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I N S I D E

Arts & Design	2
Applied Design Certificate Program	2
Electronic Publishing & Graphic Design	2
Electronic Publishing and Design Certificate Program	2
Fashion Arts	3
Fashion Arts Certificate Program	3
Floral Design	3
Floral Design Certificate Program	3
Gemmology	4
Interior Design	4
Interior Design Explorations Certificate Program	4
Jewellery	4

Building Services	4
Building Manager (Residential) Certificate Program	4

Business, Career & Law	5
Business & Technical Writing	5
Business English Skills	5
Career Success: Nurturing The Working Spirit	5
Leadership Certificate Program	5
Legal Assistant Certificate Program	6
Management Skills For Supervisors Certificate Program	6
Office Administration Certificate Program	6
Project Management	8
Registry Officer Development Program	8
Small Business	8
Worksafe Education	8

Computers	9
Oakridge Computer Lab	9
City Centre (Newly expanded)	11

Culture & Language	14
Introduction To Chinese Culture And Society	14
Languages	14

Health	14
Professional & Allied Health Care	14
Hospice/Palliative Care Certificate Program	14
Gerontology Certificate Program - Nursing	15
Childbirth Educators Certificate Program	15
Nursing Management Certificate Program	16
Continuing Care Management Certificate Program	16
Renal Dialysis Technician Certificate Program	16
Personal and Professional Development	16

Human & Social Services	17
Counselling Skills	17
Counselling Skills Certificate Program	17
Substance Abuse Counselling Skills Certificate Program	17
Early Childhood Care & Education	18
Continuing Studies in Early Childhood Care and Education	18
Family Child Care	18

Interpreting & Translation	18
Court Interpreting Certificate Program	18
Distance Education	18

Non-profit, Voluntary & Fundraising	19
Non-profit Sector Management Certificate Program	19

Telecommunications Management	19
Telecommunications Management Certificate Program	19
Distance Education	19

Teaching English to Speakers of Other Languages	20
TESOL Teacher Training Programs	20
TESOL Diploma Program	20
International TESOL Diploma Program	20
Tutoring ESOL Certificate Program	20
TEFL Certificate Program	20
TESOL Inservice Diploma Program	20
CERTESL Program	20

Instructors	12
VCC Part-time Courses	21
Additional Information	22
Information Sessions	22
Registration Form	23
Withdrawals, Refunds, Cancellations	23

Take Charge of Your Career

A new year, a new century, a new beginning. The world of work is changing. Whether you work for a big company or small business, are self-employed or underemployed, or are thinking of a career change, you need to take an active approach to managing your career. Self-knowledge is an important key to career success and job satisfaction. Do you know what your unique strengths, skills and interests are and how to apply them? Self-knowledge helps you create a strong resume, prepare for job interviews and make informed choices about work. At Vancouver Community College Continuing Education, we provide a supportive and friendly learning environment to help you build marketable skills and a successful career. If you're not sure where to start, try our innovative Career Success seminars, or you can learn a new computer application, acquire leadership skills or explore our many certificate and diploma programs at free information sessions. Continuing your education is a great New Year's resolution. Happy 2000!

Connie Gibbs, Director, Continuing Education



ARTS & DESIGN

Applied Design Certificate Program

Information and Application Judith O'Keeffe, 443-8386

Information Session Monday, January 24, 17:00-18:00 - DS

Applied Design Certificate Program 051700

This intensive, two-month, full-time studio program is offered weekdays (Monday to Thursday). 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. Feb 7 - Mar 30, 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, located in the Architecture Centre.

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

Program Information

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

ELECTRONIC PUBLISHING &

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

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 Annette Chia, 443-8335 achia@vcc.bc.ca

Information Session Wednesday, January 12, 17:00-19:00 - CC Room 126

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 MB 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.

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. (Morse/Etemadi) \$350
10 eve - Mo. Jan 24, 18:30-21:30 - CC
5 day - Sa. Jan 29, 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. (Etemadi) \$410
10 eve - We. Jan 26, 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). (Hanan) \$365
5 day - Sa. Jan 29, 09:00-16:00 - 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). (Hanan) \$365
5 day - Sa. Mar 4, 09:00-16:00 - CC

QuarkXPress 050447

QuarkXPress is the comprehensive page layout program that provides all the tools needed to produce effective, well-designed documents. Learn basic QuarkXPress concepts including the 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. (Hanan) \$365
10 eve - Th. Jan 27, 18:30-21:30 - CC

QuarkXPress II 050466

Builds on the basics learned in QuarkXPress - 050447. Prerequisite: 050447.
Offered September 2000 term

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 (050447). (Etemadi) \$365
10 eve - Tu. Jan 25, 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. Feb 10, 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. (TBA) \$395
8 day - Sa. Jan 29, 09:00-14:00 - 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.
Offered April 2000 term

Electronic Prepress 050475

This course is ideal for those individuals who are comfortable with Photoshop, QuarkXPress and Illustrator and are, or would like to be, responsible for supplying final film to clients. Freelance designers will find this course an invaluable tool to create good, printable design. Industry design professionals who are paying service bureaus to prepare their final film will benefit tremendously. Individuals seeking work in the prepress industry will gain a better understanding of the preparation of files in the final stages. Prerequisites: Adobe Illustrator (050440), Photoshop - Level I (050443), QuarkXPress (050447).
Offered April 2000 term

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.
Offered April 2000 term

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. Jan 26, 18:30-21:30 - DS

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. Jan 27, 18:30-21:30 - DS

Newsletter Production 050459

Explore all the elements that go into producing an outstanding publication. Every aspect of newsletter design from concept to completion is covered including

defining objectives, editorial policy, layout and nameplate design, writing techniques, and working with graphics and photos. Learn about copyright law, service bureaus, print shops, freelancing rates, and how to set up your own newsletter service. Course manual provided. Intermediate course for certificate. (Johnston) \$325
10 eve - Th. Jan 27, 18:00-21:00 - DS

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.
Offered April 2000 term

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. Feb 5, 09:00-15:30 - DS

Professional Development Workshops

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. Feb 19, 09:00-16:00 - DS

Marketing for Freelancers 050467

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

Challenge Exams

Challenge exams are available to individuals with previous training and/or experience, who wish to be exempted from the Electronic Publishing and Design Certificate Program foundation courses. These are written examinations held prior to the start of each term. Call 443-8386 prior to January 17 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 for a total of 300 hours. 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 Courses - 60 hours required

- Graphic Design - An Introduction (050408)
- Introduction to Macintosh (050441)

Intermediate Courses - 180 hours required (6 courses)

- Creative Illustration (050410)
- Typography on Quark (050434)
- Adobe Illustrator I (050440)
- Photoshop I (050443)
- QuarkXPress I (050447)
- Advertising Design (050454)
- Newsletter Production (050459)
- Introduction to Electronic Prepress (050475)

Electives - 60 hours required (2 courses)

- Photoshop II (050444)
- Adobe Illustrator II (050446)
- QuarkXPress II (050466)
- Portfolio Preparation (050449)
- Logo Design and Stationery (050465)
- Internet/Web Page Design (050474)

Total hours required for certificate - 300 hours.

FASHION ARTS

Program Coordinator Evelyn May, 443-8387
Register early by calling 443-8484

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.

Costuming 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 career paths in this unique and growing industry. (Taylor) \$55
2 eve - Mo. Jan 24, 18:30-21:30 - CC

Retail Buying 050967

This course is a must for those interested in a career as a "buyer." Learn to effectively manage the planning and buying of appropriate merchandise for a retail department or boutique. Topics include: the coordination of the buyer's varied responsibilities, buying terminology, mathematical equations for retail buying, plan projections and stock planning, and domestic and foreign resources. (TBA) \$225
10 eve - Mo. Jan 24, 18:30-21:30 - CC

Canadian Fashion Retailing

NEW!

050970

In the dynamic retail industry, changes occur by the minute, and professionals who are not in tune with their company's and competitor's strengths and weaknesses get left behind. Whether you have been in the industry for a while or thinking of starting your own fashion retail business, this course will cover the challenges faced by retailers, help you to choose your unique strategy, create great customer service, choose your store location and build productivity. (Johnstone) \$155
6 eve - We. Feb 2, 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 eve - Th. Jan 27, 18:30-21:30 - CC
9 mng - Sa. Jan 29, 09:30-12:30 - 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. Feb 5, 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. There will be an opportunity to test your actual product line with the target market, buyers, and retailers in order to receive 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
Offered April 2000 term

Fashion Arts Professional Practices II 050965

In this 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/Johnson/Richardson/Vaillancourt) \$295
12 eve - Tu. Jan 11, 18:30-21:30 - CC

Application Deadline

Deadline for applications for entry into the Fashion Arts Professional Practices Program is April 10, 2000. For program details call the Fashion Arts program coordinator. To request a Fashion Arts Professional Practices application form, call 443-8484.

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

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

FLORAL DESIGN

Flowers say something special about you!

Program Coordinator Joyce Jackson, 871-7462
Information Annette Chia, 443-8335 achia@vcc.bc.ca

Information Workshop Thursday, January 20, 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.

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. Jan 22, 13:00-16:00 - CC

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. Jan 27, 18:00-21:00 - 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. Jan 31, 18:30-21:30 - CC

Floral Design III

250107

During this course participants apply advanced design principles, construction techniques and formats appropriate to creating wedding and sympathy tributes and also custom floral arrangements. Individual creativity and developing a personal design style are emphasized. Both Eastern and Western traditions are explored. Prerequisite: Floral Design II (250106). 45 hours - required for certificate. (Portice) \$650
15 eve - Mo/Tu/We. Feb 28, 18:30-21:30 - CC

Floral Design Portfolio Preparation 250110

Individuals often invest a great deal of time creating fabulous floral arrangements and installations only to have their hard work and creativity under-represented by an inadequate presentation portfolio. A professional presentation is necessary for seeking employment and selling your design services to potential clients. Learn marketing techniques and the elements required to begin creating an effective floral design portfolio. Required for certificate. Prerequisites: Introduction to Floristry (250105), Floral Design II (250106), Floral Design III (250107) or equivalents or permission of instructor. (Woodburn) \$180
3 day - Sa. Feb 26, 09:00-14:00 - CC

Wedding Workshop 250124

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

to take with you. (Harman) \$110
1 day - Sa. Mar 25, 09:00-15:00 - 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.
Offered April 2000 term

Available April 2000

Floral Design I (250105)
Floral Design II (250106)
The Business of Floristry (250127)

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

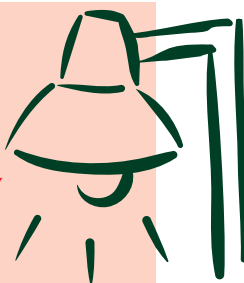
Coordinator Judith O'Keeffe, 443-8386 jokeeffe@vcc.bc.ca
Information Annette Chia, 443-8335 achia@vcc.bc.ca

Information Session Thursday, February 17, 19:00-20:00 - CC Room 164

Gemmology Certification

Continuing Education offers both the Preliminary year and the Diploma year of the Canadian Gemmological

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.

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, spectrometers 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 2000) 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, 980-5767

**Information Session Tuesday,
January 11, 17:00-19:00 - CC**

Registration 443-8484

Note

All courses are held in the new Design Studio, located in the Architecture Centre, 3rd Floor, 440 Cambie Street

Design Fundamentals 051601

This course introduces basic design principles, elements and concepts, the practical application of design theory, the designing process and space organization techniques while developing creative problem-solving skills. (Saatkamp) \$310
10 eve - Tu. Jan 25, 18:30-21:30 - DS
10 mngs - Sa. Jan 29, 09:30-12:30 - DS

Business Practices 051612

As business practices become more complex, individuals need to be familiar with business basics as well as with issues related to the interior design profession. Costing, maintaining financial records, time management, project files, coordination and scheduling, ethics and licensing are some of the topics covered. (TBA) \$310
10 eve - Tu. Jan 25, 18:30-21:30 - DS

Drawing for Design Applications 051604

The basic concepts of drawing and two-dimensional language include the expressive use of media and how to effectively manipulate line, space, volume, form, proportion and value to effectively communicate ideas in a variety of visual formats. Prerequisite: Design Fundamentals (051601). (Phillips) \$235
8 eve - We. Jan 26, 19:00-22:00 - DS

Furniture Design and Style I 051602

This course provides the essential information and background required to identify and distinguish a variety of furniture styles originating with the classics through to the 20th Century. Periods include Byzantine, Romanesque, Gothic, Renaissance, Baroque, Rococo, Neo-classical, Georgian, Empire, and Arts & Crafts. (Thomson) \$310
10 eve - Th. Jan 27, 18:30-21:30 - DS

Materials and Finishes 051603

This course introduces a variety of materials and finishes used in commercial and residential interiors. Topics include environmental issues and their impact on design; wood, masonry, floor, wall and ceiling finishes, furniture and accessories; origin, characteristics, installation and maintenance. (Saatkamp) \$235
8 eve - Th. Jan 27, 18:30-21:30 - DS

Offered April 2000

Design Fundamentals I (051601)
Basic Drafting Concepts (051610)
Furniture Style and Design II (051613)

Colour Theory and Application (051615)
Portfolio Project (051617)

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 24 hours 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

Intermediate Fabrication Techniques 051154

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

Casting Techniques for 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. Jan 19, 18:00-21:00 - CC

Bezel Setting and Tube Making 051155

This course introduces the fundamental construction techniques required to make bezel settings for small and large stones including: how to calculate metal requirements for a special stone size, setting stones and tube making for small stones. Prerequisite: Basic Hand Skills (051151) or equivalent. (Thompson) \$130
4 eve - Tu. Feb 15, 18:30-21:30 - CC

BUILDING SERVICES

Professional Skills Make a Difference

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

Building Cleaning - Methods, Equipment, Supplies and Safety 109008

Designed for building maintenance staff, this course covers cleaning methods, equipment, safety and liability issues. Course content applies to residential, commercial and institutional buildings. This course does not include hands-on training with powered equipment. (Dallas) \$200
5 day - Sa. Jan 29, 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. Jan 29, 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. Jan 26, 19:00-21:00 - 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. \$180
8 eve - Tu. Jan 25, 19:00-21:30 - CC

Bidding and Estimating for Cleaning Contractors 109037

Designed for persons with professional experience in contract cleaning. Topics include bidding on government and private-sector jobs, standard cost and cleaning time estimates, strategies for maximizing profit and minimizing labour costs, and quality control while serving the contract. This course provides ideas and techniques for successful contract bidding and estimating. (Dallas) \$45
1 day - Sa. Mar 11, 09:00-13:00 - CC

Building Manager (Residential) Certificate Program

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

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

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

Scholarships

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 Thursday,
January 13, 17:15 - 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.

Special Presentation Lecture

The Leadership Skills Certificate Program

presents a special public lecture by Ian MacLeod on

"Leadership in the Workplace - A Grass Roots Perspective"

Ian MacLeod is a past president of the BC Chamber of Commerce, a lawyer, business leader and author. While president of the BC Chamber of Commerce, he initiated the 1994 report "Moving Forward-The Vision of BC Business" (bringing together 71 business groups to analyze the needs of BC business). This work, combined with his role as a governor of the Leadership and Management Development Council of BC, has given Ian a unique and powerful insight into the essential leadership qualities required in business today.

Ian will be happy to answer individual questions after his presentation.

Time: 6:30-7:15pm, Tuesday, January 11

Place: Room 112 Lecture Hall, City Centre Campus, 250 West Pender Street

Information 443-8484

Note: There is no fee for this event. Directions to Room 112 will be posted at the Continuing Education office. Please be seated before 6:30pm.

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.

Program Courses

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

April 2000 term

Designing and Writing Manuals (100357)
Industry Specific Report Writing (100358)

Document Project Management 100353

This session covers the critical steps in managing document projects from conception or proposal through to delivery. Learn how to produce a document plan and how to monitor project process. Topics include: what is project management, the project development process and document project flow, preparing for the project, planning the project, conducting the project, completing the project and delivering the final project. (Dean) \$150
1 day - Sa. Jan 22, 09:00-16:30 - CC

On-line Documentation 100356

This session provides an overview of tips and success strategies for writing on-line documentation. This session focuses on the principles of good writing and design in an on-line environment. Topics include: what is "on-line," determining project scope and terms of reference, standards of the development process, developing a document plan or storyboard, principles of on-line writing and design, creating a prototype, user-testing and delivering the final project. (TBA) \$150
1 day - Sa. Feb 5, 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 Listed Below: 104419 \$285

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

Grammar Review for Productive Business Writing 104407

Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. 6 hours (Rogers) \$80
1 day - Sa. Jan 22, 09:30-15:30 - CC

Building a Powerful Vocabulary 104411

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and give a large number of new words and meanings. Please bring a dictionary. 6 hours (Rogers) \$80
1 day - Sa. Feb 5, 09:30-15:30 - CC
Writing Dynamic Business Letters 104406

Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc.). Some feedback will be given, but this seminar focuses on providing data on the most up-to-date ways of expressing business communications to achieve maximum results. 6 hours (Rogers) \$80.
1 day - Sa. Feb 19, 09:30-15:30 - CC

Great, as usual! Very personable; relaxed; promotes stimulating environment. Very useful - in personal life as well as work.

- Career Success student

Effective Memo and Report Writing 104414

Get results! Learn the standard formats for memoranda and reports and review the modern and powerful

language of business writing. 6 hours (Rogers) \$80
1 day - Sa. Mar 4, 09:30-15:30 - CC

Note Business English Skills Test 104539

Sa. Mar 11, 09:30 - CC

Administered at the end of the Business English Skills Package (four courses). No charge. For students who wish credit toward Office Administration Program.

English Elective

Business English Skills: You Asked for More! 104574

Improve business-writing skills and build your vocabulary! The course is designed to help you write more clearly, as well as read and comprehend more effectively. You will learn to take notes and participate in discussing content. You will practise expressing your ideas orally and in writing. Written in-class assignments, such as letters, memos, outlines, etc., will be checked and revised for correct grammar and sentence structure. Class size limited. Bring dictionary. 18 hours. (Rogers) \$145
6 eve - Mo. Jan 24, 18:30-21:30 - CC

CAREER SUCCESS: NURTURING THE WORKING SPIRIT

NEW This Year

Program Assistant Pat Cooper, 443-8428

A series of seminars for career success. All seminars are interactive with limited enrollment.

What and who do you really want to be? Before you move forward, you may need to step back and look at who and what you really want to be at work. 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 seminars provide down-to-earth, step-by-step approaches to help you deal with the changes and demands of today's workplace. They allow you to truly nurture your working spirit.

Course Package 104594

These four innovative and participatory career success seminars give you skills and ideas you can apply at work. Register for the complete package for \$275 for a saving of \$25.

Exploring Your Career Potential 104593

Do you need more clarity and direction in your search for satisfying work? Includes: relaxation skills - creating the space to listen to yourself; effective visualization; identifying strengths, skills, values, self-assessment exercises - learning to value your own contributions. (Cressey) \$75
1 day - Sa. Jan 15, 09:30-15:30 - CC

Managing Stress, Anger, Conflicts and Anxiety at Work 104592

Includes: 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) \$75
1 day - Sa. Feb 5, 09:30-15:30 - CC

Improving Your Emotional Intelligence to Enhance Your Interpersonal Skills 104590

Includes: 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) \$75
1 day - Sa. Mar 11, 09:30-15:30 - CC

Developing Non-Verbal Communication Skills 104591

Includes: 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) \$75
1 day - Sa. Mar 18, 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

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

Elective Courses

1. Hiring the Right Person (100309)
2. Creative Thinking at Work (100316)
3. Thinking on Your Feet (100315)
4. Conflict to Collaboration (100307)
5. Performance Management: Goals and Reviews (100308)
6. Facilitation Skills for Team Leaders (100311)
7. Coaching for High Performance (100323)

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: Spring, Fall and Winter 2001

1. Critical Thinking Skills (100303)
2. Problem Solving and Action Planning (100306)
3. From Conflict to Collaboration (100307)
4. Creative Thinking at Work (100316)
5. Using Leadership Language (100318)
6. Coaching for High Performance (100323)

Stepping up to Leadership 100317

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

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

Interactive lectures, individual work, group discussion and skill-practice sessions will be used. Participants will write a "back-home" personal plan for applying their newly acquired skills. (Hannah) \$150
1 day - Sa. Jan 22, 09:00-16:30 - CC

Finding Time for Results 100320

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

- Analyzing your day
- Setting goals and priorities
- Delegating
- Creating productive meetings
- Handling interruptions
- Understanding your self-motivation to complete your day and projects. (Cuzzetto) \$165
1 day - Fr. Jan 28, 09:00-16:30 - ROB

Hiring the Right Person 100309

Interviewing and selecting the best candidates for hire can be a difficult and time-consuming task. Employee turnover, costly hiring expenses and the constantly changing job market make the role of an interviewer an important one. This course is designed to enhance the interviewing skills of individuals in any organization. During the course participants will increase their awareness of the role of an interviewer; apply a simple five-step process to prepare for an interview; follow a seven-point system when conducting the interview; and practise and obtain written and verbal feedback on their interviewing skills. Each participant is asked to bring to the course a job description of an open position within his or her organization (if possible). These materials allow for immediate application of new skills. (Lewis) \$150
1 day - Sa. Feb 5, 09:00-16:30 - CC

Performance Management: Goals and Reviews 100308

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

- Understand the key aspects of effective performance
- Write performance goals, measures and action plans
- Provide positive and constructive performance feedback, leadership, training, information and support required for successful achievement of goals. (Hannah) \$150
1 day - Sa. Feb 19, 09:00-16:30 - CC

Managing Change 100304

Change is constant nowadays. Employees are tired of hearing that another change is on the way, especially since they are still adjusting to the last one. Organizations need to consider both the business side of change as well as the human side. This course will help managers learn how to address employees' emotions as they manage the change process. During the course, participants will recognize how they personally react to change, come to understand their role in the change process, apply five steps to communicating change to employees, deal with employee resistance, and increase team commitment to change. (Lewis) \$165
1 day - Fr. Feb 25, 09:00-16:30 - ROB

Thinking on Your Feet 100315

In this highly participatory course you will learn proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience, prepare and use visual aids, handle impromptu speaking situations, and get the results you want. Participants will learn how to think effectively on their feet, organize and practise for a business presentation, and use non-verbal communication to reinforce the spoken message. Attend this course and learn more about how your audience sees YOU, and how to make your presentation more memorable. Participants will have the opportunity to make presentations and receive constructive feedback in a supportive environment. (Swankey) \$150
1 day - Sa. Mar 4, 09:00-16:30 - CC

Facilitation Skills for Team Leaders 100311

Leading productive teams is an acquired skill. Learn how to focus the work team without stifling creativity. Assist your team to analyze issues from different perspectives and to build on their collective synergy. Participants will be taught the tools and techniques for generating ideas and determining solutions. All participants will be given the opportunity to lead and/or manage one or more practice sessions. Sharpen your facilitation skills by learning and practising the following tools and techniques: brainstorming, force field analysis, positive/negative analysis, fishbone diagrams (cause-effect diagrams), grouping, categorizing, ranking, assessing risk, and consensus building. (Oster) \$150
1 day Sa. Mar 18, 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

Legal Assistant Certificate Program

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

Information Session Thursday, January 6, 17:30, City Centre Campus, Room 240

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:

1. Litigation Certificate
2. Conveyancing Certificate
3. Corporate and Commercial Certificate

4. Family and Estate Certificate

In addition to the required courses, you may select from a number of elective courses to 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. These courses are electives and may change from term to term. Students may also choose electives from practice area courses in a different practice area or from the Federal Court Registry Officer Development Program.

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 while taking courses in the practice area 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.

January term courses

Introductory legal courses are listed under "Legal Office Skills" in the Office Administration Certificate Program section, starting page 6.

Property Law

104811
Covers the nature and scope of interests in land, retainer in conveyancing, undertakings, conflict of interest, contracts of purchase and sale, the land title system and tax issues. Condominium laws and issues are also covered. (Barbour) \$240
8 eve - Tu. Jan 11, 18:00-21:00 - CC

Legal Communications

104818
Useful to legal assistants with all levels of experience. Topics covered include: listening skills and legal writing for correspondence, opinion letters and memorandums. Textbook: *Plain Language Legal Writing*. (Dean) \$130
4 eve - Th. Jan 13, 18:00-21:00 - CC

Family Law Precedents and Procedures

104856
A practical introduction to the family court system in B.C. Students learn to complete Provincial and Supreme Court documents and the relevant procedures

in bringing issues of custody, access, maintenance and property to resolution using the legal system. (Davis) \$240
5 day - Sa. Jan 15, 10:30-14:30 - CC

Chambers Practice

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

Commercial Transactions

104806
Examine methods of securing financial transactions and of acquiring assets. Review types of financial arrangements, nature of security, credit devices, security interests, priorities, and assignments. (Howatson) \$180
4 eve - Th. Jan 20, 18:00-21:00 - CC

Will and Estate Planning

104877
An introduction to wills and estate planning, intestacy, requirements of a valid will, execution, Wills Variation Act, living wills, powers of attorney and recent developments. (Rodiuk) \$240
6 eve - Mo. Jan 24, 18:00-21:00 - CC

Personal Property Security

104810
Reviews validity of security agreements, rights of parties and theory, concepts, procedures and forms for the Personal Property Security regime. (Mainland) \$180
4 eve - We. Feb 2, 18:00-21:00 - CC

Interviewing for Legal Assistants

104870
Learn skills and techniques for client and witness interviews. Class discussion and role playing interviews. (Lazar) \$180
4 eve - Th. Feb 3, 18:00-21:00 - CC

Contracts

104820
An introduction to contract law, including formation, capacity, breach and remedies. (Wellman) \$170
6 eve - Mo. Feb 7, 18:00-21:00 - CC

Legal Research

104817
An introduction to legal research techniques. Students can do hands-on research. Includes introduction to QuickLaw computer research. (Soroka) \$170
6 eve - Tu. Feb 8, 18:00-21:00 - CC

Small Claims Court Practice

104865
Learn Small Claims Court Rules and all the stages of a Small Claims Court matter from preparation, settlement conference, trial and appeal to Supreme Court and collection procedures. In-class workshop on drafting the Claim and reply. (Barzo) \$180
4 eve - We. Feb 23, 18:00-21:00 - CC

Mortgages

104809
Covers the nature of mortgages, features, legal and equitable interests, principles of interest, priorities, assignment and extinguishment, insurance issues and payout strategies. (Barbour) \$180
4 eve - Tu. Mar 7, 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 April 2000

Commercial Transactions (104806)
Commercial Conveyancing (104808)
Commercial Litigation (104814)
Canadian Legal Process (104816)
Legal Communications (104818)
Torts (104819)
Agency Partnership and Incorporation (104821)
Securities (104874)
Estate Administration (104881)
Bills of Costs (104886)
Advanced Corporate Administration (104822)

Available September 2000

Company Law (104807)

Mortgages (104809)
Creditor's Remedies (104813)
Personal Injury Practice (104815)
Canadian Legal Process (104816)
Legal Research (104817)
Contracts (104820)
Family Practice Essentials (104882)
Criminal Law (104866)
Buying and Selling a Business (104871)

Dates TBA

Legal Drafting (104864)
Labour Law for Legal Assistants (104868)
Persuasive Legal Writing for Litigation (104872)
Criminal Appeals Process (104873)
Environmental Law (104875)
Administrative Law and Procedures (104876)
Litigating Equality (104878)

Management Skills For Supervisors Certificate Program

Program Coordinator Anne Tollstam, 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 lectures using participants' actual work experiences. Enrollment is limited to optimize the effectiveness of this process. One of the strengths of the program is the diversity of experience shared by participants.

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

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. Jan 25, 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. (Roberts) \$310

8 eve - We. Jan 26, 18:30-21:30 - CC

Administrative Skills - Part III

100117

On completion participants will be able to:

- Develop and implement performance management strategies
- Use effective business writing skills develop and institute a goal-setting/achievement plan
- Manage time and priorities efficiently. (TBA) \$310

Available April 2000 term

Office Administration Certificate Program

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

*Information Session Wednesday,
January 12, 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

Introduction to Payroll 104409

For small business owners and payroll personnel who wish to learn how to prepare hourly, salaried and commission payroll. Learn payroll law, record maintenance, pay cheque and statement preparation, T4 preparation, and how current source deduction rules affect payroll preparation. WCB, Revenue Canada Taxation, Records of Employment and Stats Canada reporting are covered, as well as Employment Standards. 24 hours (Kaye) \$155
8 eve - Tu. Jan 25, 18:30-21:30 - CC

Accounting for the Non-Accountant 104510

Available April 2000 term

Introduction to Bookkeeping 104511

This introductory course will deal with the procedures that make up the accounting cycle of a service business. You will be introduced to transactions, journals, general ledgers, trial balance, as well as preparing simple financial statements. The text/kit is Accounting Fundamentals, Fifth Edition, Hoffman Pacey Flasher. This text should be purchased from the City Centre bookstore before the first class. 24 hours (TBA) \$165
8 eve - We. Jan 26, 18:30-21:30 - CC

Administration and Supervision

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 - Th. Jan 20, 18:30-20:30 - CC

The Electronic Office 104502

This course analyzes the tasks and responsibilities of the administrative assistant within the context of today's electronic office. The course also covers professional image and characteristics, personality traits, job attitudes and office relationships. An overview of the electronic office environment covers technology and procedures, document creation and distribution, research and business reports, travel and conference planning. Text: The Electronic Office. Purchase at City Centre bookstore prior to class. 18 hours (Close) \$140
6 eve - Th. Jan 27, 18:30-21:30 - 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. 24 hours (Dean) \$150
8 eve - Mo. Jan 24, 18:30-21:30 - CC

Communication/Business English Package

Business English Skills Package 104419

The following four courses may be taken individually at the regular price of \$80 each or for the package price of \$285 - a saving of \$35. This is not an 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. Jan 22, 09:30-15:30 - CC

Building a Powerful Vocabulary 104411

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and provide a large number of new words and meanings. Please bring a dictionary. 6 hours (Rogers) \$80
1 day - Sa. Feb 5, 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. Feb 19, 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. Mar 4, 09:30-15:30 - CC

Note

Business English Skills Test 104539

Administered at the end of the Business English Skills Package (four courses). No charge.
Sa. Mar 11, 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. Jan 24, 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. 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
Available April 2000 term

Professional Telephone Communication Skills 104433

This course is designed for all people who communicate via telephone. Emphasis will be placed on the development of professional call-handling skills. You will be provided with strategies for recognizing and dealing with difficult telephone clients. Learn to identify and encourage the use of new skills to help display telephone courtesy and professionalism while under pressure. Increase personal effectiveness of telephone communication skills and improve tone of service. 6 hours (Dean) \$80
1 day - Sa. Jan 29, 09:30-15:30 - CC

Working with Difficult People 104570

Available April 2000 term

Coordinating the Office 104577

Available April 2000 term

Time Management Skills 104566

Beating the clock! This interactive, participant-centred skill development course is designed to help participants become aware of how they use time and look at specific techniques they can use to establish and accomplish priorities. The focus will be on providing immediately-useful skills. You will also examine concepts of balance and control and develop useful time-managing skills. This course does not promote one method of time management, but rather examines some alternatives to help participants find the method that works best for them. Participants will be provided with specific techniques that they can apply on the job. 6 hours (Dean) \$80
1 day - Sa. Mar 4, 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 mng - Sa. Jan 22, 09:30-12:30 - CC
6 eve - Mo. Jan 24, 18:30-21:30 - CC

Keyboarding for Speed Building 104402

Available April 2000 term

Medical Office Billing - Computerized

104520

For description, see Medical, this page.

Legal Package

Introductory Legal Office Program Package 104425

This five-course program package will introduce you to basic concepts and legal office routines. You will gain an understanding of the value of discretion and confidentiality in the legal field, and familiarity with basic legal forms and procedures in respect to the five major areas of law. Introduction to the Legal Office Program is the first of five courses. It is offered for three hours. All other courses are nine hours in duration. Enroll 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. Jan 25, 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 - Th. Jan 27, 18:30-21:30 - CC

Conveyancing

104431

This introductory course will provide an overview of the responsibilities and duties of conveyancing staff, including the steps required to complete a typical residential conveyance. 9 hours. (Szabo) \$85
3 eve - Tu. Feb 1, 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. Feb 17, 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 - Tu. Feb 22, 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. Mar 14, 18:30-21:30 - CC

Legal - Non-Package Courses

Civil Litigation II

104565

This course is designed for junior litigation secretaries and/or those who require an adjunct to the Civil Litigation (104427) course. Course content will focus primarily on a step-by-step document review of the court forms used in a standard civil proceeding. 15 hours (Windwick) \$125
5 eve - We. Mar 8/15/29, Apr 5/12, 18:30-21:30 - CC

Conveyancing II

104541

Available September 2000 term

Corporate II

104573

Available April 2000 term

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

Legal Ethics and Confidentiality 104532

This program will cover legal ethics as they apply to support staff in the various areas of law. Using case studies reviewed by the Bar Association, how the ethics of the profession bind you will be discussed. Emphasis will be placed on the importance of confidentiality. 9 hours (Windwick) \$105
3 eve - Mo. Jan 24, 18:30-21:30 - CC

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
Available April 2000 term

Wills and Estates

104430

Learn the importance of having a will, taking client instructions and setting up simple wills. The course will guide you through the necessary steps and legal forms leading to Grant of Letters, Probate and Letters of Administration. 12 hours (Komorowska) \$115
4 eve - Th. Mar 9, 18:30-21:30 - CC

Medical

Medical Documentation/Transcription 104580

A basic course in the production of medical documents and transcribing of medical reports. Prerequisite: medical terminology, basic computer skills and typing speed of 25 wpm is recommended. (Durham) \$145
6 eve - Th. Jan 27, 18:30-21:30 - CC

Medical Office Billing - Computerized 104520

Available April 2000 term

Medical Office Procedures/Administrative Assistant 104424

Learn administrative and clinical duties to effectively manage a medical office. Topics covered: scheduling appointments and setting up simple wills. The course covers 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
Available April 2000 term

Clinical Procedures 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 (Durham) \$95
1 day - Sa. Feb 26, 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. Jan 26, 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. Jan 25, 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
Available September 2000 term

Records Management - Advanced 104556

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
10 eve - Th. Jan 27, 18:30-21:30 - CC

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

Fundamentals of Project Management 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. Jan 25, 18:30-21:30 - CC

Very helpful course. I could relate it to my real job. Very energetic and inspiring teacher! Great information and case studies. No stone left unturned.

- Project Management student

Microsoft Project 100189

Learn to use this powerful project management tool to enhance efficiency and project organization (version 4.0). Topics include: creating and organizing a schedule and task lists, assigning resources, critical path, cost estimates, "what if" scenarios and more. Prerequisite: experience with Windows and knowledge of project management theory. Textbook included. \$175
Available April 2000

REGISTRY OFFICER 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.
Available September 2000 term

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. Jan 25, 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
Week 2 - Tu/Th. Feb 1, 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. Feb 8, 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. Feb 15, 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. Feb 22, 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. Feb 29, 19:00-22:00 CC

The instructor was extremely knowledgeable about the subject matter and used examples to demonstrate, which were very helpful and made the material easier to relate to. She exhibited enthusiasm for the Project Management Industry.

- Project Management student

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. Mar 7, 19:00-22:00 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.

Have fun while learning concepts which will enable you to have proven and effective communication tools 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. Feb 1, 18:30-21:30 - CC

Please see also courses under Leadership Skills and Management Skills, pages 5 and 6.

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 (OS&H) were developed by Workers' Compensation Board (WCB) of BC to help employers and workers prevent workplace injuries and reduce associated costs. Several of these one-day courses are designed to help workplaces comply with the requirements of the new Bill 14 (effective October 1, 1999) regarding mandatory worker OH&S representatives for small companies or joint employer/worker OS&H committees for larger companies. Small firms wishing to have one or more employees attend one of these courses may wish to combine with other firms with similar needs - we can facilitate this and arrange a cost-effective contract course. WCB Certificates are offered for each course.

Courses offered this term:

Investigating and Controlling Strains and Sprains 201081

For supervisors, workers, safety committee members and business owners, and of particular interest to office and health care workers. 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 - Fr. Feb 18, 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. Mar 28/30, 18:30-22:00 - CC

Preventing Workplace Violence 201083

In this program for managers, supervisors and frontline workers, learn how to conduct a workplace violence risk assessment, interpret WCB regulations

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

COMPUTERS

Vancouver Community College offers a wide range of courses - from beginners to advanced - at both the Oakridge Computer Lab and the City Centre Campus. See page 11 for City Centre courses - expanded this year.

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@vcccoaklab.com

What do you wish to learn?

An Introduction to Computers

Introduction to Computers

LAN Management

Courses available are listed on page 9

Internet & Web Pages

Courses are available on page 9

How to Operate a Specific Software Program

Courses are listed according to the application area (e.g. Accounting, Word Processing, etc.) Please pay particular attention to the required prerequisites.

Desktop Publishing

Courses available are listed on page 10

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.

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 - LAN Management
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. Jan 9, 09:00-17:00 - Oak

1 day - Su. Feb 13, 09:00-17:00 - Oak

1 day - Mo. Mar 13, 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 - Mo. Jan 10, 09:00-17:00 - Oak

1 day - Su. Jan 16, 09:00-17:00 - Oak

1 day - Th. Feb 3, 09:00-17:00 - Oak

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

1 day - Su. Feb 20, 09:00-17:00 - Oak

1 day - Fr. Mar 3, 09:00-17:00 - Oak

1 day - Sa. Mar 18, 09:00-17:00 - Oak

1 day - Mo. Mar 27, 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 - We. Feb 9, 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 - We. Jan 19, 09:00-17:00 - Oak

1 day - Tu. Mar 07, 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.

Local Area Networks - LAN Management**Introduction to Local Area Networks 100920**

Basic LAN concepts and terminology are essential for anyone involved in planning, purchasing, using or managing a LAN. This course provides a practical foundation for our LAN courses in Windows NT and Novell NetWare. Explore the differences between peer-to-peer and server-based LANs. Understand hardware requirements for workstations and servers, Network Interface Cards, cabling systems, protocols, topologies and network operating systems. Familiarity with Windows is essential. \$190

1 day - Sa. Jan 08, 09:00-17:00 - Oak

1 day - We. Feb 16, 09:00-17:00 - Oak

1 day - Sa. Mar 11, 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 - Sa. Jan 15, 09:00-17:00 - Oak

1 day - We. Feb 2, 09:00-17:00 - Oak

1 day - We. Feb 23, 09:00-17:00 - Oak

1 day - Sa. Mar 18, 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. 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 - Sa. Jan 22, 09:00-17:00 - Oak

1 day - Tu. Feb 15, 09:00-17:00 - Oak

1 day - Tu. Mar 7, 09:00-17:00 - Oak

Advanced Windows NT Server 101152

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

1 day - Sa. Feb 5, 09:00-17:00 - Oak

1 day - Fr. Mar 10, 09:00-17:00 - Oak

Windows NT Server Management 101153

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

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

1 day - We. Mar 15, 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 - Th. Feb 03, 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. Feb 10, 09:00-17:00 - Oak

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.

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 - Th. Feb 24, 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 - Fr. Mar 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 and configuring your Internet software. Learn all the basics of e-mail. Browse the World Wide Web, search for specific topics and find web sites that interest you. Learn about "netiquette." Introduction to Windows 95/98 (101138) is the recommended prerequisite. \$190

1 day - Mo. Jan 17, 09:00-17:00 - Oak

1 day - Sa. Feb 5, 09:00-17:00 - Oak

1 day - Fr. Feb 25, 09:00-17:00 - Oak

1 day - Su. Mar 12, 09:00-17:00 - Oak

Intermediate Internet 101142

Now that you are comfortable with the basics of sending e-mail and using the Web, move on to more advanced topics. Improve your search strategies. Find different places to search. Learn to find and download free software on the Internet such as helper applications for your Web browser, anti-virus software and specialty software. Learn to access resources on remote computers with telnet. Experience with the Internet is a prerequisite; Introduction to the Internet (101141) is strongly recommended. \$190

1 day - Fr. Feb 11, 09:00-17:00 - Oak

1 day - Su. Mar 19, 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, graphics and colour. Create hypertext links to other Web pages. Use FTP (File Transfer Protocol) to upload your web pages to the web server, so anyone in the world can view your web pages. Experience in Windows and the Internet are prerequisites. Introduction to the Internet (101141) is strongly recommended. \$190

1 day - Th. Jan 13, 09:00-17:00 - Oak

1 day - Su. Feb 6, 09:00-17:00 - Oak

1 day - We. Mar 1, 09:00-17:00 - Oak

1 day - Mo. Mar 20, 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. Learn how to use tables and frames to control page layout. Add forms to your web site so users will be able to submit their comments. Learn to create image maps. 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 - Mo. Jan 24, 09:00-17:00 - Oak

1 day - Su. Feb 20, 09:00-17:00 - Oak

1 day - Fr. Mar 24, 09:00-17:00 - Oak

Understanding Java and JavaScript 101173

This course is designed for those who want to spice up their web pages without learning to program. Understand the differences between Java and JavaScript. Create basic Java "applets" and write simple JavaScripts, then incorporate them into your web pages. Learn how to understand and modify those that are freely available on the Internet. This is not a programming course. Students must be familiar with HTML and downloading files from the Internet. Intermediate Web Publishing (101156) is recommended. \$190

1 day - Th. Mar 2, 09:00-17:00 - Oak

1 day - Tu. Mar 28, 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 - Mo. Feb 14, 09:00-17:00 - Oak

1 day - Th. Mar 9, 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 - Mo. Feb 28, 09:00-17:00 - Oak

Computer Applications: Microsoft Office and WordPerfect Office

Introduction to Microsoft Office
Microsoft Office Professional is a software suite

1 day - Fr. Jan 21, 09:00-17:00 - Oak
1 day - Sa. Feb 12, 09:00-17:00 - Oak
1 day - Tu. Feb 29, 09:00-17:00 - Oak
1 day - We. Mar 15, 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 - Th. Jan 27, 09:00-17:00 - Oak
1 day - Sa. Feb 19, 09:00-17:00 - Oak
1 day - Fr. Mar 17, 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. Feb 08, 09:00-17:00 - Oak
1 day - Sa. Mar 4, 09:00-17:00 - Oak

CITY CENTRE

Vancouver Community College offers a wide range of courses - from beginners to advanced - at both the Oakridge Computer Lab and the City Centre Campus. City Centre courses have been expanded this year.

Location
All courses in this section are held at the City Centre Campus, 250 West Pender Street.

Information and Registration 443-8484

Computer Courses
Careers in Computer
Systems Support

Computer Systems Careers
100427

A review of working conditions, career opportunities and local training options for persons considering future employment in a computer systems support position. This one-evening session offers a plain-speaking and frank explanation of the typical work setting, the "Help Desk" function, workplace relations, important skills, industry certifications, advancement, common wages and more. Bring your questions. \$15
1 eve - We. Jan 12, 19:00-21:30 - CC

Computer Basics

Keyboarding for Beginners
104404

Keyboarding is a skill needed for efficient computer operation. 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. Classes are taught on computers with a keyboarding text and Windows software. Textbook to be purchased at City Centre Bookstore prior to first session. (Wong) \$105
6 mng - Sa. Jan 22, 09:30-12:30 - CC
6 eve - Mo. Jan 24, 18:30-21:30 - CC

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. \$325
12 eve - We. Jan 19, 18:30-21:30 - CC

Windows - Basic
100413

An introduction to Windows for the beginning computer user. Students will gain a solid understanding of the Windows operating system and its basic features including: managing files and folders, menus, icons, accessories, the Task Bar and much more. This is a hands-on course and every student will have a personal workstation. Textbook included. \$150
4 eve - Tu. Jan 25, 18:30-21:30 - CC

Internet - Basic
100414

Explore the Internet and understand its basic operating features. This hands-on course covers Internet connections, browsers, site navigation, e-mail,

newsgroups and much more. You will learn to get the information you want quickly and easily. Each student will have a personal workstation equipped with high-speed Internet access. Prerequisite: experience with Windows. Textbook included. \$150
4 eve - Mo. Jan 24, 18:30-21:30 - CC

Microsoft Project
100189

Learn to use this powerful project management tool to enhance efficiency and project organization (version 4.0). Topics include: creating and organizing a schedule and task lists, assigning resources, critical path, cost estimates, "what if" scenarios and more. Prerequisite: experience with Windows and knowledge of project management theory. Textbook included. \$175
Available April 2000 term

Microsoft Office Skills

The following three courses are part of the Microsoft Office Professional suite of programs.

Word - Basic
100415

Learn to create, edit, print and manage documents in Word 97 on a Windows NT platform. Other features covered include: moving and copying text, formatting, creating tables and envelope/label printing. Prerequisite: experience with Windows and basic keyboarding skills are recommended. Textbook included. \$150
4 eve - Mo. Jan 24, 18:30-21:30 - CC

Excel - Basic
100416

Learn to create, edit, print and manage basic worksheets in Excel 97 on a Windows NT platform. Topics include: entering text, values and formulas; moving and copying data; formatting; presentation enhancements and an introduction to Workbooks. Prerequisite: experience with Windows is strongly recommended. Textbook included. \$150
4 eve - Mo. Feb 21, 18:30-21:30 - CC

Access - Basic
100417

Learn database management techniques using Access 97 on a Windows NT platform. Topics include: creating tables and using queries to extract information; adding and changing data; generating reports, mailing labels and much more. Prerequisite: experience with Windows 95 or higher. Textbook included. \$150
4 eve - Tu. Jan 25, 18:30-21:30 - CC

Note: Credit for the following courses may be applied towards the VCC Office Administration Certificate: Computer Foundations, Word-Basic, Excel-Basic and Access-Basic. For details, contact the Office Administration program coordinator, Anne Tollstam at 443-8668 or by e-mail at atollstam@vcc.bc.ca.

For additional courses and those covering advanced topics see our Oakridge Lab section. The Oakridge Lab one-day format is especially popular with corporate clients, office personnel and professionals who prefer a short-duration course for immediate application in the workplace.

E-Commerce and Internet

Internet - Basic
100414

Explore the Internet and understand its basic operating features. This hands-on course covers Internet connections, browsers, site navigation, e-mail, newsgroups, and much more. You will learn to get the information you want quickly and easily. Each student will have a personal workstation equipped with high-speed Internet access. Prerequisite: experience with Windows. Textbook included. \$150
4 eve - Mo. Jan 24, 18:30-21:30 - CC

Understanding Electronic Commerce
100418

This seminar is intended for the business person interested in gaining a general understanding of Internet alternatives for the purpose of making informed decisions regarding E-Commerce opportunities for a small, medium or large business. The seminar will specifically address issues arising from E-Commerce including costs, impact on the organization, and changes in marketing strategies. The seminar will begin with an overview of the "Internet" system and terminology, with ample time to answer participant questions. The presentation will include large screen coverage of actual Internet E-Commerce sites as well as an overview of commercially available software for implementing E-Commerce strategies. No prerequisite. \$75
2 eve - Th. Jan 20, 18:30-21:30 - CC

I am not exaggerating when I say that the instructor was the most clear, organized & interesting instructor I've had for any course. She knew exactly what she was talking about, explained things very well, presented the material enthusiastically & made the class fun.

- Computer student

Building an E-Commerce Site
100419

This hands-on course is intended for those who would like to gain a detailed understanding of the steps required to implement an E-Commerce site. Each participant will use a personal workstation equipped with high-speed Internet access to implement a simple, fully operational E-Commerce site. Design considerations will be examined with regard to the overall business plan, and incorporated in the site implementation. Participants are expected to be familiar with basic Internet navigating skills and Windows 95/98. Prerequisite: Understanding Electronic Commerce (100418) or equivalent knowledge. \$195
4 eve - Th. Feb 3, 18:30-21:30 - CC

Web Server Administration - Basic
100424

(See section below by this name)

On-line Marketing
100420

Learn to apply marketing principles to the on-line business environment. Sales and marketing over the Internet involves new approaches to customer relations and product and service delivery. This seminar-style course will review selected topics including: creating a web-based marketing plan, reaching customers, customer ordering and support, pricing, security, adding e-commerce to an existing business and e-commerce computer support systems. Prerequisite: a basic knowledge of marketing principles and familiarity with the Internet. (Mogan) \$130
3 day - Sa. Jan 22, 10:00-13:00 - CC

Business Internet Research
100421

For business professionals, office personnel and others who want to use the Internet for instant business research. This course will explore the prime business websites and other Internet features including business related newsgroups, listserves and forums. You will learn how to gather and organize pertinent information quickly and efficiently. A valuable skill for managers and staff in any organization. Prerequisite: previous Internet experience. (Dean) \$50
2 mng - Sa. Feb 12, 10:00-13:00 - CC

Your Business on the Internet
100422

Does your business need a website? Establishing a website and using it as a business tool can be two different things. Find out why you should consider the Internet and discover ideas for making sure your site is a worthwhile investment for your business. This course will explore step-by-step the decisions involved in taking your business on-line. Topics include: domain registration, service providers, site design, maintenance, promotion and what to expect. (Dean) \$50
1 day - Sa. Feb 05, 09:30-15:00 - CC

Stock Trading on the Internet
100423

Learn to buy, sell and research stocks on the Internet. Topics include: Internet overview, researching stocks, opening an account, placing trades on-line and using portfolio tracking software. Emphasis will be placed on how to access and research data through a variety of Internet software tools. This is a hands-on course. Every student will have a personal workstation equipped with a high-speed Internet link. Prerequisite: students must have a basic understanding of the securities market and experience with Windows-based programs. (Caldwell) \$95
2 days - Sa Jan 22, 09:30-15:00 - CC

Mous Preparation

Information Brian Pink at 443-8388 or Pat Cooper at 443-8428

MOUS: Microsoft Office User Specialist. The MOUS Certification is universally accepted by corporations as an important validation of skills.

Word 97 Proficient - MOUS Preparation
100426

This comprehensive Word 97 course prepares the student to qualify for the Proficient level designation by Microsoft as part of the MOUS program. Topics covered include: text edits, formatting, file management, writing tools, styles and templates, creating documents for the Internet/Intranet, and many other advanced features. Curriculum used is approved by Microsoft. Upon completion, students will be prepared to write the Microsoft exam at a local Authorized Testing Centre. Textbook included in fee. \$280
8 eve - Th. Jan 27, 18:30-21:30 - CC

Note: Students who successfully complete the Word97 Proficient MOUS Preparation course may apply for elective credit towards the VCC Office Administration Certificate. You may exercise this option whether or not you write the MOUS Certification test. For details, contact the Office Administration program coordinator, Anne Tollstam at 443-8668 or by e-mail at atollstam@vcc.bc.ca.

Network Support Professional

Information

Persons interested in this new certificate program should contact Pat Cooper, program assistant, at 443-8428, e-mail pcooper@vcc.bc.ca. Please give your name, 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.

Web Server Administration

Web Server Administration - Basic
100424

This course is intended for those who wish to gain an understanding on how to install and operate an Internet Web Server. An overview of the Internet, Internet terminology and the role played the Web Server will be followed by coverage of various server types with emphasis on the Microsoft NT Server and Microsoft NT Client. Large screen projection will be used to facilitate "live" demonstrations. Prerequisite: thorough knowledge of Windows 95/98/NT Client; knowledge of NT Server is recommended. \$225
5 eve - Tu. Feb 1, 18:30-21:30 - CC

Web Server Administration - Advanced
100425

Using knowledge gained in the Basic course, students will install an E-Commerce site on an NT Web Server and demonstrate its functions. Prerequisite: Web Server Administration - Basic (100424) or permission from the instructor.
Available April 2000 term

CULTURE & LANGUAGE

Program Coordinator Marilyn McClaren, 443-8663 mmccclaren@vcc.bc.ca
Program Assistant Rosie Jong, 443-8661 rjong@vcc.bc.ca
Registration 443-8484

INTRODUCTION TO CHINESE
CULTURE AND SOCIETY

Canadian companies are expanding their business to China. 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.

Lecture Package
502056

Package of five lectures. \$88 (includes GST)

Students with
Special Needs

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

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 - Sa. Jan 22, 09:00-17:00 - Oak
1 day - Tu. Feb 22, 09:00-17:00 - Oak
1 day - Th. Mar 23, 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 - We. Jan 26, 09:00-17:00 - Oak
1 day - Th. Mar 2, 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 - Tu. Feb 1, 09:00-17:00 - Oak
1 day - We. Mar 8, 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 - Fr. Feb 4, 09:00-17:00 - Oak
1 day - Th. Mar 16, 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 - We. Jan 19, 09:00-17:00 - Oak
1 day - Th. Feb 24, 09:00-17:00 - Oak
1 day - Sa. Mar 11, 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 - Tu. Jan 25, 09:00-17:00 - Oak
1 day - Th. Mar 16, 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 - Mo. Jan 31, 09:00-17:00 - Oak
1 day - Tu. Mar 21, 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 - We. Jan 12, 09:00-17:00 - Oak
1 day - Su. Jan 23, 09:00-17:00 - Oak
1 day - Th. Feb 10, 09:00-17:00 - Oak
1 day - Su. Feb 27, 09:00-17:00 - Oak
1 day - Mo. Mar 6, 09:00-17:00 - Oak
1 day - Su. Mar 19, 09:00-17:00 - Oak
1 day - Th. Mar 30, 09:00-17:00 - Oak

Intermediate Excel - Worksheets and Charts 100798

Expand your knowledge of Excel worksheets. Intermediate topics include: working with dates and date math, using data series and AutoFill, and using 3-dimensional workbooks. Students will learn how to create decision-making formulas using the IF function. Building charts using the Chart Wizard and graphics capabilities will also be examined. Experience with Excel is essential. Introduction to Excel (100795) is recommended. \$190
1 day - Fr. Jan 28, 09:00-17:00 - Oak
1 day - Mo. Feb 21, 09:00-17:00 - Oak
1 day - Sa. Mar 25, 09:00-17:00 - Oak

Advanced Excel 100799

Understand and use Excel's built-in database features to manage lists. Use forms for data-entry. Filter or copy records based on one or more search conditions. Analyze data with database functions and pivot tables. Sort records for easier access and more. Experience with Excel is essential; Intermediate Excel (100798) is recommended. \$190
1 day - Fr. Feb 4, 09:00-17:00 - Oak
1 day - Th. Mar 9, 09:00-17:00 - Oak
1 day - Sa. Apr 1, 09:00-17:00 - Oak

Excel Programming - Level 1 101167

Speed up and automate routine procedures using macros and Excel's programming language - Visual Basic for Applications. VBA uses the standard Visual Basic language with the addition of objects specific to Excel. Learn how to create, manage, and troubleshoot basic Personal and Workbook macro procedures. Experience in Excel is essential. Intermediate Excel (100798) is recommended. \$190
1 day - Fr. Feb 18, 09:00-17:00 - Oak
1 day - Tu. Mar 14, 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; 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 - Su. Jan 23, 09:00-17:00 - Oak

ACCPAC for Windows - General Ledger 101170

Learn how to use ACCPAC for Windows General Ledger to set up a general ledger system. Understand and use System Manager functions. Set GL options, create and enter codes, and enter the chart of accounts. Students will learn how to make journal entries, post transactions to the GL, create recurring entries, and print out financial reports. Knowledge of accounting principles and experience in Windows are prerequisites. \$190
1 day - Fr. Jan 14, 09:00-17:00 - Oak
1 day - Su. Feb 6, 09:00-17:00 - Oak
1 day - Su. Mar 5, 09:00-17:00 - Oak

ACCPAC for Windows - Accounts Receivable 101171

Learn how to set up Accounts Receivable in ACCPAC for Windows. Create the A/R Company Profile, establish Account Sets, define billing cycles, receipt types and payment terms. Create and manage Customers and Customer Groups. Enter recurring charges and customer balances. Perform Invoice and Receipt processing. Process recurring and interest charges. Post A/R transactions to the General Ledger. Experience in ACCPAC for Windows General Ledger is essential. Introduction to ACCPAC for Windows - General Ledger (101170) is recommended. \$190
1 day - Fr. Feb 25, 09:00-17:00 - Oak

ACCPAC for Windows - Accounts Payable 101172

Learn how to set up Accounts Payable in ACCPAC for Windows. Create the A/P Company Profile, establish Account Sets, distribution information, and payment terms. Create and manage Vendors, Vendor Groups, Remit-To locations, and Payment Selection codes. Perform Daily and Periodic processing, enter prepayments and manual cheques, and post A/P transactions to the General Ledger. Experience in ACCPAC for Windows General Ledger is essential. Introduction to ACCPAC for Windows - General Ledger (101170) is recommended. \$190
1 day - Fr. Mar 10, 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 - Su. Jan 16, 09:00-17:00 - Oak
1 day - Fr. Feb 11, 09:00-17:00 - Oak
1 day - Su. Mar 26, 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 - Su. Feb 13, 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 - Th. Jan 20, 09:00-17:00 - Oak
1 day - Th. Feb 17, 09:00-17:00 - Oak
1 day - We. Mar 22, 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 - Fr. Jan 14, 09:00-17:00 - Oak
1 day - Su. Jan 30, 09:00-17:00 - Oak
1 day - Su. Mar 5, 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 - Su. Mar 12, 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 - Mo. Jan 31, 09:00-17:00 - Oak
1 day - Sa. Feb 26, 09:00-17:00 - Oak
1 day - Tu. Mar 21, 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 - Fr. Feb 18, 09:00-17:00 - Oak
1 day - Su. Mar 26, 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. 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 - Tu. Jan 11, 09:00-17:00 - Oak
1 day - Sa. Jan 29, 09:00-17:00 - Oak
1 day - We. Feb 9, 09:00-17:00 - Oak
1 day - Sa. Mar 4, 09:00-17:00 - Oak
1 day - Tu. Mar 14, 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 - Tu. Jan 18, 09:00-17:00 - Oak
1 day - Sa. Feb 12, 09:00-17:00 - Oak
1 day - Fr. Mar 17, 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. Create main/sub-form displays for related records. Create reports with data from related tables. Intermediate Access (101132) is strongly recommended as a prerequisite. \$190
1 day - Th. Jan 27, 09:00-17:00 - Oak
1 day - Sa. Feb 26, 09:00-17:00 - Oak

Access Programming - Level 1 101168

Learn how to automate routine procedures in Access. Create a switchboard user interface. Use IIF, Switch and Dlookup functions in calculated fields to make decisions. Create, manage and use macros. Understand and use events to trigger macro execution. Experience in Access is essential. Advanced Access (101133) is recommended. \$190
1 day - Tu. Feb 29, 09:00-17:00 - Oak
1 day - Sa. Mar 11, 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 - We. Feb 16, 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

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.



AIDS Vancouver provides high-quality support and education initiatives. They are committed to sharing resources and experiences to promote the collaborative development of a community-based response to AIDS throughout B.C.

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.

Katherine Arnold, LLB, has practiced health law, administrative law and civil litigation since 1991 and is a member of the Ethics Committees of two hospitals and a past board member of a continuing care facility.

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

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

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

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

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

Cathy Barzo, BA, Legal Asst Dip, is a legal assistant with 14 years' experience in litigation. She is working for a law firm in private practice.

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

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

Michelle Bedard, ID, CDA, has 11 years experience in the dental profession. For the past six 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.

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 educator with extensive hospital and community experience, a 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.

Janie Brown, RN, MSN, MA (Psych), has worked with individuals with cancer and their families for 17 years, specializing in a holistic approach.

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 is in clinical practice at VGH and the BC Cancer Agency.

Rhyan Caldwell is a faculty member of the Technology Division of VCC. He teaches computer applications in business and has several years' experience in Internet-based securities trading.

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.

Christopher Clark, BSc, DDS, MPH is associate professor and chair, Division of Preventive and Community Dentistry at UBC.

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.

Dana Cleland has a diverse background in fashion design, publishing production and art. Designing under her own label, she ran her own successful fashion design business for ten years. She is a standing member of the VCC Fashion Arts Advisory Committee.

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 educator in advanced cardiac rhythms 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.

Margaret Dennett, CDA, BEd, is an instructor at VCC Dental Assisting/Reception Program. Margaret has worked in dentistry for almost 20 years, with a special interest in restorative dentistry. She has written a number of articles for the American Association for Adult CE and a number of course units for the Dental Assisting Program at Open College.

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 the 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.

Blair Forrest, BA, LLB, is a lawyer and registered trademark agent who practices corporate and commercial law at the Vancouver law firm of Richards Buell Sutton, lawyers. Former judicial law clerk in the British

Columbia Supreme Court.

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.

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 in 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.

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.

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.

Carol Harris is the finance and information manager at Yaletown House and has extensive experience in financial management in continuing care.

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.

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.

Matina Johnstone, BA, McGill University, has had over ten years experience in Canadian fashion retailing (Montreal, Toronto, Vancouver) in areas such as distribution/planning product development, buying, and management.

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.

Patricia Kennedy, BA, MEd (Language Education), has taught ESL at VCC since 1973, and internationally in Singapore and Taiwan. Patricia has been a coordinator and department head of the English Language Skills Department at VCC. Pat has developed curriculum for the Ministry of Education ("English for Work") and the Independent Learning Program for Professionals

at VCC.

Negin Khoshkhesal-Etemadi has a bachelor of fine arts (UBC) and extensive experience in computer graphic design. Her broad industry experience fuels her passion for teaching.

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, a graduate of BCIT's OH&S Program, and employed as health and safety officer at the University of British Columbia, has 20 years of work experience in the industry and in developing and delivering site specific 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 Lewco Performance-Based Solutions, 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. He worked as an ergonomist for British Columbia Research Corporation and continues to work as an ergonomics consultant.

Shelly Loewen, CDA, practiced as a certified dental assistant in general dentistry for four years and is currently working as a dental sales representative.

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

Ruth Lunn, Dip DH, ID, has been a part-time clinical instructor with the Dental Hygiene Program at VCC since 1987. She also has been involved in the local anaesthetic course for UBC Dental Continuing Education since 1988, as well as facilitated local anaesthetic reviews for various dental hygiene study clubs.

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.

Valerie MacDonald, RN, MSN, is clinical nurse specialist-orthopedics at Vancouver General Hospital.

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

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 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.

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

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

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

Awesome speaker and very knowledgeable! I have taken other courses and never understood this subject as clearly as now.

- Health student

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 graduating from UBC in 1966. Her career started as fashion coordinator for The Bay and Eaton's, and since 1972 she has worked in administration and teaching at local fashion schools, and freelanced 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.

Douglas Nann, DMD, has been practicing dentistry since 1985. He is also a part-time instructor with the Dental Hygiene Program at VCC and teaches the local anaesthetic course for UBC Dental Continuing Education.

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.

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.

Dian Patterson is a True Colors(tm) 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 telecom 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.

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.

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.

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

Trudy Rey, DDS, is a graduate of the University of Victoria in biochemistry and the UBC Faculty of Dentistry. Currently, she is instructing the first year restorative courses in the Faculty of Dentistry at UBC, and has completed the Prosthodontic Instructor's Module.

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 Rungta, 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 practiced 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.

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.

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.

Janice Stanbury, RN, MSN, is clinical nurse specialist-gerontology for the Geriatric Outreach Program in the North Shore Health Region.

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.

Judy Stevens has worked with a variety of non-profit and for-profit organizations. She is a well known financial and management consultant and trainer. She is working with a number of art organizations as a facilitator and strategic planner.

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.

Dini Steyn works at the Open Learning Agency. She has worked with the VCC Distance Education Court Interpreter Project and has initiated and supervised programs for community, health and legal interpreter programs in Alberta.

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

Very knowledgeable, explains concepts & theories very well. Always well organized & with excellent handouts & resource materials!

- Early Childhood Care and Education student

Patricia Strangway, LLB, practiced 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.

Liza Szabo is a legal assistant with experience in residential and commercial conveyancing and various land transactions. Liza currently works for Davis and Company

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.

Tracy Taylor has 20 years' experience as a professional seamstress, working mainly in the film/television industry. Film credits include Jumanyi, Snow Falling on Cedars, Deep Rising, X-Files, Harsh Realm.

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. Raphael 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. He is a graduate of BCIT's Occupational Health and Safety Program and has a diploma from SFU in risk management.

Shannon Trevor-Smith, RN, BScN, MA, DipGero, is director of care at Cedarview Lodge.

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, is a surgical nurse at BC Children's Hospital, with extensive experience teaching staff and families about enteral feeding.

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.

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.

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

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, practiced 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.

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.

Anna Wong has many years' experience teaching both office procedures and medical-related courses.

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.

George De Young, BA Psychology, Pacific Asian Studies, Japan major, managed two English schools in Japan and acted as overseas recruiter.

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.

gerontological nursing? What does knowledge-based, evidence-based practice mean? How can we provide frontline clinical leadership and advocacy? How do we approach the ethical implications of our caring relationships with older adults and their families? This newly revised course in the Gerontology Certificate Program - Nursing can be taken on an individual basis on approval of the program coordinator. (Kline/Blais) \$350
6 day - Fr. Jan 14/21/28, Feb 4/18/25, 09:00-16:00 - KEC

Clinical Leadership in Gerontological Nursing in Long Term Care 202771

In today's long term care settings, nurses are expected to provide clinical leadership for their unit and 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 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. Mar 3/4, 08:30-16:00 - KEC

Acute Pain Management in NEW! Frail Older Adults 202844

Increase your understanding of the risks and consequences of acute pain in older persons, barriers to pain control and how to overcome them, effective analgesia and non-pharmacologic choices, and age-related changes in how analgesia affects older adults. (MacDonald) \$55
1 mng - Fr. Mar 10, 08:30-12:30 - KEC

Gerontological Nursing I 203605

This course focuses on theory/research-based nursing assessment and care related to the frail older adult's physical functioning, safety and security: cardiorespiratory function, rest and activity patterns, nutrition, elimination, skin integrity, comfort, and mobility. This required course in the Gerontology Certificate Program - Nursing may be taken on an individual basis on approval of the program coordinator. (Stanbury) \$350
6 day - Fr. Mar 10-Apr 14, 09:00-16:00 - KEC

Foot Care for Older Adults 200711

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 measures, and foot care for older adults with diabetes and peripheral vascular diseases. Wear comfortable clothing, and shoes/socks that can be easily removed for assessment demonstration. Bring towel. (Olson) \$75
1 day - Fr. Mar 31, 09:30-16:30 - KEC

Introduction to Gerontology 203601

This overview of individual and population aging in Canada examines theories, myths and social issues regarding aging from a holistic perspective. Emphasis is on the older adult's experience of the aging process within the broader context of family, community and society, and the values of autonomy and quality of life. This required course in the Gerontology Certificate Program - Nursing may be taken on an individual basis on approval of the program coordinator. (Trevor-Smith) \$350
6 day - Fr. Apr 7/14/28, May 5/12/19, 09:00-16:00 - KEC

Nursing Assessment of Frail Older Adults in Long Term Care 202784

Comfort and pain, nutrition and hydration, elimination, skin integrity, mobility and falls, sleep, cognitive ability and the 3 Ds. These key areas are essential to the functional assessment of frail older adults by nurses in all long term care settings. Become more confident to select and use assessment tools and clinical practice guidelines, to assess significant patterns and changes, to identify priority focuses for care and prevention, and to choose effective, individualized interventions. (Earthy) \$105
1 day - Fr. Apr 14, 09:00-16:00 - KEC

Clinical Decision-Making and Care Planning in Gerontological Nursing 202793

Advance your ability to make sound clinical decisions that are based on current nursing knowledge and systematic nursing assessment, and to communicate these decisions effectively using nursing care plans. Participants complete a self-study module, client assessment and care plan (7-10 hours) in preparation for the course. Register by three weeks in advance. (Blais) \$110 (module included)
1 day - Fr. Apr 28, 09:00-16:00 - KEC

Gerontological Nursing II 203606

Using a theory/research-based approach to clinical practice, this course focuses on psychosocial assessment and intervention for social isolation, delirium, depression, dementia, and behavioural distress. Special focus on the Enablement Approach to assessing and enhancing abilities of cognitively-impaired older adults. This required course in the Gerontology Certificate Program - Nursing may be taken on an individual basis on approval of the program coordinator. (Kline) \$350
6 day - Fr. May 5/12/19/26, Jun 9/16, 09:00-16:00 - KEC

Aggressive Behaviour in Cognitively Impaired Older Adults 202721

Improve your ability to assess, prevent, and manage aggressive behaviour in cognitively impaired older adults and to select effective methods tailored to their needs, safety and dignity. (Nicholson) \$50
1 mng - Fr. May 26, 09:00-12:30 - KEC

Communication - Level I 203608

You will focus on one-to-one verbal and non-verbal communication with cognitively intact older adults, key communication values, identifying effective therapeutic relationships, strategies to reduce communication barriers; and ways to adapt interviews with older adults experiencing sensory-related communication impairments. This required course in the Gerontology Certificate Program - Nursing may be taken on an individual basis on approval of the program coordinator. (Shamai) \$250
4 day - Fr. Jun 2, 09:00-16:00 - KEC

Gerontology Certificate Program - Nursing

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

Information Session Friday, January 21 or February 4, or Saturday, March 4, 10:00-11:30 - KEC. Open (free of charge) to RNs and RPNs. Call 443-8674 to register.

This 18-month, part-time certificate program will increase your 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 CNA certification as a gerontological nurse. Available to RNs, RPNs, BSNs and MSNs working in any community, acute care or long term care setting involving older adults. One 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. Must be completed in three years.

Course Fees

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

Application

Qualifying applicants apply for admission to the program. 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.

Childbirth Educators

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

Teaching Skills for Childbirth Educators 202504

Persons already teaching childbirth education who wish to upgrade their skills may enroll in this course. Fee includes course materials. (Donaldson) \$450
5 day - Th/Fr/Sa/Mo/Tu. Apr 6/7/8/10/11, 09:00-16:00 - CC

Fuel Metabolism During Pregnancy and Breastfeeding 202509

This workshop focuses on the prioritizing of fuel storage and usage in the third trimester of pregnancy and during breastfeeding. Content includes energy needs during tandem nursing, fuel availability and prioritizing during physiologic stresses such as dieting and exercising, and the impact these stresses have on breast milk and the mother's health. (Smith) \$45
1 eve - We. Feb 9, 19:00-22:00 - CC

Childbirth Educators Certificate Program

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

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

Program Description

The certificate program consists of 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. Apr 6/7/8/10/11 - 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

Dental Volunteers Wanted 203441

Have you ever wanted to volunteer, but were unsure of what to do or the commitment involved. Come to this orientation workshop and explore a variety of interesting and enjoyable volunteer positions which can include: short or long term commitments, individual or group participation, and local or international opportunities. Discover available resources, contacts and sponsors, and examine guidelines and continuing education qualification under the provincial regulatory guidelines. Make a difference, do something for someone else and experience a sense of fulfillment. (Preissl) \$50
1 mng - Sa. Jan 22, 09:30-12:30 - CC

Teeth Whitening - Theory and Clinical Application 203444

Teeth whitening has become a routine request and procedure in general dentistry. This hands-on course will provide the theory for whitening teeth and describe the "at-home" whitening materials and systems currently available. You will also learn how to fabricate an in-office splint for use with the "at-home" whitening system. (Loewen) \$45
1 eve - Tu. Jan 25, 18:30-21:30 - CC

"Trouble Shooting" in Local Anaesthetic 203443

This clinical course offers an overview of Local Anaesthetic administration technique, precautions, and complications. Participants administer local anaesthetic under the guidance of instructors to "trouble shoot" and learn various techniques to effectively administer local anaesthetic. Proof of B.C. registration required. Limited enrollment. (Lunn/Nann) \$175
1 day - Sa. Jan 29, 09:00-16:00 - CC

HIV/AIDS Update for the Dental Office 203431

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. (Brown, AIDS Van.) \$45
1 eve - Tu. Feb 15, 18:30-21:00 - CC

Dental Materials Update - Part II 203430

This hands-on course is designed for Dental Assistants. Current technology in Resin Cements and Anterior Composite Filling Materials will be discussed. Learn how to choose the particular material(s) and how to effectively apply them. There will also be a review of commonly used dental materials and techniques. (Bedard) \$50
1 mng - Sa Feb 19, 09:30-12:30 - CC

Facts about Fluoride 203445

This course will review the current guidelines for the uses of fluorides in the prevention of dental caries. Other topics will include the use of chlorhexidine and pit and fissure sealants in the prevention of dental caries. Please fax specific questions prior to the class to J. Yip at 443-8667. (Clark) \$45
1 eve - Th. Feb 24, 18:30-21:00 - CC

Infection Control for the Millennium 203505

Expanded and updated information! Learn essential and current infection control recommendations to prevent disease transmission for the protection of yourselves, your families and your patients. You will receive information regarding dental unit waterlines and view the latest and available infection control products and equipment. (Preissl) \$60
1 mng - Sa. Mar 4, 09:30-13:30 - CC

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. The likelihood that you will treat a cancer

patient in your office is increasing. This course will answer your questions and provide you with the information to effectively treat and meet the needs of these people. (Allison/Brown/Caldwell, B.C. Cancer Agency) \$55
1 eve - Th. Mar 30, 18:30-21:30 - B.C. Cancer Agency

Breaking the Cycle of Disordered Eating 203440

At some point in our lives, we will feel fat. Come and explore how one's life events are translated into the language of fat. Understand how this affects our body image, self-concept and identity. Explore the feeding relationship between parent and child. Walk away with strategies to help prevent future generations from struggling with food and weight issues as they experience the world. (Romaniw) \$45
1 eve - Tu. Apr 4, 18:30-21:30 - CC

Maintenance Protocol for the Implant Patient 203446

This course offers an overview of root form implants. Areas to be discussed will include: the differences between teeth and implants, pathology associated with implants, when and when not to probe implants, instrumentation required for the recall visit, cleansing the implant surface, and the Dentist's responsibility at the recall visit. (Zokol) \$50
1 eve - Tu. Apr 25, 18:30-21:30 - CC

The "New-trition" Revolution 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 nutraceuticals. 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 eve - Tu. May 9, 18:30-21:30 - CC

CDA Study Clubs and Component Societies 203442

This presentation is designed for Certified Dental Assistants who want to organize a study club, and/or component society. The instructor, who is a founding member and current president of a study club will share ideas, resources, contacts and topics to help you design a study club that will meet your learning requirements and interests. CDSBC regulatory guidelines will be addressed, and a list of all active study clubs and component societies will be provided. (Preissl) \$50
1 mng - Sa. May 6, 09:30-12:30 - CC

Provisional Prosthodontic Module 203583/203584

Advanced your clinical practice by learning to fabricate, try-in, and cement provisional restorations. This program is for licensed, certified dental assistants and dental hygienists. For information and/or to register call Sarah Mokaber at 443-8635. Theory by tutor/ correspondence, ongoing registration. Theory - 18 hours (Dennett) \$260
Clinical - 32 hours: It is anticipated that a clinical session will be scheduled for May/June. Clinical days are three consecutive Friday evenings and Saturday all-day sessions. (Dennett/Rey) \$1,230

Health Teaching

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

On the Spot Teaching: Maximizing the Teachable Moment 202896

Maximize your teaching impact by making the most of spontaneous questions that arise on the job or when you are leading an educational session. For health professionals involved in teaching, coaching or precepting staff or students in a variety of settings. (Moore) \$50
1 mng - Fr. May 5, 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 and processes of facilitating transformative learning, and strategies that you can incorporate in your teaching and mentoring roles. (Moore) \$50
1 aft - Fr. May 5, 13:00-16:00 - KEC

Health Care Management

Nursing Management Certificate Program

Program Coordinator Sheila Stickney, 443-8673
Program Assistant Shirley Teo, 443-8672.
Call for application form.

This 45-hour, part-time program, specifically designed for nurses responsible for the management of patient/client/resident care, provides the theoretical base and skills necessary for effective management in any health care setting. Participants need to spend about 45 hours of extra reading and assignment preparation. Evaluation is by practice-based assignments, attendance, and class participation. Transfer credit to Health Care Management Program Level I, BCIT, and the U of VIC and UBC BSN programs is available. Offered each spring.

Content includes management theory and processes;

Introduction to Chinese History and Important Historic Events
502051
\$22 (includes GST)
1 eve - Mo. Jan 31, 18:00-20:00 - CC

The Confucian Principles of Filial Piety and Chinese Modesty
502052
\$22 (includes GST)
1 eve - Mo. Feb 7, 18:00-20:00 - CC

History of Religions, Festivals and Celebrations in China
502053
\$22 (includes GST)
1 eve - Mo. Feb 14, 18:00-20:00 - CC

Chinese Habits: Eating, Living and Travelling in China
502054
\$22 (includes GST)
1 eve - Mo. Feb 21, 18:00-20:00 - CC

Chinese Language, Manners and More
502055
\$22 (includes GST)
1 eve - Mo. Feb 28, 16:00-18:00 - CC

Japan: Different Country, Different Rules
502060
When you do business in Japan, it is crucial that you have some understanding of Japanese culture. Learn the important rules and how to avoid the most common faux pas. Convey the message "I took the time to learn about your culture" and you will be way ahead of your competitors who did not. (De Young)
\$107 (includes GST)
1 day - Sa. Feb 19, 09:00-15:00 - CC

NEW!

LANGUAGES

Program Coordinator Marilyn McClaren, 443-8663
mmccclaren@vcc.bc.ca
Program Assistant Rosie Jong, 443-8661
rjong@vcc.bc.ca

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

Spanish Conversation - Level I
502025
Are you planning a visit to Mexico, or just interested in learning more about Canada's newest partners in NAFTA? This introductory course will equip you with simple structures and language skills to function in Spanish. (Gonzalez-Cirre) \$150 (includes GST)
8 day - Sa. Jan 29, 09:00-11:30 - CC

Spanish Conversation - Level II
502026
Now that you have some basic Spanish language skills improve your conversational skills and increase your confidence speaking Spanish. (Gonzalez-Cirre) \$150 (includes GST)
8 day - Sa. Jan 29, 12:00-14:30 - CC

Mandarin Education for Children & Adults

Information & Registration Vancouver Mandarin School Voicemail, Phyllis Liao, 871-7530
mandarin@vcc.bc.ca

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 January 29, 2000. 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 January 29, 2000. 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 three times a year: September, January and April. Classes run from 09:30-12:00 and begin January 22, 2000. 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 the basic sentence structure. \$150
10 mng - Sa. Jan 22, 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. Jan 22, 09:30-12:00 - KEC

Adult Advanced Conversational Mandarin
505824
Ideal for individuals who can read and write the Chinese language but seek to improve their spoken Mandarin. This course emphasizes phonetics of Mandarin language and the proper intonation of words. Through conversation, discussion, debate and other activities, it prepares you to speak better Mandarin. You are encouraged to bring tape recorders to the course.
10 mng - Sa. Jan 22, 09:30-12:00 - KEC

PROFESSIONAL & ALLIED HEALTH CARE

Registration 443-8484

These courses are for nurses and health professionals, dental personnel, and health care workers. Most of these courses can be used by nurses and other health professionals who are required to provide evidence of continuing competency or continuing education to their professional registration, licensing or certification bodies. Signed, dated Statements of Completion are provided for this purpose.

In order to ensure that you receive current, relevant content, our clinical courses are taught by experienced practitioners and are updated each offering in keeping with new literature and changes in clinical practice.

For more information or brochures, contact the program assistant listed in the health care section of interest to you.

Instructors
For information about instructors, see pages 12 & 13.

Clinical Practice

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

IV Therapy
202704
For RNs and RPNs, this classroom workshop will update your knowledge of current, safe practices and standards for IV therapy, including how to locate appropriate sites, select equipment, perform IV insertion, adjust flow rates and identify potential complications and nursing interventions for the adult patient. Maximum: 12 nurses. (Brazier) \$125
1 day - Sa. Jan 22, 08:30-16:30 - KEC
1 day - Sa. Feb 12, 08:30-16:30 - KEC
1 day - Sa. Mar 4, 08:30-16:30 - KEC

Physical Assessment and Intervention
New, practical approach to physical assessment and intervention for nurses in acute care, long term care, home care and community. Advance your ability to make clinical judgements, prioritize your assessment based on the client's presentation/history/risks, and recognize early signs in common clinical conditions. Take the whole series or select courses in any order. (Macfarlane) \$105 per course.

Head to Toe Assessment
202710
Bring stethoscope.
1 day - Fr. Feb 25, 09:00-16:00 - KEC
1 day - Fr. Apr 7, 09:00-16:00 - KEC

Respiratory Assessment and Intervention
202718
Includes pneumonia, hemothorax, pleural effusion, pulmonary embolus, asthma, COPD. Bring stethoscope.
1 day - Fr. Mar 3, 09:00-16:00 - KEC

Cardiovascular Assessment and Intervention
202702
Includes pericarditis, angina, heart attack, heart failure, shock states. Bring stethoscope.

1 day - Fr. Mar 17, 09:00-16:00 - KEC

Neurological Assessment and Intervention
202712
Includes TIA, stroke, seizures, subdural hematoma, Guillain-BarrÉ syndrome. Offered once a year.
1 day - Fr. Mar 31, 09:00-16:00 - KEC

Abdominal Assessment and Intervention
202311
Includes hepatitis, pancreatitis, paralytic ileus, renal failure, peritonitis. Bring stethoscope.
1 day - Fr. Jun 9, 09:00-16:00 - KEC

NEW!

Advanced Hospice for Nurses
202797
Up-to-date knowledge and strategies for complex situations in palliative care, including pain and symptom management, cultural, ethical and spiritual dimensions, family and staff grief, and hospital-home interaction. Taught by clinical nurse specialist, social worker and family physician from the Hospice Program of Vancouver-Richmond Health Board, this course is for experienced palliative care or home care nurses, or RNs who have completed the course Palliative Care for Health Professionals (202772). \$100
1 day - Fr. Mar 3, 09:00-17:00 - KEC

Common Medical Emergencies: Nursing Assessment and Intervention
202796
For nurses in acute, long term and home care settings, to sharpen your ability to assess and intervene in common medical emergencies, including stroke, acute respiratory failure, angina, myocardial infarction, heart failure, seizures, hypo-and hyperglycemia, and acute confusion (delirium), and to prioritize your assessment and actions to the presenting problem. (Macfarlane) \$105
1 day - Fr. Mar 10, 09:00-16:00 - KEC

HIV/AIDS Update
201058
For counsellors, RNs, LPNs, social workers, pastoral care workers, dental personnel, home-support workers, and care staff who require up-to-date information about the differences between HIV and AIDS, how they are transmitted, immune system changes, how to reduce risks, social and psychological implications, related illnesses and treatments, community resources, and current issues concerning women, sexuality, and substance use. (AIDS Vancouver) \$55
1 mng - Fr. Mar 31, 08:30-13:00 - KEC

Central Lines
202795
Types of central lines and sites; care of implanted ports; percutaneous, tunneled and peripherally inserted catheters; principles of maintenance; complications, and nursing interventions. Prerequisite: RNs with IV experience. (Brazier) \$105
1 day - Sa. Apr 15, 08:30-16:30 - KEC

Tube Feeding
200743
For RNs, LPNs, dieticians and health professionals in acute, long term and home care settings. An introduction to the purposes, types and potential complications of tube feeding, the physical, psychological and social implications for the individual and family and effective education for caregivers, including tube placement, formula, medications by tube, clean technique, feeding progression, self-monitoring, supplies and resources. Does not include practice in tube feeding procedures. (Schlenker/Viskari) \$55
1 mng - Fr. May 12, 09:30-12:30 - KEC

Hospice/Palliative Care Certificate Program

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

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

Prerequisites
Applicants must have current licensure as a registered nurse, registered psychiatric nurse, physician, registered dental hygienist, social worker, chaplain, or other university-educated profession. Must have current practice in a western health care setting or related discipline.

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

Course Fees

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

Application
Submit a letter of recommendation from supervisor/manager, provide proof of two years of current practice in identified discipline, provide proof of current licensure with a professional body, submit with application. Phone 443-8672 for application.

Courses offered this term:

Psycho Social Caring
202840
Participants strengthen their advanced communication skills and focus on the dying and bereavement processes from the individual/family's perspective. The influence on dying and bereavement of personal values, family systems, beliefs and rituals, culture, developmental stage, AIDS, and gender are explored. (J. Brown) \$310
4 day - Th/Fr. Jan 20/21, Feb 17/18, 09:00-17:00 - CC

Critical Care

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

Cardiac Monitoring and Nursing Interventions
202603
For RNs who require a basic understanding of cardiac electrophysiology, monitoring techniques, sinus, atrial, junctional and ventricular arrhythmias and blocks, and nursing interventions, including current drug therapies and cardiac arrest management. Maximum: 15 persons. (Macfarlane) \$280
3 day - Fr. Feb 4/11/18, 09:00-16:00 - KEC

Basic Arrhythmia Interpretation
201612
Introductory course for lab assistants, cardiology technologists, paramedics, and health professionals. Learn to interpret the ECG complex and calculate rate; basic sinus, atrial, junctional and ventricular arrhythmias; the effect of drugs on ECG pattern; and appropriate reporting actions. (Cooper) \$85
1 day - Sa. Feb 26, 10:00-17:00 - KEC

Basic 12 Lead ECG Interpretation
202607
For nurses, cardiology technologists, lab assistants, paramedics and other health professionals. Basic interpretation of 12 Lead ECG, including axis deviation, right and left bundle branch blocks, chamber enlargement, and ECG changes in ischemia and acute MI. Prerequisite: basic arrhythmia interpretation skills or course 201612 or 202603. (Cooper) \$85
1 day - Sa. Apr 8, 10:00-17:00 - KEC

12-Lead ECG in Acute MI
202897
In acute MI, early intervention with thrombolytic agents saves lives and depends on recognizing the 12 lead ECG changes. Using case studies you will learn to correlate the 12 lead ECG with the client's history and clinical presentation. Also addresses differential diagnosis, inclusion and exclusion criteria for thrombolytic therapy, and risk/benefit analysis. For cardiac technologists, lab assistants, nurses and physicians with basic arrhythmia interpretation skills and previous 12 Lead ECG course (202607). (Cooper) \$85
1 day - Sa. May 6, 10:00-17:00 - KEC

Basic Pacemakers
202604
Introductory course for nurses, cardiology technologists and health professionals. Addresses how pacemakers work and how to interpret paced rhythms, including indications for pacing, current technology, capture fusion, pseudofusion, sensing, hysteresis, pacemaker syndrome, NBG code, basic dual chamber and sensors. Prerequisite: basic arrhythmia interpretation skills or course 201612 or 202603. (Cooper) \$85
1 day - Sa. May 27, 10:00-17:00 - KEC

Advanced Pacing
202624
Advanced course for nurses, physicians, and cardiology technologists involved in pacemaker assessment and evaluation, ambulatory monitoring and exercise testing. Expand your working knowledge of AV-intervals, 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. Jun 17, 10:00-17:00 - KEC

Conscious Sedation Revised
202622
For RNs monitoring conscious sedation in hospitals, day surgeries, dental offices or radiology suites, this course addresses nursing assessment and monitoring, commonly used drugs, potential complications, discharge criteria and special considerations for at-risk client populations. (Macfarlane) \$105
1 day - Sa. Jun 3, 09:00-16:00 - KEC

NEW!

For further courses pertinent to Critical Care, see Clinical Practice section on page 14.

Gerontology

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

Foundations of Gerontological Nursing Practice
203604
What are the foundations and standards of competent,

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 the health care system-evidence-based practice, ethical decision making, regionalization; employment processes; team building/group process; staff development; continuous quality improvement; risk management. (Rohrer) \$400
7 day - Sa. Apr 8/15/29, May 13/27, Jun 10/24, 09:00-16:00 - KEC

Continuing Care Management

Call Program Assistant Shirley Teo, 443 8672 for application or information
Program Coordinator Sheila Stickney, 443 8673

Enhance your abilities to establish an efficient organization, effective care teams, and quality care outcomes. This program, for continuing care managers, directors and administrators, or individuals with management experience wishing to learn about the continuing care context, emphasizes the use of proven, effective management strategies and tools and provides information on the most current trends and practices which impact your organization. The program emphasizes the B.C. context, is industry specific to continuing care, is practice based, and was developed in collaboration with the British Columbia Association of Community Care to address identified learning needs. Evaluation is by assignment, where you apply course content to the operation of your organization/facility, attendance, and participation. Six 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. All courses are in four-day formats. Prerequisites include 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 facility-based assignments.

Continuing Care Management Certificate Program

Participants successfully completing the six courses (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.

Courses offered this term:

Introduction to Continuing Care Management 201603

This course provides an overview of continuing care within the health care system. Within a holistic and interdisciplinary health care framework, participants examine current trends and issues impacting the field, implications of government acts and agencies, and relevant legal issues. Participants will be actively involved in developing and/or revising philosophy and mission statements, and developing policy statements and applications useful for their own organizations within a strategic planning framework. (Anderson/Arnold) \$435
4 day - Tu/We/Th/Fr. Jan 11-14, 09:00-16:00 - CC

Financial Management 201605

This course focuses on financial management principles, skills and tools to promote efficient health care delivery in continuing care. The emphasis is on management aspects rather than on accounting skills. Participants develop skill in the use of provincial and regional budget guidelines, economic principles, daily and periodic requirements, financial statements, budgeting, purchasing plans and computerized information systems as planning tools. (Harris) \$435
4 day - Tu/We/Th/Fr. Feb 22-25, 09:00-16:00 - CC

Allied Health Care

Foot Care for Older Adults 200711

See course description under Gerontology.
1 day - Fr. Mar 31, 09:30-16:30 - KEC

Renal Dialysis Technician Certificate Program

Program Assistant Shirley Teo, 443-8672
Call for application.

This program prepares participants to work as hemo-dialysis technicians in major hospitals and clinics. Applicants require Grade 12 (includes Grade 12 chemistry), two semesters of post-secondary sciences (chemistry, biology, physics) within past five years, medical terminology, Grade 12 level on Vancouver Community College English language assessment, satisfactory work experience, and absence of health problems which may affect ability to stand for long periods, lift up to 25 pounds, or perform repetitive movements. Program is held once a year. There is a waitlist of approximately two years; accepted applicants on the waitlist can complete Course 1 while waiting entry into Course 2. Updated immunizations will be necessary before starting Course 2.

Medical Terminology for Health Care

Workers 104438/104441

This specially adapted 30-hour course provides the fundamentals of medical word structure and pronunciation, and explores selected body systems and abbreviations for students in the Sterile Supply Technicians and Renal Technicians Certificate Programs, with special selections for both programs. (Rogers) \$175
8 day - Fr. Jan 14-Mar 3; Th. Feb 17, 09:00-13:00 - KEC

Course 1 - Interpersonal Skills for Health Care Workers 100118

This 30-hour course provides broad and practical interpersonal and teamwork skills that will assist participants to develop stronger communication, decision-making and assertiveness skills for the workplace. Topics include effective communication skills, decision-making, conflict resolution, teamwork, leadership skills, personal motivation and empowerment in self-education. Offered each term. \$385
5 day - Sa. Jan 15-Feb 12, 09:00 - 16:00 - KEC

Course 2 - Renal Technician (7 1/2 weeks full time, with integrated theory and clinical). \$2750. Offered once a year.

Theory 201092
Prerequisite: successful completion of Course 1. Participants spend 60 hours in classroom/lab setting (approximately one day/week) learning about renal disease and its impact on patients, medical and surgical asepasis, and principles, operation, maintenance and quality control of the hemo-dialysis process. Evaluation is by two multiple choice written exams, and class assignments.

Clinical 201093
Participants spend 165 days and evenings in hospital clinical settings (approximately four days/week) refining their hemodialysis skills and learning to apply principles to their activities. Evaluation is by skills testing and the ability to apply principles to techniques, and on professional attributes.

LPN Upgrading

Phone Program Assistant Sarah Mokaber, 443-8635 for information and registration

The following courses each have a home-study component (from one to four months) followed by a lab/workshop for demonstration, skills check and written exam. Register in theory anytime; register in lab/clinical when theory courses are completed.

Pharmacology Theory 201102
Requires approximately four months to complete. Now includes subcutaneous injection and insulin administration.

Dressing Change Theory 201103
Requires approximately one month to complete.

Catheterization Theory 201101
Requires approximately one month to complete.

Lab schedule: register when theory component of the courses is completed.

Pharmacology Lab 201104 (Boll) \$165
2 day - Sa. Feb 26, 08:00-16:00 - CC; Su. Feb 27, 08:00-13:00 - KEC

Subcutaneous Injection and Insulin Administration Lab 201009
Special lab for s/c injections and insulin administration only. Must be currently giving meds. Includes tutorial session. (Boll) \$95
1 day - Sa. Mar 4, 08:00 - 13:00 - CC
1 day - Sa. Apr 1, 08:00 - 13:00 - CC

Dressing Change Lab 201107 (Boll) \$120
1 day - Tu. Feb 29, 08:00-17:00 - CC

Catheterization Lab 201106 (Boll) \$135
1 day - Tu. Feb 29, 08:00-17:00 - CC

PERSONAL AND PROFESSIONAL DEVELOPMENT Communication: Interpersonal & Group

Program Coordinator Mary Crooks, 443-8674
Program Assistant Shirley Teo, 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 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 gain a variety of communication techniques to resolve conflict more successfully. (Hilliard) \$105
1 day - Fr. Feb 25, 09:00-16:00 - KEC

Assertiveness Skills 202715

Constructive assertiveness is essential for effective communication and interpersonal relationships. Learn methods for effectively expressing your thoughts, feelings, opinions and beliefs to others; how to be assertive in situations of strong emotion; and constructive strategies which can lead to positive changes in your life and work. (Hilliard) \$105
1 day - Fr. Mar 3, 09:00-16:00 - KEC

Anger Management/Conflict Resolution - Level II 202828
For persons who have completed Conflict Resolution - Level I (202802) or Assertiveness Skills (202715) or the equivalent. Strengthen and expand your skills of active listening, self-disclosure, and assertion in conflict situations. Emphasis is on managing anger and defensiveness in oneself and others. (Hilliard) \$105
1 day - Fr. Mar 10, 09:00-16:00 - KEC

Holistic Health

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

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. You will learn about risk factors, nutrition, exercise, hormone therapy, and posture. Includes take-home manual. Recommended for adults of all ages. Bring a friend or family member to learn together. (Osteoporosis Society of BC). Maximum 15 persons. \$25
1 mng - Sa. Feb 19, 09:30-12:00 - KEC

Massage - Level I 200737
This 12-hour course introduces you to basic relaxation massage techniques. 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. \$135 (\$200 for both Level I and II). Maximum: 16 persons.
2 day - Sa/Su. Feb 26/27, 09:00-16:00 - KEC

Massage - Level II 200740
Prerequisite - Level I (200737). Practise techniques learned in Level I, and learn new techniques to induce relaxation. 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. May 27, 09:00-16:00 - KEC

Menopause . . . Naturally 201087
Menopause is a natural event. This course will help you to prepare for the normal hormonal changes that occur before and after menopause. Gain balanced information on many of the holistic choices for a healthier menopausal experience, including natural alternative therapies for menopausal symptoms. (Blades) \$25
1 mng - Sa. Apr 15, 09:30-12:30- KEC

CPR & First Aid

Program Assistant Shirley Teo, 443-8672

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) \$60
2 eve - Tu/Th. Feb 22/24, 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) \$60
2 eve - Th. Feb 10/17, 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) \$110
2 day - Sa/Su. Mar 4/5, 09:00-17:30 - KEC

Foodsafe

Program Assistant Craig McKenzie-Cook, 443-8381 for information
Call 443-8484 to register.

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. Students who successfully complete Level I and/or Level II qualify to receive the Foodsafe Certificate from the Provincial Ministry of Health. All instructors are Public Health inspectors.

Foodsafe - Level I (Basic) 250201
Designed for kitchen staff and dining room attendants. Explore micro-biology, food-borne illnesses, personal hygiene and health, serving and dispensing, food protection and preparation, receiving and storing food safely, warewashing and storage methods. \$80
1 day - Sa. Jan 15, 09:00-18:00 - CC
1 day - Sa. Jan 22, 09:00-18:00 - CC
1 day - Sa. Jan 29, 09:00-18:00 - CC
1 day - Sa. Feb 5, 09:00-18:00 - CC
1 day - Sa. Feb 12, 09:00-18:00 - CC
1 day - Sa. Feb 19, 09:00-18:00 - CC
1 day - Sa. Feb 26, 09:00-18:00 - CC
1 day - Sa. Mar 4, 09:00-18:00 - CC
1 day - Sa. Mar 11, 09:00-18:00 - CC
1 day - Sa. Mar 18, 09:00-18:00 - CC
1 day - Sa. Mar 25, 09:00-18:00 - CC

Foodsafe - Level I (Basic) - In Cantonese 250205
This Level I course is specifically designed for students whose first language is Cantonese. All instruction/course materials offered in Cantonese. \$80
1 day - Sa. Mar 11, 09:00-18:00 - CC

Foodsafe - Level II (Advanced) 250202
For owners, managers, chefs and supervisors in restaurants or health care food services. Prerequisite: Successful completion of Foodsafe - Level I; must be in supervisory or management position. Topics include: major types of food-borne illnesses not discussed in Level I, i.e., Hamburger disease; design and maintenance of a food service establishment; managing sanitary practices in a food service establishment; implementing a Hazard Analysis Critical Control Point System (HACCP). \$80
1 day - Sa. Mar 4, 09:00-18:00 - CC

Worksafe Education

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

Call for information about Worksafe courses that can help you meet the new requirements for Bill 14 regarding OS&H committees in your workplace, or courses to help you interpret the new Regulation. For courses scheduled this term, see page 8.

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, January
12, 18:00-19:00 - CC*

**Basic Counselling Skills I
101805**

This course is designed to introduce individuals to the knowledge and skills fundamental to client-centred counselling. It is of particular interest to those in the helping professions. You will practise beginning helping skills, counselling interviews, and complete 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. \$325
12 eve - Mo. Jan 17, 18:30-21:30 - CC (Adilman)
12 eve - Tu. Jan 18, 18:30-21:30 - CC (Shamai)
12 eve - Th. Jan 20, 18:30-21:30 - CC (Krakow)
12 sessions - 10 mng: Fr. Jan 21, 09:30-12:30; AND 1 day: Fr. Jan 28, 09:30-16:30 - KEC (Menzel)

**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) \$265
10 eve - Th. Jan 20, 18:30-21:30 - CC

**Vocational Counselling
101839**

This course examines 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 Corbishilty, available at campus bookstore. (Coomber, Koopman) 36 hours. \$325
8 sessions - 4 day: Sa. Jan 22, Feb 12/26, Mar 11, 09:30-16:30; AND 4 eve: Tu. Jan 25, Feb 15/29, Mar 14, 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 understanding of the cultural factors underlying client and counsellor interaction, 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
Offered April 2000

**Working with Substance
Misusing Youth
200144**

This workshop is designed for youth and family workers, addiction specialists, and front line workers who work with young people. The facilitators, with over 20 years' experience in this field, work from a holistic perspective, in which youth with substance abuse concerns are viewed against the backdrop of their developmental tasks and social context. Content includes the dynamics of substance misuse among youth, working with youth and their families, effective counselling approaches, appropriate resources, and the influence of helper biases and cultural myths/stereotypes. Practical strategies will be emphasized, and participants are encouraged to bring their own work for consultation and discussion. Prerequisite: current student/graduate in Counselling Skills, Substance Abuse Certificate, or equivalent background. (Frowein, Huntington) \$150
2 day - Fr. Feb 11/18, 09:30-16:30 - CC

**Working with Shock Trauma
101812**

This workshop is an introduction to the psychophysiological basis of trauma, and to a body-centred psychotherapy which is an effective 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 and practise 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) \$135
2 day - Sa. Feb 12/19, 09:30-16:30 - CC

**Counselling and Substance Abuse: NEW!
An Aboriginal Perspective
200141**

This workshop is intended for those who work with First Nations clients. The goal of the workshop is to enhance the ability of addiction counsellors to provide culturally sensitive client-centred counselling. Content of the workshop will include: drug addiction in the aboriginal community in its historical, social and political context; the need for helper self-awareness, and the influence of helper values on counselling; the counselling process and the role of traditional practices, spirituality and elders; counselling models and resources. The workshop will be interactive, both in inviting participants to share their cultural experience and in providing them with the opportunity to consult on their counselling practice. Prerequisite: current student/graduate in Counselling/Substance Abuse Certificate Program or equivalent training/experience. (Roberts) \$150
2 day - Fr. Mar 10/17, 09:30-16:30 - CC

**Gestalt Approach to Counselling
101810**

Offered September-December 2000

**Body-Centred Approaches to Counselling
101814**

As our understanding of the holistic relationship between mind, heart and body has deepened, interest in body-centred approaches to counselling and therapy has increased. Such approaches give voice to the body, encouraging it to speak through its own language of movement, evoking the landscape of the psyche in ways more direct and powerful than solely verbal approaches allow. This workshop is designed to give participants a glimpse into the body-centred world and offer ways of applying its insights. We will explore the seven-character structures, develop body-reading skills, practise exercises for healing and change, and discover some of the countless gifts that work with the body offers. Prerequisite: Basic Counselling (101805) or equivalent training and experience. (Laird) \$150
3 sessions - 1 eve: Fr. Mar 24, 18:30-21:30; AND 2 day: Sa. Mar 25, Apr 1, 09:30-16:30 - CC

**Couple Counselling
NEW!
101816**

Couples often find they are in a power struggle that leaves them feeling disappointed, hurt and disillusioned, because unfinished childhood business gets activated in intimate relationships. Relationship counselling uses strategies and skills that help couples transform old, defeating behaviour patterns into more aware and responsible ways of being together. This two-day workshop is for those who face the challenge of supporting couples and families in difficult relationships. The content will emphasize helper self-awareness and practical strategies for supporting couples. Prerequisite: current helper student/graduate in Counselling/Substance Abuse Certificate, or equivalent training/experience. (Adilman) \$135
2 day - Fr. Apr 7/14, 09:30-16:30 - CC

**Marketing for Job Placement Workers
101809**

This workshop is aimed at those whose primary responsibility is job placement in vocational rehabilitation, job training, and employment programs. You will learn practical, hands-on skills for marketing strategies with special needs populations, including dealing with potential employers, effective promotion, and appropriate sales techniques. Content includes: applicant assessment, market research, the "cold call," and the "sales pitch," the employer relationship, and interviewing techniques. (Koopman) \$135
4 eve - We. May 3, 18:30-21:30 - CC

**Counselling Skills Certificate
Program**

Program Coordinator Joanne Rykers, 443-8392
Program Assistant Craig McKenzie-Cook, 443-8484

*Information Session 1 eve - Wednesday,
January 12, 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.*

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. Jan 10, 18:45-21:45 - CC (Menzel)
12 eve - Tu. Jan 11, 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. Jan 11, 18:30-21:30 - CC

**Group Counselling Skills
101832**

This course examines the knowledge and skills 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 included. The experiential component of this course includes an extended group experience and the opportunity to lead structured exercises. 36 hours (Laird) \$325
11 sessions - 10 eve: Th. Jan 13, 18:30-21:30; AND 1 day: Sa. Jan 22, 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. Jan 12, 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
12 eve - We. Jan 12, 18:30-21:30 - CC

**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 mng - Sa. Mar 11, 09:30-12:30 - CC
6 eve - Tu. Mar 14, 18:30-21:30 - CC
6 eve - Tu. May 2, 18:30-21:30 - CC

**Cross-Cultural Counselling
101841**

Offered April-June 2000

**Vocational Counselling
101839**

This course examines 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) 36 hours \$325
8 sessions - 4 day: Sa. Jan 22, Feb 12/26, Mar 11, 09:30-16:30; AND 4 eve: Tu. Jan 25, Feb 15/29, Mar 14, 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
Certificate Program**

Program Coordinator Joanne Rykers, 443-8392
Program Assistant Craig McKenzie-Cook, 443-8484

*Information Session 1 eve - Wednesday,
January 12, 18:00-19:00 - CC*

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

Entry Requirements

1. Successful completion of Grade 12 or equivalent.
2. Good knowledge of English, both oral and written.
3. Relevant experience in social services. (Volunteer experience is credited, providing it is in a structured, supervised setting. Work or volunteer experience must include use of counselling skills.)
4. Satisfactory documented completion of Vancouver Community College Basic Counselling Skills - Level I (101805) - See Counselling Skills, page 17.
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

Human & Social Services / Interpreting & Translation

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
Offered April-June 2000

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
Offered April-June 2000

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 - Mo. Jan 10, 18:30-21:30 - CC
12 eve - We. Jan 12, 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, and specific skill applications when working with substance abuse populations. The experiential component of the course includes an extended group experience and the opportunity to lead structured group exercises. 36 hours (Laird) \$325
11 sessions - 10 eve: Tu. Jan 18, 18:30-21:30; AND 1 day: Sa. Jan 29, 09:30-16:30 - CC

Family Counselling for Substance Abuse 200117

This course examines the knowledge and introductory skills required when counselling the family presenting substance abuse concerns. This course will explore substance abuse in families using a family systems theoretical perspective. Three specific approaches to counselling families will be explored: family of origin, narrative, and solution-focused counselling. Content areas will include: theoretical assumptions, family assessments, counter transference, and ethical issues. (Frowein) \$325
Offered April-June 2000

Personal/Professional Development 101842

This course provides an opportunity for students to continue their personal and professional development, especially as this applies to ethical principles. Content areas build upon and expand the knowledge of ethical principles, especially as they apply to practice issues. Case studies, small and large group discussion and journal writing are featured. A large component of this required course will be process-oriented, involving the sharing of students' self-exploration and the individual examination of values and personal limitations. (Yasin) \$160
6 eve - Tu. Mar 7, 18:30-21:30 - CC

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. Jan 12, 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
Ongoing

EARLY CHILDHOOD CARE & EDUCATION

Program Coordinator Gyda Chud, 443-8416
Information Pat Cooper, 443-8428 or Jane Jimison, 443-8660

Early Childhood Care and Education Certificate Programs

Continuing Education offers a range of certificate programs and courses that prepare you to work with young children in a variety of child care settings.

Early Childhood Care and Education Level I

This two-year, provincially certified program, offered in a part-time evening and Saturday format, 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 prepares already qualified ECCE graduates with specialized skills and knowledge to supervise infant and toddler group day care settings. Our program intake is every second year. Please call 443-8660 for applications and 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 185 hours of instruction divided between the prerequisite course, five core courses and a variety of electives. Applicants for the Certificate Program must successfully complete the 24-hour prerequisite course entitled Introduction to School Age Child Care. 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. (Ben-Yacov/Forfellow) \$130
7 sessions - 6 eve: We. Jan 19, 18:45-21:45; AND 1 day: Sa. Feb 19, 09:30-15:30 - CC

CONTINUING STUDIES IN EARLY CHILDHOOD CARE AND EDUCATION

Information 443-8428

This workshop series offers enrichment, upgrading and continuing professional development for child care staff. Sessions 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 this term's 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 - Mo. Jan 10, 18:45-21:45 AND 1 day - Sa. Feb 19, 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. Please call 443-8428 for details.

Program Coordinator Silvana E. Carr, 443-8389
Program Assistant Rosie Jong, 443-8661

Information Session Tuesday, January 11, 2000, 19:30 - KEC

Court Interpreting Certificate Program

Individual Language

Interpretation is determined by the suitability of applicants and the needs of the courts and community.

Make use of a skill you already possess to create an interesting career. Become an accredited interpreter. If you have a very good knowledge of English and another language turn this asset into qualifications enabling you to be an effective interpreter, in and out of courts. Through court observation, lectures, simulated courtroom situations and interpretation practice in small language-specific classes, close individual instruction is offered. The certificate from this program is recognized as proof of accreditation by the Ministry of the Attorney General, Court Services. Established in 1979, this part-time program enables bilingual men and women to obtain practical training in interpreting techniques, terminologies and procedures, as well as an excellent preparation for other interpreting jobs. \$1235
63 eve - Tu/Th. Oct 11 - Nov 16, 2000; Tu/Fr. Nov 21 - May 18, 2001, 19:00-22:00 - KEC (subject to change)

Application Deadline

May 1, 2000. 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, 2000. 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: Simultaneous Interpreting Workshop for Court Interpreters 150160

Interpreting expert witness testimony requires special preparation on the part of court interpreters. Come review terminology and practise simultaneous interpretation of court cases involving expert testimony in various fields: weapons, drugs, fingerprints, DNA, ballistics, and more. Excellent professional development for practicing court interpreters. 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. Apr 10, 14:00-17:00 - KEC

Practical Translation I - 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 practicing 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. 36 hours (Phung) \$265
12 eve - Mo. Jan 12, 19:00-22:00 - KEC

Pre-Interpreting Skills 150153

Designed for individuals interested in the VCC Certificate Programs in Interpreting, this introduction and practice of pre-interpreting skills will cover shadowing, re-phrasing, summarizing, note-taking, vocabulary development, and oral screening exam items. Please note this is not a translation course. 36 hours (Steyn) \$265
9 sessions - 6 eve: Mo. Jan 24, 18:30-21:30; AND 3 day: Sa. Jan 29, Feb 12/26, 09:00-16:00 - CC

DISTANCE EDUCATION

Court Interpreting Certificate Program

Application Deadline

January 10, 2000. 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. Satisfactory completion of all modules and exit examinations will qualify you to receive the VCC Certificate in Court Interpreting which is 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, Farsi, French, Japanese, Korean, Mandarin, Punjabi, Spanish and Vietnamese. Prerequisite: satisfactory completion of screening exams, 180-hour home study, plus 15-hour workshop, March-September. \$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

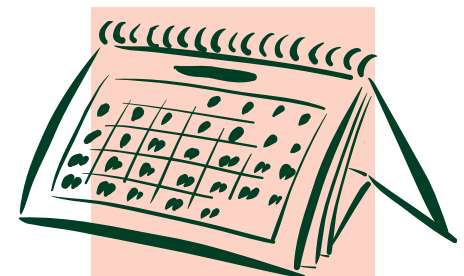
Sight translation and consecutive interpretation practice using legal and other texts; introduction to simultaneous interpretation. Development of bilingual terminology. 70 hours

Non-profit Sector Management Certificate Program

Program Coordinator Marilyn McClaren, 443-8663
mmccclaren@vcc.bc.ca
Program Assistant Rosie Jong, 443-8661 rjong@vcc.bc.ca. or non-profit@vcc.bc.ca

Information Session Monday, January 10, 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 leadership potential.



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.

Non-profit, Voluntary & Fundraising / Telecommunications Management

19

This program consists of five 30-hour core courses and a choice of four specialty streams: Community Development, Non-Profit, Fundraising and Volunteer Management.

NEW!

First time - courses will be offered on line starting in 2000. This is the first training in non-profit management available on-line in Canada. Call 443-8663 or 443-8661 for registration or information.

Certificate Requirements

Satisfactory completion of five core courses; all courses within a specialty stream 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 - on-line Winter term 2000
 2. Interpersonal Communications (101903) \$290 - on-site January term 2000
 3. Planning and Evaluation (101906) \$290 - on-line design in process. On-site Fall 2000
 4. Leadership and Human Resource Management (101904) \$290 - on-line design in process; on-site Spring term 2000
 5. Marketing and Public Relations (101905) \$290 - on-site January term 2001
- Practicum (101907) \$150

If you are interested in our on-line courses, please call 443-8661 and leave your name and address. We will keep you informed.

Specialty Stream

Adults interested in ONLY the specialty stream courses are NOT required to follow the certificate application process. Please register directly with the CE office for specialty courses. Specialty courses will be offered each term. Costs vary according to the specialty. Choose from one or more of the following specialty streams:

1. Non-Profit Management
2. Volunteer Management
3. Fundraising Management
4. Community Development

Entrance Requirements

- Successful completion of Grade 12 or equivalent
 - Ability to read and write at a college level
 - Relevant work and/or volunteer experience
- Course equivalencies may be granted to participants who have taken an equivalent course in a recognized educational institution in the last five years. Supporting documents must be provided. Please submit prior to the start of class.

Application Process

Submit an application form, statement of motivation (approximately 250 words), and a letter of reference. Register for Orientation Session (101901)

Information Session - Non-Profit Management Certificate Program 101901

All interested students are encouraged to register in advance and attend an information session at no cost to the student.

1 eve - Mo. Jan 10, 18:00-19:00 - CC

I Core Courses On-Site

The in-class program is under review. For those already registered in the program, one core course will be offered each term to enable you to complete the certificate in-class.

Interpersonal Communication 101903

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

10 eve - Tu. Jan 25, 18:30-21:30 - CC

II Core Courses On-Line

NEW!

Fundamentals and Ethics of Non-Profit Management 101908

This course covers the basic principles, philosophy and

structure of not-for-profit organizations. Participants will examine trends, community resources and legal issues/liability. In addition, the course will introduce principles and ethical decision-making while maintaining the organization's mission and mandate. (O'Loughlin)

Planning and Evaluation 101909

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)

Leadership and Human Resource Management 101910

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

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. Jan 22/29, Feb 12, 09:00-16:00 - CC

Basic Tools for Financial Reporting 101944

This course is designed as a prerequisite for Financial Management (101941). It is directed to those individuals who need the basics or a refresher to the basic bookkeeping tools in non-profit financial management. (Stevens) \$60

2 eve - Th. Jan 27, Feb 3, 18:30-21:30 - CC

Financial Management for Non-Profit Organizations 101941

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

3 sessions - 2 day: Sa. Feb 5/19, 09:00-16:00; AND 1 day: Sa. Feb 26, 09:00-13:00 - CC

Effective Annual Fundraising Programs 101962

This course, previously called Effective Fundraising Techniques, is designed for students in the Fundraising Specialty Stream. The course is also available to interested individuals who are working and/or volunteering in a fundraising capacity. This course explores individual, corporate and foundation sources of donors. Students examine a broad spectrum of strategies and techniques currently practised in annual campaigns. Topics include direct mail programs, personal solicitation and special events. Prerequisite: Principle of Fundraising (101961), or relevant management experience - call coordinator. (TBA) \$160

3 day - Sa. Mar 4/11/25, 09:00-16:00 - CC

Related Opportunities

Coordinating Volunteer Programs: An Overview 101601

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

8 eve - Tu. Feb 01, 18:00-21:00 - CC

Program Coordinator Peggy Worobetz, 443-8670
Program Assistant Lynda Boothby, 443-8383

*Information Session Wednesday,
January 5, 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. Management and communication skills are emphasized. Participants may enroll in any course. Students must successfully complete all five courses in seven terms (two years and one term) to obtain a certificate.

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

Understanding Telecommunications 102260

This introductory course is designed as an overview for the newcomer to telecommunications who has little or no experience in the field. The various aspects of telecommunications will be explored at an introductory level giving the student the basic knowledge needed to progress to the next level. (Clark) \$285

10 eve - We. Jan 26, 18:00-21:00 - CC

Telecommunications Technology 102261

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

12 eve - Th. Jan 20, 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). (TBA) \$335

12 eve - Mo. Jan 17, 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. Jan 19, 18:00-21:00 - CC

Integrated Office Management 102264

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

Available April 2000 term

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. Jan 6, 18:30-20:30 - CC

Telecommunications Technology 102266 \$185

2 hrs - Th. Jan 6, 18:30-20:30 - CC

Voice/Data Integration 102267 \$185

2 hrs - Th. Jan 6, 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 (102291), Voice/Data Integration (102292) and Integrated Office Management (102294) are available in distance education package. Each course is 11-modules in length. See course description under classroom program. \$335 each course.

Applications Management course will be available in an 11-module distance education package (course 102293) in February 2000. See course description under classroom program. \$335

A Distance Learning Information package is available. Please call 443-8670.

Telecommunications Seminars

For detailed seminar information please call the program coordinator.

Voice Over IP 102273

During the last four years, there has been a groundswell of interest in sending voice over data networks, such as frame relay or the internet/intranet. Commonly referred to as Voice over IP, it is the latest and likely successor to traditional voice circuit switching, and even IP-based PABX systems are now available. Integrating voice, data, and video has been a dream since the 1970s, and now it looks like it is finally going to happen, and make sense. This in-depth technical seminar, developed by Infotel Systems Corporation and presented by Gary Zielke, will provide you with the knowledge necessary for you to decide why, when, where, and how, to implement Voice over IP. \$745

2 day - Mo/Tu. Feb 28/29, 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. Feb 1, 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.

TESOL TEACHER TRAINING PROGRAMS

*Visit our website:
www.vcc.bc.ca/tesol*

Senior Program Coordinator Jennifer Pearson Terrell, 443-8483 jpterell@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 teacher training and is home to the largest program of its kind in Canada. This achievement is due to our faculty who are respected for their expertise in both English language instruction and teacher training and our comprehensive program of studies. 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.

Teaching English to Speakers of Other Languages

TESOL Diploma Program

- A teacher training program for instructing English language at post-secondary institutions or international schools. The TESOL Diploma Program is offered in three formats - the Fast Track Program, the Part-Time Program and the Summer Program.
- A university degree is required for admission to this program.

International TESOL Diploma 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 Certificate Program

- A 100-hour program for people planning to teach English language internationally.
- A university degree is not required for admission to this program.

TESOL Inservice Diploma 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 teaching experience are required for admission to this program.
- The 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 DIPLOMA PROGRAM

The TESOL Diploma 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 Diploma 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 Diploma Program:

1. An undergraduate university degree.
2. Successful completion of prerequisite course, An Overview of TESOL at VCC or an equivalent university course at UBC, SFU or recognized university.
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 Diploma 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

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 Diploma Program. Thirty hours of TESOL Elective Courses are required to successfully complete the TESOL Diploma Program.

INTERNATIONAL TESOL DIPLOMA PROGRAM

Program Coordinator Anne Sandor, 871-7055

The International TESOL Diploma 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 July 1, 2000. There are no classes in July and August. On successful completion of the International TESOL Diploma Program graduates will receive an International TESOL Diploma 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 who have completed a university degree 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. 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.

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. The course examines the instructional methodology used for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, grammar, pronunciation, as well as oral testing, and lesson planning. \$200

ESL Tutoring 150844

This practical six-hour course examines ESOL tutoring skills. Focusing on a range of topics associated with becoming an ESOL tutor. Topics including how to get started, how to lesson plan for tutoring sessions and how to prepare and select tutoring materials, will be presented. \$75

Tutoring Grammar 151708

This 12-hour course examines the theory and instructional methodology used to tutor/teach grammar to ESOL speakers. Grammatical structures from the beginner level through the advanced level will be addressed. \$135

Tutoring Pronunciation 151707

This 12-hour course examines the theory and instructional methodology used to tutor/teach

pronunciation to ESOL speakers. \$135

Tutoring ESOL Practicum 151709

This 32-hour course focuses on the practical application of the theory of ESOL tutoring skills in real life tutoring situations. The principles of lesson planning and the effective use of instructional aids will be addressed. \$300

Tutoring ESOL Elective Courses

To successfully complete the Tutoring ESOL Certificate Program or the Tutoring ESOL Document, students must complete 30 hours of elective credits. Six elective courses are offered: Tutoring ESOL Elementary School Students (151713), Tutoring ESL Secondary School Students (151715), Tutoring Conversation Skills (151731), Introduction to Tutoring Business English (150795) and Tutoring for the TOEFL and the LPI (151737).

TEFL Certificate Program

The TEFL Certificate Program is designed for people who are planning to teach English internationally. A university degree is not required to register in the TEFL Certificate 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 may be required to submit a VCC English Language Assessment score. A TEFL Certificate will be awarded on successful completion of this program.

An Overview of Teaching English to Speakers of Other Languages 150802

A practical overview of 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, as well as oral testing and lesson planning. \$200

Teaching Overseas 150789

This nine-hour workshop provides 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. \$105

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. \$135

Tutoring Pronunciation 151707

This 12-hour course examines the theory and instructional methodology used to tutor/teach pronunciation to English language students. \$135

Tutoring Conversation Skills 151731

This is a six-hour course designed to prepare tutors for working with adult ESOL students who want to improve their conversation skills. The course will include strategies for planning conversation topics, several student-prepared unit plans, as well as resources for accessing further ideas and topics. \$75

TEFL In-Class Assignment 151722

Applicants registered in the TEFL Certificate Program are required to work in an English language classroom setting in a volunteer or paid capacity for a minimum of 31 hours and submit the TEFL in-class assignment. \$75.

TESOL INSERVICE DIPLOMA 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 Diploma Program, graduates will receive a TESOL Inservice Diploma from Vancouver Community College and qualify for a Professional Certificate: Level Two from the Association of BC Teachers of English as an Additional Language.

Admission Requirements for the TESOL Inservice Diploma 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 course 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 course examines the instructional methodology used to teach grammar to adult English language learners. \$300

Teaching Listening and Speaking 150204

This course examines the instructional methodology used to teach listening and speaking skills to adult English language learners. \$300

Teaching Pronunciation 150207

This course examines the instructional methodology used to teach pronunciation to adult English language learners. \$300

Teaching Reading and Writing 150205

This course examines the instructional methodology used to teach reading and writing skills to adult English language learners. \$300

Practicum 150206

This course focuses 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. Applicants must take six courses in order to successfully complete the CERTESL Program.

TESL 21 Overview of Teaching English as a Second Language 150301

This course is designed as an introduction in the field of teaching the English language. \$333.72

TESL 31 Teaching English as a Second Language: Theory and Skill Development 150302

This course is an introduction to teaching ESL and EFL. \$333.72

TESL 32 Teaching English as a Second Language: Materials Selection and Development 150303

This course examines how to evaluate, select, and adapt materials for teaching ESL. \$333.72

TESL 33 English Grammar and Phonology 150304

This course examines in-depth elements of English grammar, discourse structure, sound system, and suprasegmental features. \$333.72

TESL 34 Teaching English as a Second Language/Teaching English as a Second Dialect for First Nations/Metis Students 150307

This course presents information, concepts and skills intended to assist teachers of First Nations/Metis students. \$333.72

TESL 35 Approaches to Language Teaching 150308

This course examines the approaches and methods used to teach second languages. \$333.72

TESL 42 Supervised Practicum

This course provides the opportunity to apply ESL instructional theory and practice in the classroom. Note: Students are required to pay a \$15 materials fee, a \$100 lab fee and tuition of \$333.72

TESL 43 Professional Project

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

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.

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Vancouver Community College

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

Executive Assistant

The Executive Assistant Program includes the following courses:

- Accounting
- Economics
- Business Law
- Human Resources Management
- Administrative Technology
- Communications and Organizational Behaviour

Courses offered in the Winter 2000 term:

Administrative Technology (7630)

This course teaches how to exercise initiative and judgment in setting priorities, making decisions, and delegating workload; and to understand and apply knowledge related to information processing, telecommunications, records management, and integrated office systems. Topics include office management, executive travel, records management, cultural and community affairs, networking, and implementing advanced automated office systems.

- Tues evenings, Jan18-Apr 4, 6:00-9:00 p.m., Room 629 - \$267.77

Introduction to Economics (7369)

This course teaches how to understand basic economics, and management concepts and principles as they apply to business organizations. Topics include national income and determinants, financial systems, social and economic programs, and international trade.

- Thurs evenings, Jan 13-Mar 30, 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

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, Jan 22-Mar 25
- 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

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, Jan 25-Mar 28
- 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

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, Jan 25-Mar 28
- 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

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, Jan 22-Mar 25
- 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 (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, Jan 22-Mar 25
- 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

Plated Dessert

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, Jan 24-Mar 27
- 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

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, Jan 24-Mar 27
- 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 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, Jan 26-Mar 29
- 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)

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, Jan 27-Mar 25
- 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

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 212)
- 10 Sessions, Jan 22-Mar 25
- 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

Cooking

Professional Cooking - Level 1

- 20 Sat - starts Feb 12, 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

Health

Caring for Persons with Dementia

Designed for those working in the healthcare system in the care of elderly people with dementia.

- Tues and Wed evenings, starting Jan 25, 6:00-9:00 p.m. (120 hours total), Room 922 - \$169.77 plus approximately \$50 for textbooks
- Prerequisites: Open to all members of the health care team with at least 6 months work experience as validated by an employer. Medical clearance required upon acceptance
- Call 443-8400 to register

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 Advanced 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, Jan 5-June 26, 7:00-9:30 p.m.
- Prep 011 Wed, Jan 12-Mar 29, 7:00-9:30 p.m.
- ADV 031 Tues & Thurs, Jan 6-Mar 28, 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.)

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/Solfege, Music History, Rhythm Studies, Latin Jazz Ensemble, Wind Ensemble and Jazz Orchestra. Most classes start the first week of January. For further information, including costs, please contact Anne Johnson, program assistant, VCC Music, 871-7297 or e-mail musicdept@vcc.bc.ca.

Solfege 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 - Jan 5-Apr 5 - 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 - Jan 4-Apr 6 - 5:00-7:00 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 celebrates its 25th anniversary in the 1999-2000 season. Highlights include Vivaldi's "Gloria" and Verdi Opera Choruses. Phone 871-7297

- Tuition: \$42.00 plus \$10.00 accompanist fee (not including Student Association fee and application fee)
- Tues - Jan 10-Apr 4 - 7:00-10:00 pm, King Edward Campus Auditorium (level 2)

Their success...



is your reward!



When you give to the Vancouver Community College Foundation you make an investment in the future. You can contribute to scholarships and bursaries for deserving students or help to purchase equipment. The choice is yours.

Help educate a stronger, more productive workforce for BC and Canada.

Contact Sheilah Henderson at the VCC Foundation, 871-7237

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 Monday, January 24, 17:00-18:00 - DS

BUSINESS AND TECHNICAL WRITING
Information Session Tuesday, January 13, 17:15 - CC Room 218B

COUNSELLING SKILLS/SUBSTANCE ABUSE COUNSELLING
Counselling Skills/Substance Abuse Counselling courses and certificate programs, Wednesday, January 12, 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 Wednesday, January 12, 17:00-19:00 - CC Room 126

FLORAL DESIGN
Information Workshop Thursday, January 20, 21:00-18:00 - CC - \$15

GEMMOLOGY
Information Session Thursday, February 17, 19:00-20:00 - CC Room 164

INTERIOR DESIGN
Information Session Tuesday, January 11, 17:00-19:00 - DS

INTERPRETING AND TRANSLATION
Information Session Tuesday, January 11, 19:30 - KEC

LEGAL ASSISTANT CERTIFICATE PROGRAM
Information Session Thursday, January 6, 17:30 - CC, Room 240

NON-PROFIT SECTOR MANAGEMENT CERTIFICATE PROGRAM
Information Session Registration required. Monday, January 10, 18:00-19:00 - CC

OFFICE ADMINISTRATION CERTIFICATE PROGRAM
Information Session Wednesday, January 12, 17:45 - CC Room 218B

TELECOMMUNICATIONS MANAGEMENT
Information Session Wednesday, January 5, 17:00-18:30 - CC

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 \$15 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

• April 21 to 24 inclusive



Most Asked Questions

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

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.

4 ways to Register

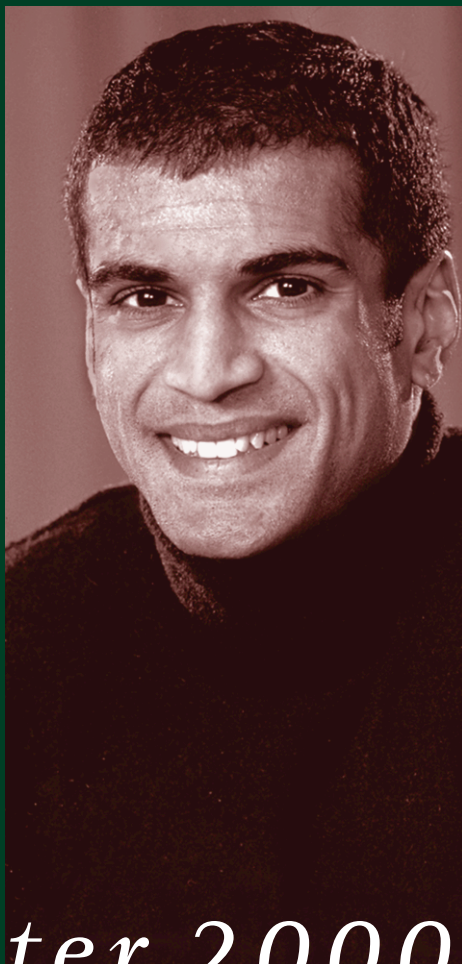
- By Mail**
Fill in the registration form on this page and mail it with your cheque or credit card information. Sorry, no post-dated cheques. Mail to: Vancouver Community College, Continuing Education, 250 West Pender Street, BC V6B 1S9
- By Phone**
Charge to your MasterCard or VISA card. City Centre Campus, 443-8484.
- In Person**
Register at CE, 250 West Pender Street. Pay by cash, cheque or credit card.
- By Fax**
Use the registration form on 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.



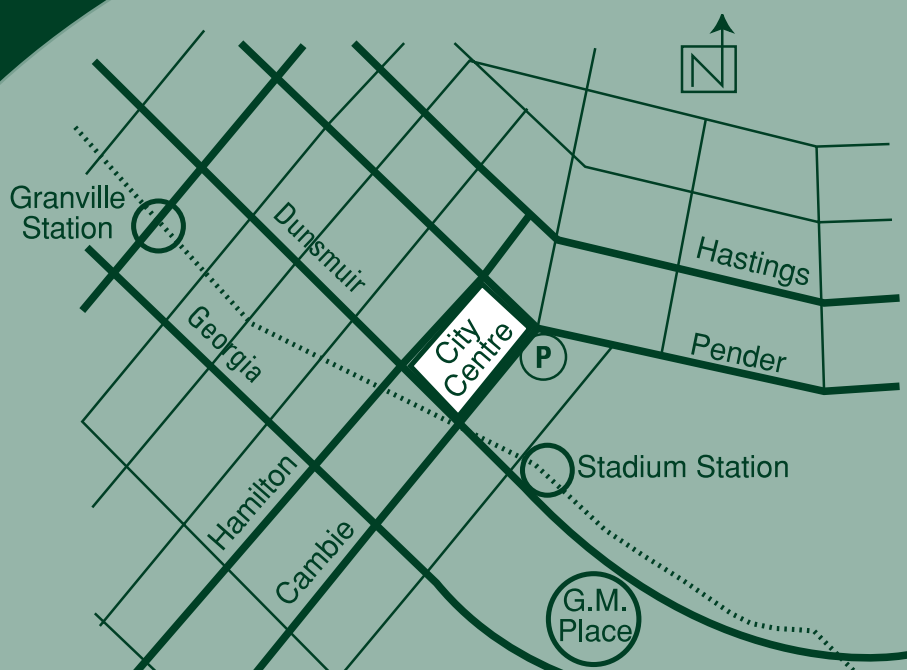
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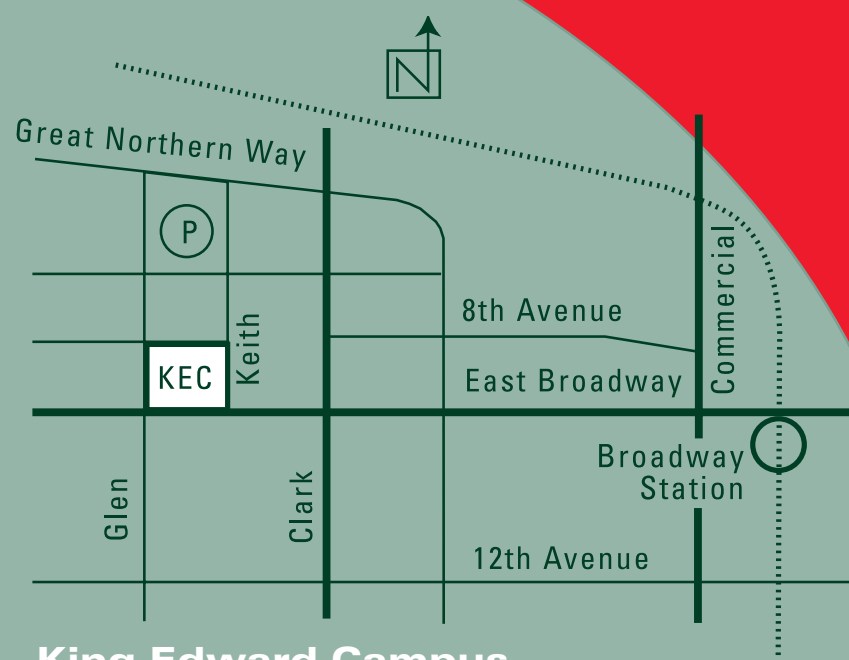


604.443.8484

www.vcc.bc.ca



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



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

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