

# learnnow

@ Continuing Education



spring2000

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

## Celebrate with Us!

**Date:** Tuesday, April 11th  
**Place:** City Centre Campus (corner of Dunsmuir and Hamilton)  
**Time:** 5:00 – 8:00 p.m.

Come join us at the City Centre Campus downtown and celebrate the 35<sup>th</sup> anniversary of Vancouver Community College.

You will find a warm welcome and

- ♦ Information sessions about our certificate and diploma career programs
- ♦ Instructor demonstrations and displays set up in the main mall
- ♦ Interesting seminars on hot work-related topics
- ♦ Live music

**Everything free!**

Find out how Continuing Education at City Centre can help you be more successful – and satisfied – in your work life.

Connie Gibbs, Director, Continuing Education

Apr. to Jul. 2000 / Vol.2, No.3

I N S I D E

- ♦ Arts & Design
- ♦ Automotive NEW!
- ♦ Building Services
- ♦ Business, Career & Law
- ♦ Computer
- ♦ Culture & Language
- ♦ Health
- ♦ Human & Social Services
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## Nurturing the Working Spirit



As we launch the new millenium, the concept of job satisfaction has expanded to include other terms that used to be left at home. Terms such as emotional fulfillment and empowerment are now becoming more important to employee and employer alike.

This sits well with Dr. Jason Cressey, a psychologist with a specialty in human relations. Cressey has developed a series of workshops for Vancouver Community College that look at how we can bring more fulfillment to our working lives.

"These workshops acknowledge there is a shift in the way people are looking at their work and how employers are treating employees," says Cressey.

The workshops can be taken as a series or individually. Students who have taken the programs so far include computer programmers, MBA students, bank clerks, a home delivery driver, individuals from high tech industries and unemployed individuals wanting to improve their interview and interpersonal skills.

Career Success: Nurturing the Working Spirit addresses topics ranging from managing stress to non-verbal communications.

"The objective of the seminars is to provide people with tools rather than answers," says Cressey, who

was educated at Oxford, U.K. "The tools the participants learn allow them to gain insight into situations that may be frustrating them or holding them back in the workplace. The courses are not counselling sessions or quick fix solutions."

In the seminar Exploring Your Career Potential, Cressey encourages discussion about "attitudes we have about our jobs. How can we make the best of situations and how can we feel nurtured instead of drained," he says.

Managing Stress, Anger, Conflicts and Anxiety at Work is full of practical tips. "Stress doesn't have to be a negative experience," he says. "It is a state of readiness that increases our reaction time. The important thing is not to remove stress, but to manage it. One way we can do this is by knowing when and how to turn off and reduce stress."

Improving Your Emotional Intelligence to Enhance Your Interpersonal Skills reviews issues we all live with daily: the subtlety of language that can make us feel inspired or demotivated. "Often, we have misunderstanding because we would prefer to smooth things over. As a result we don't say what we really mean," says Cressey.

Developing Non-Verbal Communications Skills is the fourth in the original series. "Body language is a vastly neglected topic in the workplace," Cressey stresses. "We are all both senders and receivers of non-verbal communications. Knowing these messages can help with presentations and tricky negotiations," he adds.

These courses will return in the Summer and Fall semesters.

Four new courses have been added to the Career Success department this semester, taught by Jason Cressey and Carol Kaye. See pages 6-7.

Re-inventing Work – A New Vision of Livelihood (104596)  
Reclaiming Higher Ground – Creating a Value-Centred Workplace (104596)  
Office Politics – How to Survive and Succeed (104597)  
Effective Environments – Finding Your Place and Space at Work (104598)

Please call Program Assistant Pat Cooper at 443-8428 for more information. Space is limited.

## ARTS &amp; DESIGN

## Applied Design Certificate Program

Information and Application Judith O'Keeffe, 443-8386

**Information Session**  
**Tuesday, April 11, 16:00-17:00 - 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 - Tu/We/Th/Fr. May 2-Jun 23, 09:00-12:00 - DS

The Applied Design Certificate Program is for individuals wanting to assess 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

## Calendar Design and Layout

Keith Parker & Helen Babalis  
Graphic Designers  
VCC Media Services

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 may also produce 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 &amp; GRAPHIC DESIGN

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

**Information Session**  
**Tuesday, April 11, 17:30-18:30**  
**CC Room 120**

Registration 443-8484

## Design your certificate to meet your learning needs!

Now you can take the courses you need and get your certification in either Mac Software Basics (150 hours) or Graphic Design Basics (150 hours). Combine these two certificates and you can qualify for the Electronic Publishing and Design Certificate (300 hours).

## 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 - Tu/Th. Apr 18, 18:30-21:30 - CC

## 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). (TBA) \$365  
10 eve - Tu. Apr 18, 18:30-21:30 - CC

## Adobe Illustrator II 050446

Builds on the basics learned in Adobe Illustrator - Introduction. Prerequisite: 050440. (Etemadi) \$410  
10 eve - Tu/Th. May 23, 18:30-21:30 - CC

## Photoshop I 050443

This program is universally recognized as the leading edge in image editing and photo manipulation. 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  
10 day - We. Apr 19, 18:30-21:30 - CC

## QuarkXPress 050447

QuarkXPress is the comprehensive page layout program that provides all the tools needed to produce effective, well-designed documents. Learn basic QuarkXPress concepts including the 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. Apr 20, 18:30-21:30 - CC

## QuarkXPress II 050466

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

## Staying current in electronic publishing is a challenge.

Our Professional Development Workshops will assist you to keep pace with the constantly changing electronic publishing industry. If you have a need and it isn't listed, call us with your suggestions. Our labs are equipped with Macintosh G3's.

## If one is all you need . . .

You can take any of the electronic publishing or graphic design courses provided you have the prerequisites (see course description for details). Texts for the computer courses are available in the College Bookstore, 443-8363.

## 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). (Etemadi) \$365  
10 day - Apr 8, 09:00-12:00 - CC

## Internet Intro and Web Page Design 050474

Learn how to format text and images for Web pages, how to upload Web pages onto the Internet, how to use Internet browser, and how to create well-designed and content-rich Web sites. Macintosh experience is mandatory. (Borda) \$395  
5 day - Sa. Apr 8, 09:00-16:00 - CC

## 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 recommended. (Morse) \$350  
10 eve - Mo. Apr 10, 18:30-21:30 - CC  
5 day - Sa. Apr 29, 09:00-16:00 - CC

*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.*

## 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. (Levstek) \$285  
10 eve - Tu. Apr 18, 18:30-21:30 - DS

## 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. Prerequisite: 050408 or equivalent. (TBA) \$285  
10 eve - We. Apr 19, 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. Apr 20, 18:30-21:30 - 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 April 4 to arrange your exam session.

## Challenge – Introduction to Macintosh 050450 \$180

## Challenge – Introduction to Graphic Design 050452 \$180

## Professional Development Workshops

## Introduction to Print Buying 050464

Producing business cards and colour brochures demands printing knowledge. Learn how to communicate with print shops, printing options, colour basics, use of photographs, prepress requirement, proofing, choosing the right paper, costing and how to prepare your print job. (Maihara) \$90  
4 eve - Mo. Apr 17, 18:30-21:30 - DS

## Digital Asset Management 050472

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.  
September 2000 term

## 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. Apr 29, 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. May 6, 09:00-16:00 - DS

## 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 Certificate Program consists of 300 hours of direct instruction. Participants may take two courses per term and complete the program over five terms. However, it should be noted that all courses may not be offered each term due to minimum enrollment requirements and the availability of instructors. In addition to the course fees (which are subject to periodic revision), participants are required to purchase texts and some supplies. Individuals registered in the program should be prepared to dedicate a minimum of three hours per week per course to their studies outside of class time. Each course averages 30 hours in length, usually in three-hour blocks.

## 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) - 30 hours  
Introduction to Macintosh (050441) - 30 hours  
Total Foundation - 60 hours

## Software Courses – 90 hours required

Adobe Illustrator I (050440) - 30 hours  
QuarkXPress I (050447) - 30 hours  
Photoshop I (050443) - 30 hours  
Typography on Quark (050434) - 30 hours  
Software Package - 90 hours  
Software Certificate (includes Foundation requirements - 150 hours)

## Design Courses – 90 hours required

Advertising Design (050454) - 30 hours  
Logo Design and Stationery Layout (050465) - 30 hours  
Internet Intro/Web Design (050474) - 30 hours  
Portfolio Preparation/Presentation (050449) - 30 hours  
Design Package - 90 hours  
Design Certificate (includes Foundation requirements - 150 hours)

## Elective Courses

Photoshop II (050444) - 30 hours  
Adobe Illustrator II (050446) - 30 hours  
QuarkXPress II (050466) - 30 hours  
Creative Illustration (050410) - 30 hours  
Newsletter Production (050459) - 30 hours  
Electronic Prepress (050475) - 30 hours  
Total hours required for certificate - 300 hours.

## FASHION ARTS

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

## New Designers Fashion Show

Fiat Mode XIII - June 2000  
You are invited to attend a premier showing of original designer collections. This exciting event showcases the work of up-and-coming new designers who will be launching their lines to the fashion industry in a professionally produced runway show. For more details, please call 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. May 01, 18:30-21:30 - CC

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**Computer Aided Drafting  
050960**

Develop computer operating skills as it is applied in the garment industry. Learn to use the CAD system - digitizing process, data file creation, piece marking, plotting, grading, and basic pattern manipulation. (Ramsden) \$395

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

**Canadian Fashion Retailing  
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

**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 mgg - Sa. Apr 15, 09:30-12:30 - CC

**Introduction to Fashion Design  
050971**

This creativity workshop will explore the fundamentals of good fashion design. Working on fashion figures, students will learn how to create fashionable "mini-collections" starting with the basic sketch and following through to finished presentation quality. Topics to be covered include: symmetry and proportion; line and silhouette; colour theory; fabric pattern and texture. Basic figure drawing will be taught, but no previous drawing or design experience is necessary. Bring to first class: newsprint sketch pad (approximately 18" x 24"), pencil crayons, fashion magazines, scissors, glue stick, one sheet bristol board. (Pearson) \$275

10 eve - Th. Apr 27, 18:30-21:30 - DS

**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. May 6, 09:30-16:00 - CC

**Merchandising Fashion  
050969**

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

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

**Dress Form Workshop  
050947**

Learn to make your own individual dress form with a professional custom fit from an instructor who has taught this unique method for 15 years. Apply this method to create perfectly fitting dress forms for your clients. Supplies and preparation will be discussed during the preliminary evening session. This class meets both times listed. (East) \$60

1 eve - We. Apr 26, 19:00-21:00 AND 1 day - Sa. May 6, 10:00-15:00 - CC

**Personal Pattern Making  
050924**

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

4 day - Sa. May 27, 09:00-16:00 - CC

**Professional Practices Program**

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

**Fashion Arts Professional Practices I  
050964**

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

(Green/Richardson/Vaillancourt) \$295

12 eve - Offered in Fall term only

**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 - Offered in Winter term only

**Application Deadline**

Deadline for applications for entry into the Fashion Arts Professional Practices Program is August 15, 2000. For program details call the Fashion Arts program coordinator. To request a Fashion Arts Professional Practices application form, call 443-8484.

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

**Fashion Arts Certificate  
Program**

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

**Note**

All terms are not offered each semester

**Fashion Design Certificate**

Term One - Fashion Drawing  
Term Two - Fashion Design  
Term Three - History of Fashion  
Term Four - Collection Design  
Term Five - Textiles

**Pattern Making Certificate**

Term One - Block Construction  
Term Two - Design Drafting Theory  
Term Three - Design Drafting Practical  
Term Four - Designer Patterns/Draping  
Term Five - Production Patterns/Grading

**Garment Construction Certificate**

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

**Fashion Arts Certificate**

Term Six  
Fashion Graphics  
Collection Portfolios  
Collection Manufacture  
Fashion Show Preparation  
At the end of this term students present their individual collection at the Graduate Fashion Show.

**Application Deadline**

The Fashion Arts Certificate Program has two entries per year. Applications for the Spring entry (April) must be received by February 28, 2000. Deadline for the Fall entry (September) is June 15, 2000. Early application is advised. Interviews will be scheduled subsequent to each application deadline. To request a Fashion Arts Certificate Program brochure and application form, call 443-8484.

**Entry Requirements**

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

**FLORAL DESIGN****Flowers say something special about you!**

Program Coordinator Joyce Jackson, 871-7462  
Information 443-8335

**Guest Designer Demonstrations  
Tuesday, April 11, 16:30-19:30  
CC - Mall Level**

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.

**Demonstration Series****Learn from the Experts  
250129**

Now you can see how the pro's create stunning flower arrangements using simple techniques. Join us for this new Flower Arranging Demo Series and get inspired! Professional designers will show you how to assemble a variety of arrangements and share their tricks of the trade. You will get tips on: selecting and caring for flowers and greens, choosing and preparing containers, creating special effects with colour and texture and creating styling characteristics that make an impact. Bring your notebook and camera. Arrangements made during the class by the instructors will be for sale to the class participants. Take all three sessions for \$50. (Discount available to April 11 only.)

**Simply Elegant  
250130**

If you are planning your wedding, a bridal shower or some very special event where only the best will do, then you need to see how to make floral memories from this award-winning stylist. (Harmen) \$19

1 eve - Th. Apr 13, 18:30 - 20:30 - CC

**Great Green Gifts  
250131**

See how to make innovative and portable arrangements for gift giving in this idea-packed session! If you have had the experience of being handed cut flowers from one of your dinner guests while you are juggling the coat hangers, then you will appreciate giving and receiving one of these green gifts. (Van Overen) \$19

2 eve - Tu. Apr 18, 18:30-20:30 - CC

**The Garden Table  
250132**

Bring the garden to your table! Flowers, fruit and vegetables can be incorporated into imaginative table settings. See how to create cabbage containers and other whimsical vegetative arrangements for your garden table. (Lainig) \$19

1 eve - Th. Apr 20, 18:30-20:30 - CC

**Floral Design Challenge  
250104**

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

1 aft - Sa. Apr 15, 13:00-16:00 - CC

**Introduction to Floristry  
250105**

For anyone wanting to learn flower arranging basics. 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. This course is also the foundation course for the Floral Design Certificate. No previous experience required. (Davis) \$460

10 eve - Tu/We/Th Apr 25, 18:30-21:30 - CC

**Floral Design II  
250106**

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

15 eve - Tu/We/Th. May 23, 18:30-21:30 - CC

**The Business of Floristry  
250127**

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

Offered September 2000 term

**Available September 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 design 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 April 15. 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 443-8335

**Information Session  
Tuesday, April 11, 19:00-20:00  
CC Room 164****Gemmology Certification**

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

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

Preliminary year classes begin September 11 and run Mondays, 18:30-21:30 to June 2001.  
Diploma year classes begin September 12, Tuesdays and Thursdays, 18:30-21:30 to June 2001.

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, April 11, 17:30-18:30 - DS  
Registration 443-8484****Note**

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

**Spring Term****Basic Drafting Concepts  
051610**

This course covers the principles of drafting for interior design: the use of drafting instruments, terminology, scale, line weights and lettering. Students will be introduced to conventions for presentation and construction drawing of floor plans, elevations, millwork drawing, electrical layout and reflected ceiling plan. (Saatkamp) \$310

10 eve - Mo. Apr 10, 18:30-21:30 - DS

**Design Fundamentals  
051601**

This course introduces basic design principles, elements and concepts, the practical application of design theory, the designing process and space organization techniques while developing creative problem-solving skills. (Fensom/Saatkamp)

10 eve - Tu. Apr 18, 18:30-21:30 - DS

**Colour Theory and Application  
051615**

This course introduces a variety of colour systems, traditional and contemporary colour theory, and explores colour mixing, relationships and applications. Prerequisite: Design Fundamentals (051601). (Phillips) \$310

10 eve - We. Apr 19, 18:30-21:30 - DS

**Furniture Design and Style II  
051613**

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

10 eve - Th. Apr 20, 18:30-21:30 - DS

**Portfolio Project  
051617**

This final course is intended to represent the cumulative experience and course work completed during the Interior Design Explorations Certificate Program. Individual submissions will be assessed according to the criteria developed in consultation with the instructor and in relation to the project selected by the student including: a personal statement, the design brief, presentation and evaluation techniques, plus contents demonstrating basic design knowledge and skills. (Saatkamp) \$250

8 eve - Th. Apr 20, 18:30-21:30 - DS

**Summer Intensive - Daytime Studies  
051627**

You asked and here it is - the opportunity to take an intensive interior design program during the day! This intensive Interior Design Certificate - Level I is for individuals wanting to:

- Acquire an overview of interior design for personal use
- Acquire the basics as a prerequisite to more advanced part-time courses
- Develop a portfolio for application to a degree-granting institution
- Upgrade their skills to support design-related employment opportunities

The Level I program focuses on developing the core skills required to express basic design concepts related to form and function. The history, practice and process of design is also an integral portion of the program which encourages creativity and individual expression. Course work is demanding. Text: Inside Today's Home and some basic art supplies are required. Please call Edith Saatkamp at 980-5767 for details. (Bell/Fensom/Phillips/Saatkamp/Thomson) \$1,850

40 day - Tu/We/Th/Sa. Jun 24 - Aug 31, 2000

**Furniture Design**

This course provides the essential information and background required to identify and distinguish a variety of furniture styles originating with the classics through to the 20th century. Periods include Byzantine, Romanesque, Gothic, Renaissance, Baroque, Rococo, Neo-classical, Georgian, Empire and Arts and Crafts. (Thomson)

10 day - Sa. Jun 24, 09:30-12:30 - DS

**Design Fundamentals**

This course introduces basic design principles, elements and concepts, the practical application of design theory, the designing process and space organization techniques while developing creative problem-solving skills. (Fensom/Saatkamp)

10 day - Tu. Jun 27, 09:30-12:30 - DS

**Drawing for Design Applications**

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. (Phillips)

10 day - We. Jun 28, 09:30-12:30 - DS

**Colour Theory and Application**

This course introduces a variety of colour systems, traditional and contemporary colour theory, and explores colour mixing, relationships and applications. (Bell)

10 day - Th. Jun 29, 09:30-12:30 - DS

**Interior Design Explorations  
Certificate Program**

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

**Objectives**

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

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

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

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

**Program Structure**

This part-time program is offered in the evenings and on weekends during the September, January and April terms. Participants can select courses of interest from the program providing prerequisites are met or they can take the entire certificate program. Not every course will be offered each term as courses are subject to the availability of instructors and minimum registration requirements. 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.

**Automotive****AUTOMOTIVE**

Registration: 443-8484

Course advice: Fred Grimann, 871-7394

**Note**

These courses are held in the Automotive Shop on the North side of KEC (go to Room 1042 on first night). Registration is at City Centre only.

**Air Bag Systems  
100170**

A professional upgrading course in the installation and de-activation of air bags. Specific topics include: (1) safety precautions working around air bag systems; (2) procedures for disarming air bag systems on domestic and foreign vehicles; (3) operation, sensors and wiring of front and side air bag systems; (4) removal and handling of air bag components; and (5) repairing air bag systems. This course will also be of interest to emergency personnel (fire, police, ambulance) concerned with air bag de-activation. 120 page manual included. (Pettit) \$180

5 eve - Tu/Th. May 2-16, 18:30-21:30 - KEC

**Auto Maintenance and Know-How  
100171**

Designed for persons with little or no training in auto mechanics, this course will explain the basic operation, repair and adjustment of automobiles. Students will use hand tools and learn techniques to service ignition systems, the drive train, brake, wheel, electrical, cooling, fuel and lubrication systems. The course is equally divided between theory, demonstration and shop practise. Classes are held in a friendly, supportive atmosphere to encourage the curious beginner and those considering a career in auto maintenance. Coveralls are recommended and you may bring your own car for practise. (Chu) \$260

8 eve - We. Apr 26, 18:30-21:30 - KEC

**Air Brake Operation and Safety  
100172**

Professional or novice truck drivers will benefit from this basic air brake course. Safety precautions and correct maintenance procedures will be explained and reinforced in the classroom. The knowledge the student will gain may one day prevent a serious accident. For details contact Dave Nielsen at 871-7393.

Available September 2000

**Celebrate with Us at City Centre - April 11<sup>th</sup>!**



## BUILDING SERVICES

## Professional Skills Make a Difference

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

## Building Cleaning – Methods, Equipment, Supplies and Safety 109008

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

5 day - Sa. Apr 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. Apr 29, 09:00-13:00 - CC

## Operating a Contract Cleaning Business 109035

For persons who want to operate a cleaning business, this course will review critical skill areas for the new or potential owner-manager. Specific topics include: establishing a business plan, sales and marketing strategies, bidding and estimating, work supervision, employment practices, insurance and financial control. (SBS)

3 eve - Tu. Apr 25, 18:30-21:30 - 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. Jun 10, 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  
Available September 2000

## 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. (Chauvin) \$180

Available September 2000

## 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 are also accepted. Post-dated cheques are not accepted. A \$15 fee is charged for non-sufficient funds.*

## 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.

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

## 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 Coinomatic Company.

## 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 directly 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

## Note

See Building Services section for course descriptions.

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.

## Business, Career &amp; Law

## BUSINESS &amp; TECHNICAL WRITING

Program Coordinator Anne Tollstam, 443-8668  
Program Assistant Craig McKenzie-Cook, 443-8381

Information Session  
Thursday, May 11, 17:30 - 18:30  
CC Room TBA

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.

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

## Information Session

## What about Technical Writing?

Join Janet Dean for an informal session exploring current issues and the growing demand for technical writing skills.

1 eve - Thursday, May 11, 17:30 - CC

## 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)

## Summer Writing Institute

## Five-Day Summer Writing Program 100359

This summer program is designed for busy professionals who want to enhance their technical writing skills in a one-week accelerated program. Register for any course individually at \$150 or register for the five-day program at \$650 – a saving of \$100.

## Technical Communication 100350

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

1 day - Mo. Jun 5, 09:00-16:30 - TBA

## Current Issues in Technical Writing 100351

Update your writing skills by adopting the techniques of successful technical writers. Review trends in the technical communication profession and growth in the application of on-line writing. Discuss the development of a work portfolio and its use as an employment aid. Review the key characteristics necessary for success in this field. (Dean) \$150

1 day - Tu. Jun 6, 09:00-16:30 - TBA

## Editing 100352

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

1 day - We. Jun 7, 09:00-16:30 - TBA

## Proposal Writing 100354

An effective proposal sets you apart in the current competitive market place. This course examines the principles and techniques of writing and presenting winning proposals. The course covers process, style, content and delivery. (Dean) \$150

1 day - Th. Jun 8, 09:00-16:30 - TBA

## Designing and Writing Manuals 100357

Review the document development process for producing effective manuals and training guides. You will learn techniques for increasing the usability of your manuals through reader analysis and peer reviews. Learn techniques of information design and considerations for internationalizing your document. (Dean) \$150

1 day - Fr. Jun 9, 09:00-16:30 - TBA

## 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. Apr 29, 09:30-15:30 - CC

## Building a Powerful Vocabulary 104411

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and give a large number of new words and meanings. Please bring a dictionary. 6 hours (Rogers) \$80

1 day - Sa. May 13, 09:30-15:30 - CC

## Writing Dynamic Business Letters 104406

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

1 day - Sa. Jun 3, 09:30-15:30 - CC

## Effective Memo and Report Writing 104414

Get results! Learn the standard formats for memoranda and reports and review the modern and powerful language of business writing. 6 hours (Rogers) \$80

1 day - Sa. Jun 17, 09:30-15:30 - CC

## Note

## Business English Skills Test 104539

Sa. Jun 24, 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

Available September 2000 term

## CAREER SUCCESS: NURTURING THE WORKING SPIRIT

Program Assistant Pat Cooper, 443-8428  
Program Coordinator: Anne Tollstam 443-8668

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.

Additional seminars may be offered in coming terms. Seminars will vary each term.

## 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.

## Re-inventing Work – A New Vision of Livelihood 104595

A new era is emerging in the workplace and people are ready to bring more heart and soul into the office. Work is about relationships and, by tapping into the rich tapestry of human feeling, a safe haven can be fostered for all concerned. Explore your inner work and how it can transform your outer world. You will learn tools to nourish your creativity – the place where inner and outer work merge and how to awaken a new spirit at work and bring harmony into the way you make your living. (Kaye) \$75

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

## Reclaiming Higher Ground – Creating a Value-Centred Workplace (104596)

This seminar is designed to help participants identify their core values and how they can contribute to their work. Ideally, the choices we make everyday are made on the basis of our values, and this requires that we are clear about the values which we hold. Participants will learn about the Values Cycle Model and the Primary Values for creating a more harmonious workplace, and will develop their own personal values statement. Everyone will come away with their own Vital Action Plan and a number of techniques and “accelerators” that are extremely powerful and can be used with their own work-teams at their offices. (Kaye) \$75

1 day - Sa. May 13, 09:30-15:30 - CC

## Office Politics – How to Survive and Succeed 104597

Why do rivalries, feelings of “exclusion” or “inclusion” and different “atmospheres” dominate the office environment? How might this be influenced (and dealt with) by men and women differently, and how can issues such as favouritism, bullying or prejudice be identified and tackled effectively? This workshop provides straightforward practical advice and skills to help make the office a harmonious place to work, and how to deal with difficult situations if they arise. (Cressey) \$75

1 day - Sa. Jun 3, 09:30-15:30 - CC

## Effective Environments – Finding Your Place and Space at Work 104598

What can you do to make your physical office environment as pleasant as possible? How can changing aspects of your own working environment allow you to feel more relaxed, comfortable and productive? How can the physical working environment affect your mood, and what can you do to ensure that any negative effects are minimized. A useful introduction to the field of environmental psychology that employers and employees alike will benefit from. (Cressey) \$75

1 day - Sa. Jun 17, 09:30-15:30 - CC

## Leadership Certificate Program

Program Coordinator Anne Tollstam, 443-8668

Program Assistant Lynda Boothby, 443-8383

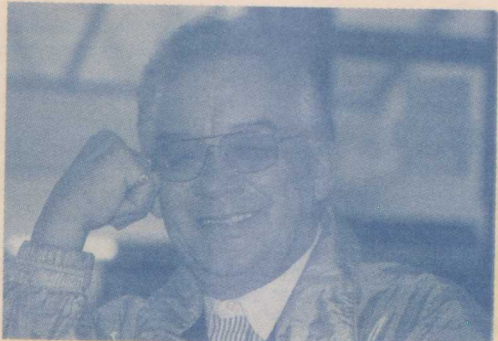
This certificate program is a great partnership opportunity for employer and employee. The employer shows commitment through financial support and the employee shows commitment by attending the majority of these courses on his/her own time.

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.

## 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



Building Manager Certificate Program  
(please see page 6)

## 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. Stepping Up to Leadership (100317)
2. Finding Time for Results (100320)
3. From Conflict to Collaboration (100307)
4. Creative Thinking at Work (100316)
5. Hiring the Right Person (100309)
6. Performance Management Goals and Reviews (100308)
7. Managing Change (100304)
8. Thinking on Your Feet (100315)
9. Facilitation Skills (100311)

## Critical Thinking Skills 100303

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

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

## Building a Productive Team 100319

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

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

The net result? Increased work productivity, improved work quality and enhanced team morale. (Lewis) \$165

1 day - Fr. May 12, 09:00-16:30 - ROB

## Coaching for High Performance 100323

Coaching is unlocking a person's potential to maximize their own performance. It is helping them rather than teaching them. At the end of this session, participants will be able to state success factors for coaching, identify when to coach and which type of coaching is required, describe essential steps in the coaching process, conduct a coaching discussion to improve/sustain performance, offer effective feedback regarding employee performance, assess your coaching skills effectiveness and develop a personal improvement plan. (Lewis) \$150

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

“It was a super program. The instructors were great – every one of them.

When I started the program, I had 30 years experience in the construction industry but not management. Since I took the program, we are now getting a better price on supplies because of reorganizing our ordering system. The courses also helped me better understand the arbitration court process.

I found the program so helpful that I have had our building managers [from our company] take the program too.”

Gord Erasmussen, Graduate

## Problem Solving and Action Planning 100306

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

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

1 day - Sa. Jun 10, 09:00-16:30 - CC

## From Conflict to Collaboration 100307

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

- Define the causes of conflict
- Understand conflict management concepts and styles
- Assess your current strengths and areas for improvement in resolving conflicts
- Use specific communication skills to clarify and understand issues, interests and concerns
- Apply the conflict resolution process to your everyday work situations
- Set goals for building competency in the use of conflict resolution skills and methods. (Hannah) \$165

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

## Using Leadership Language 100318

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

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

1 day - Sa. Jun 24, 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



**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.

**Advanced Corporate Administration 104822**

Learn to do corporate alterations, roll-overs, amendments, changes in share structure, amalgamations, continuations, extra-provincial registrations and federal incorporation. Includes New Company Act. (Cofman) \$240  
8 eve - Tu, Apr 4, 18:00-21:00 - CC

**Canadian Legal Process 104816**

An introduction to Canada's legal system, legal institutions, and basic legal principles. Examines the sources of law and the structure of the court system. (Wellman) \$110  
4 eve - Mo, Apr 10, 18:00-21:00 - CC

**What's New in Personal Injury Practice 104885**

Covers recent changes in practice and procedures. (Case) \$60  
1 eve - Th, Apr 13, 18:00-21:00 - CC

**Torts****104819**

An introduction and overview of tort law in Canada. Reviews civil wrongs where an individual's conduct interferes with another person or their property. (Soroka) \$170  
4 day - Sa, Apr 15, 09:30-14:30 - CC

**Bills of Costs and Assessments Before the Registrar 104886**

Examines the documents, procedures and back-up cases used for preparation, review and assessment of a Bill of Costs. (Barzo) \$80  
1 mng - Sa, Apr 15, 09:30-13:30 - CC

**Commercial Conveyances 104808**

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

**Commercial Litigation 104814**

Learn to manage a commercial litigation file, the usual complications and additional steps required. (Barbour) \$240  
8 eve - Tu, Apr 18, 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 - May 1, 18:00-21:00 - CC

**Expert Witness Reports I 104887**

Discuss the Evidence Act, Rule 40A and choice, language, content, and service requirements of reports by experts in personal injury case. (Case) \$60  
1 eve - Th, May 4, 18:00-21:00 - CC

**Administrative Law 104876**

An introduction to administrative law focusing on the legal principles which govern public authorities such as tribunals and regulatory bodies. Includes preparation for hearings, practice before tribunals, judicial review procedures and appeals. (Davis) \$300  
6 day - Sa, May 6, 10:00-14:30 - CC

**Securities 104874**

Covers securities law and practice in corporate administration, filing requirements, CDNX listings, due diligence, BCSC policies, public financing and related matters. (Rose/Anderson) \$180  
6 eve - We, May 10, 18:30-20:30 - CC

**Expert Witness Reports II 104890**

Continuing from Expert Witness Reports I, this course covers how to assess various experts' reports from both the plaintiff and defence perspectives; how to recognize when an expert has become an advocate; when rebuttal evidence is required. (Case) \$60  
1 eve - Th, May 11, 18:00-21:00 - CC

**Agency, Partnership and Incorporation 104821**

Explains agency relationships and liabilities, partnerships, and general concepts underlying incorporation including limited liability, corporate structure and duties of directors and officers. (Wellman) \$170  
6 eve - Mo, May 15, 18:00-21:00 - CC

**Estate Administration 104881**

Examines the process and documents for Probate and Administration applications, types of grants, asset gathering and distribution, and resealing. (Rodiuk) \$240  
6 eve - Mo, May 15, 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 September 2000**

Company Law (104807)  
Mortgages (104909)  
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)  
Real Estate Litigation (104890)

**Available January 2001**

Legal Research (104817)  
Chambers Practice (104812)  
Property Law (104811)  
Personal Property Security (104855)  
Commercial Transactions (104856)  
Family Law Procedures and Precedents (104856)  
Will and Estate Planning (104877)  
Small Claims Practice (104865)  
Interviewing for Legal Assistants (104870)

**Dates TBA****Legal Drafting (104864)**

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

Introductory legal courses are listed under "Legal Office Skills" in the Office Administration Certificate program section, page 8.

**Management Skills For Supervisors Certificate Program**

Program Coordinator Anne Tollstam, 443-8668  
Information Program Assistant, Lynda Boothby, 443-8983

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

Available September 2000 term

**Group Skills - Part II 100116**

On completion participants will be able to:

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

8 eve - We, Apr 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. (Kaye) \$310

8 eve - Tu, Apr 25, 18:30-21:30 - CC

**Office Administration Certificate Program**

Program Coordinator Anne Tollstam, 443-8668  
Information Program Assistant Lynda Boothby, 443-8983

**Information Session**  
**Tuesday, April 11, 17:30**  
**CC Room TBA**

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 188 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**

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 and the Career Success section - 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 and the Career Success section - 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**

Available September 2000 term

**Accounting for the Non-Accountant 104510**

A management overview of accounting. Previous knowledge is not required. You will learn the role of an accountant, the double-entry accounting system, how to prepare and interpret financial statements, working capital concepts and general accounting terms. It will be accounting made easy and fun! Textbook: TBA: see City Centre Bookstore for textbook purchase prior to class. 18 hours (Huston) \$145  
6 eve - We, Apr 26, 18:30-21:30 - CC



**Leadership Certificate Program**  
(please see page 7)

"I knew my job at the time was ending in seven months. I had 18 years experience working in an office but I wanted to improve my job skills.

I wanted a Certificate behind me. I decided to take some leadership courses. The courses dealt with real situations that you would find in the office. Through role-playing, we reviewed how we handled situations in the past and looked at ways to improve.

I have since graduated from the Leadership Certificate Program and am now taking office administration program."

Leslie Nakamura, Graduate

**Introduction to Bookkeeping 104511**

Available September 2000 term

**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

**The Electronic Office 104502**

Available January 2001 term

**Supervisory/Management and Decision Making 104507**

Available September 2000 term

**Communication/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, Apr 29, 09:30-15:30 - CC

**Building a Powerful Vocabulary 104411**

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

**Writing Dynamic Business Letters 104406**

Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc.). Some feedback will be given, but this seminar focuses on providing information and direction on the most up-to-date ways of communicating in business. 6 hours (Rogers) \$80  
1 day - Sa, Jun 3, 09:30-15:30 - CC

**Effective Memo and Report Writing 104414**

Get results! Learn the standard formats for memoranda and reports and review examples of modern and powerful business writing. 6 hours (Dean) \$80  
1 day - Sa, Jun 17, 09:30-15:30 - CC

**Note****Business English Skills Test 104539**

Administered at the end of the Business English Skills Package (four courses). No charge.  
Sa, Jun 24, 12:30 - CC

**Keyboarding for Speed Building 104402**

Available January term 2001

**Medical Office Billing - Computerized 104520**

For description, see Medical, this page.

**Note**

For Microsoft Office computer courses see "Computer Basics" under the City Centre Computer section on page 13.

**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

Available September 2000 term

**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 extensive reference sources and discuss the various areas of law. An overview of the "package" content and presentation is also included. 3 hours (Dean) \$45  
Available September 2000 term

**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  
Available September 2000 term

**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  
Available September 2000 term

**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  
Available September 2000 term

**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  
Available September 2000 term

**The Legal Office Skills Test 104540**

Administered at the end of the Introductory Legal Office Program (five courses). No charge.  
Available September 2000 term

**Legal - Non-Package Courses****Litigation II 104565**

This course is designed for junior litigation secretaries and/or those who require an adjunct to the 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. Emphasis will be made on proper format, common errors which may result in rejection at the Court Registry and time management skills for your litigation desk. This course is a prerequisite to the Legal Assistant Certificate Program and will be offered again in Spring 2001. 15 hours (Windwick) \$125  
5 eve - We, Apr 26, 18:30-21:30 - CC

**Conveyancing II 104541**

An in-depth study of the legal procedures involved in the purchase and sale of single-family residential dwellings. You will be shown the standard documents used in a residential purchase and sale, and participants will prepare documents and reports required to close the transaction. This course is designed for junior conveyance secretaries and/or those who require an adjunct to the Conveyancing (104431) course. This course is also a prerequisite to the Legal Assistant Certificate Program and will be offered again in Spring 2001. 15 hours (Szabo) \$125  
5 eve - Tu, Apr 25, 18:30-21:30 - CC

**Corporate II 104573**

Designed for those who are familiar with corporate records or those who have completed the Corporate (104428) course. This five-evening course will cover: extra-provincial registrations, dissolutions, restorations, alterations to memorandum and articles of a company with emphasis on alterations of share structure. This course is a prerequisite to the Legal Assistant Certificate Program and will be offered again in Spring 2001. 15 hours (Komorowska) \$125  
5 eve - Th, May 18, 18:30-21:30 - CC

**Legal Office Procedures****104531**

Available September 2000 term

**Legal Ethics and Confidentiality****104532**

Available January 2001 term

**Legal Terminology 104530**

This course covers the rules of legal language and terminology unique to each area of law. This course consists of mini-workshops to familiarize students with the main areas of law. Handouts included. Please bring a dictionary. 9 hours (Wellman) \$105  
3 eve - Th, Apr 27, 18:30-21:30 - CC

**Wills and Estates 104430**

Available September 2000 term

**Medical**



## 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 Managers and Administrators. This course will be offered once a year. 30 hours (Bradley) \$180  
10 eve - Available January 2001 term

Records Management - Specialized  
Functions  
104557

This course will introduce you to specialized functions within records/information management. You will explore several functions such as forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. 24 hours (Bradley) \$170  
8 eve - We. Apr 26, 18:30-21:30 - CC

## 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) \$190  
4 eve - Tu, Apr 18, 18:30-21:30 - CC

REGISTRY OFFICER  
DEVELOPMENT PROGRAM

Program Coordinator Anne Tollstam, 443-8668  
Program Advisor Katherine Wellman, 443-8649  
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 Certificate Program 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 the 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. 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. Apr 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. May 2, 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. May 9, 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. May 16, 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. May 23, 19:00-22:00 - CC

## Other Small Business Courses

Consulting as a Career Option  
106113

A step-by-step program for the beginning or potential consultant. This program will provide essential information and practical guidelines in starting, promoting and developing a successful and profitable consulting business. (Vonas) \$225  
6 eve - We. May 3, 19:00-22:00 - CC

Please also see courses under Leadership Skills and Management Skills, pages 7 and 8.

## 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. 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, and to meet yearly training requirements. 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:

Supervisor Safety Management  
201084

For supervisors and aspiring supervisors, this program provides key information to help you effectively manage health and safety in your workplace. Course includes what practising "due diligence" means, how to identify and analyze workplace hazards, how to conduct an effective workplace safety inspection, and the key policies that WCB safety and hygiene officers apply when inspecting work sites. (Wegelin) \$90  
1 day - Fr. Apr 28, 09:00-17:00 - KEC

Joint Health and Safety (H&S)  
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. \$90  
1 day - Fr. May 5, 09:00-17:00 - KEC (Wegelin)

Preventing Workplace Violence  
201083

In this program for managers, supervisors and frontline workers, learn how to conduct a workplace violence risk assessment, interpret WCB regulations on Protection of Workers from Violence in the Workplace, and develop preventive measures as part of a workplace violence prevention program. (Wegelin) \$90  
1 day - Fr. May 12, 09:00-16:00 - KEC

Hazard Recognition and Control  
201082

For small business owners, supervisors, safety committee members and workers striving to improve safety performance. Includes who is responsible for identifying and controlling workplace hazards, how to identify and evaluate hazards, how to find information in the new Regulation, and how to identify causes of repetitive strain and musculoskeletal (bone, muscle, ligament, tendon and nerve) injuries. (Wegelin) \$90  
1 day - Fr. May 26, 09:00-17:00 - KEC

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 - Th. May 18, 09:00-17:00 - CC

Students with  
Special Needs

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

## Information Sessions

Information sessions are free of charge unless otherwise noted. For some pre-registration is required. Refer to the program area for details. Sessions are one hour.

Legal Assistant Certificate Program - April 11, 17:30, Rm 237 - CC  
Business and Technical Writing - April 11, 17:30, Rm TBA - CC  
Electronic Publishing - April 11, 17:30, Rm 120, CC  
Teaching English as a Second Language - April 11, 17:30, Rm TBA - CC  
Office Administration Certificate Program - April 11, 17:30, Rm TBA - CC  
Counselling Skills - April 11, 18:00, Rm TBA - CC  
Non-Profit Sector Management - April 11, 18:00, Rm TBA - CC  
Substance Abuse Counselling Skills - April 11, 18:00, Rm TBA - CC  
Interpreting and Translation - March 23, 19:30, Rm TBA - KEC  
- April 11, 18:15, Rm TBA - CC  
Gerontology Nursing Certificate Program - April 11, 18:30, Rm TBA - CC  
Telecommunications Management - April 11, 17:00, Rm TBA - CC  
Gemmology - April 11, 19:00, Rm 164 - CC

Applied Design Certificate Program - April 11, 16:00 - DS  
Interior Design - April 11, 17:30 - DS

For more information, please call 443-8484.

## COMPUTERS

Vancouver Community College offers a wide range of courses - from beginner to advanced - at both the Oakridge Computer Lab and the City Centre Campus. See page 13 for City Centre courses - expanded this year.

OAKRIDGE COMPUTER  
LAB

**Course Location**  
Oakridge Centre, 320 North Office Tower, 650 West 41st Avenue  
Please call 261-280 for directions or visit our web site at [www.vccoaklab.com](http://www.vccoaklab.com)

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 - Mishelle Mathern or Pat Austin (261-2806), e-mail: [mmathern@vccoaklab.com](mailto:mmathern@vccoaklab.com)

## What do you wish to learn?

An Introduction to Computers  
Introduction to Computers

## LAN Management

Courses available are listed on page 11.

## Internet and Web Publishing

Courses are available on page 11.

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 12.

## 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 Publishing
5. Computer Applications: Microsoft Office, WordPerfect Office, Word Processing, Worksheets/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 - Sa. Apr 02, 09:00-17:00 - Oak  
1 day - Fr. Apr 28, 09:00-17:00 - Oak  
1 day - Sa. May 27, 09:00-17:00 - Oak  
1 day - Su. Jun 25, 09:00-17:00 - Oak  
1 day - Mo. Jul 17, 09:00-17:00 - Oak  
1 day - Fr. Aug 11, 09:00-17:00 - Oak

Windows 95, Windows 98, &  
Windows NTIntroduction 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 - Sa. Mar 18, 09:00-17:00 - Oak  
1 day - Mo. Mar 27, 09:00-17:00 - Oak  
1 day - Sa. Apr 08, 09:00-17:00 - Oak  
1 day - Mo. Apr 17, 09:00-17:00 - Oak  
1 day - Tu. May 09, 09:00-17:00 - Oak  
1 day - Su. May 28, 09:00-17:00 - Oak  
1 day - Mo. Jun 12, 09:00-17:00 - Oak  
1 day - We. Jun 28, 09:00-17:00 - Oak  
1 day - We. Jul 12, 09:00-17:00 - Oak  
1 day - Mo. Aug 14, 09:00-17:00 - Oak  
1 day - Sa. Aug 26, 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 - Fr. May 26, 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 - Fr. Apr 28, 09:00-17:00 - Oak  
1 day - Th. Jun 01, 09:00-17:00 - Oak  
1 day - We. Aug 16, 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  
ManagementIntroduction 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. Apr 15, 09:00-17:00 - Oak  
1 day - Th. May 11, 09:00-17:00 - Oak  
1 day - Tu. Jun 13, 09:00-17:00 - Oak  
1 day - Th. Aug 10, 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. Mar 18, 09:00-17:00 - Oak  
1 day - We. Apr 19, 09:00-17:00 - Oak  
1 day - Sa. May 06, 09:00-17:00 - Oak  
1 day - Th. May 25, 09:00-17:00 - Oak  
1 day - Fr. Jun 16, 09:00-17:00 - Oak  
1 day - Tu. Aug 15, 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 - Tu. May 09, 09:00-17:00 - Oak  
1 day - Sa. May 27, 09:00-17:00 - Oak  
1 day - Tu. Aug 22, 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 - Fr. May 12, 09:00-17:00 - Oak  
1 day - Sa. Jun 03, 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 - We. May 24, 09:00-17:00 - Oak  
1 day - Su. Jun 11, 09:00-17:00 - Oak

Introduction to Novell NetWare  
101144

This course introduces basic Novell NetWare skills to users and administrators. Login procedures, network security, passwords, rights, directory structures, and drive mapping are explored. Learn about NDS, the NetWare Directory Services, the directory services tree, context, containers and objects. Familiarity with Windows is essential. Introduction to Local Area Networks (100920) is the recommended prerequisite. \$190  
1 day - We. May 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 - We. May 10, 09:00-17:00 - Oak

Advanced Novell NetWare  
101146

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

## Internet and Web Publishing

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. Apr 03, 09:00-17:00 - Oak  
1 day - Sa. Apr 22, 09:00-17:00 - Oak  
1 day - Mo. May 08, 09:00-17:00 - Oak  
1 day - Th. Jun 01, 09:00-17:00 - Oak  
1 day - Sa. Jun 24, 09:00-17:00 - Oak  
1 day - Mo. Jul 10, 09:00-17:00 - Oak  
1 day - Mo. Aug 21, 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 - Su. Mar 19, 09:00-17:00 - Oak  
1 day - Su. May 14, 09:00-17:00 - Oak  
1 day - Tu. Jun 06, 09:00-17:00 - Oak  
1 day - Th. Jul 13, 09:00-17:00 - Oak  
1 day - Fr. Aug 25, 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 - Mo. Mar 20, 09:00-17:00 - Oak  
1 day - Mo. Apr 10, 09:00-17:00 - Oak  
1 day - Mo. May 01, 09:00-17:00 - Oak  
1 day - Sa. May 13, 09:00-17:00 - Oak  
1 day - Th. May 18, 09:00-17:00 - Oak  
1 day - Fr. Jun 09, 09:00-17:00 - Oak  
1 day - Su. Jun 25, 09:00-17:00 - Oak  
1 day - Tu. Jul 11, 09:00-17:00 - Oak  
1 day - We. Aug 16, 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 - Fr. Mar 24, 09:00-17:00 - Oak  
1 day - Fr. May 05, 09:00-17:00 - Oak  
1 day - Tu. May 23, 09:00-17:00 - Oak  
1 day - Sa. Jun 03, 09:00-17:00 - Oak  
1 day - Mo. Jun 19, 09:00-17:00 - Oak  
1 day - Sa. Jul 15, 09:00-17:00 - Oak  
1 day - We. Aug 23, 09:00-17:00 - Oak

**Advanced Web Publishing 101169**

This course is designed for those who are experienced working with HTML at the Intermediate level and want better strategies for managing web pages. Learn how style sheets can make writing and managing web pages easier. Use style sheets to create a consistent page layout and reduce tedious editing and repetitive formatting. This course will cover the basics of Cascading Style Sheets including inline styles, document level style sheets, and external style sheets. Experience with publishing web pages is essential. Intermediate Web Publishing (101143) is strongly recommended as a prerequisite. \$190

1 day - Fr. May 26, 09:00-17:00 - Oak  
1 day - Sa. Jun 10, 09:00-17:00 - Oak  
1 day - Th. Jun 22, 09:00-17:00 - Oak  
1 day - We. Jul 19, 09:00-17:00 - Oak  
1 day - Tu. Aug 29, 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 - Tu. Mar 28, 09:00-17:00 - Oak  
1 day - Su. May 07, 09:00-17:00 - Oak  
1 day - Mo. Jun 05, 09:00-17:00 - Oak  
1 day - Sa. Jun 24, 09:00-17:00 - Oak  
1 day - Tu. Jul 18, 09:00-17:00 - Oak  
1 day - Th. Aug 24, 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 - We. May 10, 09:00-17:00 - Oak  
1 day - Th. Jun 15, 09:00-17:00 - Oak  
1 day - Th. Jul 20, 09:00-17:00 - Oak  
1 day - Mo. Aug 28, 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. May 29, 09:00-17:00 - Oak  
1 day - Tu. Jun 27, 09:00-17:00 - Oak

**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

**Computer Applications Microsoft Office and WordPerfect Office****Introduction to Microsoft Office**

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

**WordPerfect Office**

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

**Word Processing****Introduction to Microsoft Word 100796**

This course covers fundamental Microsoft Word commands and concepts. Introductory topics include all the basics that allow you to create and edit documents easily. Formatting, setting tabs and margins, previewing and printing documents is also covered. Introduction to Windows 95/98 (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. Those with experience in other word processing programs may want to consider Fast Track Microsoft Word (101119). \$190

1 day - Th. Mar 23, 09:00-17:00 - Oak  
1 day - Sa. Apr 15, 09:00-17:00 - Oak  
1 day - We. May 17, 09:00-17:00 - Oak  
1 day - We. Jun 14, 09:00-17:00 - Oak  
1 day - Fr. Jul 14, 09:00-17:00 - Oak  
1 day - Th. Aug 17, 09:00-17:00 - Oak

**Fast Track Microsoft Word 101119**

Do you have experience with another word processing program? Are you switching to Microsoft Word? Ease the transition by learning key concepts, commands, and shortcuts. This intensive course is taught at a faster pace and covers more detail than the Introduction to Microsoft Word (100796). Introduction to Windows 95/98 (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190

1 day - We. Apr 26, 09:00-17:00 - Oak  
1 day - Th. Jun 08, 09:00-17:00 - Oak  
1 day - Th. Aug 10, 09:00-17:00 - Oak

**Intermediate Microsoft Word 101114**

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

1 day - Tu. May 02, 09:00-17:00 - Oak  
1 day - Fr. Jun 16, 09:00-17:00 - Oak  
1 day - Mo. Aug 21, 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 - Th. May 11, 09:00-17:00 - Oak

1 day - We. Aug 23, 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 - Th. May 04, 09:00-17:00 - Oak  
1 day - Tu. Jun 20, 09:00-17:00 - Oak  
1 day - Mo. Aug 14, 09:00-17:00 - Oak

"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.

**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. May 30, 09:00-17:00 - Oak  
1 day - Th. Aug 24, 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 - Su. Mar 19, 09:00-17:00 - Oak  
1 day - Th. Mar 30, 09:00-17:00 - Oak  
1 day - Fr. Apr 14, 09:00-17:00 - Oak  
1 day - Su. Apr 30, 09:00-17:00 - Oak  
1 day - Mo. May 15, 09:00-17:00 - Oak  
1 day - We. May 31, 09:00-17:00 - Oak  
1 day - Su. Jun 04, 09:00-17:00 - Oak  
1 day - Su. Jun 26, 09:00-17:00 - Oak  
1 day - We. Jul 19, 09:00-17:00 - Oak  
1 day - Fr. Aug 18, 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 worksheets. 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 - Sa. Mar 25, 09:00-17:00 - Oak  
1 day - Tu. Apr 18, 09:00-17:00 - Oak  
1 day - We. May 24, 09:00-17:00 - Oak  
1 day - Tu. Jun 20, 09:00-17:00 - Oak  
1 day - Fr. Aug 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 - Sa. Apr 01, 09:00-17:00 - Oak  
1 day - Th. Apr 27, 09:00-17:00 - Oak  
1 day - Mo. May 29, 09:00-17:00 - Oak  
1 day - Th. Jun 29, 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 - Sa. Apr 08, 09:00-17:00 - Oak  
1 day - Fr. May 05, 09:00-17:00 - Oak  
1 day - Fr. Jun 02, 09:00-17:00 - Oak

**Computer Accounting****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 - Su. Apr 09, 09:00-17:00 - Oak

1 day - Su. Jun 04, 09:00-17:00 - Oak

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

**Dates Closed**

April 21, 22, 23, 24  
May 21, 22  
July 1, 2, 3  
August 5, 6, 7  
Closed Sundays

**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 - Sa. Aug 26, 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 - Sa. Jul 15, 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. Mar 26, 09:00-17:00 - Oak  
1 day - Su. Apr 16, 09:00-17:00 - Oak  
1 day - Su. May 14, 09:00-17:00 - Oak  
1 day - Sa. Aug 12, 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. May 28, 09:00-17:00 - Oak

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

1 day - Sa. Aug 19, 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 - We. Mar 22, 09:00-17:00 - Oak  
1 day - Tu. Apr 11, 09:00-17:00 - Oak  
1 day - Fr. May 19, 09:00-17:00 - Oak  
1 day - We. Jun 21, 09:00-17:00 - Oak  
1 day - Th. Jul 13, 09:00-17:00 - Oak  
1 day - Sa. Aug 19, 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 - We. Apr 05, 09:00-17:00 - Oak

1 day - Th. May 25, 09:00-17:00 - Oak

1 day - Fr. Jul 21, 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 - Fr. May 12, 09:00-17:00 - Oak  
1 day - We. Jun 07, 09:00-17:00 - Oak

**Corel Photo Paint 101157**

There is more to CorelDRAW! than just drawing. Use Photo-Paint's essential painting and editing tools. Explore masking tools, colour-correction options, and using the Clone, Image Sprayer, Fill and Shape tools. Convert bitmapped files, scale and rotate images. Experience with a mouse is essential. Previous experience with CorelDRAW! or other graphics program is a prerequisite. \$190

1 day - Tu. May 16, 09:00-17:00 - Oak  
1 day - Su. Jun 18, 09:00-17:00 - Oak  
1 day - Tu. Aug 15, 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, creating up master pages for multi-page publications, creating a two-fold, two-colour brochure, and adjusting and editing text. Class exercises include the production of a two-sided brochure. Familiarity with a mouse and experience with other programs is essential. \$190

1 day - Tu. Mar 21, 09:00-17:00 - Oak  
1 day - Th. Apr 20, 09:00-17:00 - Oak  
1 day - Tu. May 23, 09:00-17:00 - Oak  
1 day - Sa. Jun 17, 09:00-17:00 - Oak  
1 day - Tu. Aug 22, 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 - Su. Mar 26, 09:00-17:00 - Oak  
1 day - Tu. May 02, 09:00-17:00 - Oak  
1 day - Th. Jun 22, 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 - Fr. Apr 07, 09:00-17:00 - Oak  
1 day - Sa. Apr 29, 09:00-17:00 - Oak  
1 day - Tu. May 16, 09:00-17:00 - Oak  
1 day - Fr. Jun 02, 09:00-17:00 - Oak  
1 day - Sa. Jun 17, 09:00-17:00 - Oak  
1 day - We. Aug 09, 09:00-17:00 - Oak

**Intermediate Access 101132**

This course builds on the foundation laid in the Introduction to Access. Learn how to use field properties including preset and custom formats, input masks, and data entry validation. Learn about parameter queries and queries with calculated fields. Create, modify, and use a variety of forms for data input and display. Build basic reports for data printouts. Experience with Access is essential. Introduction to Access (101131) is recommended as a prerequisite. \$190

1 day - Th. Apr 13, 09:00-17:00 - Oak  
1 day - Sa. May 13, 09:00-17:00 - Oak  
1 day - We. Jun 07, 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 forms and reports with data from related tables. Intermediate Access (101132) is strongly recommended as a prerequisite. \$190

1 day - We. Apr 26, 09:00-17:00 - Oak  
1 day - Sa. Jun 10, 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 - Th. Jun 15, 09:00-17:00 - Oak

**Personal Information Managers****Introduction to Microsoft Outlook 101155**

Outlook is the personal information manager. 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 - Th. Apr 06, 09:00-17:00 - Oak  
1 day - We. May 31, 09:00-17:00 - Oak  
1 day - Fr. Aug 18, 09:00-17:00 - Oak

**Programming in Visual Basic****Introduction to Visual Basic 101158**

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

1 day - We. Apr 12, 09:00-17:00 - Oak  
1 day - Sa. May 06, 09:00-17:00 - Oak  
1 day - Tu. May 30, 09:00-17:00 - Oak  
1 day - We. Aug 09, 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. Apr 27, 09:00-17:00 - Oak

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

1 day - Fr. Aug 11, 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 (101165) is a prerequisite. Intermediate Visual Basic (101165) is strongly recommended. \$190

1 day - We. May 03, 09:00-17:00 - Oak  
1 day - We. Jun 14, 09:00-17:00 - Oak  
1 day - Th. Aug 17, 09:00-17:00 - Oak

**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. (Elliott) \$150

4 eve - Tu. Apr 25, 18:30-21:30 - CC

**CITY CENTRE****Location**

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

**Information and Registration 443-8484**



## Network Support Professional

## Information

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

## Program Description

The Network Support Professional Certificate Program is a part-time evening/weekend program. 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.

## Cisco Certification

VCC plans to offer Cisco Certification courses beginning in September 2000. Specific course offerings and other details are not yet available for publication. A brochure will be available in June. To add your name to our mailing list, please contact Pat Cooper at 443-8428 or pcooper@vcc.bc.ca. Please give your name and full mailing address including postal code.

## HEALTH PROFESSIONAL &amp; 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, please see pages 21 and 22.

## Clinical Practice

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

## 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 (\$100 per course if you register for more than one in the series)

## Head to Toe Assessment 202710

Bring stethoscope.  
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. Apr 14, 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

## Cardiovascular Assessment and Intervention 202702

Includes pericarditis, angina, heart attack, heart failure, shock states. Bring stethoscope.  
1 day - Fr. Jun 16, 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 - Fall 2000 term, 09:00-16:00 - KEC

## Symptom Management (in Palliative Care) 202841

This is the third course in the Hospice/Palliative Care Certificate Program, which focuses on the unique needs of patients with life-threatening illnesses and their families, emphasizing symptom management in the young to mid-adult through the use of case studies and workplace-based assignments. Participants learn to assess pain and other symptoms and identify/provide interventions from both conventional and unconventional therapies. Course may be taken as part of the certificate program or independently by healthcare professionals with permission from the Program Coordinator. (Christie-Sembli) \$385  
5 day - Fr/Sa. Apr 14/15, Th/Fr/Sa  
May 11/12/13, 09:00-17:00 hrs - KEC (May 11 - CC)

## 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  
1 day - Sa. May 27, 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 mg - Fr. May 12, 09:30-12:30 - 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. May 26, 09:00-16:00 - KEC

## Intravenous Therapy 202704

For RNs and RPNs, this classroom workshop will update your knowledge of current, safe practices and standards for IV therapy, including appropriate sites, equipment, IV insertion, flow rates, potential complications and nursing interventions for the adult patient. Maximum: 12 nurses. (Brazier) \$125  
1 day - Sa. Jun 10, 08:30-16:30 - KEC

## 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. Jun 23, 09:00-17:00 - KEC

## Hospice/Palliative Care Certificate Program

Program Coordinator Sheila Stickney, 443-8673  
Program Assistant Teresa Kwong, 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 fees are paid one course at a time.

## Application

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

## Courses offered this term:

## Symptom Management 202841

See course description in "Clinical Practice" section.  
5 day - Fr/Sa. Apr 14/15, Th/Fr/Sa. May 11/12/13, 09:00-17:00 - KEC (May 11 - CC)

## Critical Care

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

## 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

## 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. Apr 28, May 5/12, 09:00-16:00 - 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, NBB 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

**Drop-in Information Session**  
**Tuesday, April 11, 18:30-20:00**  
**Open (free of charge)**  
**to RNs and RPNs**

continued...

## 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

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

## Gerontology

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

## 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, and cognitive ability. These key areas are essential to the functional assessment of frail older adults by nurses in all long term care settings. This overview course will help you to select and use assessment tools and clinical practice guidelines, assess significant patterns and changes in client's behaviour, identify priority focuses for care and prevention, and 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 mg - 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 underlying effective therapeutic relationships; strategies to reduce communication barriers; and ways to adapt interviews with older adults experiencing sensory-related communication impairments. This required course in the Gerontology Certificate Program - Nursing may be taken on an individual basis on approval of the program coordinator. (Shamai) \$250  
4 day - Fr. Jun 2, 09:00-16:00 - KEC

## Gerontology Certificate Program - Nursing

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

**Drop-in Information Session**  
**Tuesday, April 11, 18:30-20:00**  
**Open (free of charge)**  
**to RNs and RPNs**

continued...

## Courses offered this term:

## Personnel Management 201604

Course provides participants with a working knowledge of human resource development principles, including management/employee rights within the context of relevant legislation, scheduling, labour relations, employment processes, interpretation of collective agreement, and personnel policy and staff development. \$435  
4 day - Tu/We/Th/Fr. Apr 11, 09:00-16:00 - CC

## Organizational Development and Evaluation 201606

Content includes strategic planning, program development and evaluation, concepts of quality management and implementation of quality assurance programs. (Godall) \$435  
4 day - Mo/Tu/We/Th. May 15, 09:00-16:00 - CC

## Allied Health Care

## Renal Dialysis Technician Certificate Program

Program Assistant Teresa Kwong, 443-8672  
Call for application.

This program prepares participants to work as hemodialysis 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

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 Technician and Renal Technician Certificate Programs, with special selections for both programs. (Rogers) \$175  
8 day - Fr. Apr 14/28, May 5/12/26, Jun 2/9/16, Th. Jun 1, 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. (Cuzzetto) \$385  
5 day - Sa. Apr 29, May 6/13/27, Jun 3, 09:00-16:00 - KEC

## Course 2 - Renal Technician

(7 1/2 weeks full time, with integrated theory and clinical). \$2985. 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 aetiology, 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 approximately 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 portions of the courses are completed.

## Health Teaching

Program Coordinator Mary Crooks, 443-8674  
Program Assistant Teresa Kwong, 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 mg - 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 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 Teresa Kwong, 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; 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 Teresa Kwong, 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 in B.C. 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.

## 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

## 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. (Romaniv) \$45  
1 eve - Tu. Apr 4, 18:30-21:30 - 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. Apr 18, 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

## 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 mg - Sa. Apr 29, 09:30-12:30 - 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 mg - Sa. May 6, 09:30-12:30 - 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. (Romaniv) \$45  
1 eve - Tu. May 9, 18:30-21:30 - CC

## Provisional Prosthodontic Module 203583/203584

Advance your clinical practice by learning to fabricate, try-in, and cement provisional restorations. This program is for licensed, certified dental assistants and dental hygienists. For more 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: A clinical session is scheduled for April/May. Clinical days are three consecutive Friday evenings and Saturday all-day sessions. (Dennett/Ray) \$1,230

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. The program is available to RNs, RPNs, BSNs and MSNs working in any community, acute care or long term care setting involving older adults. One intake per year. Maximum: 20 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 22



### 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 sessions - 1 eve - Tu, Apr 11, 19:00-21:30 AND 1 day - Sa, Apr 29, 08:00-17:00 - CC Nursing Lab

### Subcutaneous Injection and Insulin Administration Lab 201109

Special lab for s/c injections and insulin administration only. Must be currently giving meds. Includes tutorial session. (Boll) \$95

2 sessions - 1 eve - Tu, Apr 11, 19:00-21:30 AND 1 day - Sa, May 6, 08:00-17:00 - CC

### Catheterization Lab 201106

(Boll) \$135  
1 day - Fr, Apr 14, 08:00-13:00 - CC

### Dressing Change Lab 201107

(Boll) \$120  
1 day - Fr, Apr 14, 13:30-17:00 - CC

## PERSONAL AND PROFESSIONAL DEVELOPMENT

### Communication: Interpersonal & Group

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

### Group Facilitation 202813

Expand your knowledge and practical skills in facilitating group process, handling group dynamics and challenging behaviours, and team building. Examine effective group/team development and functioning; leadership, power and decision-making in groups; and patterns of group interaction. You will practise with basic facilitation tools (e.g. how to get people involved) and increase your awareness of cross-cultural group behaviour. (Malcomson/Murray) \$175  
2 day - Sa, May 6/13, 09:00-16:00 - KEC

### 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, May 19, 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, Jun 2, 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, Jun 23, 09:00-16:00 - KEC

### Holistic Health

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

### 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

### 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. Come with a friend or family member to learn together. (Osteoporosis Society of BC). Maximum 15 persons. \$25  
1 mng - Sa, May 6, 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, May 6/7, 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

### CPR & First Aid

Program Assistant Teresa Kwong, 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.

### 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 - We, Apr 12/19, 18:00-22:00 - CC

### Childsafe 202024

8 hours. No prerequisite. Of particular interest to daycare and preschool workers, and parents. Meets all provincial licensing requirements for daycare. Course has strong focus on prevention and includes obstructed airway management for infant and child, CPR for infant and child, and basic first aid. Bring blanket. (Clark) \$60  
2 eve - Tu/Th, May 16/18, 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, Jun 3/4, 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, Apr 1, 09:00-18:00 - CC  
1 day - Sa, Apr 15, 09:00-18:00 - CC  
1 day - Sa, Apr 29, 09:00-18:00 - CC  
1 day - Sa, May 13, 09:00-18:00 - CC  
1 day - Sa, May 27, 09:00-18:00 - CC  
1 day - Sa, Jun 3, 09:00-18:00 - CC  
1 day - Sa, Jun 17, 09:00-18:00 - CC  
1 day - Sa, Jun 24, 09:00-18:00 - CC

### Foodsafe - Level I (Basic) - In Cantonese 250205

This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. \$80  
1 day - Sa, May 13, 09:00-16:00 - 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, May 27, 09:00-18:00 - CC

### Worksafe Education

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

Call for information about Worksafe courses that can help you meet the new requirements for Bill 14 regarding Joint Health and Safety committees in your workplace, or courses to help you interpret the new Regulation. For courses scheduled this term, see page 10.

## Human & Social Services

### HUMAN & SOCIAL SERVICES

### Counselling Skills

Program Coordinator Joanne Rykers, 443-8392  
Program Assistant Craig McKenzie-Cook, 443-8381

Information Session  
1 eve - Tuesday, April 11  
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, Apr 10, 18:30-21:30 - CC (Adilman)  
(Please note class for Mo, Apr 24 will be held Tu, May 23)  
1 day - Fr, Apr 28, 09:30-16:30 - KEC (Menzel)  
(No class Fr, Apr 21)  
Summer sessions:  
12 eve - Tu/Th, Jul 4, 18:30-21:30 - CC (Laird)  
10 eve - Mo/We, Jul 5, 18:30-21:30 AND 1 day - Sa, Jul 8, 09:30-16:30 - CC (Shamai)

### 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  
Offered in September 2000 term

### 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 Corbishly, available at campus bookstore. (Coomber, Koopman) 36 hours. \$325  
Offered in September 2000 term

Information Session  
1 eve - Tuesday, April 11  
18:00-19:00 - CC

### 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  
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Offered in September 2000 term

### 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  
12 eve - Tu, Apr 11, 18:30-21:30 - CC

### 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 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, 443-8381

Information Session  
1 eve - Tuesday, April 11  
18:00-19:00 - CC

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. Start 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  
Offered September 2000 term

### 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, Apr 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, Apr 13, 18:30-21:30 AND 1 day - Sa, Jun 3, 09:30-16:30 - CC (No class May 4, 11)

### 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 sessions - 10 eve - We, Apr 12, 18:30-21:30 AND 2 day - Sa, Apr 29, May 6, 09:00-16:00 - 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, Apr 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 eve - Tu, May 2, 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  
12 eve - Tu, Apr 11, 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 Program. Prerequisite: Basic Counselling Skills I (101805) or equivalent training with permission of program coordinator. Text: Career Counselling: A Psychological Perspective, Yost and Corbishly, available at campus bookstore. (Coomber, Koopman) 36 hours \$325  
Offered September 2000 term

### 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 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  
Practicum information meeting: Mo, Apr 17, 18:30-20:30 - CC  
Practicum seminar schedule: April - July  
5 eve - Mo, Apr 3, May 15, Jun 5, Jul 10/24, 18:30-21:30 AND 2 mng - Sa, Apr 8, Jun 17, 09:30-12:30 - CC (Laird)

## SUBSTANCE ABUSE COUNSELLING SKILLS CERTIFICATE PROGRAM

Program Coordinator Joanne Rykers, 443-8392  
Program Assistant Craig McKenzie-Cook, 443-8381

Information Session  
1 eve - Tuesday April 11  
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 ---.
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. Start dates: September, January, April each year

### Note

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

### Introduction to Substance Abuse 200112

This course provides an overview of the concepts involved in understanding substance misuse, the factors involved in controlling substance misuse, and counselling strategies. The content includes an exploration of terms; history of substance use; patterns of use/abuse; individual, family, societal, cultural and legal factors impacting on substance use; counselling/therapeutic strategies; prevention; factors specific to sub-cultures and minority groups (Reynolds) \$185  
7 eve - Tu, Apr 11, 18:30-21:30 - CC

### Drugs and Human Behaviour 200127

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

### Individual Counselling Skills for Substance Abuse 200115



## 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 offers you the information and skills you need to ensure a good beginning!

### Good Beginnings: An Introduction to Family Child Care 103810

This distance education course provides an overview of child development, health and nutrition, program planning, guiding children's behaviour and operating a family child care program. Course materials include a workbook, videotapes and individual support from our course tutor. (Mountford) \$165

Classroom offerings of "Good Beginnings" will commence again in September 2000.

## Interpreting & Translation

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

**Information Sessions**  
Tuesday, March 23, 19:30 - KEC;  
Tuesday, April 11, 18:15 - CC

### Court Interpreting Certificate Program

Individual bilingual instructors with extensive language skills will instruct in each of the various language combinations selected. The language combinations are determined by the suitability of applicants and the needs of the courts and community.

Make use of a skill you already possess to create an interesting career. Become an accredited interpreter. If you have a very good knowledge of English and another language turn this asset into qualifications enabling you to be an effective interpreter, in and out of courts. Through court observation, lectures, simulated courtroom situations and interpretation practice in small language-specific classes, close individual instruction is offered. The certificate from this program is recognized as proof of accreditation by the Ministry of the Attorney General, Court Services. Established in 1979, this part-time program enables bilingual men and women to obtain practical training in interpreting techniques, terminologies and procedures, as well as an excellent preparation for other interpreting jobs. \$1295

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 \$1295 if the full amount for the three core components is paid before October 4, 2000 (subject to change). In some cases it may be possible for students to take components separately and/or pay by installments. 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. \$325

### 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. \$745

### 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. \$325

### 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 eve - Apr 15, 14:00-17:00 - 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, rephrasing, summarizing, note-taking, vocabulary development, and oral screening exam items. Please note this is not a translation course. 36 hours (Steyn) \$265

8 sessions - 4 day - Sa, Mar 25, Apr 1/22/29 AND 4 eve - Mo, Mar 27, Apr 17/24, May 1 - KEC

## Distance Education

### Court Interpreting Certificate Program

#### Application Deadline

March 31, 2000. Entrance exams to be held April 14, 15 or 16, 2000. For application call 443-8661.

The certificate from this program is accepted as proof of accreditation to work in B.C. courts. The modules of the program will be delivered in your 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. This program is open to persons who have an excellent knowledge of English and one of the following: Cantonese, French, German, Korean, Mandarin, Punjabi, Russian, Spanish and Vietnamese. Please note languages vary from year to year. A very high level of language skills is required for court interpreting. Prerequisite: satisfactory completion of entrance exams. NB The modules may also be taken separately. 195 hours of home study. \$1295

#### 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

## LANGUAGE

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

Recommended text for Spanish courses: Spanish the Easy Way, Barron's Educational Series, 3rd edition, Silverstein, Pomerantz, Wald

### 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 eve - Mo, Apr 17, 18:30-21:00 - CC - No class Apr 24, May 22

### 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 September 9, 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
505807 - Grade 7	505808 - Grade 8
505809 - Grade 9	505810 - Grade 10
505811 - Grade 11	505812 - Grade 12
505813 - Advanced	

### Fine Arts for Children

Children's fine art courses have 16 sessions. They are held on Saturdays from 12:30-13:30 or 13:30-14:30. Courses begin September 9, 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 April 8, 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, Apr 8, 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, Apr 8, 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, Apr 8, 09:30-12:00 - KEC

## NON-PROFIT, VOLUNTARY & FUNDRAISING

### 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**  
Tuesday, April 11, 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.

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 - all of the core courses will be offered on line. The first course, Fundamentals and Ethics of Non-Profit Management (101908) started Winter term 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. The course dates may be dependent on funding.

#### 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 in-class 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 Spring term 2000; on-site Fall 2000
2. Interpersonal Communications (101903) \$290 - on-line in process
3. Planning and Evaluation (101906) \$290 - on-line Spring term 2000, on-site Fall term 2000
4. Leadership and Human Resource Management (101904) \$290 - on-site Spring term 2000, on-line Fall term 2000
5. Marketing and Public Relations (101905) \$290 - on-site January term 2001, on-line Fall 2000 Practicum (101907) \$150

#### Specialty Stream

Courses are offered in-class. In the future they will be offered on-line. 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 - Tu, Apr 11, 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.

### Leadership and Human Resource Management 101904

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

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

### II Core Courses On-Line

### 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) \$290

#### 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 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

### 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/Gerard) \$290

### Specialty Courses

### Advocacy, Government Relations and Lobbying for Community Groups 101943

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

3 day - Sa, Apr 29, 09:00-16:00 - CC

### Understanding Telecommunications 102260

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

10 eve - We, Apr 19, 18:00-21:00 - CC

### Telecommunications Technology 102261

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

(Giles) \$335

12 eve - Th, Apr 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).

(Kole) \$335

12 eve - Tu, Apr 18, 18:00-21:00 - CC

### Applications Management 102263

Available September 2000

### 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). (Osborne) \$335

12 eve - Tu, Apr 18, 18:00-21:00 - CC

### Challenge Examinations

Challenge examinations are available for the Understanding Telecommunications, Telecommunications Technology and Voice/Data Integration courses. These examinations are for students who feel they are very knowledgeable with the material covered in the courses. A program guide, which includes a detailed outline for each course, may be obtained by telephoning 443-8670. Students will have ONE opportunity to pass the examination.

### Understanding Telecommunications 102265 \$185

2 hrs - Th, Apr 13, 18:30-20:30 - CC

### Telecommunications Technology 102266 \$185

2 hrs - Th, Apr 13, 18:30-20:30 - CC



Teaching English to Speakers of Other Languages

(please see page 20)

### Here's what these TESOL Graduates have to say:

"I finished my degree at SFU and I wanted to take a course to prepare me to teach English. I wanted a practical course and VCC has a very good reputation.

I completed the program in two years and have worked as a teacher's assistant in a LINK course (Language Instruction for Newcomers to Canada).

- Sharon Goetzke, Graduate

"I never dreamed in a million years it would be so much fun. It's an excellent program. Top notch. Professional. Well planned. The program is substantive. I chose VCC because it was more in-depth in grammar and methodology.

- Frank Sargent, Graduate

"Because of the education I received at VCC, I will return to Brazil next year as a better teacher. The courses I took not only gave me good general knowledge in the basics of English grammar, pronunciation, reading and writing, they also stimulated my interest in teaching these subjects. For someone who wants to teach with enthusiasm, imagination, knowledge and joy, I would say that the TESOL program at VCC is the place they want to study.

- Kathy Shantz, Graduate



## TESOL TEACHER TRAINING PROGRAMS

Visit our website

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

for TESOL program information, the TESOL calendar and TESOL registration information.

**Information Session**  
Tuesday, April 11, 17:30-18:30 - CC

**Senior TESOL Program Coordinator**  
Jennifer Pearson Terrell, 443-8483, [jpterrell@vcc.bc.ca](mailto:jpterrell@vcc.bc.ca)  
**TESOL Program Coordinator**  
Jayeson Van Bryce, 443-8668, [jvanbryce@vcc.bc.ca](mailto:jvanbryce@vcc.bc.ca)  
**TESOL Inservice Diploma Program Coordinator**  
Patricia Watson, 443-8362, [pfahrm@portal.ca](mailto:pfahrm@portal.ca)  
**International TESOL Program Coordinator**  
Anne Sandor, 871-7055 [asandor@interchange.ubc](mailto:asandor@interchange.ubc)  
**TESOL Program Assistant**  
Dorothy Giroux, 443-8665, [dgiroux@vcc.bc.ca](mailto: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 teacher training and English language instruction 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 a choice of five TESOL programs. There are three terms each year – Spring/Summer, Fall and Winter terms.

### TESOL Diploma Program

- A teacher training program for instructing English to speakers of other languages at post-secondary institutions, community colleges and 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 teacher training program for prospective non-Canadian English language teachers.
- A university degree and a TOEFL score of 550 are required for admission to this program.

### TESOL Inservice Diploma Program

- A teacher training program offered through distance education 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 internationally.

### 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 90-hour teacher training program for people planning to teach English language internationally.
- A university degree is not 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).

## 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,  
email: [asandor@interchange.ubc](mailto:asandor@interchange.ubc)

The International TESOL Diploma Program is a teacher-training program for international students. Applicants plan to teach English language at educational institutions in their countries. The program is a ten-month program. There are two separate, ten-month programs per year. The fall program begins in September 2000 and ends in June 2001. The application deadline is July 1, 2000. The winter program begins in January 2001 and ends in November 2001. The application deadline is November 1, 2000. There are no classes for international students in July or August 2001. On successful completion of the International TESOL Diploma Program graduates will receive an International TESOL Diploma from Vancouver Community College.

## TESOL INSERVICE DIPLOMA PROGRAM

The TESOL Inservice Certificate Program is a program for experienced English language instructors who do not have a recognized TESOL teacher-training credential. The program consists of six instructional components and is offered by distance education. Each student is assigned an experienced teacher trainer as a tutor/mentor 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. The deadline for the TESOL Inservice Diploma Program applications for the Spring/Summer term is March 1, 2000. The term will begin April 15, 2000 and end on July 4, 2000.

### Foundations for English Language Instruction 150202

This course examines the foundations on which English language instruction is based. The student 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

## TUTORING ESOL CERTIFICATE PROGRAM

The Tutoring ESOL Certificate Program is 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.

## 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 ESOL Secondary School Students (151715), Tutoring Conversation Skills (151731), Introduction to Tutoring Business English (150795), Tutoring for the TOEFL (150797), and Tutoring for the LPI and Essay Writing (150899).

## TEFL CERTIFICATE PROGRAM

The TEFL Certificate Program is a program 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 from Vancouver Community College 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. \$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 potential EFL instructors 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

To successfully complete the TEFL Certificate students are required to work or volunteer in an English language classroom in a volunteer or paid capacity for a minimum of 31 hours and complete the TEFL In-class Assignment. \$75

# Continuing Education Instructors

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

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

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

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

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

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

**A. Norman Barbour**, LLB, LL.M., BASC., practices law in his own firm.

**Cathy Barzo**, BA, Legal Asst Dip, is a legal assistant with 14 years' experience in litigation. Formerly with the Attorney General's office, she is now in private practice with Branch MacMaster, a boutique firm focusing on class actions and civil litigation.

**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.

**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.

**Rhyn 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 as an adjuster.

**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.

**Catherine Chauvin** has 15 years' experience in property management and administration, in both the private and non-profit sectors. She is currently a property manager for Vancouver Management Ltd.

**Eddie Chu** is a certified auto mechanic with several years' teaching experience. He completed the Provincial Instructors' Diploma Program at VCC.

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

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

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

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

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

**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 Colman** is a corporate supervisor and legal assistant specializing in corporate matters.

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

**Jocelyn Cooper**, RN, is a highly respected, senior consultant and 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 Shutdown 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.

**Brock Elliott** is head of the Computer Technology Department at VCC.

**Pamela Fensom**, BID, hon., graduated as Gold Medalist from the University of Manitoba, Faculty of Interior Design. Her experience and expertise in the architectural design and post-secondary education field have served her well in anticipating the future needs of students.

**Claudia Frowine**, 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 telecom environment, consulting services and management of telecommunications facilities. Martin is currently telecommunications manager for Cominco Ltd.

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

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

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

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

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

**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.

**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 Hisadomo** 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 Houghrough** is a conference and court interpreter, certified by CTEC and the US Federal Courts Administration, and in B.C. She has been an instructor in interpreting since 1980.

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

**Scott Huston**, CGA, is an accounting professional with experience in the corporate and SOHO environments.

**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.

**Carol Kaye** worked in the corporate world as a manager, trainer mentor and coach. She now runs a company which assists organizations in creating working environments that balance people with profits.

**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.



**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 addiction services at an outpatient clinic in Vancouver. He is interested in the relationship between addiction, spirituality and nutrition. David is trained in Gestalt therapy.

**Susan Mogan** is a senior product manager for Telus Communications, responsible for the development and implementation of public access Internet terminals throughout B.C. and Alberta. She was previously manager of International Marketing for Stentor Resource Centre Inc. Susan 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.

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

**John Neuls** is the former facilities supervisor for the West Vancouver School District and currently manages 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 ESL 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.

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

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

**Chloé 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 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.

**Melvin Pettit** is a journeyman heavy duty mechanic with several years' bench experience. He has a bachelor's degree in adult education from the University of Alberta.

**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.

**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.

**Alison Roberts** has her MA in psychology from the University of Toronto. She has varied experience across private, public and non-profit organizations.

**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 staff 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 Runge, 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 Valetown 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.

**Hirome Saphir**, award winning designer, recipient of the People Choice Award 1998-99. Placed first in a Flower Canada competition at the PNE. Hirome's expertise is Japanese Ikebana; her passion is flowers.

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

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

**Kathleen Sembi** is a clinical nurse specialist who has developed, implemented and consulted in hospice programs around the world.

**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.

**Jacquie Stone** 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.

**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 Jumani, Snow Falling on Cedars, Deep Rising, X-Files, Harsh Realm.

**Raphaél 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. Raphaél 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 Travis** 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.

**Mary Ann Van Overen**, is a business owner and seasoned instructor. She just returned from the world's largest flower mecca, Holland. Mary Ann wants to share her new ideas and excitement with you.

**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.

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

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

**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.

**Ron Zokol, DMD**, is the director of the Pacific Institute for Implant Dentistry.

## Fax &amp; 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	<input type="checkbox"/> Money Order	Name on Card	
2	<input type="checkbox"/> Cheque	Credit Card Account Number	
3	<input type="checkbox"/> Fee Credit	Expiry Date	
4	\$ _____ Total	Signature	Date

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

## CONTINUING EDUCATION

## Locations

**CC • Vancouver Community College**  
City Centre Campus, 250 West Pender St.  
**BCC • BC Cancer Agency**  
600 West 10th Avenue, Vancouver, BC  
**DS • Design Studio**  
440 Cambie Street, Vancouver, BC  
**GPC • George Pearson Centre**  
700 West 57th Avenue, Vancouver BC  
**HSA • Henry Schein Arcona**  
1619 Fosters Way, Delta BC  
**KEC • Vancouver Community College**  
King Edward Campus  
1155 East Broadway, Vancouver BC

**LGH • Lions Gate Hospital**  
231 East 15th Avenue, North Vancouver BC  
**LIS • Listel Vancouver Hotel**  
1300 Robson Street, Vancouver BC  
**OAK • Oakridge Shopping Centre**  
#320 (North Tower)  
650 West 41st Avenue, Vancouver BC  
**ROB • Robson Square Conference Centre**  
800 Robson Street, Vancouver BC  
**VV • Volunteer Vancouver**  
301 - 3102 Main Street, Vancouver BC

## 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

**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 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 &amp; 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

## 1 By Mail

Fill in the registration form on this page and mail it with your cheque or credit card information. Sorry, no post-dated cheques. Mail to: Vancouver Community College, Continuing Education, 250 West Pender Street, BC V6B 1S9

## 2 By Phone

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

## 3 In Person

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

## 4 By Fax

Use the registration form on this page and Fax to 443-8393. Payment is by credit card only.

## Registration hours

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



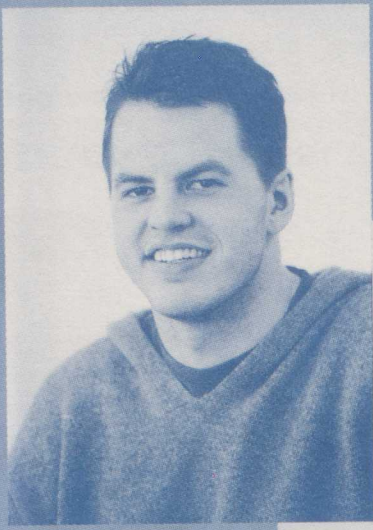
報名及查詢，請致電

中文熱線

443-8677

Information is available to speakers of Cantonese and Mandarin. Please call Catherine Leong, 443-8677.





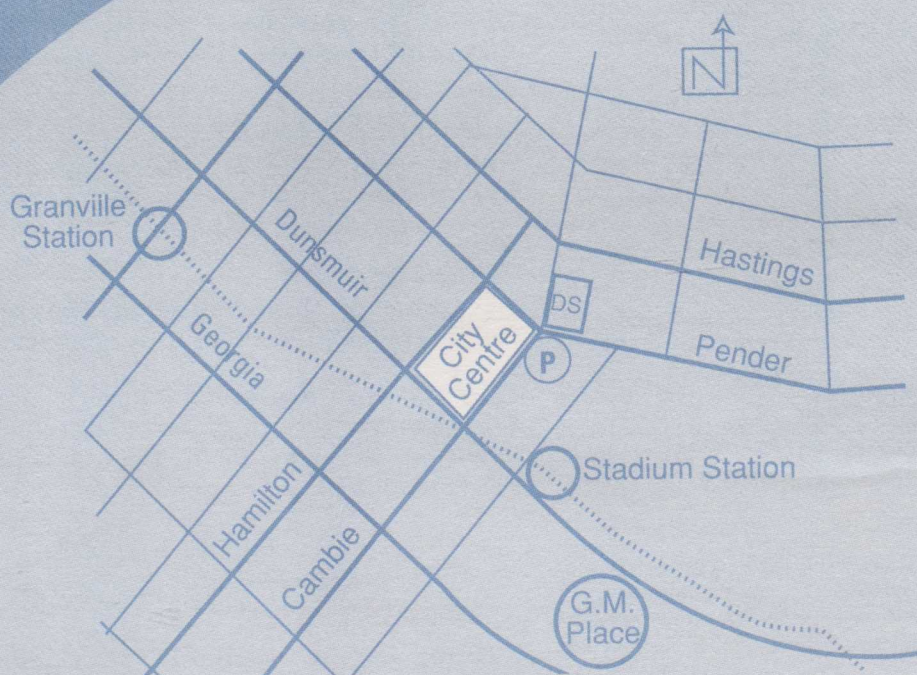
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**V A N C O U V E R**  
c o m m u n i t y c o l l e g e

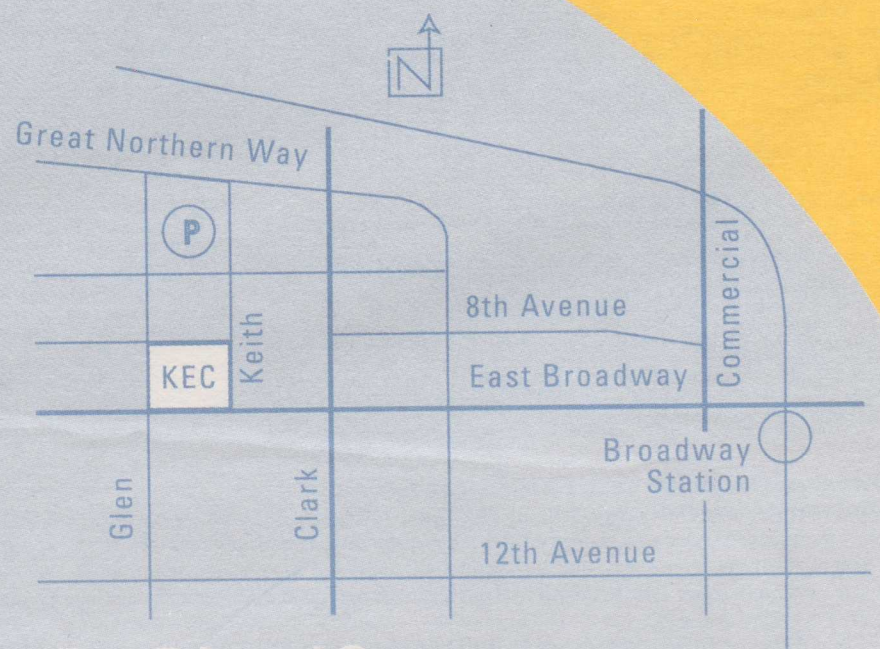


**604.443.8484**

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



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



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