilitating self-assessment and constructive peer feedback, eliciting higher-level thinking, and emerging philosophies, concepts and resources in adult education. Maximum: 20 persons. (Moore) \$160
2 day - Th/Fr. Dec 2/3, 09:30-16:30 - CC

Health Care Management Nursing Management Certificate Program

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

This program addresses current concepts of nursing management in all health care settings and is designed for nurses who are responsible for the management of patient/client/resident 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. Offered once a year during the April term.

Course Description

The certificate program is offered in a part-time format of 45 hours, with an additional 45 hours of reading and assignment requirements.

Content areas:

- Management theory and processes
- Managing change and transitions
- Assertiveness and conflict management
- Communication - principles, styles, written, verbal, interviewing
- Labour relations processes - disciplinary process, handling the problem employee
- Issues and trends in health care system - evidence-based practice, ethical decision-making, regionalization
- Employment processes
- Team building/group process
- Staff development
- Continuous quality improvement and risk management. \$400

7 day - Sa. Apr 8/15/29, May 13/27, Jun 10/24, 09:00-16:00 - KEC

Continuing Care Management

Program Assistant Shirley Liu 443-8672
Program Coordinator Sheila Stickney 443-8673
Application Package 443-8380

Six courses in the continuing care management field emphasize the use of proven, effective management strategies and tools and provide the latest information about trends and practices in this rapidly changing health care field. The courses emphasize the B.C. context, are industry-specific to continuing care, are practice based, and were developed in collaboration with the British Columbia Association of Community Care to address identified learning needs. The courses are designed for continuing care managers, directors, and administrators to enhance their abilities in establishing efficient organizations, effective care teams and quality care outcomes. Individuals with management experience who wish to learn about the continuing care context would also find these courses useful. The courses: Management Processes, Communications, Introduction to Continuing Care, Financial Management, Personnel Management, and Organizational Development and Evaluation, can be taken individually or for a certificate if all six courses are completed successfully. Course assignments are required in which participants apply the course content to the operation of their facilities/organizations. Evaluation consists of practice-based assignments, attendance and class participation. All courses are offered in four-day formats.

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 work-based assignments.

Courses offered this term

Financial Management

201605

With an emphasis on management aspects rather than on accounting skills, this course helps the continuing care manager use financial management principles, skills and tools within the regionalization framework to promote efficient continuing care operations. Participants will develop skill in the use of budget guidelines, economic principles, daily and periodic requirements, financial statements, budgeting, purchasing plans and computerized information systems as planning tools. (TBA) \$435
4 day - Tu/We/Th/Fr. Sep 7-10, 09:00-16:00 - CC

Management Processes 201601

This course provides an overview of management theory and processes most relevant to the rapidly changing continuing care field, with particular emphasis on application. Content includes management principles and styles, organizational structures, management skills, power and change theory, strategic planning, and team building within the organization. (Goodall) \$435
4 day - Mo/Tu/We/Th Oct 18, 09:00-16:00 - CC

Communications

201602

This course provides an overview of the communication concepts and skills which are necessary to develop strong teams in changing continuing care environments, with an emphasis on assertiveness and conflict resolution skills, managing group processes, team building, and verbal and written communication skills. (Goodall) \$435
4 day - Mo/Tu/We/Th. Nov 22, 09:00-16:00 - CC

Continuing Care Management Certificate Program

Program Assistant Shirley Liu, 443 8672
Program Coordinator Sheila Stickney, 443 8673
Application Package 443-8672

Participants who successfully complete the six courses: Management Processes, Communications, Introduction to Continuing Care, Financial Management, Personnel Management, and Organizational Development and Evaluation (144 hours of instruction) receive a College certificate. The program can normally be completed in one year, and participants have two years to complete certificate requirements.

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 work-based assignments.

Allied Health Care Foot Care for Older Adults 200711

See course description under Gerontology.
1 day - Fr. Oct 15, 09:30-16:30 - KEC

Mobilizing, Transferring and Positioning: How to Assist Clients with Common Physical Disabilities 200742

For home support workers, care aides, rehabilitation assistants and recreation staff, this course will provide you with practical skills for safely assisting clients who have a variety of mobility, positioning and transferring needs related to physical disabilities, such as strokes, spinal cord injuries, arthritis, multiple sclerosis, amputations and frailty. Topics include: transfers and positioning; safety factors for the client and worker; adaptations to meet client needs; ambulation and walking aids, wheel chairs, seating, and other equipment; and how to report and record significant observations. Offered in collaboration with G.F. Strong Rehabilitation Centre and George Pearson Centre. Maximum: 16 persons. \$60
1 day - Fr. Nov 5, 08:00-12:00 - GPC

Renal Dialysis Technician Certificate Program

Program Assistant Shirley Liu, 443-8672

Information Session Wednesday, October 6, 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 theory to the clinical setting. Instructors are renal dialysis nurses and technicians. Clinical practice is held in renal dialysis units in Lower Mainland hospitals. \$2,750

Prerequisites

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



Don't Wait
If a course tempts you, don't wait to register. Some courses fill up quickly. Others are cancelled if sufficient advance interest is not shown.

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

Course Fees

The program costs \$2750 (subject to change).

Application

Call 443-8672 for brochure and application form. Qualified applicants are accepted in order of receipt of application and are placed on a wait list. The wait is currently about two years.

Next offering:

The program is offered once a year. Next offering April/May 2000.

LPN UPGRADING

Program Assistant Sarah Mokaber, 443-8635

Upgrading courses for Licensed Practical Nurses are offered on an ongoing basis in pharmacology, dressings and urinary catheterization. Each course offers a home-study component (from one to four months) followed by a lab/workshop for demonstration, skills check and written exam. The newly revised pharmacology course, which now covers subcutaneous injections and the administration of insulin as well as oral medications and special considerations in older adults, also has a short clinical component.

Registration for theory is ongoing. Participants register in lab/clinical when theory portions of the courses are completed. For information on these courses or to register, call Sarah at 443 8635.

Next scheduled labs are:

Pharmacology Lab

201104

This lab will be of interest for those students who registered in Pharmacology Theory (201102) prior to April 1999.

1 day - Fr. Nov 12, 08:00-16:00 - CC

Catheterization Lab

201106

Available February 2000 term

Dressing Change

201107

Available February 2000 term

PERSONAL AND PROFESSIONAL DEVELOPMENT

Communication Interpersonal & Group

Program Coordinator Mary Crooks, 443-8674

Program Assistant Shirley Liu, 443-8672

Conflict Resolution Series

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

Conflict Resolution - Level I

202802

This course combines theory with practice to help you manage conflict and deal effectively with tension and anger. Learn to recognize the positive functions of conflict and to deal with it as a normal part of everyday life and work. Become aware of your own reactions to conflict and learn a variety of communication techniques to resolve conflict more successfully. (Hilliard) \$105

1 day - Fr. Nov 5, 09:00-16:00 - KEC

Assertiveness Skills

202715

Assertion is an essential component of effective communication and interpersonal relationships. You will learn methods for effectively expressing your thoughts, feelings, opinions and beliefs to others; how to be assertive in situations of strong emotion; and assertive strategies which can lead to positive changes in your life and work. (Hilliard) \$105

1 day - Fr. Nov 12, 09:00-16:00 - KEC

Anger Management/Conflict Resolution - Level II

202828

For persons who have completed either Conflict Resolution - Level I (202802) or Assertiveness Skills (202715) or the equivalent. You will strengthen and expand your skills of active listening, self-disclosure, and assertion in your communication in conflict situations. Emphasis is on managing anger and defensiveness in oneself and others. (Hilliard) \$105

1 day - Fr. Dec 10, 09:00-16:00 - KEC

Holistic Health

Program Coordinator Mary Crooks, 443-8674

Program Assistant Shirley Liu, 443-8672

Massage - Level I

200737

The role that massage can play in healing is well recognized by the general public and health care providers. This expanded 12-hour course, with an emphasis on practical application, introduces you to basic relaxation massage techniques that can be used by the public or professionals who wish to expand their knowledge of massage. Wear shorts and tank top or loose, comfortable clothing, and come prepared to practise massage techniques.

Bring two sheets, two small towels, two pillows, unscented oil, a blanket, and light exercise mat. Instructor Heather Narod is a registered nurse and registered massage therapist in private practice with more than 2,000 hours of clinical experience. (Narod) \$135 (\$200 for both Level I and II). Maximum registration: 16 persons.

2 day - Sa/Su. Oct 16/17, 09:00-16:00 - KEC

2 day - Sa/Su. Nov 27/28, 09:00-16:00 - KEC

Massage - Level II

200740

Prerequisite - Level I (200737). You will practise techniques learned in Level I, as well as learn new techniques to induce relaxation and explore the relationship of the body/mind connection to massage. Bring two sheets, two pillows, two small towels, mat, unscented 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. Dec 4, 09:00-16:00 - KEC

Self-Massage and Relaxation

NEW!

for Fibromyalgia and Chronic Pain

200751

In a relaxed, slow-paced atmosphere, the experienced instructor will lead you in gentle, non-intrusive methods that can help you ease your pain and manage its effect on your daily life. The four mornings allow you to practise and integrate selected techniques of self-massage, gentle movement, relaxation, breathing and guided imagery. Bring light exercise mat, blanket, pillow, unscented oil, snack and water. (Narod) \$125

4 mng - Sa. Oct 23, 09:30-12:30 - CC

Osteoporosis Prevention

201079

Osteoporosis prevention begins with simple, effective choices that we can start at any age. Osteoporosis is a common condition in which bones lose calcium, become brittle and break easily. One in four women and one in eight men over 50 years develop osteoporosis. You will learn about risk factors, nutrition, exercise, hormone therapy, posture and how to communicate with your health professional. Includes take-home manual. Recommended for adults of all ages. Bring a friend or family member to learn together. (Osteoporosis Society of BC).

Maximum 15 persons. \$25

1 mng - Sa. Nov 6, 09:30-12:00 - KEC

1 mng - Sa. Nov 27, 09:30-12:00 - KEC

Menopause . . . Naturally

201087

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

1 mng - Sa. Nov 20, 09:30-12:30 - KEC

CPR & First Aid

Program Assistant Shirley Liu, 443-8672

Wilderness and Remote First Aid

NEW!

202041

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 travelers 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 WRAA certification. Family rates available. Participants must be 13 years of age or older. (Haslam) \$210

4 day - Sa/Su. Sep 18/19/25/26, 09:00-17:00 KEC/ outdoors

Community CPR

202025

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

1 eve - Tu. Oct 5, 17:45-21:45 - CC

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

Childsafe

202024

8 hours. No prerequisite. Of particular interest to daycare and preschool workers and parents. Meets all provincial licensing requirements for daycare. Course has strong focus on prevention and includes obstructed airway management for infant and child, CPR for infant and child, and basic first aid. Bring

blanket. (Clark) \$55

2 eve - Tu/Th. Sep 21/23, 18:00-22:00 - CC

CPR Basic Rescuer (CPR C)

202010

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

2 eve - Wed/Th. Oct 6/13, 18:00-22:00 - CC

Standard First Aid

202038

16 hours. No prerequisite, but previous CPR training recommended. Course includes all the content in Emergency First Aid plus two person CPR and first aid for broken bones, wounds and emergency medical conditions. Meets all provincial licensing requirements for daycare. Bring blanket. (Clark) \$105

2 day - Sa/Su. Nov 20/21, 09:00-17:30 - KEC

FOODSAFE

Program Assistant Craig McKenzie-Cook, 443-8381

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

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

Certification

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

Foodsafe - Level I (Basic)

250201

Designed for kitchen staff and dining room attendants. Explore micro-biology, food-borne illnesses, personal hygiene and health, serving and dispensing, food protection and preparation, receiving and storing food safely, warewashing and storage methods. \$80

1 day - Sa. Sep 11, 09:00-18:00 - CC

1 day - Sa. Sep 18, 09:00-18:00 - CC

1 day - Sa. Sep 25, 09:00-18:00 - CC

1 day - Sa. Oct 2, 09:00-18:00 - CC

1 day - Sa. Oct 16, 09:00-18:00 - CC

1 day - Sa. Oct 23, 09:00-18:00 - CC

1 day - Sa. Oct 30, 09:00-18:00 - CC

1 day - Sa. Nov 6, 09:00-18:00 - CC

1 day - Sa. Nov 13, 09:00-18:00 - CC

1 day - Sa. Nov 20, 09:00-18:00 - CC

1 day - Sa. Nov 27, 09:00-18:00 - CC

1 day - Sa. Dec 4, 09:00-18:00 - CC

1 day - Sa. Dec 11, 09:00-18:00 - CC

1 day - Sa. Dec 18, 09:00-18:00 - CC

Foodsafe - Level I (Basic) - For ESL

Students

250203

This Level I class is designed for students who speak English as a second language. Instruction will be in English, but paced to accommodate the ESL student. For content details, see description above. NOTE: Students must speak English. \$80

2 day - Sa. Oct 23/30, 09:00-16:00 - KEC

Foodsafe - Level I (Basic) - In Cantonese

250205

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

1 day - Sa. Nov 20, 09:00-18:00 - CC

Foodsafe - Level II (Advanced)

250202

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

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

1 day - Sa. Nov 6, 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 as-

sociated costs: Occupational Health and Safety Committee Training, Occupational Health and Safety in Small Business, Investigating and Controlling Strains and Sprains, 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 8. To register call 443-8484. To enquire call 443-8380.

Human & Social Services

COUNSELLING SKILLS

Program Coordinator Joanne Rykers, 443-8392

Program Assistant Craig McKenzie-Cook, 443-8484

Information Session Counselling Skills/Substance Abuse courses and certificate programs: 1 eve - Wednesday, September 8, 18:00-19:00 - CC

Note

For those interested in advanced counselling training with the Gestalt Experiential Training Institute of Vancouver, there will be a presentation at 19:00, following the general information session.

Basic Counselling Skills I

101805

This course is designed to introduce individuals to client-centred counselling and to the listening/responding skills fundamental to this process. It is of particular interest to volunteers and staff in the helping professions. You will practise beginning helping skills and participate in counselling interviews. You can expect to spend three hours per week completing reading and written assignments. This course work requires fluency in English. If you are unsure about your English skills, contact the Assessment Centre at King Edward Campus. This course is a prerequisite for those applying to the Counselling Skills, and Substance Abuse Certificate Programs. Text: Counselling Skills, Bob Shebib, available at campus bookstore. \$315

12 eve - Mo. Sep 13, 18:30-21:30 - CC (Pierce) - No class Mo. Oct 11

12 eve - Tu. Sep 14, 18:30-21:30 - CC (Shamai)

12 eve - Th. Sep 16, 18:30-21:30 - CC (Krakow) - No class Th. Nov 11

12 sessions - 10 mng - Fr. Sep 17, 09:30-12:30 AND 1 day - Fr. Sep 24, 09:30-16:30 KEC (Rungta) - No class Fr. Nov 12

Basic Counselling II

101806

This course is a continuation of Basic Counselling I (101805), and is designed for individuals who want more practice in using a client-centred counselling model. Class time is divided into lectures, instructor demonstration, and practice in the role of helper and client. The course encourages self-exploration to enhance your effectiveness as a helper. Prerequisite: Basic Counselling I (101805) or permission of program coordinator. Text: Counselling Skills, Bob Shebib. (Shamai) \$260

10 eve - Th. Sep 23, 18:30-21:30 - CC - No class Th. Nov 11

Vocational Counselling

101839

This course examines the theory and practice of vocational counselling with particular reference to the needs of diverse populations. Participants examine the process of how clients make vocational decisions and how the counselling relationship facilitates this process. This course is aimed primarily at those in the field of employment/career counselling. It may also be used to fulfill the requirements for the Counselling Skills Certificate. Prerequisite: Basic Counselling Skills I (9101805) or equivalent training with permission of program coordinator. Text, *Career Counselling: A Psychological Perspective*, Yost and Corbishily, available at campus bookstore. (Coomber, Koopman, Margolis) 36 hours. \$325

8 sessions - 4 day - Sa. Sep 18/Oct 2/23, Nov 6, 09:30-16:30 AND 4 eve - Tu. Sep 21/Oct 12/26, Nov 9, 18:30-21:30 - CC

Cross-Cultural Counselling

101841

This course examines cross-cultural counselling issues, theories and approaches, including value orientation, cultural-racial identity development and intercultural communication. It is designed to be both theoretical and practical by giving participants knowledge and understanding of the cultural factors underlying client and counsellor behaviour and interventions, as well as by emphasizing practical skill. This course is aimed at those in the helping professions who work in a multicultural milieu. It may be used to fulfill requirements for the Counselling Skills Certificate Program. Prerequisite: Basic Counselling I (101805) or equivalent training/experience. (Klassen) \$325
12 eve - Th. Sep 16, 18:30-21:30 - CC - No class Nov 11.

Advanced Group Skills**101816****NEW!**

Working with groups is immensely rewarding and uniquely challenging, requiring of the facilitator a particular blend of professional skills and self-awareness that develop only through practice and experiment. This course, which builds on the foundation of Group Counselling, is designed to offer learners a wide spectrum of both theoretical and experiential approaches to advanced group work and emphasizes development of group facilitator skills through supervised practice. In addition to building confidence and developing strategies as a facilitator, participants will learn about the emerging models of group work which focus on collaboration, community-building and creativity. The course will explore approaches to resolving conflict, developing curriculum, designing group exercises and utilizing health and healing practices. Prerequisite: Group Counselling Skills (101832) or (200116), or an introductory course/training in group dynamics, with permission of the program coordinator. 30 hours (Laird) \$300
8 sessions - 2 day - Sa. Sep 25, Oct 30, 09:30-16:30 AND 6 eve - Tu. Sep 21-Oct 28, 18:30-21:30 - CC

Working with Shock Trauma**101812****NEW!**

This workshop is an introduction to the psychophysiological basis of trauma, and how a body-centred psychotherapy can be a tool in working with clients who are affected by shock trauma. Participants will achieve a greater understanding of the mind-body connection as it involves shock trauma, and have the opportunity to observe effective intervention techniques. This workshop is of interest to those in the helping professions, particularly front-line workers who may be in a position to provide crisis intervention, support, or referral. Prerequisite: student/graduate of a university/college counselling training program, or equivalent background, with permission of the program coordinator. (Zettl) \$125
2 day - Sa. Sep 18/25, 09:30-16:30 - CC

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

Solution-focused therapy listens carefully for, and punctuates, what clients do differently when challenging problems within their lives and relationships. It is goal-directed, and concerned with the "here and now" of a client's life, rather than with exploring the historical details. Narrative, reauthoring, therapy seeks to assist clients in separating from stories that have become oppressive, or act as restraints, to their lives and relationships; and it proposes ways of bringing alternative stories to problem-saturated identity descriptions. Participants will practise specific skills associated with solution-focused and narrative-clinical practices; view video tapes and discuss transcripts, based on solution-focused and narrative therapy with youth, families and adults; undertake role playing, focusing on dilemmas participants face in their clinical work. Prerequisite: student/graduate of a university/college counselling training program or equivalent with permission of program coordinator. (Robinson/Sanders) \$150
2 day - Fr/Sa. Oct 22/23, 09:30-16:30 - CC

A Gestalt Approach to Counselling 101810

Gestalt is a philosophy and a therapy that encourages the development of a more integrated understanding of the individual and their relationship to the world. This workshop will teach participants to more fully access their own emotional experience and that of their clients. You will learn to focus more comprehensively on demeanour and behaviour and to feed back this knowledge in a sensitive and timely way. Participants will be introduced to gestalt concepts such as sensory awareness, figure-ground, contact, and the "here-and-now," as a way of increasing their awareness of their own view of the world and that of their clients. Course content will be experiential in nature, and opportunities to practise will be provided. This workshop is a good introduction for people considering more extensive training in gestalt. Prerequisites: student or graduate of a college/university counselling training program or equivalent, with permission of program coordinator. (Menzel/Rungta) \$165
3 sessions - 1 eve - Fr. Nov 19, 18:30-21:30 AND 2 day - Sa/Su. Nov 20/21, 09:30-16:30 - KEC

A Short Course on Dreams**101813****NEW!**

Freud called dreams the "royal road to the unconscious." Most counsellors agree that helping clients explore the meaning of their dreams can result in deeper self-knowledge and also be a catalyst for therapeutic change. This experiential workshop will explore the theory and practice of dream work from a Jungian perspective. It will be of particular interest to those in the helping professions, including counsellors, therapists, and case workers. Participants are asked to come prepared to work on one of their dreams. Prerequisite: student/graduate of a college/university training program, or equivalent, with permission of the program coordinator. (Zettl) \$125
2 day - Sa. Nov 6/13, 09:30-16:30 - CC

Look for the following courses/workshops in the January 2000 term:
Marketing for Job Placement Workers (101809)
Body-Centred Approaches to Counselling (101814)
Counselling First Nations Clients (200141)
Youth and Substance Misuse (200142)

Counselling Skills Certificate Program

Program Coordinator Joanne Rykers, 443-8392
Program Assistant Craig McKenzie-Cook, 443-8484

Information Session 1 eve - Wednesday, September 8, 18:00-19:00 - CC

Note

For those interested in advanced counselling training with the Gestalt Experiential Training Institute of Vancouver, there will be a presentation at 19:00, following the general information session.

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 are 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

- Grade 12 completion
 - Maturity and emotional stability
 - Good knowledge of English, both oral and written
 - Relevant experience in social services. (Volunteer experience is credited if it is in a structured, supervised setting. Work or volunteer experience must include use of counselling skills.)
 - Three years successful recovery for those affected by chemical dependency
 - Satisfactory, documented completion of Basic Counselling Skills course (101805) or equivalent
 - Satisfactory interview with program coordinator
- Certificate Requirements**
- Individual Counselling Skills (101831) - 36 hours
 - Counselling Theories (101830) - 36 hours
 - Assessment and Referral (101838) - 36 hours
 - Personal/Professional Development (101842) - 18 hours

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) - 36 hours

As well as:

- Counselling Practicum (101836) - 112 hours

Course Fees

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

Application

Call 443-8484 for brochure and application form. Qualified students are accepted in order of receipt of application. Preference is given to those already working in a counselling capacity. Intake dates: January, April, September each year

Note

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

Individual Counselling Skills**101831**

This course examines the knowledge and skills required when counselling on a one-to-one basis. 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 development 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 eve - Mo. Sep 13, 18:45-21:45- CC (Menzel) - No class Mo. Oct 11
12 eve - Tu. Sep 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 includes the major theories of counselling and their contributions and limitations, implications 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. Sep 7, 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 includes types of groups, group effectiveness, group structure and organization, roles and responsibilities of group leaders, stages of group development, evaluating change. An exploration of legal and ethical issues, particularly competence is also be included. This course emphasizes an experiential learning approach. 36 hours (Laird) \$325
11 sessions - 10 eve - Th. Sep 23, 18:30-21:30 AND 1 Sa. Oct 2, 09:30-16:30 - CC

Family Counselling Skills**101833**

This course examines the knowledge and skills required in family counselling. Content includes: family dynamics and the Bowenian systems approach, explaining indications for using a systemic approach, the impact of the extended family, family systems assessment, formulating goals with a family, and an introduction to appropriate techniques and strategies. An exploration of legal/ethical issues, counsellor competency, and appropriate record keeping is also included. (Pierce) \$325
12 eve - We. Sep 15, 18:30-21:30 - CC

Assessment, Referral and Community Resources**101838**

This course examines the role of assessment and referral in counselling. Content includes: the purpose of assessment, how to conduct an assessment, the components of an assessment, assessing issues which require specialized referral, the referral process, how to make a good referral, community counselling resources, the legal/ethical issues involved. (Rosen) \$325
Will be offered January 2000 term

Personal/Professional Development**101842**

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 eve - Tu. Sep 14, 18:30-21:30 - CC
6 mng - Sa. Sep 18, 09:30-12:30 - CC - No class Oct 9

Cross-Cultural Counselling**101841**

This course examines cross-cultural counselling issues, theories and approaches. Designed to be both theoretical and practical, emphasis will be placed on integration of knowledge with personal awareness. This course is aimed at those in the helping professions who work in a multi-cultural milieu. It may also be used to fulfill the requirements for the Counselling Skills Certificate. Prerequisite: Basic Counselling I (101805) or equivalent training/experience. (Klassen) \$325
12 eve - Th. Sep 16, 18:30-21:30 - CC - No class Th. Nov 11

Vocational Counselling**101839**

This course examines the theory and practice of vocational counselling with particular reference to the needs of diverse populations. Participants examine the process of how clients make vocational decisions and how the counselling relationship facilitates this process. This course is aimed primarily at those in the field of employment/career counselling. It may also be used to fulfill the requirements for the Counselling Skills Certificate. Prerequisite: Basic Counselling Skills I (101805) or equivalent training with permission of program coordinator. Text: *Career Counselling: A Psychological Perspective*, Yost and Corbishilty, available at campus bookstore. (Coomber, Koopman, Margolis) 36 hours \$325
8 sessions - 4 day - Sa. Sep 18/Oct 2/23, Nov 6, 09:30-16:30 AND 4 eve - Tu. Sep 21/Oct 12/26, Nov 9, 18:30-21:30 - CC

Practicum**101836**

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

SUBSTANCE ABUSE COUNSELLING SKILLS

Program Coordinator Joanne Rykers, 443-8392
Program Assistant Craig McKenzie-Cook, 443-8484

Information Session 1 eve - Wednesday, September 8, 18:00-19:00 - CC

Note

For those interested in advanced counselling training with the Gestalt Experiential Training Institute of Vancouver, there will be a presentation at 19:00, following the general information session. For further information call Joanne Rykers.

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

- Introduction to Substance Abuse (200112) - 21 hours
- Drugs and Human Behaviour (200127) - 21 hours
- Individual Counselling Skills for Substance Abuse (200115) - 36 hours
- Group Counselling Skills for Substance Abuse (200116) - 36 hours
- Family Counselling Skills for Substance Abuse (200117) - 36 hours
- Assessment, Referral and Community Resources for Substance Abuse (200126) - 36 hours
- Personal/Professional Development (101842) - 18 hours
- Substance Abuse Practicum (200119) - 112 hours

Course Fees

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

Application

Call 443-8484 for brochure and application form. Qualified students are accepted in order of receipt of application. Intake dates: September, April each year

Note

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

Introduction to Substance Abuse 200112

This course provides an overview of the concepts involved in understanding substance misuse, the factors involved in controlling substance misuse, and counselling strategies. The content includes an exploration of terms; history of substance use; patterns of use/abuse; individual, family, societal, cultural and legal factors impinging on substance use; counselling/therapeutic strategies; prevention; factors specific to sub-cultures and minority groups (Miller) \$185
7 eve - Tu. Sep 14, 18:30-21:30 - CC

Drugs and Human Behaviour 200127

This course provides participants with the basic pharmacological concept needed to understand the action of psychoactive drugs in the human body, and an overview of the medical and non-medical use of commonly used mood-modifying drugs, including long- and short-term effects on the human body. (May) \$185
7 eve - We. Oct 27, 18:30-21:30 - CC

Individual Counselling Skills for Substance Abuse**200115**

This course examines the skills of counselling as they relate to the counselling relationship and the personal and professional development of the counsellor. It emphasizes skills and strategies used by counsellors working in the area of substance abuse. Content areas build on those covered in Basic Counselling Skills I (101805) and Introduction to Substance Abuse (200112), and includes motivational interviewing. (Coyle) \$325
12 eve - We. Sep 15, 18:30-21:30 - CC

Group Counselling for Substance Abuse 200116

This course examines the knowledge and skills required when counselling in a group setting, individuals affected by substance abuse. Content includes: an exploration of group dynamics, stages of group development, leadership styles, member roles, types of groups, particular applications to working with substance abuse populations. The experiential component of the course includes an extended group experience and the opportunity to lead structured group exercises. (Laird) \$325
Will be offered January 2000 term

Family Counselling for Substance Abuse 200117

This course examines the knowledge and introductory skills required when counselling the family presenting substance abuse concerns. This course will explore substance abuse in families using a family systems theoretical perspective. Three specific approaches to counselling families will be explored: family of origin, narrative, and solution-focused counselling. Content areas will include: theoretical assumptions, family assessments, counter transference, and ethical issues. (Frowein) \$325

12 sessions - 11 eve - Mo. Sep 13 AND 1 eve - Tu. Oct 12, 18:30-21:30 - CC - No class Oct 11

Personal/Professional Development 101842

This course provides an opportunity for students to continue their personal and professional development, especially as this applies to ethical principles. Content areas build upon and expand the knowledge of ethical principles, especially as they apply to practice issues. Case studies, small and large group discussion and journal writing are featured. A large component of this required course will be process-oriented, involving the sharing of students' self-exploration on the individual examination of values and personal limitations. (Yasin) \$160
6 eve - Tu. Sep 14, 18:30-21:30 - CC
6 mng - Sa. Sep 18, 09:30-12:30 - CC - No class Oct 9

Assessment and Referral for Substance Abuse 200126

This course examines the procedures and skills used in substance abuse assessment and referral as well as identifies and examines available community resources for individuals who are affected by substance abuse problems. Content includes: criteria for assessing chemical dependency, the assessment interview, assessment tools, assessment with special populations; making a successful referral, and pertinent ethical issues. Participants will be actively involved in the gathering, sharing, and evaluating of information about community resources. (Chadwick) \$325
12 eve - We. Sep 15, 18:30-21:30 - CC

Substance Abuse Practicum 200119

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

EARLY CHILDHOOD EDUCATION

Program Coordinator Gyda Chud, 443-8416
Information Pat Cooper, 443-8428 or Jane Jimison, 443-8660

Early Childhood Care and Education Certificate Programs

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

Early Childhood Care and Education Level I

This two-year, provincially certified program prepares graduates to work as supervisors in preschool and day care centres for children three to five years old. Please note: This program is FULL for this year. Applications are now being accepted for September 2000.

Infant-Toddler Educator Program

This one-year, POST-BASIC program for already qualified ECCE graduates offers specialized skills and knowledge to supervise infant and toddler group day care settings. Applications for our September 8, 1999 start date are now being accepted. Please call 443-8428 for further details.

School Age Child Care Certificate Program

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

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

Introduction to School Age Child Care 150697

This course is designed to provide an orientation to working with 5-12 year old children in various settings. The themes of understanding children's behaviour, building their self-esteem, guiding their behaviour and planning exciting programs for them will be of great benefit to those involved in this field of work. Please note that this course meets six evenings AND one Saturday. (Forfellow) \$130
6 eve - Tu. Sep 21, 19:00-22:00 AND 1 day - Sa. Oct 23, 09:30-15:30 - CC

This term the following core course will be offered:
Working with 5-Year-Olds
150655

This course focuses on the physical, intellectual, emotional and social development of 5-year-olds and offers practical suggestions for program planning and group management. This course meets six evenings AND one Saturday. (Huffman Coe) \$130
6 eve - Tu. Nov 02, 19:00-22:00 AND 1 day - Sa. Nov 27, 09:30-15:30 - CC

CONTINUING STUDIES IN EARLY CHILDHOOD CARE AND EDUCATION

Information 443-8428

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

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 Child Care: Good Beginnings 103801

This course offers an introduction to a variety of issues related to quality family day care. It provides an overview of child development, health and nutrition, activity planning, guiding behaviour and administration. Please note: This course meets eight evenings AND one Saturday. Course fee includes a workbook. (Stewart) \$165
8 eve - We. Sep 15, 18:45-21:45 AND 1 day - Sa. Oct 30, 09:30-15:30 - CC

Note
While classroom attendance is recommended for Lower Mainland residents, this course is also offered for home study through Distance Education.

Program Coordinator Silvana E. Carr, 443-8389

*Information Session Wednesday,
September 1, 19:30 - KEC*

Court Interpreting Certificate Program

Individual bilingual instructors with extensive language skills will instruct in each of the various language areas. This program is designed to prepare you for a career in court interpreting. The program consists of a core of 150 hours of instruction and a variety of electives. To register in this certificate program, applicants must successfully complete the 24-hour prerequisite course entitled Introduction to Court Interpreting which is offered ONLY in September of each year. Core courses which follow are:

Note
This is an exciting and interesting career. Become an accredited interpreter. If you have a very good knowledge of English and another language turn this asset into qualifications enabling you to be an effective interpreter, in and out of courts. Through court observation, lectures, simulated courtroom situations and interpretation practice in small language-specific classes, close individual instruction is offered. The certificate from this program is recognized as proof of accreditation by the Ministry of the Attorney General, Court Services. Established in 1979, this part-time program enables bilingual men and women to obtain practical training in interpreting techniques, terminologies and procedures, as well as an excellent preparation for other interpreting jobs. \$1235
63 eve - Tu/Th. Oct 12 - Dec 09, 1999; Tu/Fr. Jan 04 - May 19, 2000, 19:00-22:00 - KEC (subject to change)

Application Deadline
September 7, 1999. Late applications may be accepted subject to space availability. Call 443-8380 for brochure and application form.

Note

The tuition is \$1235 if the full amount for the three core components is paid before October 4, 1999. If paid in three installments the tuition is \$1335 (all fees subject to change). In some cases it may be possible for students to take components separately. A number of bursaries may be available to assist students.

Entrance Eligibility

Excellent knowledge of English and another language, both oral and written, university education and an aptitude for interpreting. Please note: a very high level of language skills is required to work in the courts.

Certificate Requirements

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

Professional Orientation to Interpreting Skills 150118

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

- 36 hours. \$320

Bilingual Interpretation 150119

Sight translation and consecutive interpretation practice using legal and other texts; development of bilingual terminologies, introduction to simultaneous interpretation (in sessions for each language of specialty). Required for certificate - 123 hours. \$695

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

The Experts in Court:

NEW!

Simultaneous Interpreting Workshop for Court Interpreters 150160

Come and listen to expert witnesses tell us about their field of expertise and some of the most interesting court cases in which they have participated. Following a presentation by each expert, we will review terminology and move on to the language lab for simultaneous interpretation of court cases involving expert testimony in various fields: weapons, drugs, fingerprints, DNA, ballistics, and more. Excellent professional development for practising court interpreters and excellent practice for Canadian Translators and Interpreters Council (CTIC) certification exams. Co-sponsored by Society of Translators and Interpreters of B.C. (STIBC). - 15 hours. (Hobrough) \$200 (VCC Court Interpreting students and STIBC members \$150)
5 aft - Sa. Sep 18, 13:00-16:00 - KEC

Part I: Orientation Session on

NEW!

the CTIC Court Interpreting Exam 150163

This free session will explain the structure and evaluation criteria, and give suggestions for preparation for the oral component of the Canadian Translator and Interpreter Council (CTIC) National Court Interpreting examination. Although of particular interest to candidates registered for the October 23 oral exam, anyone interested in becoming a Certified Court Interpreter is invited to attend. Offered by the Society of Translators and Interpreters of B.C. (STIBC) in cooperation with VCC Continuing Education. No fee.
NB. This session does NOT refer to the entrance exams for the VCC Court Interpreting Certificate Program.
1 aft - Sa. Sep 11, 13:00-15:00 - KEC

Part II: Practice Interpreting

NEW!

Workshop - CTIC Exam 150164

This is an opportunity to do some memory training and practise sight and simultaneous interpreting in lab conditions resembling those under which the oral component of the Canadian Translator and Interpreter Council National Court Interpreting examination will be administered. Although of particular interest to candidates registered for the October 23 exam, anyone interested in a further training opportunity is welcome to register. Co-sponsored by STIBC. (Barany) \$40
1 aft - Sa. Sep 11, 15:00-18:00 - KEC

Technical Translation - English to Spanish 150155

Expanded in response to student request. This practical course focuses on the techniques used for translation of technical English texts into Spanish, and is designed for inexperienced or self-taught translators with no formal training. Working with a variety of text types (e.g. newspapers, scientific, business, legal), participants will explore concepts such as structural analysis, text typology, language usage in order to analyze and resolve translation problems. Through interactive practice and feedback, participants acquire the tools to work on translations efficiently. (Gonzalez-Cirre) \$225
10 mng - Sa. Sep 11, 09:00-12:00 - CC - No class Oct 9

Practical Translation I

NEW!

- English to Vietnamese 150161

This course covers various practical aspects of translation: dictionaries and other reference resources, concepts alien to the target language, word order, stylistic differences, and others. Participants are expected to do homework and one translation project of at least 2,000 words. This course is ideal for you if you wish to improve language and translation skills, if you are an aspiring or practising translator, or preparing for STIBC entrance or certification translation exams, or the VC Court Interpreting written entrance exam. Prerequisite: a good command of both English and Vietnamese. (Phung) \$265

12 eve - Mo. Sep 20, 19:00-22:00 - KEC - No class Oct 11

Practical Translation II

NEW!

- English to Vietnamese 150162

This course is a continuation of Translation I, and primarily deals with more complex texts and documents. Participants must complete a more difficult translation project of 3,000 words or more. This course is designed for bilingual individuals contemplating work in the translation industry, practising translators wanting to polish translation skills, or those preparing for STIBC entrance or certification exams. Prerequisite: Translation I or a translation test. Note: Satisfactory completion of Translation II will satisfy the English to Vietnamese requirement of the VCC Court Interpreting written entrance exam. (Phung) \$265
12 eve - We. Jan 12, 2000, 19:00-22:00 - KEC

Health Care Interpreter 150177

The program is designed to prepare interpreters to fulfill their role and meet the standards for health care interpretation. To enhance the interpreter process in the health care context, participants will gain an understanding of the Canadian health care system and the various agencies for health care delivery. They will also become aware of the roles of various health team members, and situations requiring health care interpretation. Additionally, the participants will have an overview of medical terminology related to general body systems. A variety of learning methods and resources will be used including class lecture and discussion, video and audio presentations, case situations, role play and simulations. Prerequisite: VCC Court Interpreting Certificate or equivalent. (Lehal) \$350 (subject to change)
8 day - Sa. Jan 15, 2000, 09:00-16:00 - CC

Distance Education

Court Interpreting Certificate Program

Application Deadline
October 20, 1999. For application form and screen exam dates, call 443-8661.

The modules of this program will be delivered in the convenience of your own home in a variety of formats: printed word, video and audio tapes, electronic mail (optional) and audio conferencing. In this self-paced, part-time program, you will be introduced to the skills required to act as an effective interpreter in and out of courts. At the completion of the modules outlined below, you will have the opportunity to attend a weekend workshop at the King Edward Campus in preparation for the certificate examinations administered at the same campus. Satisfactory completion of all modules and exit examinations will qualify you to receive the VCC Certificate in Court Interpreting. This certificate is accepted by Court Services as proof of accreditation to work in B.C. courts. This program is open to persons who have an excellent knowledge of English and one of the following: Cantonese, French, Japanese, Punjabi, Spanish and Vietnamese. Prerequisite: satisfactory completion of screening exams, 180-hour home study, plus 15 - hour workshop, January - July, 2000. \$1235
NB The modules may also be taken separately.

Orientation to Interpreting 150182

Analysis of the process of interpretation of the roles of the interpreter, the code of ethics, the knowledge and skills required by interpreters, and an overview of the profession. - 20 hours

Interpreting Skills 150183

Focus on practical exercises to develop oral/aural skills, memory, pre-interpreting skills and terminology research. - 70 hours

Canadian Law for Interpreters 150184

Legal aspects of court interpreting. Introduction to the Canadian and B.C. court systems and principles of law, court procedures and terminologies. - 35 hours

Bilingual Interpretation 150185

Sight translation and consecutive interpretation practice using legal and other texts; introduction to simultaneous interpretation. Development of bilingual terminology. - 70 hours

Non-profit Sector Management Certificate Program

Program Coordinator Bonnie Denford-Nelson, 443-8362
bnelson@vcc.bc.ca Tuesdays and Wednesdays

*Information Session Wednesday,
September 8, 18:00-19:00 - CC.
Registration requested, 443-8484.*

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 volunteers and individuals in entry to middle management positions who want to enhance their knowledge, skills and

Non-profit, Voluntary & Fundraising / Teacher Training

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leadership potential.

This program consists of five 30-hour core courses and a choice of four specialty streams: Community Development, Non-Profit, Fundraising and Volunteer Management. Adults interested in ONLY the specialty courses are NOT required to follow the certificate application process. Please register directly with the CE office for specialty courses.

Certificate Requirements

Satisfactory completion of five core courses; all courses within a specialty and a project-based practicum (40-60 hours). All core courses will be graded, with a minimum of assignments. The program will take 18-24 months part-time to complete.

Required Core Courses (total 150 hours) listed in recommended order:

1. Fundamentals and Ethics of Non-profit Management (101902) \$290
2. Interpersonal Communications (101903) \$290
3. Planning and Evaluation (101906) \$290
4. Leadership and Human Resource Management (101904) \$290
5. Marketing and Public Relations (101905) \$290 Practicum (101907) \$150

Specialty Stream

Specialty courses will be offered each term. Costs vary according to stream. Choose from one or more of the following specialty streams:

1. Non-Profit Management
2. Volunteer Management
3. Fundraising Management
4. Community Development

Entrance Requirements

- Successful completion of Grade 12 or equivalent
 - Ability to read and write at a college level
 - Relevant work and/or volunteer experience
- Course equivalencies may be granted to participants who have taken an equivalent course in a recognized educational institution in the last five years. Supporting documents must be provided. Please submit prior to the start of class. Prior learning assessment may be available for some courses and the practicum.

Application Process

Submit an application form, statement of motivation, and a letter of reference. Register for Information Session (101901)

Information Session - Non-Profit Management Certificate Program 101901

All applicants should register in advance and attend an information session at no cost to the student. The program coordinator and instructors will facilitate this one-hour meeting which is designed to ensure the program is right for you.
1 eve - We. Sept 8, 18:00-19:00 - CC, Room 237

Core Courses

Fundamentals and Ethics of Non-Profit Management 101902

Examine the basic principles, philosophy and structure of not-for-profit organizations. The course emphasizes the function, purpose, roles and responsibilities of the board, administration, staff and volunteers. Participants will explore 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 - Tu. Sep 28, 18:30-21:30 - CC

Planning and Evaluation 101906

Gain an understanding of both technical and applied aspects of strategic and program planning and evaluation in the non-profit sector. This course highlights the purpose, use and importance of program planning; provides an understanding of what a program is, how it is developed and its performance and outcomes are assessed. (Smith) \$290
10 eve - Mo. Sep 27, 18:30-21:30 - CC - No class Oct 11

Specialty Courses Recruiting, Interviewing, Motivating and Recognizing Volunteers 101951

This course is designed for students in the volunteer management specialty stream. In addition, interested individuals who are currently volunteer managers are encouraged to register. Participants will examine the current issues and trends affecting volunteerism and the impact on the volunteer manager. Those with NO EXPERIENCE are encouraged to take Coordinating Volunteer Programs: An Overview (101601) offered by Volunteer Vancouver in conjunction with VCC. (Rawnsley) \$160
3 day - Sa. Oct 23, Nov 6/20, 09:00-16:00 - CC

Principles of Fundraising 101961

Participants learn the basic principles and concepts of fundraising, examine the role of fundraising, the readiness of the organization to succeed in their fundraising activities, and the essential steps for developing an effective fundraising plan. Prerequisite for 101962 and 101963. (Ellis-Perry) \$160
3 day - Sa. Oct 2, 16, 30 09:00-16:00 - CC

Foundations of Community

Development 101981

An increasing number of non-profit organizations are acknowledging the importance of community development and asking their employees to have a working knowledge of this concept - taking ideas and putting them into action. This course will help participants gain a better understanding of what community development means, the advantages that

can be realized by adopting this approach, and how to put theory into practice. It will demonstrate how to use simple and effective community development tools, and to put community development initiatives into practice. Finally, the course will examine helpful resources participants can access in the community. (Campbell) \$115
2 day - Sa. Nov 13/27, 09:00-16:00 - CC

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 fundraising 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 relations materials, annual reports and financial statements. (Lightwater) \$110
2 day - Fr. Sep 24, 10:00-16:00; Sa. Sep 25, 09:00-16:00 - CC

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. Location to be confirmed. Limited to 20 participants. \$200
8 eve - We. Oct 06, 18:00-21:00 - VV

Get Your Message Out to the Media 101995

Knowing how to attract media attention is key to the survival of all non-profit organizations in today's society. This workshop will help understand the components of and develop a media release and media kit. Make the best impact for your organization. (Friedmann) \$45
1 mng - Sa. Dec 4, 09:00-13:00 - CC

Contemporary Issues Facing

the Not-for-Profit Sector Package 101989

Sign up for all three of the following workshops, \$85

Creating a Not-for-Profit Organization - Should You? 101980

Explore the idea of setting up a new charity. Discuss whether it is the best way to make your dreams come true. Also explore the risks of a non-profit and how to keep your risks low. (O'Loughlin/Ouram) \$35
1 mng - Sa. Oct 16, 09:00-12:00 - CC

So You Decided to Go Ahead - The ABCs of Creating a Not-for-Profit 101984

The who, what, where and why of it. Discussion about the Society's Act, along with the mechanism of recruiting directors, governance and accountability. (Ouram) \$35
1 mng - Sa. Oct 30, 09:00-12:00 - CC

Ethical Issues Facing Not-for-Profits 101973

Explore the ethical issues and discuss ethical decision-making within an organization while maintaining the mission of the organization. (O'Loughlin) \$35
1 mng - Sa. Nov 13, 09:00-12:00 - CC

TESOL (TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES)

Senior Program Coordinator Jennifer Pearson Terell, 443-8483 jhouse@vcc.bc.ca
Program Coordinator Jayeson Van Bryce, 443-8669 jvanbryce@vcc.bc.ca
Program Assistant Dorothy Giroux, 443-8665 dgiroux@vcc.bc.ca

Vancouver Community College is recognized internationally for excellence in English language teaching. Our goal is to continue to build on our commitment to excellence in English language teacher training.

Vancouver Community College offers TESOL teacher training through a wide range of programs.

TESOL Certificate Program

- A teacher training program for instructing English language at post-secondary institutions or international schools. The program is offered in three formats - the Fast Track Program, Part-Time Program and the TESOL Summer Program.
- A university degree is required for admission to this program.

International TESOL Certificate Program

- A ten-month program for prospective English language teachers whose first language is not English.
- A university degree and a TOEFL score of 550 are required for admission to this program.

Tutoring ESOL Certificate Program

- A program for prospective English language tutors of school-aged children and adults.
- A university degree is required for certification, but not for the Document of Completion.

TEFL Program

- A 90-hour program for people planning to teach English language internationally.
- A university degree is not required for admission to this program.

TESOL Inservice Certificate Program

- A distance education program for experienced English language instructors who do not have a recognized TESOL teaching credential.
- A university degree and English language teacher experience are required for admission to this program.
- Practicum can be completed in Canada or at international sites.

CERTESL Program

- A distance education program for prospective English language instructors of immigrants, First Nations or international students.
- A minimum of Grade 12 academic English completion or equivalent is required for admission to this program.

TESOL Certificate Program

The TESOL Certificate Program is the premier teacher-training program for instructing English to Speakers of Other Languages in Western Canada. Applicants may be planning to teach overseas or at post-secondary educational institutions, community agencies or international schools in Canada. The program is 325 hours in length and offers comprehensive training for teaching English language 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. It is offered in three formats - the Fast Track Program, the Part-Time Program, and the Summer Program. On successful completion graduates receive a TESOL Certificate from Vancouver Community College, and also qualify for a TEAL Professional Certificate: Level One from the Association of BC Teachers as an Additional Language (TEAL).

Admission Requirements for the TESOL Certificate Program:

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

Program of Studies

An Overview of Teaching English to Speakers of Other Languages 150802

This 30-hour course provides an overview of the teaching techniques, procedures, and instructional resources used to teach English language, and is the prerequisite for the TESOL Certificate Program. The course examines the instructional methodology used for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, grammar, pronunciation, advanced level English, beginning level English, oral testing and lesson planning. \$200

Core Courses

Teaching Grammar One 150867

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

Teaching Grammar Two 150868

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

Teaching Pronunciation 150812

This 30-hour course focuses on the theory and instructional methodology used for teaching pronunciation. Topics covered in this course include the IPA vowel dimensions, consonants, contractions and reductions, stress and intonation. \$285

Teaching Listening and Speaking 150817

This 36-hour course focuses on the theory, resources and instructional methodology used for teaching oral communication and listening skills. This course will also examine grammatical, situational, functional and thematic approaches to integrated English language teaching. \$335

Teaching Reading 150818

This 30-hour course focuses on the theory and instructional methodology used to teach reading in an English language class, as well as a working knowledge of the instructional resources used to develop a reading program for an English language class. \$285

Teaching Writing 150813

This 30-hour course focuses on the theory and the instructional methodology used to teach writing in the English language classroom. Course participants will experience techniques for integrating all language skills, generating ideas, revising, editing and assessing writing. \$285

Teaching English for Academic Purposes 150819

This 30-hour course focuses on the specific instructional techniques and resources for teaching advanced English language students planning to continue academic studies at a post-secondary level. This course concentrates on instructional approaches for teaching reading, composition, literature and study skills at a college preparatory level. \$285

TESOL Internship 150824

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

TESOL Elective Courses

The TESOL elective courses have been developed for teachers 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 required to complete the TESOL Certificate Program.

International TESOL Certificate Program

Program Coordinator Anne Sandor, 871-7055

The International TESOL Certificate Program is a teacher-training program for international students. Applicants plan to teach English language at educational institutions in their home countries. The program is a ten-month program. There are two separate, ten-month programs per year. The winter program begins in January 2000 and ends in November 2000. The application deadline is November 1, 1999. The fall program begins in September 2000 and ends in June 2001. The application deadline is June 1, 2000. There are no classes in July and August. On successful completion of the International TESOL Certificate Program graduates will receive an International TESOL Certificate from Vancouver Community College.

Tutoring ESOL Certificate Program

The Tutoring ESOL Certificate Program is designed for people who wish to tutor English to adults or school-aged children. The program is recognized as the finest of its kind in Canada. It is 120 hours long and consists of 90 hours of core courses and 30 hours of elective courses. On successful completion of the program, graduates will receive a Tutoring ESOL Certificate from Vancouver Community College. A Document of Completion for Tutoring ESOL will be awarded to students who successfully complete the program but do not have a university degree.

Admission Requirements for the Tutoring ESOL Certificate Program

1. An undergraduate university degree for certification, but a university degree is not required for Document of Completion Program.
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 current criminal record search document.

Core Courses

An Overview of Teaching English to Speakers of Other Languages 150802

This 30-hour course provides an overview of 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, grammar, pronunciation, advanced English language learners, beginning English language learners, as well as oral testing, and lesson planning. \$200

ESL Tutoring

150844

This practical six-hour workshop will examine ESOL tutoring skills. This course will focus on a range of topics associated with becoming an ESOL tutoring including how to get started, how to lesson plan for tutoring sessions and how to prepare and select tutoring materials. \$60

Tutoring Grammar 151708

This 12-hour course examines the theory and instructional methodology used to tutor/teach grammar to ESL speakers. Grammatical structures from the beginner level through the advanced level

Teacher Training / Telecommunications Management

will be addressed. As well, reference materials will be recommended for tutoring. \$120

Tutoring Pronunciation 151707

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

Tutoring ESOL Practicum 151709

This 32-hour course will focus on the practical application of the theory of ESOL tutoring skills in real life tutoring situations. The principles of lesson planning, the effective use of instructional aids, as well as dealing with on-the-spot teaching situations will be addressed. There is a two-hour orientation session prior to the start of the 30 hours of ESOL tutoring practicum. \$300

Elective Courses

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

TEFL PROGRAM

The TEFL Program is designed for people who are planning to teach English internationally. A university degree is not required to register in the TEFL Program. However, applicants are required to have a standard of spoken English equivalent to that of an educated native speaker of English. A good command of grammar, usage, and spelling is also required for entry into this program of studies. Applicants whose first language is not English are required to submit an English Language Assessment score. An official Document of Completion will be awarded on successful completion of this program.

An Overview of Teaching English to Speakers of Other Languages 150802

A practical introduction to the teaching techniques, procedures, and instructional resources used to teach English language. This course examines the instructional methodology used for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, grammar, pronunciation, advanced and beginning English language learners, as well as oral testing and lesson planning. \$200

Teaching Overseas 150789

This nine-hour workshop will provide potential EFL instructors. With information about living and teaching in an EFL environment, strategies for securing an EFL teaching position, as well as useful teaching resources and teaching strategies for an EFL classroom. \$90

Tutoring Grammar 151708

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

Tutoring Pronunciation 151707

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

TEFL In-Class Assignment 151722

Applicants registered in the TEFL Program are required to work in an English language classroom setting in a volunteer or paid capacity for a minimum of 31 hours. This course may be completed at any time during the program. To complete the in-class assignment, students must successfully complete the TEFL In-Class Assignment Booklet. \$75.

TESOL Inservice Certificate Program

The TESOL Inservice Certificate Program is designed for experienced English language instructors who do not have a recognized TESOL teacher-training credential. The program consists of six instructional components. The program is offered by distance education. Each student is assigned an experienced teacher trainer as a tutor/marker for each course, as well as a comprehensive study package. On successful completion of the TESOL Inservice Program, graduates will receive a TESOL Inservice Certificate from Vancouver Community College and qualify for a Professional 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 15, 1999 and end on January 10, 2000.

Admission Requirements for the TESOL Inservice Certificate Program

1. A completed application
2. An undergraduate university degree
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. 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 foundations on which English language instruction is based. The course will examine the adult English language learner, cultural awareness and cross-cultural communication, and a range of instructional approaches to English language instructional methodology. \$150

Teaching Grammar 150203

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

Teaching Listening and Speaking 150204

This component examines the instructional methodology used to teach listening and speaking skills to adult English language learners. \$300

Teaching Reading and Writing 150205

This component examines the instructional methodology used to teach reading and writing skills to adult English language learners. \$300

Teaching Pronunciation 150207

This component examines the instructional methodology used to teach pronunciation to adult English language learners. \$300

Practicum

150206

This component will focus on the practical application of the theory of English language instruction in an English language classroom. \$400

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. A university degree is not required to complete this program. The CERTESL Program is offered three times a year. In the fall term (September to December), in the winter (January to April), and in the spring (May to July).

TESL 21 Overview of Teaching English as a Second Language 150301

This course is designed as an introduction in the field of teaching ESL, EFL and English as a standard dialect. Learner variables, second language acquisition, the teaching process, and classroom management is presented, as well as the skill areas, and types of curricula. \$335

TESL 31 Teaching English as a Second Language: Theory and Skill Development 150302

This course is an introduction to teaching ESL or EFL. Lesson planning for ESL/EFL teaching is provided, as well as theory and practice in teaching listening, speaking, reading, writing, pronunciation, vocabulary and grammar. \$335

TESL 32 Teaching English as a Second Language: Materials Selection and Development 150303

This course examines how to evaluate, select, and adapt materials for teaching ESL. Media used in developing ESL materials, including print, video, audio cassette, blackboard, overhead, felt board, and visual aids are discussed in-depth. \$335

TESL 33 English Grammar and Phonology 150304

This course examines in-depth elements of English grammar, discourse structure, sound system, and suprasegmental features. \$335

TESL 34 Teaching English as a Second Language/Teaching English as a Second Dialect for First Nations/Metis Students 150307

This course presents information, concepts and skills intended to assist teachers of First Nations/Metis students. \$335

TESL 35 Approaches to Language Teaching 150308

This course critically examines the approaches and methods used to teach second languages. Topics include the development of materials; instructional techniques, and the assessment, development and evaluation of language skills in the ESL classroom. \$335

TESL 42 Supervised Practicum 50305

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

Note: Students are required to pay a \$15 materials fee, a \$100 lab fee and tuition of \$335.

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 are required to pay a \$20 materials fee with the submission of the tuition fee of \$335.

Program Coordinator Peggy Worobetz 443-8670
Registration and Information 443-8484

**Information Session and Panel
Discussion Wednesday, September 8,
17:00-18:30 - CC**

Telecommunications Management Certificate Program

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

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

Understand the importance of the telecommunications industry and the role of the telecommunications manager. The various aspects of telecommunications will be explored at an introductory level giving the student the basic knowledge needed to progress to the next level. (Clark) \$285

10 eve - We. Sep 22, 18:00-21:00 - CC

Telecommunications Technology 102261

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

12 eve - Th. Sep 23, 17:30-20:30 - CC

Voice/Data Integration 102262

Designed in two parts, the first is a continuation of the previous course, Telecommunications Technology, which builds on the details of each subject from a "when and where" at macro level. The second area of coverage brings voice into the foray and integrates voice and data into a synonymous network. Prerequisites: Understanding Telecommunications (102260) and Telecommunications Technology (102261). (Williams) \$335

12 eve - Mo. Sep 20, 18:00-21:00 - CC

Applications Management 102263

Applications Management reviews a new industry-specific application each week. The macro view of a company's telecommunications needs will be reviewed and the student will learn to mix and match technologies to solve business issues for several industries. Building on the previous courses, this course will investigate the integration of voice, video and multimedia as it progresses. Prerequisites: Understanding Telecommunications (102260), Telecommunications Technology (102261) and Voice/Data Integration (102262). (Paul) \$335

12 eve - We. Sep 22, 18:00-21:00 - CC

Integrated Office Management 102264

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). (Grove) \$335

12 eve - Tu/Th. Oct 12, 18:00-21:00 - CC

Challenge Examinations

Challenge examinations are available for the Understanding Telecommunications, Telecommunications Technology and Voice/Data Integration courses. These examinations are for students who feel they are very knowledgeable with the material covered in the courses. A program guide, which includes a detailed outline for each course, may be obtained by telephoning 443-8670. Students will have ONE opportunity to pass the examination.

Understanding Telecommunications

102265 \$185

2 hrs - Th. Sep 9, 18:30-20:30 - CC

Telecommunications Technology

102266 \$185

2 hrs - Th. Sep 9, 18:30-20:30 - CC

Voice/Data Integration

102267 \$185

2 hrs - Th. Sep 9, 18:30-20:30 - CC

Fee Allocation for Challenge Examinations

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

Distance Education

Understanding Telecommunications is available in an eight-module distance education package (course 102290). See course description under Classroom Program. \$285

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

Voice/Data Integration course will be available in October 1999 in an 11-module distance education package (course 102292). See course description under classroom program. \$335

Telecommunications Seminars

For detailed seminar information please call the program coordinator.

Corporate Networking with TCP/IP

102268

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

3 day - We/Th/Fr. Nov 3-5, 08:30-16:30 - LIS

True Colours™ - Establishing Successful Encounters

102295

Whether in a management or support role, one of your keys to success is the ability to establish a positive rapport with those around you. Highly acclaimed in the United States, this innovative workshop focuses on the four personality types and their communication styles. The concepts presented will enable you to have a proven and effective communication tool once you understand the strengths and weaknesses of the four personality types. Leadership, team building and stress management are covered in this quick-paced, hands-on workshop. (Patterson) \$45

1 eve - Tu. Oct 5, 18:30-21:30 - CC

Note

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

The courses and programs on this page are offered on a part-time basis through various College Departments. For more details call the individual department telephone numbers listed in this section, or call VCC Program Information: 871-7550 or 443-8443.

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

City Centre Campus (CC)

All City Centre Campus courses are held at 250 West Pender Street, Vancouver. Registration is handled through the Registrar's Office at City Centre (Pender Street entrance, Room 104), Monday through Thursday, 08:00 to 16:00 and Friday, 08:00 to 15:00.

Please note that the Continuing Education department *does not* handle registration for the courses on this page.

3 ways to Register*

1 By Fax 443-8450

2 By Phone 443-8400

3 In Person
at the Registrar's Office (Pender Street entrance, Room 104)

Payment is by cash, cheque, MasterCard or VISA. For general information and space availability call 443-8453.

*For City Centre programs on this page only.

Business Courses

Financial Accounting and Management Communications Program (part of the Business Management Department)

This evening program is designed for people who wish to continue their studies in accounting at an intermediate level, either with a professional accounting body or through transfer to other post-secondary institutions. Graduates will acquire the skills and knowledge to work with accounting systems. The Financial Accounting and Management Communications Program includes a total of eight evening courses, offered at various times throughout the year:

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

Courses offered in the Fall 1999 term:

Economics (#7352)

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

- Mon/Wed, Sept 13-Dec 6, 6:30-9:00 p.m. - \$84.57

Introduction to Management Accounting (#7351)

This course is designed to introduce the concepts and practices of management accounting. Management accounting is the basis for short term and long term operational and financial planning. Topics include cost accounting fundamentals, job and process costing, budgeting and control, inventory costing and information systems for management control and decision making.

- Mon/Thurs, Sept 13-Dec 9, 6:30-9:00 p.m. - \$84.57

Executive Assistant

The Executive Assistant Program includes the following courses:

- Accounting
- Economics
- Business Law
- Human Resources Management
- Administrative Technology
- Communications and Organizational Behaviour

Course offered in the Fall 1999 term:

Accounting (7387)

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

- Thurs evenings, Sept 9-Dec 9, 6:00-9:00 p.m., Room 626 - \$267.77

To register, call Admissions at 443-8400.

For detailed Executive Assistant Program course information call Roberta Collins, 443-8525 or 443-8639

Baking Courses

Yeast Dough Products (1753 & 1754)

This is a hands-on course for preparing various yeast dough products such as breads, croissants, Danish, sweet dough, specialty breads and, if applicable, seasonal items.

- Sat, 8:00 a.m.-1:30 p.m. (Lab 217)
- 10 Sessions, Sept 18-Nov 20, 1999
- Cost: \$122.77, plus \$7.50 laundry fee and \$60.00 uniform deposit per term (uniform deposit refundable if returned in good condition within two weeks of course end date)
- Textbook: "VCC Recipe Book Level 1"
- Prerequisite: Good health and physical endurance

Cake Baking and Decorating (3489 & 3268)

This is a hands-on course covering basic cake baking and preparing various tortes and cakes such as mousse cakes, cheesecake, birthday cakes and seasonal cakes. This course also includes basic cake decorating.

- Sat, 8:00 a.m.-1:30 p.m. (Lab 212)
- 10 Sessions, Sept 18-Nov 20, 1999
- Cost: \$122.77, plus \$7.50 laundry fee and \$60.00 uniform deposit per term (uniform deposit refundable if returned in good condition within two weeks of course end date)
- Textbook: "VCC Recipe Book Levels II & III"
- Prerequisite: Good health and physical endurance

Chocolate Making and Marzipan Modeling (3491 & 3492)

This is a hands-on course covering tempering of dark, milk and white chocolate, making various fillings, and chocolate figurines as well as dipping chocolates. Marzipan modeling includes animals, fruits and vegetables.

- Sat, 8:00 a.m.-1:30 p.m. (Lab 211)
- 10 Sessions, Sept 18-Nov 20, 1999
- Cost: \$122.77, plus \$7.50 laundry fee and \$60.00 uniform deposit per term (uniform deposit refundable if returned in good condition within two weeks of course end date)
- Textbook: "VCC Recipe Book Level III"
- Prerequisites: Good health and physical endurance

General Baking/French Pastries Level 1

NEW!

(3794 & 3490)

This is a hands-on course covering the basics of cookies, quick breads, pies, puff pastries and savoury items. This course also includes French pastries such as almond tarts, napoleon slices, fruit tarts, cream horns, eclairs, cream puffs and, if appropriate, seasonal items

- Sat, 8:00 a.m.-1:30 p.m. (Lab 214)
- 10 Sessions, Sept 18-Nov 20, 1999
- Cost: \$122.77, plus \$7.50 laundry fee and \$60.00 uniform deposit per term (uniform deposit refundable if returned in good condition within two weeks of course end date)
- Textbook: "VCC Recipe Book Levels II and III"
- Prerequisites: Good health and physical endurance

Chocolate Making (3491)

This is a hands-on course covering the tempering of dark, milk and white chocolate, making various fillings and chocolate figurines as well as dipping chocolates.

- Tue, 6:30 p.m.-9:00 p.m. (Lab 211)
- 10 Sessions, Sept 21-Nov 23, 1999
- Cost: \$65.08 plus \$7.50 laundry fee and \$60.00 uniform deposit per term (uniform deposit refundable if returned in good condition within two weeks of course end date)
- Textbook: "VCC Recipe Book Level III"
- Prerequisites: Good health and physical endurance

Cake Decorating (3268)

This is a hands-on course, covering creative cake decorating as well as flowers and borders. This course also includes the making of various types of butter cream and fillings.

- Tue, 6:30 p.m.-9:00 p.m. (Lab 212)
- 10 Sessions, Sept 21-Nov 23, 1999
- Cost: \$65.08 plus \$7.50 laundry fee and \$60.00 uniform deposit per term (uniform deposit refundable if returned in good condition within two weeks of course end date)
- Textbook: "VCC Recipe Book Level III"
- Prerequisites: Good health and physical endurance

Wedding Cake Decorating Level I (4351)

This is a hands-on course which includes the covering of cakes, crimping, ribbons insertions, frills, piping and extension work.

- Wed, 6:30 p.m.-9:00 p.m. (Lab 212)
- 10 Sessions, Sept 22-Nov 24, 1999
- Cost: \$65.08 plus \$7.50 laundry fee and \$60.00 uniform deposit per term (uniform deposit refundable if returned in good condition within two weeks of course end date)
- Prerequisite: Good hand and eye coordination

Wedding Cake Decorating Level II (7360)

NEW!

This is a hands-on course which includes covering of a wedding cake, extension work, bas-relief, 3-D work, gum paste flowers and figurines.

- Thurs, 6:30 p.m.-9:00 p.m. (Lab 212)
- 5 Sessions, Sept 23-Oct 21, 1999
- Cost: \$120.00 plus \$7.50 laundry fee and \$60.00 uniform deposit per term (uniform deposit refundable if returned in good condition within two weeks of course end date)
- Prerequisite: Wedding Cake Level I or advanced experience

Sugar Crafting (7130)

This hands-on course includes the cooking of sugar, sugar casting, pulling and blowing of sugar and the making of various display pieces.

- Mondays, 6:30 p.m.-9:00 p.m. (Lab 211)
- 10 Sessions, Sept 20-Nov 29, 1999
- Cost: \$65.08 plus \$7.50 laundry fee and \$60.00 uniform deposit per term (uniform deposit refundable if returned in good condition within two weeks of course end date)

know how @VCC

Vancouver Community College

- Prerequisite: Good hand and eye coordination

Plated Dessert

NEW!

This is a hands-on course which includes the making of dessert cakes and individual desserts suitable for presentation as well as the making of coulis, sauces and decorations. This course is a great opportunity for professionals already in the industry as well as for individuals who have some experience in the food industry.

- Mondays, 6:30 p.m.-9:00 p.m. (Lab 212)
- 5 Sessions, Sept 20-Oct 25, 1999
- Cost: \$120.00 plus \$7.50 laundry fee and \$60.00 uniform deposit per term (uniform deposit refundable if returned in good condition within two weeks of course end date)
- Textbook: "VCC Recipe Book Level III"
- Prerequisite: Good hand and eye coordination

Cooking

Professional Cooking - Level 1

- 20 Sat - starts Sept 11, 8:00 a.m.-2:30 p.m. - CC
- Prerequisites: Grade 10 or equivalent and Foodsafe Certificate
- \$283.70 per course plus \$60 uniform deposit
- Call 443-8443 for detailed program information

King Edward Campus (KEC)

1155 East Broadway

To register for KEC courses, phone the individual department numbers listed below

Sign Language Studies

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

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

Preparatory and Basic Levels offered. Follows the VISTA 'Signing Naturally' curriculum. Graduates receive a transcript upon completion of the program. Call the numbers listed above for price information. Prerequisite: 18 years of age. Phone 871-7030

- Prep 010 Mon/Wed. Sept 13/1999-Mar 22/2000 7:00-9:30 p.m.
- Prep 010 Tues/Thurs. Sept 14-Mar 23 7:00-9:30 p.m.
- Basic 020 Mon/Wed Sept 13-Mar 22 7:00-9:30 p.m.
- ADV 031 Mon/Wed Sept 13-Dec 8 7:00-9:30 p.m. (This course is designed for graduates of the full-time programs. Others wishing to be admitted must be approved by Department Head.)
- Prep 011 Tue Sept 14-Nov 30 7:00-9:30 p.m.

Part-Time Instruction in Music

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

Solfège 001

Designed to help students develop aural skills such as interval recognition and sight singing, the curriculum is based on methods of the Hungarian composer-teacher, Zoltan Kodaly. Phone 871-7297

- Tuition: \$84.00 (not including Student Association fee and application fee)
- Mon/Wed - Sept 8 - Dec 1 - 5:00-6:30 pm - Room 2007, King Edward Campus

Basic Theory 003

A one-term course which examines the elementary non-performance skills of music and is designed to give the student the opportunity to gain knowledge of music theory necessary for further advancement in music. It will help the student gain facility in reading and writing music through the study of notation, time, scales, intervals, chords, cadences, terms and forms. Phone 871-7297

- Tuition: \$126.00 (not including Student Association fee, application fee tuition and materials fee)
- Tues/Thurs - Sept 7-Dec 2 - 5:00-7:00 pm, Room 2007, King Edward Campus

Rhythmic Notation 008

Designed to systematically introduce the student to the fundamental concepts of western rhythmic notation. Phone 871-7297

- Tuition: \$84.00 (not including Student Association fee and application fee)
- Mon/Wed - Sept 8-Dec 1 - 6:30-7:30 pm, Room 2007, King Edward Campus

The Willan Choir

Sing with VCC's Community Choir under the direction of conductor Patricia Plumley. The Willan Choir will celebrate its 25th anniversary in the 1999-2000 season. Highlights will include Vivaldi's "Gloria" and Verdi Opera Choruses. Phone 871-7297

TRUCK LOTTERY

2ND PRIZE

1999 Harley-Davidson
FLSTC Heritage Softail Classic
(Valued at \$27,000)

EARLY BIRD DRAW

September 3 - a one week Conquest
trip for two to Cancun, Mexico*
(Valued at \$2,500)

FINAL DRAW

October 22, 1999 - 3:00 p.m.
at Orion Western Star
Abbotsford, B.C.



Tickets

\$100 each
Only 4,000 tickets

*Vancouver Departure

TRANSPORTATION FOR EDUCATION

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Lower Mainland

TRUCK LOTTERY 1999

Vancouver Community College
Educational Foundation
1155 East Broadway,
P.O. Box 24620, Station "F"
Vancouver, B.C. V5N 5T9

Lottery license #822919

24-hour clock

This brochure uses the 24-hour clock system to avoid confusion between a.m. and p.m. Please refer to the following conversion chart:

1 a.m.	=	01:00
2 a.m.	=	02:00
3 a.m.	=	03:00
4 a.m.	=	04:00
5 a.m.	=	05:00
6 a.m.	=	06:00
7 a.m.	=	07:00
8 a.m.	=	08:00
9 a.m.	=	09:00
10 a.m.	=	10:00
11 a.m.	=	11:00
12 noon	=	12:00
1 p.m.	=	13:00
2 p.m.	=	14:00
3 p.m.	=	15:00
4 p.m.	=	16:00
5 p.m.	=	17:00
6 p.m.	=	18:00
7 p.m.	=	19:00
8 p.m.	=	20:00
9 p.m.	=	21:00
10 p.m.	=	22:00
11 p.m.	=	23:00
12 p.m.	=	24:00

Information Sessions



Information sessions are free of charge unless otherwise noted. For some, pre-registration is required. Refer to the program area for details.

APPLIED DESIGN CERTIFICATE PROGRAM

Information Session Wednesday, August 25, 17:00-18:00 - DS
Registration 443-8386 (seating limited)

BUSINESS AND TECHNICAL WRITING

Information Session Tuesday, September 14, 17:30 - CC Room 218B

COUNSELLING SKILLS/SUBSTANCE ABUSE COUNSELLING

• Counselling Skills/Substance Abuse Counselling courses and certificate programs

Information Session Wednesday, September 8, 18:00-19:00 - CC

NB: For those interested in advanced counselling training with the Gestalt Experiential Training Institute of Vancouver, there will be a presentation at 19:00, following the general information session.

ELECTRONIC PUBLISHING AND GRAPHIC DESIGN

Information Session September 9, 17:00-19:00 - CC Room 120

FLORAL DESIGN

Information Workshop September 9, 21:00-18:00 - CC - \$15

GEMMOLOGY

Information Session Wednesday, August 25, 18:00-19:00 - CC Room 164
Registration 443-8484 (seating limited)

HEALTH

• Hospice/Palliative Care Certificate Program

Information Session Wednesday, September 15, 19:00-20:00 - CC

• Gerontology Certificate Program - Nursing

Information Session Saturday, October 16 or November 20, 10:30-12:00

- KEC. Open free of charge to RNs and RPNs. Registration, 443-8386.

• Renal Dialysis Technician Certificate Program

Information Session Wednesday, October 6, 19:00-21:00 - CC

INTERIOR DESIGN

Information Session Thursday, September 9, 17:00-19:00 - DS

INTERPRETING AND TRANSLATION

Information Session Wednesday, September 1, 19:30 - KEC

LEGAL ASSISTANT CERTIFICATE PROGRAM

Information Session Tu. Sep 14, 17:30, CC Room 626

NON-PROFIT SECTOR MANAGEMENT CERTIFICATE PROGRAM

Information Session Registration required. Wednesday. September 8, 18:00-19:00 - CC, Room 237

OFFICE ADMINISTRATION CERTIFICATE PROGRAM

Information Session Wednesday, September 8, 17:35 - CC Room 218B

TELECOMMUNICATIONS MANAGEMENT

Payment of Fees

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



Satisfaction Guarantee

Dear Prospective Students:

As the Director of Continuing Education, I have a definite interest in your satisfaction with our courses. If you are not satisfied with the return on your investment of money and time, simply write to me at the address below, telling me why you are dissatisfied and your tuition fee* will be refunded. Please note, you must write to me within two weeks of the course's end date.

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

*"Tuition Fee" applies only to the tuition portion of your fee. Refunds do not include fees paid for books, course materials, supplies or meals. Credit or marks will not 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.

Dates closed

- September 4, 5, 6
- October 9, 10, 11
- November 11
- December 22 to January 4



Questions Asked

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

You can contact the appropriate program coordinator or program assistant (see program section) for details and a course outline. If you are leaving a message, please remember to include your full mailing address along with the spelling of your name.

Are there any prerequisites for taking a Continuing Education course at VCC?

In some program areas prerequisites do apply. Please read the course descriptions carefully as some courses do require a certain skill or level of knowledge as a prerequisite.

Why are room numbers not always on the course receipt?

Classrooms are usually assigned the day of the class. 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.

Fax & Mail-in Registration Fax 443-8393 for VISA or MASTERCARD use only

Mail Registration to: VCC - Continuing Education, 250 West Pender Street, Vancouver, BC V6B 1S9 Phone: 443-8484

Please TYPE or PRINT in BLACK ink. Note: One registrant per form. Please duplicate this form as needed.

Mr. Mrs. Miss. Ms.

Surname Given Names

Address City/Municipality Province

Postal Code Home Phone Business Phone Local

	Course Number (6 digits)	Course Name	Location	Start Date	Time
1					
2					
3					
4					

	Tuition Fees	Method of Payment	Credit Card Information	VISA	MasterCard
1		Money Order	Name on Card		
2		Cheque	Credit Card Account Number		
3		Fee Credit	Expiry Date		
4		Total	Signature		Date

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

CONTINUING EDUCATION

Locations

CC Vancouver Community College City Centre Campus 250 West Pender Street, Vancouver BC

BCC BC Cancer Agency 600 West 10th Avenue, Vancouver, BC

DS Design Studio 440 Cambie Street, Vancouver, BC

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

HSA Henry Schein Arcona 1619 Fosters Way, Delta BC

KEC Vancouver Community College King Edward Campus 1155 East Broadway, Vancouver BC



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

LIS Listel Vancouver Hotel 1300 Robson Street, Vancouver BC

OAK Oakridge Shopping Centre #320 (North Tower) 650 West 41st Avenue, Vancouver BC

ROB Robson Square Conference Centre 800 Robson Street, Vancouver BC

VV Volunteer Vancouver 301 - 3102 Main Street, Vancouver BC

4 ways to Register

1 By Mail

Fill in the registration form on this page and mail it with your cheque or credit card information. Sorry, no post-dated cheques. Mail to: Vancouver Community College, Continuing Education, 250 West Pender Street, BC V6B 1S9

2 By Phone

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

3 In Person

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

4 By Fax

Use the registration form on this page 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



報名及查詢，請致電 中文熱線 443-8677

Information is available to speakers of Cantonese and Mandarin. Please call Catherine Leong, 443-8677.

Citizenship Requirements for Admission Canadian citizens, including permanent residents in Canada (landed immigrants), are eligible for enrollment at Vancouver Community College. By exception, those whose status in Canada falls within one or more of the following categories may be considered for enrollment as though they were Canadian citizens or permanent residents in Canada, including: A. A foreign domestic worker with valid employment authorization permit. B. An individual who is in Canada to carry out official duties as a diplomatic or consular officer, or as a representative or official of a country other than Canada, or of the United Nations or any of its agencies, or of any intergovernmental organizations in which Canada participates; or as a dependent or a member of the staff of any such diplomat, consular officer, representative or official and is able to substantiate with an identity card issued by External Affairs which gives his/her position, date of issuance and date of validity. C. An individual who is in Canada, who has applied for Permanent Resident/Landed Immigrant status and who can provide evidence of the "letter of approval in principle" to the institution for admissions purposes. D. Any person who has been determined under the Immigration Act to be a Convention Refugee and can present a letter from Employment and Immigration Canada confirming this. E. A person under an international exchange, scholarship or fellowship agreement where there has been joint approval by the receiving institution and by the Ministry of Advanced Education, Training and Technology. F. An individual with a valid full-time employment authorization permit and his/her dependants, excluding a person on a working holiday authorization, or a refugee claimant

who has yet to be determined a Convention Refugee. G. A legal dependent of a Canadian citizen or permanent resident of Canada providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for exemption.

Withdrawals, Refunds & Course Cancellations Unless otherwise stated in course advertising, requests for refunds must be received in writing by Vancouver Community College, Continuing Education before the second session of the class. Written 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.