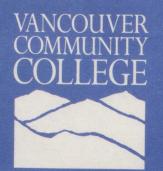
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Continuing Education



VANCOUVE R COMMUNITY

Back by Popular Demand! Continuing Education Open House

Aug. to Dec. 2000 / Vol.2, No.4

S DE THIS ISSUE

- Life Changing Experience -A Graduate's Story
- More About Open House
- International Germology Conference 2000
- Student Fashion Show
- Check Out Our New **Courses and Programs**
- Student Testimonials
- ◆ Are You "Destinations" Eligible?
- See Table of Contents on Page 2

Date: Tuesday, September 12

Time: 4:30 to 7:30 PM

Place: City Centre Campus

(corner of Dunsmuir and Hamilton)

The staff and instructors of Continuing Education invite you to our 2nd Open House Sept.12 where we will showcase the many programs and courses we offer.

If you want to develop new skills that you can use at work, Vancouver Community College Continuing Education offers a wide range of courses. Our instructors are qualified practitioners who have careers in the areas they teach.

Come to an information session or seminar. Our program coordinators will be on hand to answer your questions about our courses and programs.

Demonstrations and displays ranging from floral design, massage, fashion and gem identification, will be held in the main Mall.

Students from VCC's Music Department will also be

on hand to entertain!

Everything is Free and you may even win a prize! For more information, see page 2 of this calendar.

Connie Gibbs, Director, Continuing Education



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Photography . Lauch McKenzie A special thank you to the TESOL students pictured on the front cover, and to the many other students who contributed to this issue.

Distance Education

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TEFL Certificate Program.

Student Fashion Show

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A Life-Changing Experience



Kathy Shantz in Recife, Brazil, with some of the children and youths who have ound a home with Comunidade Vida Nova (New Life Community)

When Kathy Shantz enrolled at Vancouver Community College she wanted to change her career. Turns out, it was a decision that changed

"When I graduated from university as a dental hygenist 20 years ago, I remember saying to myself 'If I had it to do over again, I would become an English teacher."

Two decades later, that's just what she did.

Speaking at this year's graduation ceremonies as Valedictorian, Kathy said it was the time she spent as a volunteer teacher in Brazil that led her to VCC's TESOL Certificate Program (Teaching English to Speakers of Other Languages). Kathy had taken a couple of courses prior to Brazil and decided to return to VCC after her teaching

"At VCC, I was able to learn the skills for teaching English that would help me continue my work in

"Taking that first step was really hard, however. I was pretty nervous about starting school again. It had been a very long

Kathy discovered that her fellow students felt the same way and were very supportive. The instructors also helped her with the transition. "I found a staircase with sturdy railings on both sides," she said in her speech. "My VCC teachers gently pushing from below and my fellow students gently pulling from above."

A graduate now, Kathy no longer has time to think about her previous career as a dental hygenist. She spends half of her year teaching English at the Canada Language Centre in Vancouver and the other half in Recife, Brazil, working with street kids.

Kathy has become an active part of an international organization called Comunidade Vida Nova (New Life Community), whose mission is to provide shelter and education to abandoned children who live on the streets. She has started learning Portugese and will return to Brazil for the third time this November to establish an English program for street kids. On her last visit, Kathy lived and worked in a house for street youth.

"The kids learn quickly. They picked up English even though I did not

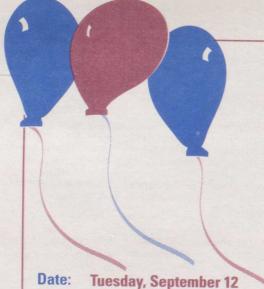
Kathy has done more than establish a new career. She has also made a new family. "As part of the organization, I help build hope. These children have no sense of the future.

They send me e-mail and ask me when I'm coming back," she said with



ation director Connie Gibbs (left) and VCC p Dale Dorn, at the Graduation Ceremony last June.

Open House! Tuesday, September 12



Time: 4:30 to 7:30 p.m. **Place: City Centre Campus** (corner of Dunsmuir and Hamilton)

Our first Open House was so popular 18:00-19:00 - CC that we decided to have another!

The staff and instructors of Continuing Education invite you to our 2nd Open House September 12 where we will showcase the many programs and courses we offer.

For more information call 443-8484.

Demonstrations and Displays Fashion Arts Display

Gem Conference Preview Flower Arranging Massage Gem Identification Tai Chi

Information Sessions

Counselling Skills, 18:00-19:00 - CC

Electronic Publishing & Graphic Design, 17:30-18:00 - CC Room 120

Gerontology, 18:30

Interior Design, 18:00-19:00 - DS

Non-Profit Sector Management Certificate Program, 18:00-19:00 – CC Registration requested, 443-8484 Nursing Management, 18:30

Office Administration Certificate Program, 17:45 - CC Room TBA

Palliative Care, 18:30

Substance Abuse Counselling Skills Certificate Program,

Telecommunications Management , 17:00-18:30 - CC

Seminars

What is E-Commerce? 18:30 The e-commerce revolution and its implications for business and consumers.

Getting an ESL Teaching Job Overseas 18:30

Note: CC: City Centre Campus DS: Design Studio

Arts & Design

Arts & Design

Applied Design Certificate Program Information and Application: Judith O'Keeffe, 443-8386

Information Session: Tuesday, August 29, 16:00-17:00 - DS

Applied Design Certificate Program (051700) his 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, research assignments and independent study. 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 visual communication skills, and acquiring knowledge. Individuals are expected to participate fully in the design process. 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, experimentation and assignments. A variety of content experts participate in the program. Tuition fee is \$1,750 and includes some basic art supplies.

4 day - Mo/Tu/We/Th. Sep 18-Nov 10, 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 Etemadi) \$365 fundamental design knowledge while encouraging individual creativity and expression. The interdisciplinary curriculum is also diagnostic in that it enables participants to explore various design professions while evaluating potential educational and career opportunities including: architecture and interior design, art and craft, graphic design, fashion, industrial design and urban landscape. On completion of the evaluate basic design challenges with confidence and may also produce a portfolio to demonstrate their learning. A certificate is awarded to students completing course requirements. Classes are held in the new couver Community College Design Studio, located

Entrance and Completion Requirements The program is open to individuals who have:

- Secondary school completion or equivalent 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
- 3 Submitted a completed Applied Design Program
- 4 An open and inquisitive mind

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 nterview, please call 443-8335. Applications will be interviewed to determine eligibility.

Electronic Publishing & Graphic Design

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

Information Session: Tuesday, September 12, 17:30-18:00 - CC

Room 120 Registration: 443-8484 • Information 443-8335

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

Publishing and Design Certificate (300 hours). Staying current in electronic publishing is a challenge. Our Professional Development Workshops will assist you to keep pace with the constantly changing electronic Newsletter Production (050459) publishing industry. If you have a need and it isn't listed,

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.

Introduction to Computers - Macintosh

his 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/O'Byrne) \$350 10 eve - Mo. Sep 18, 18:30-21:30 - CC

10 eve - Th. Sep 21, 18:30-21:30 - CC Adobe Illustrator - Introduction (050440)

Explore the exciting world of electronic drawing and design in this introductory course. Step-by-step exercises include: drawing, editing and autotracing objects, and painting or filling them with gradients Discover the unlimited potential of type including hov 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. Prereq

Adobe Illustrator II (050446) Builds on the basics learned in Adobe Illustrator Introduction. Prerequisite: 050440. Offered March 2001 term

This program is universally recognized as the leading edge in image editing and photo manipulation. Learn a ange of Photoshop features and Photoshop terminology On completion of the course, participants will have gained a solid foundation and skill set to create, manage and edit basic Photoshop image files. Independent access to a Macintosh and program software is necessary to complete assignments. Prerequisite: Introduction to Computers - Macintosh (050441). (Borda/

10 day - We. Sep 20, 18:30-21:30 - CC 10 day - Sa. Sep 23, 09:00-12:00 - CC

Photoshop II (050444)

QuarkXPress (050447) QuarkXPress is the comprehensive page layout program that provides all the tools needed to produce effective program, participants will be prepared to render and 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 o insert dingbats with a simple command. Macintos experience mandatory. Prerequisite: 050441. (Dion) \$365

5 day - Sa. Sep 23, 09:00-16:00 - CC

Internet and Web Page Design for Artists and Designers (050474) Upon completion of this course, participants will have gained a solid foundation and skill set to analyze, create and manage basic textural and visual content for the

World Wide Web and will become conversant with avigational and HTML architecture. Participants will create their own Web site during the course. Macintosh Application to the program coordinator and Photoshop experience is mandatory. Prerequisites:

050440, 040443. (Borda) \$395 9 mng - Sa. Sep 23, 09:00-13:00 - CC

QuarkXPress II (050466) Builds on the basics learned in QuarkXPress - 050447.

5 day - Sa. Nov 4, 09:00-16:00 - CC

Graphic Design

Advertising Design (050454)

mailers by combining type and images to achieve maximum impact. Topics include: working within a budget, working as a member of a creative team, municating with clients and how to get the most from the design brief. This is a non-computer course. Prerequisite: 050408 (O'Byrne) \$290

10 eve - Tu. Sep 19, 18:30-21:30 - DS Graphic Design - An Introduction (050408)

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

Explore all the elements that go into producing an

call us with your suggestions. Our labs are equipped with outstanding publication. Every aspect of newsletter design, from concept to completion, is covered, including defining objectives, editorial policy, layout and nameplate design, writing techniques, and working with graphics and photos. Learn about copyright law, service bureaus, print shops, freelancing rates, and how to set up your own newsletter service. Course manual provided. This is a non-computer course. (Johnston) \$325 10 eve - Th. Sep 21, 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 prior to the start of each term. Call 443-8386 prior to September 12 to arrange your exam session.

Fashion Arts Students Annual Show

Ten graduates of the Fashion Arts Certificate Program showed their designs at the annual fashion show, held in July at the Roundhouse Community Centre in Vancouver.

This year's show included a wide range of designs from rave-inspired fashions and creative uses of hemp to a fur and leather mini collection.

Graduate Leah Price, who created a children's collection, was the recipient both the Gabriel Levy Award for outstanding work and the Hudson Award for overall marks.

The Fashion Arts Certificate Program is designed for individuals who wish to enter the fashion industry and those already in the industry who want to upgrade their skills. This part-time program is offered in the evenings and is taught by fashion industry professionals who emphasize the development of technical skills and individual creativity.

For more information about this program, please contact Program Coordinator Evelyn May at 443-8387.

Challenge - Introduction to Macintosh (050450) \$180 Challenge - Introduction to Graphic Design (050452) \$180

Professional Development Workshops

Copywriting Workshop (050476) print ad that really communicates can test the skills of

o create copy that sparkles - and sells! This workshop covers such topics as: the psychology of advertising copy, developing campaigns, writing headlines and body copy, working with graphic designers and where to find advertising copywriting jobs. (Johnston) \$195 5 mng - Sa. Sep 23, 09:30-12:30 - DS

Introduction to Print Buying (050464)

Producing business cards and colour brochures demands printing knowledge. Learn how to communicate with print shops, printing options, colour basics, use of photographs, prepress requirement, proofing, choosing the right paper, costing and how to prepare your print job. (TBA) \$95

4 eve - Mo. Sep 25, 18:30-21:30 - DS

Digital Asset Management (050472) Of every 10 hours spent on creative projects, on average, one is spent on file management. Stop fighting it; you need help. Whether you are a freelance designer or part of a publication team, this course will assist you in developing customized file management strategies. Learn techniques for organizing, tracking, sending and issues, conversion, compression and archival storage. Software covered: Cumulus (image libraries) and FlightCheck (preflighting). Concepts applicable to Mac and Win platforms. Prerequisites: familiarity with graphics production and basic computer usage. Blank

zip disk required. (Molnar) \$190 3 day - Sa. Oct 14, 09:30-13:30 - CC

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:

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

Effectively manipulate computer hardware and software programs suitable to graphic design

3 Display individual style, creativity and visualization

4 Understand and apply the fundamental skills required for the production of various print materials.

or educational advancement.

Understand and apply professional practices appropriate to the electronic publishing industry. Prepare a self-marketing portfolio suitable for career



One of the many creative designs at the Fashion Arts annual show: a fuchsia dress with lace trim by graduate Margarita Di Benedetto.

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

averages 30 hours in length, usually in three-hour blocks. 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 raphic Design - An Introduction (050408) ntroduction to Macintosh (050441) Total Foundation 60 hours Software Courses 90 hours required Adobe Illustrator I (050440) 30 hours QuarkXPress I (050447) Typography (050434) Software Package Software Certificate (includes Foundation requirements Design Courses 90 hours required Internet Intro/Web Design (050474) Portfolio Preparation/Presentation (050449) 30 hours Design Package Design Certificate (includes Foundation requirements) 150 hours **Elective Courses** Photoshop II (050444

30 hours

30 hours

30 hours

30 hours

30 hours

300 hours

Fashion Arts

Adobe Illustrator II (050446)

Newsletter Production (050459)

Total hours required for certificate

Electronic Prepress (050475)

QuarkXPress II (050466)

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

The World of Fashion - A History of 20th Century Fashions (050974) Featuring Ivan Sayers. To celebrate VCC's 35th

anniversary, the Fashion Arts Program is proud to present Ivan Sayers, renowned costume historian. The World of Fashion is a special showing of authentic 20th century ethnic costumes. Join us for this special onehour lecture; will include a live-model presentation of historic costumes. Limited seating. \$20 1 eve - Th. Oct 5, 19:30-20:30 - CC

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.

VANCOUVER COMMUNITY COLLEGE CONTINUING EDUCATION

Registration & information 443.8484 Instructor details on pages 12&13

Arts and Design

Costume Illustration for Theatre and Film (050972)

terested in drawing designs for film and theatre? Whether you intend to come up with your own designs fabric rendering. A final project will encourage you to dressmakers only. (Zibin) \$195 design and illustrate your own researched characters from a film or play. Bring to first class: notebook, legal size (8 1/2" x 14") xerox paper or an artist mixed media sketch pad, 4B or 6B pencil. (McBride) \$275 10 eve - Tu. Sep 26, 18:30-21:30 - DS

Exploring Fashion Careers (050973) An overview of job opportunities in various fashion areas such as design, wholesale, retail and other creative fashion careers. Important information such as qualifications, training requirements, employment

trends, and job search strategies will be discussed.

(Choy) \$115 4 eve - Th. Oct 12, 18:30-21:30 - CC

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) \$65 2 eve - Mo. Oct 16, 18:30-21:30 - CC

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.

10 eve - We. Sep 27, 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 ocation and build productivity. (Johnstone) \$155

6 eve - Mo. Oct 4, 18:30-21:30 - CC Fashion Illustration (050915)

nterested in entering the Fashion Arts Certificate Program? This course will improve your skills and update your style of drawing. The workshop format enables you 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) \$275

10 eve - Mo. Sep 25, 18:30-21:30 - DS

Introduction to Fashion Design (050971) his creativity workshop will explore the fundamentals of good fashion design. Working on fashion figures, students will learn how to create fashionable "minicollections" 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: 9" x 12" tracing paper, HB pencil, blue and red finetipped felt pens, 12" ruler, scotch tape, fashion

magazines. (Pearson) \$275 10 eve - Th. Sep 28, 18:30-21:30 - DS

mage Wakeover Workshop (050945)

Spend a Saturday creating a new fashion image for your The Fashion Arts Certificate Program is designed for Creative Containers (250133) lifestyle. Discover your seasonal palette, body style, individuals entering the fashion industry and for those Put away the vases and get ready to incorporate some wardrobe choices for figure flattery, and accessorizing.

1 day - Sa. Oct 21, 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 illustrators, costume designers or instructors. of higher-priced apparel, and the timing of fashion. This course is ideal for those who are looking for a career in Note the field of fashion merchandising (design, manufacturing, All terms are not offered each semester and retail) or for those who want to advance their careers in the fashion industry. (Pearson) \$275

10 aft - Sa. Sep 23, 12:00-16:00 - CC Dress Form Workshop (050947)

Learn to make your own individual dress form with a Term Four - Collection Design 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) \$65

Personal Pattern Making (050924)

a perfect fit ensured. You will construct a set of persona Blocks (Slopers) and learn how to draft patterns for any or work with a costume designer, this course will allow design of your choice. This course also allows for you to explore a variety of art mediums and teach you individual instruction. Bring to first class: HB pencil, he important skill of "quick sketching" by live model eraser, 30 cm ruler - clear plastic, metric tape measure, drawing. You will also study basic human anatomy, brief a three-ring binder. Come prepared to be measured; costume history, fundamental design elements, and wear usual bra and a simple slip. For women

4 day - Sa. Oct 14, 09:00-16:00 - CC

Professional Practices Program

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

Fashion Arts Professional Practices I

A successful fashion business must have a solid concept backed by market research and feasible financing. The development of initial line plans, merchandise development charts, production sketches, sourcing of raw materials, and methods of manufacture and distribution will also be required to accurately cost your product. This course covers the initial product and market development strategies necessary to form a viable fashion-related business. (Green/Richardson/ Vaillancourt) \$305

12 eve - Tu. Sep. 19-Dec. 5, 18:30-21:30 **Fashion Arts Professional Practices II**

business plan, development of marketing tools and selling aids for the student's sample product, review of federal and provincial business resources and support

programs. An opportunity to test your product line and eceive invaluable feedback is included. Prerequisite: 050964. (Green/Johnson/Richardson/Vaillancourt) \$305 12 eve - Offered in Winter term only

Application Deadline

Deadline for applications for entry into the Fashion Arts Professional Practices Program is August 30, 2001. For program details call the Fashion Arts program coordinator. To request a Fashion Arts Professional Practices application form, call 443-8484.

Secondary school completion or equivalent.

A working knowledge of the English language, plus the ability to speak, read and write clearly and accurately.

Submit program application form.

Fashion Arts Certificate Program

already in the industry who need to upgrade their skills. imaginative containers into your flower arranging Wardrobe planning will save you time, improve your This flexible part-time program is offered evenings and image and prevent future costly wardrobe mistakes. is taught by discipline experts who emphasize the how to turn unusual and unexpected items into original Program graduates are often sought by companies to become. The instructor will demonstrate flowerwork in design, pattern making and grading. Many arranging techniques to compliment a variety of creative graduates make their mark on the local, national and flower-containing ideas. (Laing) \$19 their own companies, work freelance, become

Fashion Design Certificate Term Two - Fashion Design Term Three - History of Fashion

Term Three - Design Drafting Practical 1 eve - We. Oct 18, 19:0-21:00 AND 1 day - Sa. Oct 28, Term Five - Production Patterns/Grading **Garment Construction Certificate**

Term Three - Tailoring Term Five - Collection Toiles

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

Fashion Arts Certificate

Fashion Graphics Collection Manufacture **Fashion Show Preparation**

At the end of this term students present their individual collection at the Graduate Fashion Show.

The Fashion Arts Certificate Program has two entries er year. Applications for the Spring entry (April) must e 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

Entry Requirements

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

Submit a letter with the application form, stating

reasons for applying to the Fashion Arts Program. Present examples of fashion-related work (designs, illustrations and garments) at a successful interview prior to the commencement of the program.

Floral Design

Vancouver's professional floral design program !! Program Coordinator: Joyce Jackson, 871-7462 Information: 443-8335

Guest Designer Demonstrations: Tuesday, September 12 16:30-19:30 - CC - Mall Level

The revised Floral Design Certificate Program now includes a business component! This program is for individuals seeking entry into the floral industry and for individuals wanting to learn and apply professional flower arranging techniques for personal use. Professional florists teach all courses and workshops to industry standards. The first course, Introduction to Floristry, is open to anyone wanting to learn the basics while exploring their creativity. Each subsequent course within the program is designed to increase knowledge and progressively develop designing and flower fresh flowers; everything from hand-tied bouquet

creating memorable theme events. Business basics and self promotion are also included. The program can be completed in three semesters, subject to minimum enrollment requirements. On completion of this program participants can apply to write the Flowers Canada Professional Accreditation Program examinations.

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.

Planning to continue with full-time studies 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 \$55.

repertoire! See how container styles can set a theme,

1 mng - Sa. Sep 30, 10:00-12:00 - CC Historical Bouquets (250134)

See history come to life! Watch this veteran designer arrangements are also incorporated. To receive the demonstrate the evolution of floral design, beginning Floral Design Certificate, participants are required to with the ancient civilizations of Greece and Rome successfully complete the course requirements. The followed by Renaissance influences, and how the program can be completed in three terms. Edwardian, Victorian, Colonial, and Beidermeier styles are influencing today's contemporary floral styling. Design formats, typical containers and the popular flowers, foliage and accessories of each period will be Design Certificate Program is recognized by the floral discussed. After this inspiring session, you will be ready to incorporate some of these historical elements into your own arrangements. (Harman) \$29

1 mng - Sa. Oct 28, 09:30-12:30 - CC Wreath Magic (250135)

ENEWIS Wreaths are not always round and not always hung on doors. This session will demonstrate several wreath formats and wreath-making techniques that you can use September 11. This program is open to anyone interested any season of the year. Wreaths can be used as in acquiring competent floral design skills on a part-time entrepieces, to decorate your dining area light fixture, basis. Individuals requesting exemption from to frame a mirror, and they make the perfect jingle bell Introduction to Floristry (250105), based on prior learning

Floral Design Challenge (250104)

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.

1 aft - Sa. Sep 16, 13:00-16:00 - CC

The Business of Floristry (250127) !!

If you are planning to start a floral business or if you are a flower shop owner, then you need to know how to become successful and make your dream a reality! Topics include: management basics, space and equipment needs, retail merchandising, creating your image, marketing on a shoe-string, developing policies and procedures, business planning, cash flow projections, wire services and much more. Open to anyone wanting to know the basics. Required for certificate. (Woodburn) \$325

10 eve - Mo. Sep 18, 18:30-21:30 - CC (No class Oct 9 and

Introduction to Floristry (250105)

For anyone wanting to learn flower arranging basics. his course introduces the art and design of floristry ncluding: 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. The required text is available from the College Bookstore. Please purchase your text prior to the start of the program and be prepared to purchase it on the evening of the first class. (Davis/Laforge) \$475

10 eve - Tu/We/Th. Sep 19, 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 (250105) or equivalent. Required for certificate. (Laforge

15 eve - Tu/We/Th. Oct 17, 18:30-21:30 - CC

Available January 2001: troduction to Floristry (250105) Introduction to Floristry (250105) Floral Design III (250107 Portfolio Preparation (250110)

Floral Design Certificate Program

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

 Interested in acquiring floristry knowledge and skills Upgrading their floristry knowledge and skills

Seeking entry into the floral industry

This part-time program consists of 159 hours of required floristry basics that includes learning and applying fundamental design principles and construction methods by making several standard floral arrangements. The second design section focuses on the theory and practices related to both Western and European floral design traditions. By the end of the third course, participants will have expanded their knowledge of floristry and will be able to apply advanced elements of design and construction to their arrangements while developing their individual floral designing styles. Fresh flowers are used throughout the program to make the most of the arrangements. Dried and fabric

All courses may not be offered each term. 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 experience, are required to successfully complete the Floral Design Course Challenge (250104). To request a Floral Design Certificate Program application form and

Arts and Design/ **Automotive**

program guide, contact the City Centre Continuing Education office in person or by calling 443-8484.

Fees cover the cost of tuition, including flowers and most floral supplies. The required text, The Art of Floral Design, is 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 Bookstore, the evening of the first class. All fees are subject to periodic revision

Gemmology

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

> Information Session: Tuesday, August 29, 18:30-19:30 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.

Fees are subject to periodic revision. Current fees Full tuition is expected upon registration

Preliminary year (051109) - \$1,250 Diploma year (051113) - \$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. Preliminary year students will be required to purchase

some basic equipment. Approximate cost is \$275. 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

International Gemmology Conference 2000 **October 20-22** Register before August 31

Before Aug 31, \$349; Sep 1, \$399. Information Packages: Cherie Spence, 443-8335

Registration: 443-8484 Discover the glittering world of diamonds and gemstones. Rub shoulders with the world's premier master diamond cutter! Fifteen diamond and gem experts from the world will dazzle, educate and entertain you during this significant three-day conference. You can take virtual tours to the jade and rub mines of Burma, and learn more about Canada's new diamond mining and cutting industries. You will also be able to take part in the special conference workshops listed below. To request the International Gemmology Conference 2000 package, please call Cherie at 443-8335. This conference is sponsored by the Canadian Gemmological Association, Gemmological Institute of America Alumni and Associates, BHP Diamonds, Inc., and Windspear

International Germology Conference 2000 (051118)

Centre and will appeal to jewellery and gem professionals as well as anyone interested in the fascinating world of gemmology.

Conference Workshops

These workshops are subject to minimum and maximum enrollment requirements. Early registration is advised to avoid disappointment. The Gem Institute of America is providing the expertise for the majority of sessions. Workshop locations will be confirmed on registration.

Pearl Grading (051181)

Discover how the world's foremost experts instantly discern the quality of akoya, freshwater, South Sea and Tahitian pearls. Learn how to recognize GIA's and Pearl Value Factors to capitalize on the booming pearl market.

2 day - We/Th, Oct 11/12, 09:00-17:00 Counter Sketching (051182)

This hands-on course teaches the basics of sketching over the counter to better sell those loose stones to get those remount jobs. \$149 1 mng - Fr. Oct 13, 10:00-12:00

Advanced Diamond Grading (051183)

Learn advanced grading techniques to overcome the problems of grading fancy shaped diamonds and how cut affects the value and beauty of diamonds. Refresh your plotting skills and broaden your diamond grading skills during this intensive session. \$195 1 aft - Fr. Oct 13, 13:30-16:30

Diamond Grading (051115) The creators of the International Diamond Grading

System teach you the art and science of diamond grading so you can grade diamonds consistently and accurately. 5 day - Mo/Tu/We/Th/Fr. Oct 16, 09:00-17:00

Gem Identification (051184)

Learn how GIA's renowned experts identify natural, synthetic imitation gemstones and study the latest gem treatments. Find out how to identify 60 gem species using the latest gem testing instruments and identification procedures. Gain confidence in using the microscope, refractormeter, polariscope and dicroscope. \$1495 5 day - Mo/Tu/We/Th/Fr. Oct 23-27, 09:00-17:00

please note - only one of these two courses will be offered depending on the interest. Please indicate your preference by registering before Sep 1.

Coloured Stone Grading (051116)

ncrease your margins with accurate coloured stone grading skills. Develop skills in grading colour, clarity and cut using a wide range of coloured stones so you can 3 day - Mo/Tu/We, Oct 23, 09:00-17:00

cspence@vcc.bc.ca

Interior Design Program Coordinator: Edith Saatkamp, 980-5767 Information: Cherie Spence, 443-8335

Information Session Tuesday September 12, 18:00-19:00 - DS Registration: 443-8484

Interior Design **Foundation Studies**

10 day - Mo. Sep 18, 09:30-12:30 - DS

Design Fundamentals (051601) his course introduces basic design principles, elements and concepts, the practical application of design theory, related industries, including: the designing process and space organization • Architectural and design firms

10 eve - Tu. Sep 19, 18:30-21:30 - DS **Drawing for Design Applications (051631)**

The basic concepts of drawing and two-dimensional language includes 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) \$320 10 day - Tu. Sep 19, 09:30-12:30 - DS

10 eve - Tu. Sep 19, 18:30-21:30 - DS Colour Theory and Application (051615) his course introduces a variety of colour systems, traditional and contemporary colour theory, and explores colour mixing, relationships and applications. (Bell) \$320 10 eve - We. Sep 20, 18:30-21:30 - DS

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.

Furniture Design and Style (051602)

10 day - Th. Sep 21, 09:30-12:30 - DS 10 eve - Th. Sep 21, 18:30-21:30 - DS

(Thomson/TBA) \$320

Professional Development Workshops

Materials and Finishes (051630) This course introduces a variety of interior finishes and materials. Topics include: environmental issues and their

impact on design; wood furniture and flooring, carpet, stone and tile, glass, metal and plastics. Participants will study and research origin, characteristics, installation and maintenance. 20 hours. (Saatkamp) \$220

5 day - Sa. Sep 23, 10:00-14:00 - DS

Textiles (051622) Participants will become familiar with the history properties, production, maintenance and specialized uses of textiles in designing interiors. The course will also cover the use of appropriate fabrics for soft home furnishings such as window treatments, upholstery and

bedding. 20 hours. (Kramer) \$220 5 day - Sa. Oct 28, 10:00-14:00 - DS

Interior Design Foundation **Studies and Certificate Program**

The newly revised Interior Design Certificate Program focuses on developing the skills required to express design and space planning concepts based on form, function and fundamental design knowledge. The program encourages individual creativity and expression while providing essential training and guidance. With feedback from students and professionals in the field, this program has undergone extensive revisions and restructuring and is now revised as a certificate program. It includes Foundation Studies. Design Studies, and Professional Development Workshops for a total of 400 hours (listed below). For those who wish to fast-track, we offer an intensive

Foundation Studies day-time program which can be

completed in three terms, beginning September 2000. Foundation Studies Design Fundamentals (051601 Furniture Design and Style (051602) Drawing for Design Applications (051631)

Colour Theory and Application (051615)

Design Studies Space Planning I (Residential Projects) (051609) Basic Drafting Concepts (051610) Space Planning II (Home Work Spaces) (051634) Survey of Western Art and Design (051614) ortfolio Project (051633)

Professional Development Workshops Materials and Finishes (051630)

Textiles (051636) listory of Contemporary Interiors (051632) (itchen and Bath Design (051635)

Lighting (051637)

Objectives Interior Design Foundation Studies Participants will gain an overview of the interior design field, either for personal use or to compile a portfolio for application to a degree-granting institution, or to enhance career opportunities in a design-related area.

Interior Design Certificate his part-time Certificate Program builds on the knowledge gained in the Foundation Studies and develops the skills required by a variety of design and

techniques while developing creative problem-solving

The design build industry and construction industry Wholesale suppliers and distributors to the design

> 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 principles and processes related to space planning and design

2 Render and communicate design ideas in a variety

Demonstrate individual creativity 4 Present a self-marketing portfolio suitable for educational or career advancement

of formats

This part-time program is offered daytime, evenings and on weekends during the September, January, April and Summer 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

The program consists of 400 hours of instruction combining four foundation studies courses, six ntermediate-level courses and five Professional Development workshops. Courses are 30 hours in length and the workshops 20 hours. Participants who take two courses per term can expect to complete the certificate

Jewellery

Merging Technique With Design

Program Coordinator: Maciek Walentowicz, 443-8571 Information: Judith O'Keeffe, 443-8386

requirements in just under 2 1/2 years.

jokeeffe@vcc.bc.ca

Basic Jewellery Techniques (051167) This course introduces students to basic jewellerymaking techniques including piercing, filing, soldering shaping and forming, as well as design layout and pplication. Additional costs for tools and materials

\$150. List of supplies to be given at first class. 30 hours (Brechault) \$375 10 eve - We. Sep 20, 18:30-21:30 - CC

Surface Treatments (051168) This course introduces a variety of surface treatments on metal, such as acid etching, roller printing, applying patinas and texturing. Prerequisite: basic jewellery skills List of tools and materials provided upon registration Cost of Materials - \$50. 9 hours (Brechault) \$140

eve - Fri. Oct 27, 18:30-21:30 AND 1 day - Sa. Oct 28,

Jewellery Design Introduction (051169) This course introduces students to the latest in contemporary jewellery design. Through slides and videos students will be presented with current trends in studio craft. Simple exercises and assignments will enable participants in this workshop to familiarize themselves with methods and processes of jewellery design development. Bring a sketchbook and pencils to

the first class. 12 hours (Walentowicz) \$185

Automotive

4 eve - Tu. Sep 19, 18:00-21:00 - CC

Course advice: Fred Grimann, 871-7394 Note: These courses are held in the Automotive Shop on the North side of KEC. Go to room listed below on

first night. Registration is at City Centre only.

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, uel 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. Sep 20, 18:30-21:30 - KEC Room 1042

Easy Auto Maintenance (100173) A short course in basic and preventative auto naintenance. Learn simple procedures to check tires, exhaust system. Also covered are basic steps to take if your car fails or will not start. A fun course for any car owner. Taught by Carla Morgan, a fourth year mechanic apprentice with a regular "Car Tip" feature on Vancouver

2 eve - Mo. Sep 18, 18:30-21:30 - KEC Room 1048

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, and (3) operation, sensors and wiring of front and side air bag systems. The removal and handling of air bag components and repairing air bag systems will be discussed briefly. 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. Oct 3-17, 18:30-21:30 - KEC Room 1048

VANCOUVER COMMUNITY COLLEGE CONTINUING EDUCATION

Registration & information 443.8484 Website: www.vcc.bc.ca

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, vashroom and window cleaning, sweeping methods and equipment, floor machines and servicing specialty areas. Safety and liability issues will also be covered, including an overview of WHMIS regulations. Course content applies to residential, commercial and institutional buildings. This course does not include hands-on training with powered equipment. (Dallas) \$200 5 day - Sa. Sep 23, 09:00-16:00 - CC

Building Service Management (109036) ntended 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

Building Maintenance and Cost Control costing of building service work, purchasing of

Building Service Management equipment and chemicals, inventory control, scheduling

Building Cleaning and motivation of staff. Special emphasis is given to teamwork and leadership skills and supervising a multicultural staff. The selection and care of powered Program. (Neuls) \$295

10 day - Sa. Sep 23, 09:00-13:00 - CC Operating a Contract Cleaning Business

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. \$85 3 eve - Tu. Sep 19, 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 Program Assistant: Craig McKenzie-Cook, 443-8381

1 day - Sa. Nov 4, 09:00-13:00 - CC

Building Maintenance and Cost Control 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, building inspections, supervising on-site sell your ideas and present information in a variety of trades work, basic appliance repair, fire safety, security, written forms. and an introduction to heating and plumbing systems. Classes include field trips for the building inspection. fire safety and appliance repair sessions. There will be one Saturday morning field trip session. (Watters) \$195 10 eve - We. Oct 4, 19:00-22:00 - CC

Law and Tenant Relations (109001)

Learn to manage residential tenancies through a study of landlord-tenant law, proper record keeping and practical guidelines for dealing with tenants. The course tenancy applications, tenancy contracts, handling evictions, dispute rotating basis. resolution, landlord/tenant rights, the Residential This program is in the application stage to become a Tenancy Branch. Condominium law is also covered. term forward will be accepted for credit in the Technical

8 eve - Tu. Sep 26, 19:00-21:30 - CC

Building Manager (Residential) Certificate Program Program Coordinator: Brian Pink, 443-8388

Registration: 443-8484 This program is designed for on-site managers of Editing (100352) apartment buildings who wish to improve their skills. Electives building maintenance, fire safety and security matters,

and about relevant office forms and record keeping. Proposal Writing (100354) Supervisory skills are reviewed, including goal setting, problem-solving techniques, staff supervision and The program is recognized and supported by The

Professional Association of Managing Agents (PAMA). which is committed to the overall improvement of educational standards within the property management

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

The BC Apartment Owners and Managers Association also supports the Building Manager Certificate Program. Each year, an academic scholarship is awarded to the top Building Manager graduate through the BCAOMA Endowment Fund. A second scholarship award is provided by the Coinamatic 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 proficience 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

Law and Tenant Relations

See Building Services section for course descriptions.

equipment is also covered. This course is recognized These courses may be completed in any order. Program by the Canadian Building Servicing Association (CBSA) students must achieve a minimum grade of 60 per cent for credit within the CBSA Professional Certification 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 &

Technical & Business

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

Information Session: Tuesday, CC Room 218B

Technical communication requires special skills. Today's 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. This program consists of two core courses and seven elective courses. Each course is one day in length. Participants may register for courses Courses will be offered on Saturdays on

Tenancy Act, and arbitration hearings at the Residential College certificate program. Courses taken from this Writing Certificate. Course credits may be eligible for transfer to the Leadership Certificate Program and Office Administration Certificate Program. For details, please call Anne Tollstam, program coordinator.

> **Program Courses** Core Courses Technical Communication (100350)

Document Project Management (100353) On-line Documentation (100356) Designing and Writing Manuals (100357) Industry Specific Report Writing (100358) Information Design and Human Factors (100360)

Document Project Management (100353)

This session covers the critical steps in managing document projects from conception or proposal through (100357) to delivery. Learn how to produce a document plan and Review the document development process for how to monitor project process. Topics include: what is producing effective manuals and training guides. You will and document project flow, preparing for the project, manuals through reader analysis and peer reviews. planning the project, conducting the project, completing Learn techniques of information design and the project and delivering the final project. (Dean) \$150 1 day - Sa. Sep 30, 09:00-16:30 - CC

What Students Say About Our Courses

and Instructors

"Janet Dean is a fabulous instructor who knows her subject. I'd take the course again just to ask more questions once I gain more work experience!"

Document Project Management

"The class was extremely enjoyable. Excellent information. I will be able to start using it immediately.

"A very good series of technical writing courses. The instructor was enthusiastic and organized.

Extremely useful." **Designing and Writing Manuals**

Technical Communications

On-line Documentation (100356) This session provides an overview of tips and success 2 eve - We. Sep 27, Oct 4, 18:30-21:30 - CC strategies for writing on-line documentation. This 1 day - Sa. Sep 30, 09:30-15:30 - CC ession focuses on the principles of good writing and design in an on-line environment. Topics include: what s "on-line," determining project scope and terms of eference, standards of the development process,

leveloping a document plan or storyboard, principles

of on-line writing and design, creating a prototype, user-

testing and delivering the final project. (Dean) \$150 day - Sa. Oct 21, 09:00-16:30 - CC

old, there are still few models of effective design to processes of effective design you can successfully apply be given, but this seminar focuses on providing data on to the electronic medium, as well as human factor issues the most up-to-date ways of expressing business for consideration and analysis. This is not a computer course. (Dean) \$150

1 day - Sa. Nov 4, 09:00-16:30 - CC

Technical Communication (100350) Learn the art of writing for business and the professions.

Effective Memo and Report Writing 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 language of business writing. 6 hours (Rogers) \$80 communication, form and style in technical communication, creating audience-centred documents 1 day - Sa. Nov 18, 09:30-15:30 - CC professionals spend much of their time producing and the profession of technical writing. (Dean) \$150 Available January 2001 term

Current Issues in Technical Writing

Update your writing skills by adopting the techniques of successful technical writers. Review trends in the Package (four courses). No charge. For students who technical communication profession and growth in the wish credit toward Office Administration Program. of a work portfolio and its use as an employment aid. Review the key characteristics necessary for success in this field. (Dean) \$150

Available January 2001 term

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 Available January 2001 term

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

content and delivery. (Dean) \$150 Available April 2001 term

winning proposals. The course covers process, style,

project management, the project development process learn techniques for increasing the usability of your considerations for internationalizing your document. (Dean) \$150

Industry Specific Report Writing

his course focuses on the structure, content, format, audience, purpose, and style of reports. Topics covered include understanding the components of the report format and using these in a manner that facilitates reader access and comprehension; communicating effectively and clearly with reader(s) as a result of addressing leader concerns, needs, and interest; and analyzing and developing a clear and appropriate structure to facilitate reading and comprehension. Available April 2001 term

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

Grammar Review for Productive Business Writing (104407) Review points of grammar and basic sentence structure Bring your own questions and concerns to share in this

workshop. 6 hours (Rogers) \$80

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 2 eve - We. Oct 11/18, 18:30-21:30 - CC

1 day - Sa. Oct 14, 09:30-15:30 - CC

writing style. Learn strategies of writing a variety of follow - this session explores some principles and sales letters, thank-you letters, etc.). Some feedback will communications to achieve maximum results. 6 hours (Rogers) \$80. 2 eve - We. Oct 25, Nov 1, 18:30-21:30 - CC 1 day - Sa. Oct 28, 09:30-15:30 - CC

(104414)

and reports and review the modern and powerful 2 eve - We. Nov 8/15, 18:30-21:30 - CC

Business English Skills Test (104539) We. Nov 22, 18:30 - CC Sa. Nov 25, 09:30 - CC

Administered at the end of the Business English Skills

English Elective

Business English Skills: You Asked Improve business-writing skills and build your vocabulary! The course is designed to help you write more clearly, as

well as read and comprehend more effectively. You will

learn to take notes and participate in discussing content.

You will practise expressing your ideas orally and in writing. Written in-class assignments, such as letters, of these courses on his/her own time. memos, outlines, etc., will be checked and revised for Leadership positions are complex. A new leader requires correct grammar and sentence structure. Class size limited. Bring dictionary. 18 hours. (Gossen) \$145 6 eve - Mo. Oct 23, 18:30-21:30 - CC

Career Success: Nurturing Elective Courses Hiring the Right Person (100309)

Program Assistant: Pat Cooper, 443-8428 Thinking on Your Feet (100315)

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

the Working Spirit

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

mproving Your Emotional Intelligence to **Enhance Your Interpersonal Skills (104590)** Includes listening skills; the art of response; dimension and principles of interpersonal relationships; initiating, establishing, escalating, maintaining and terminating relationships; cultural, gender and individual diversity. (Cressey) \$75

1 day - Sa. Sep 23, 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. Oct 14, 09:30-15:30 - CC Bring Your Dolphin to Work (104517) Nork, think and communicate like dolphins in the sharknfested waters of work! This unique new course rovides tools, exercises and insights to help you conflict resolution and creativity. Understand how the

Creating a motivational workplace metaphor of playful, highly evolved and intelligent

Delegating work, and

working spirit. Learn how to deal with the sharks! Interactive lectures, individual work, group discussion

l day - Sa. Nov 4, 09:30-15:30 - CC Public Skills: Persuading, Meeting, Speaking and Interviewing (104518) This new course focuses on the skills that are most essential in today's people-oriented work environment, including strategies for influencing others, effective group problem-solving skills and team management, the art of conducing successful meetings and interviews whether as interviewer or interviewee. A wide range of examples and tools will be introduced and demonstrated from the worlds of business and psychology. (Cressey) \$75

Leadership

1 day - Sa. Nov 25, 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 shows commitment through financial support and the employee shows commitment by attending the majority

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 1 day - Sa. Oct 28, 09:00-16:30 - CC 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.

Using Leadership Language (100318) Building a Productive Team (100319) Finding Time for Results (100320) Critical Thinking (100303) Managing Change (100304) Problem Solving and Action Planning (100306)

Stepping Up to Leadership (100317)

Creative Thinking at Work (100316)

Conflict to Collaboration (100307) Performance Management: Goals and Reviews (100308) Facilitation Skills for Team Leaders (100311) Coaching for High Performance (100323)

to apply the information." 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 r degree-track program in the School of Business at BCIT. For further details contact the program

VCC will accept participant substitutions for employersponsored registrants.

Courses available in upcoming three terms: Spring, Fall

Building a Productive Team (100319) Critical Thinking (100303) From Conflict to Collaboration (100307) Problem Solving and Action Planning (100306)

Coaching for High Performance (100323)

Managing Change (100304)

Change is constant nowadays. Employees are tired of hearing that another change is on the way, especially since they are still adjusting to the last one. Organizations need to consider both the business side of change as well as the human side. This course will help managers learn how to address employees' emotions as they manage the change process. During the course, participants will recognize how they personally react to change, come to understand their role in the change process, apply five steps to communicating change to employees, deal with employee resistance, and increase team commitment

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

Stepping up to Leadership (100317)

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

and skill-practice sessions will be used. Participants will

write a "back-home" personal plan for applying their

dolphins relates to your desire to nurture your own

• Employing problem-solving techniques

newly acquired skills. (Hannah) \$165 day - Fr. Sep 22, 09:00-16:30 - ROB

Facilitation Skills for Team Leaders Leading productive teams is an acquired skill. Learn how to focus the work team without stifling creativity. Assist public presentations and audience analysis, as well as your team to analyze issues from different perspectives and to build on their collective synergy. Participants will be taught the tools and techniques for generating ideas and determining solutions. All participants will be given the opportunity to lead and/or manage one or more practice sessions. Sharpen your facilitation skills by and practice you will gain the knowledge, skills and Assess your skill coaching strengths and learning and practising the following tools and confidence to be able to: techniques: brainstorming, force field analysis, positive/ negative analysis, fishbone diagrams (cause-effect

risk, and consensus building. (Oster) \$150 1 day - Sa. Sep 30, 09:00-16:30 - CC

Thinking on Your Feet (100315) In this highly participatory course you will learn proven 1 day - Sa. Dec 16, 09:00-16:30 - CC techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience, prepare and use visual opportunity for employer and employee. The employer aids, handle impromptu speaking situations, and get the results you want. Participants will learn how to think effectively on their feet, organize and practise for a business presentation, and use non-verbal communication to reinforce the spoken message. Attend many new skills as well as an understanding and this course and learn more about how your audience sees YOU, and how to make your presentation more memorable. Participants will have the opportunity to make presentations and receive constructive feedback in a supportive environment. (Swankey) \$150

> Hiring the Right Person (100309) ewing and selecting the best candidates for hire can be a difficult and time-consuming task. Employee turnover, costly hiring expenses and the constantly changing job market make the role of an interviewer an

important one. This course is designed to enhance the nterviewing skills of individuals in any organization. During the course participants will increase their awareness of the role of an interviewer; apply a simple five-step process to prepare for an interview; follow a seven-point system when conducting the interview; and practise and obtain written and verbal feedback on their interviewing skills. Each participant is asked to bring to the course a job description of an open position within his or her organization (if possible). These materials allow for immediate application of new skills. (Lewis) \$165

1 day - Fr. Nov 3, 09:00-16:30 - ROB

Leadership

"I feel the Leadership Program is well developed. I learned a lot and learned how

"Valuable for both managers and employees."

Coaching for High Performance

Business, Career & Law

Finding Time for Results (100320) There never seems to be enough time in a day? Learn how to get daily results through practical techniques. Manage your day, your projects and yourself. In this course you will learn the following time "diet"

Analyzing your day

 Setting goals and priorities Delegating

Creating productive meetings

1 day - Sa. Nov 18, 09:00-16:30 - CC

Using Leadership Language

 Handling interruptions Understanding your self-motivation to complete your

(100318) cited causes of a multitude of workplace ailments. Whether it is with your staff, peers, or supervisors, clear, direct communication results in more productive nteractions and effective actions of others. Communication is more than the process of speaking clearly. It is the transmission and reception of ideas,

ompletion of this course, participants will: Understand the communication process in

organizations Have improved awareness of key problems in organizational communication

attitudes and feelings, verbally and non-verbally. At the

 Understand the impact of perception on the communication process Have analyzed communication styles in

organizations, to assist in more effectively getting

Fr. Nov 24, 09:00-16:30 - ROB Creative Thinking at Work (100316)

People today are being asked to do more with less and to and innovative ways to save money. Creative thinking is tool you can use to accomplish both of these. It can help you solve problems, save money and make do with less - all things required in today's business environment. This course covers the fundamentals of creative thinking and its applications. The program is taught using examples, exercises and applications of creative thinking. pics covered include: what is creative thinking, opening

mental locks, soft and hard thinking, the creative process, nd challenging the rules. (Dean) \$150

1 day - Sa. Dec 2, 09:00-16:30 - CC Performance Management: Goals

and Reviews (100308) Performance management involves working with employees in setting and reaching agreement on goals, Prepare, conduct, and follow up skill coaching action plans and follow-up reviews. Through discussion • Check for coachee understanding

 Write performance goals, measures and action plans Provide positive and constructive performance feedback, leadership, training, information and support required for successful achievement of goals. (Hannah) \$150

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.

Associate Certificate in Leadership Coaching

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

This program is offered as a subset of the Leadership Certificate Program. Students who complete any four Coaching courses from the list below may apply for the Associate Certificate in Leadership Coaching. In addition, up to three Coaching courses can serve as elective credit towards the Leadership Certificate Program described in the section above.

Coaching is vital to linking organizational goals with the creativity and ingenuity of people. Coaching is a process for challenging and supporting people to continually explore new ideas and expand their capacity to produce results.

In almost every field where performance is crucial coaching plays an integral part. The more outstanding the performer, the more likely they are to have an organized and committed partnership with a coach, Coaching fosters a genuine partnership for building and creating success together.

Courses will be offered on a rotating basis: Coaching for the High Performance (100323)

Coaching: Bridging the Motivation Gap (100324) Coaching: Skill Coaching (100325) Coaching: Taking your Leadership Coaching to the Next

Coaching: Bridging the Motivation Gap (100324)

Coaching achieves the important balance between being supportive and being clear and direct. Successful coaches know how to build a real partnership based on trust. This course helps leaders apply and implement sound coaching techniques so that they can help develop a team of dedicated, competent and motivated employees. After this course you will be able to:

Achieve shared agreement about the need for coaching - clarify performance goals; reach consensus about needs and outcomes. Coach for change - coach motivational issues and

performance deficiencies; increase confidence and commitment when experienced employees have setbacks and disappointments; deal with blind spots that detract from the otherwise outstanding performance Create a leadership coaching action plan - apply leadership

coaching skills to work situations. (Hannah) \$150 1 day - Sa. Sep 23, 09:00-16:30 - CC Coaching: Skill Coaching (100325) part of coaching. Successful coaches know how to do this in a timely and efficient manner so that both the coach and coachee feel satisfied with the coaching utcome. Skill coaching involves assessing performance, providing advice/instruction, modeling

behaviours, and providing timely feedback to enable the

coachee to reach higher levels of performance. In this workshop you will learn how to use a systematic approach in skill coaching to achieve performance

results. Specifically, you will learn how to:

 Determine when to skill coach Understand how adults learn

dentify learning styles

 Design coaching to suit the coachee's learning style Develop a repertoire of coaching methods Use a job/task analysis

 Understand the key aspects of effective performance
 Commit to a personal action plan to enhance your skill coaching effectiveness. (Lewis) \$150

1 day - Sa. Oct 21, 09:00-16:30 - CC Coaching for High Performance

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

Available January 2001 term Taking Your Leadership Coaching

to the Next Level (100326) Prerequisites: the three following courses - 100324, 100325 and 100323. Leader-coaches need to continuously expand their capacity to assist individuals and teams to achieve practical outcomes. This course builds on previous knowledge and experience of leadership coaching strategies and skills and provides additional information and opportunities for skill practice and feedback. At the end of this course, participants will

• Determine when to use skill coaching and/or

motivational coaching · Conduct collaborative focused performance

 Help employees overcome performance obstacles Forward team communications and provide structure Develop skills in self-management, creative

ollaboration and accountability. (Hannah) \$150 Available April 2001 term

VANCOUVER COMMUNITY COLLEGE CONTINUING EDUCATION

Program Advisor: Katherine Wellman, 443-8649 Program Assistant: Lynda Boothby, 443-8383

Information Session: Wednesday. September 6, 17:30, City Centre Campus, Room 237

Program Structure

As a legal assistant, you can have an invaluable role in

We can provide you with the skills necessary to increase your competence in file management, interviewing, legal research and writing, and principles, practice and procedures in litigation, conveyancing, corporate/ commercial, and family and estate law - areas where there is an ever-increasing demand for qualified legal assistants, All courses are taught by experienced legal 4 eve - Mo. Sep 11 18:00-21:00 - CC professionals. Students have access to QUICKLAW for

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

- 1 Litigation Certificate
- 2 Conveyancing Certificate
- 3 Corporate and Commercial Certificate 4 Family and Estate Certificate
- In addition to the required courses, you may select from a number of elective courses to fulfil program requirements and meet your needs. Students complete a minimum of 200 classroom hours and a 500-hour (fourmonth) practicum. Successful students will have the

Entrance Requirements

These certificate programs are designed for persons Legal Research (104817) currently employed as legal secretaries or legal assistants who wish to improve their skills and career positions. To enter the certificate program students must:

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

including exposure to word processing.

Legal Assistant Certificate Requirements Core Courses (required by all certificate students)

Canadian Legal Process - 12 hours Legal Research - 18 hours Legal Communications - 12 hours Torts - 18 hours

Contracts - 18 hours Agency, Partnership and Incorporation - 18 hours Total - 96 hours

Practice Area Courses

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

2. Conveyancing

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

Commercial Transactions - 12 hours

Estate Administration - 18 hours

3. Corporate and Commercial Company Law - 24 hours 3 eve - Th. Nov 16, 18:00-21:00 - CC Advanced Corporate Administration - 24 hours Personal Property Security - 12 hours

Total - 72 hours

4. Family and Estate Law Family Practice Essentials - 18 hours Family Law Precedents and Procedures - 18 hours Will and Estate Planning-18 hours

Total - 72 hours Elective Courses

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

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 oursuing 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

Total Certificate Requirements Classroom Courses - 200 hours

Practicum - 500 hours (four months)

a law office that strives to deliver high-quality service Research classes meet at City Centre and UBC Law Courses are offered at City Centre Campus. Legal

Canadian Legal Process (104816)

An introduction to Canada's legal system, legal institutions, and basic legal principles. Examine the sources of law, the structure of the court system, and the role of a legal assistant. (Wellman) \$110 Labour Law (104868)

mation requirements, rules and procedures for labour board proceedings and arbitrations. (Kon) \$240 6 eve - Mo. Sep 18, 18:00-21:00 - CC

Personal Injury Practice (104815) Covers relevant statutes, Supreme Court Rules, relevant substantive law governing procedure, and procedures and skills required to manage a personal injury file.

8 eve - Tu. Sep 19, 18:00-21:00 - CC

Company Law (104807) inciples and statutory regime under BC Company legal skills required for their chosen area of study and shareholders' agreements, trust agreements, corporate Act, choice of business organizations and jurisdiction governance and alterations. (Cofman) \$240

troduction to legal research techniques. Students can do hands-on research in a library and by computer. Certificate Program (Soroka) \$170

5 day - Sa. Sep 23, 10:00-15:00 - CC

Family Practice Essentials (104882) Examines Family Relations Act and Divorce Act and

This program is designed for current and future

Criminal Law and Procedures (104866)

explains substantive law and procedures in the criminal law system. (Hamerton) \$180

4 eve - We. Oct 4, 18:00-21:00 - CC

An introduction to contract law, including formation, consideration, capacity, breach and remedies.

6 eve - Mo. Oct 23, 18:00-21:00 - CC

Buying and Selling a Business (104871) Covers legal and procedural issues in buying assets or shares, including due diligence searches and drafting necessary documentation. (Barbour) \$180

4 eve - Tu. Oct 24, 18:00-21:00 - CC Persuasive Legal Writing (104872)

Learn and practice strategies, techniques, ethics and drafting legal documents including affidavits, motions, statements of claim and defence and other documents for litigation. (Stephens) \$110 1 day - Sa. Nov 4, 10:00-15:30 - CC

Company Law Update (104891)

when documenting incorporations, annual maintenance towards a certificate, diploma or degree-track program skills and provides increased knowledge of office resolutions, and various other changes a company may in the School of Business at BCIT. For further details automation. Supervisory/management skills are also

Creditor's Remedies (104813)

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

Practicum I (104824)

Practicum work experience. Prerequisites: core and practice area courses and written approval of program coordinator/program advisor. (Wellman) \$105

Practicum II (104888)

Practical work experience in an additional practice area for those students who have completed Practicum I • Identify personal leadership styles and are pursuing a further certificate in a different • Demonstrate appropriate and flexible leadership 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 Available January 2001

Commercial Transactions (104806) Mortgages (104809) Property Law (104811) Chambers Practice (104812) Legal Research (104817)

orts (104819) Agency Partnership - Incorporation (104821) Advanced Corporate Administration (104822) Personal Property Security (104855) Family Law Procedures and Precedents (104856) Small Claims Practice (104865)

Interviewing for Legal Assistants (104870) Will and Estate Planning (104877) Available April 2001 Commercial Transactions (104806) ommercial Conveyancing (104808)

Commercial Litigation (104814) Canadian Legal Process (104816) Legal Communications (104818) Torts (104819) Contracts (104820)

Securities (104874) Estate Administration (104881) Bills of Costs (104886) Expert Witness Reports I (104887) vers aspects of employment law and legal practice, Expert Witness Reports II (104889)

Dates TBA Legal Drafting (104864) Criminal Appeals Process (104873) environmental Law (104875) Administrative Law (104876) Litigating Equality (104878)

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

Management Skills for Supervisors

Management Skills for Supervisors

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

/management training in three further information call the program coordinator.

convenient modules that can be taken in any sequence. Interpersonal Skills

3 Administrative Skills The three modules total 72 hours. Training techniques include individual, small and large group experiences 3 Supervisory/Management Decision Making (104507) and lecturettes using participants' actual work effectiveness of this process. One of the strengths of the program is the diversity of experience shared by 5 Keyboarding (Beginners or Speed building) (104404)

Language Skills Requirement

language difficulties should contact the program elective course in the Legal option

Participants who successfully complete all three (104402) modules qualify for the Management Skills for Supervisors Certificate.

Credit Transferability

raduates of the Management Skills for Supervisors Option 1 Administration and Supervision 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 group situations
- Utilize appropriate assertiveness techniques Make win/win decisions one-on-one and in groups.

8 eve - Tu. Sep 26, 18:30-21:30 - CC

Group Skills - Part II (100116) In completion participants will be able to

- skills to meet various situations
- Identify things that motivate and demotivate work
- Develop and implement strategies to improve employee motivation
- Display leadership and group participatory skills in
 Medical Terminology I (104417) 30 hours meetings. (Roberts) \$310 Available January 2001 term

Administrative Skills - Part III (100117)

- On completion participants will be able to Develop and implement performance management
- Use effective business writing skills develop and
- institute a goal-setting/achievement plan Manage time and priorities efficiently. (Kaye) \$310 8 - eve Th. Sep 28, 18:30-21:30 - CC

Office Administration

Office Administration Certificate Program

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

September 12, 17:45

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 186 hours of classroom study. Students seeking a certificate in Office Administration may select any of the four specialization options listed below.

Administration and Supervision Legal Office Skills

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

Language Skills Requirement

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

Certificate Requirements

To earn a certificate, students must successfully complete the required core and specialization courses, plus provide evidence of competency in basic Computer

Core Office Administration Courses

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

The Electronic Office (104502) - 18 hours Business English Skills Package (104419) - 24 hours

- 24 hours experiences. Enrollment is limited to optimize the 4 One accounting, bookkeeping or payroll course (104510) or (104511) or (104409) - 18 or 24 hours

or (104402) - 18 hours

e courses require a minimum proficiency in English Electronic Office (104502) is not a required course for at the Grade 10 level (English 059). Persons with the Legal or Medical option but may be taken as an

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

Specialization Courses

• 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 • Use decision-making methods in individual and 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)

◆ 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 II (104420) - 30 hours ◆ Medical Office Procedures (104424) - 24 hours

◆ Medical Office Billing II (104520) - 12 hours

Business, Career & Law

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

Records Management Specialized (104557) - 24 hours

 Records Management I (104509) - 30 hours Records Management Advanced (104556) - 30 hours

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.

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

Accounting/Bookkeeping

Introduction to Payroll (104409) For small business owners and payroll personnel who wish to learn how to prepare hourly, salaried and commission payroll. Learn payroll law, record maintenance, pay cheque and statement preparation, T4 preparation, and how current source deduction rules affect payroll preparation. WCB, Revenue Canada Taxation, Records of Employment and Stats Canada reporting are covered, as well as Employment

Standards. 24 hours (Kaye) \$160 8 eve - Tu. Sep 26, 18:30-21:30 - CC Accounting for the

Non-Accountant (104510) Available January 2001 ter ntroduction to Bookkeeping

his introductory course will deal with the procedures hat make up the accounting cycle of a service business. ou will be introduced to transactions, journals, general edgers, trial balance, as well as preparing simple ancial statements. The text/kit is Accounting Fundamentals, Fifth Edition, Hoffman Pacsy Flashner. This text should be purchased from the City Centre bookstore before the first class. 24 hours (Huston) \$165 8 eve - We. Sep 27, 18:30-21:30 - CC

Administration and Supervision

The Electronic Office Challenge Exam (104558) For those with current office-related experience in both the traditional and electronic office environment. Speak to the program assistant (443-8383) for further details.

The Electronic Office (104502) Available January 2001 term

Supervisory/Management and This course will focus on the techniques and skills 1 day- Sa. Nov 4, 09:30-15:30 - CC required to manage effectively within today's organization. Topics covered include communication, decision making and leadership skills, all vital skills for

8 eve - Mo. Sep 25, 18:30-21:30 - CC

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

an effective supervisor/manager. 24 hours (Dean) \$155

Grammar Review for Productive Business Writing Building a Powerful Vocabulary

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

3 Writing Dynamic Business Letters

2 eve - We. Sep 27, Oct 4, 18:30-21:30 - CC

1 day - Sa. Sep 30, 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

2 eve - We. Oct 11/18, 18:30-21:30 - CC 1 day - Sa. Oct 14, 09:30-15:30 - CC

Writing Dynamic Business Letters (104406) Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters sales letters, thank-you letters, etc.). Some feedback will be given, but this seminar focuses on providing information and direction on the most up-to-date ways of communicating in business. 6 hours (Rogers) \$80

1 day - Sa. Oct 28, 09:30-15:30 - CC Effective Memo and Report Writing (104414) Get results! Learn the standard formats for memorand and reports and review examples of modern and powerful business writing. 6 hours (Dean) \$80

1 day - Sa. Nov 18, 09:30-15:30 - CC **Business English Skills Test (104539)** Administered at the end of the Business English Skills Package (four courses). No charge.

2 eve - We. Nov 8/15, 18:30-21:30 - CC

We. Nov 22, 18:30 - CC

Sa. Nov 25, 09:30 - C.C.

(104574)

Business English - Non Package **Business English Skills: You Asked for More!**

mprove business-writing skills and build your vocabulary! The course is designed to help you write nore clearly as well as read and comprehend more effectively. You will learn to take notes and participate in discussing content. You will practise expressing your ideas orally and in writing. Written in-class assignments. such as letters, memos, outlines, etc., will be checked and revised for correct grammar and sentence structure. Class size limited. Bring dictionary. 18 hours (Gossen) \$145 6 eve - Mo. Sep 25, 18:30-21:30 - CC

Communication/Work Skills

Effective Oral Communication (104546)

lable January 2001 term egotiating What You Want (104513) communicate, think, and learn. Employers also need a person who can demonstrate positive attitudes and behaviours, responsibility and adaptability. This course will teach you how to effectively communicate that you are the right person for the job or a promotion, be proactive when doing job-related negotiations, think outside of the box - creative thinking at work, and learn

how to demonstrate a positive attitude towards workplace change. 6 hours (Stene) \$95 1 day - Sa. Oct 21, 09:30-15:30 - CC The Power of Productivity (104514) Do you find yourself waiting until the last minute to meet a critical deadline? Do you take work home on the weekends, every weekend? Do you schedule appointments just in the nick of time? If so, you will want to participate in the Power of Productivity course. Learn how to conquer your inner demon and deal with procrastination, focus on the big picture and not sweat the small stuff, set priorities because everything isn't a

top priority and learn how to manage your availability. 6 Strategies for Success (104515)

Through interactive lectures, group discussions and learn-by-doing practice sessions, learn how t effectively handle workplace stress, plan, organize and meet deadlines, time management, delegation, and learn now to reduce workplace anxieties. 6 hours (Stene) \$95 1 day - Sa. Nov 18, 09:30-15:30 - CC Workplace Survival Skills (104516) Once you find a job, learning how to keep that job is a

do well, identify potential problem areas, investigate problem-solving strategies, develop techniques for keeping and advancing on the job and learn how to evaluate your progress. 6 hours (Stene) \$95

Skills (104433) Available January 2001 term Working with Difficult People (104570) Available January 2001 term

Coordinating the Office (104577)

Professional Telephone Communication

Available April 2001 term Time Management Skills (104566) Available January 2001 term

1 day- Sa. Nov 25, 09:30-15:30 - CC

Computers/Keyboarding

Keyboarding for Beginners

Keyboarding is a skill needed for success in virtually every career. Because keyboarding is a skill, to be successful you must apply proper techniques and meaningful practice in each class. You will learn to key letters, numbers and symbols. The classes are taught on computers with a keyboarding text and exciting Windows software. Textbook to be purchased at City Centre bookstore prior to first session. 18 hours. (Wong) \$110

6 eve - Mo. Sep 25, 18:30-21:30 - C Keyboarding for Speed Building (104402) Available January term 2001

Medical Office Billing - Computerized (104520) For description, see Medical, this page.

Legal Package

Introductory Legal Office Program Package (104425) This five-course program package will introduce you to basic concepts and legal office routines. You will gain an understanding of the value of discretion and confidentiality in the legal field, and familiarity with basic legal forms and procedures in respect to the five major areas of law. Introduction to the Legal Office Program is the first of five courses. It is offered for three hours. All other courses are nine hours in duration. Enroll in

individual courses or register for the package of all five courses at a reduced rate, \$350 Introduction to the Legal Office Program

1 Civil Litigation 2 Corporate 3 Family Law

Conveyancing

Introduction to the Legal Office Program (104426)his course will cover the various types of law firms in

introduce reference sources and discuss the various areas of law. An overview of the "package" content and presentation is also included. 3 hours (Dean) \$45 1 eve - Tu. Sep 26, 18:30-21:30-CC

Corporate (104428) Dutlines the steps to incorporate a British Columbia pany, plus annual reports and filings, keeping minute

3 eve - Tu. Oct 3, 18:30-21:30 - CC Conveyancing (104431) ponsibilities and duties of conveyancing staff, ncluding the steps required to complete a typical

residential conveyance. 9 hours. (Szabo) \$85 3 eve- Tu. Oct 24, 18:30-21:30 - CC

Litigation (104427) scusses 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 (Barrett) \$85 3 eve - Th. Sep 28, 18:30-21:30 - CC Family Law (104429)

law. Focus will be on Divorce Act Applications and Family Relations Act proceedings. 9 hours (Blair) \$85 3 eve - Th. Oct 19, 18:30-21:30 - CC The Legal Office Skills Test (104540) Administered at the end of the Introductory Legal Office

overs the "Family" court system in British Columbia and

the various procedures and forms used in matrimonial

Program (five courses). No charge. 1 eve - Tu. Nov 14, 18:30-21:30 - CC Legal - Non-Package Courses Litigation II (104565)

his course is designed for junior litigation secretaries nd/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 difficult and sometimes complicated task. Workplace in a standard civil proceeding. Emphasis will be made Survival Skills will help you to acknowledge what you on proper format, common errors that 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 Fall 2001. 15 hours (Barrett) \$125

5 eve - We. Nov 16, 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 onveyance 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 Winter 2001. 15 hours (Szabo) \$125 Available January 2001 term

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

Available April 2001 term Legal Office Procedures (104531)

Available January 2001 term Legal Ethics and Confidentiality (104532) This program will cover legal ethics as they apply to support staff in the various areas of law. Using case studies reviewed by the Bar Association, how the ethics of the profession bind you will be discussed. Emphasis will be placed on the importance of confidentiality. 9

3 eve - We. Nov 8, 18:30-21:30 - CC

hours (Blair) \$110

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) \$110

Wills and Estates (104430) Learn the importance of having a will, taking client

(104580)

3 eve - We. Oct 4, 18:30-21:30 - CC

guide you through the necessary steps and legal forms leading to Grant of Letter, Probate and Letters of Administration. 12 hours (Komorowska) \$120 4 eve - Tu. Nov 21, 18:30-21:30 - CC Medical

A basic course in the production of medical documents

Medical Documentation/Transcription

instructions and setting up simple wills. The course will

and transcribing of medical reports. Prerequisite: existence and the roles of legal support staff, as well as medical terminology, basic computer skills and typing speed of 25 wpm is recommended. (Wong) \$145 Available January 2001 term

Medical Office Billing - Computerized erequisite: Medical Office Procedures (104424) or current experience working with a non-computerized medical billing system. Become familiar with data processing tasks required to bill for medical office vissurgical procedures, diagnostic procedures as well as

WCB/ICBC and out-of-province billing. 12 hours (Wong)

2 day - Sa. Nov 18/25, 09:30-15:30 - CC Medical Office Procedures/Administrative Assistant (104424) Learn administrative and clinical duties to effectively manage a medical office. Topics covered: scheduling appointments and receptionist duties, patient records management, classification of drugs and routes of medication, fundamentals of medical billing and laboratory procedures. Medical office assistant handbook to be purchased from the City Centre

bookstore. 24 hours (Wong) \$165

8 eve - We. Sep 27, 18:30-21:30 - CC Clinical Procedures (104579) introduction to basic clinical procedures and tests performed in medical offices or settings. Basic theory and practical hands-on teaching methods used. Textbook: Medical Office Assistant Handbook. 6 hours

symptomatic and diagnostic terms. This course is the

first half of a two-part course designed for people

currently working, or who would like to work or study in

a related medical technology field. Textbook may be

study of word parts, prefixes, stems and suffixes. You will learn the basics of selected body systems, including

Medical Terminology I (104417)

1 day- Sa. Dec 2, 09:30-15:30 - CC

(Hay) \$95

purchased from City Centre bookstore. 30 hours (Hay) 10 eve - Tu. Sep 26, 18:30-21:30 - CC

Medical Terminology II (104420) his course follows Medical Terminology I. You will continue with the terminology of selected body systems. You will learn surgical terms, abbreviations and review case histories. Prerequisite: Medical Terminology I or a comparable course which must be approved by the nstructor. The textbooks used in Medical Terminology I will be used again in this course. Textbook available at City Centre bookstore. 30 hours (Hay) \$175

10 eve - Th. Sep 28, 18:30-21:30 - CC

VANCOUVER COMMUNITY COLLEGE CONTINUING EDUCATION

Registration & information 443.8484 • Website: www.vcc.bc.ca

Records Management I (104509) A valuable course for anyone working with records and nformation systems in business or government Important contemporary issues around freedom of nformation 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) \$185

Records Management -Advanced (104556)

10 eve - We. Sep 27, 18:30-21:30 - CC

This course continues the development of concepts introduced in Records Management I. Students will be expected to do case studies based on outside research in a field which will require the application of skills and knowledge in records/information management. This course is supported by the Association of Records Management and Administrators. This course will be offered once a year. 30 hours (Bradley) \$185

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) \$175

8 eve - Available April 2001 term

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

Project Management

Program Coordinator: Brian Pink, 443-8388

Fundamentals of Project Management is suitable for all Th persons who have or will have responsibility for the pcooper@vcc.bc.ca.

Fundamentals of Project Management (100168)

This course will give participants an understanding of Running your own business doesn't have to be just wishful 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 - Mo. Sep 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

program is offered to students who wish to pursue Bookkeeping from Start to Finish (106042) employment in a court environment or work in a legal tax, admiralty, citizenship and tribunal matters within the transactions to producing financial statements. (Vonas) \$105 jurisdiction of the Federal Court of Canada. Courses in this program may also be used as electives in the Legal Assistant Certificate Program and the Legal Skills section of the Office Administration Certificate Program. In addition to receiving a certificate in office administration or as a legal assistant, students who successfully complete this program will be awarded a document of completion by the college and a certificate from the Federal Court of Canada.

The program is offered at the Vancouver office of the Federal Court of Canada, 700 West Georgia Street, Vancouver, and will be conducted by staff of the Federal Court. Students may enroll in an individual course or may register for the program as a package at a discounted Financing and Business Strategy (106041) price. No Federal Court completion certificates will be seven days before the first day of class. Forms for the on loans. Administration Certificate Program.

Courses offered are:

Registry Officer Development Program Package (104589) ncludes all five courses listed below \$400

General Rules Orders and Directives course covers Jurisdiction, Genesis of Registry and

Rules, General Administration, Interpretation, Definition of Terms, Calculation of Time Limits, Organization of the Rules, Administrator's Directives, Actions, Applications, Appeals and enforcement of Orders. \$85 1 day - Sa. Nov 18, 09:00-16:00 - FCO

Court Administration (104599)

his course reviews the historical background of the court, its jurisdiction, constitutional basis, the role of the Registry and the Judiciary, the Rules Committee and the Administrator, and the appointment of judges, prothonotories and judicial administrators. It will also cover communications to the court, setting matters down for hearing, and the Registry Officer's authority for filing, certifying and issuing legal documents in the

2 eve - Mo/Tu. Nov 20, 18:00-21:00 - FCO

Admiralty Proceedings (104587)

This course covers the historical concepts of marine law. jurisdiction of the court issuance of Warrant for arrest of property, bail applications, release of arrested property, caveats, judicial sale of ships, preliminary acts and motions, \$85

1 eve - We. Nov 22, 18:00-21:00 - FCO

Immigration Proceedings (104586)

course examines the Federal Court Immigration Rules 1993, filing documents related to Applications for Leave and Judicial Review, and will look at types of notions common to immigration proceedings. \$85 1 eve - Th. Nov 23, 18:00-21:00 - FCO

Court Registrar (104588)

course covers the origins, role and responsibilities of a Court Registrar in preparation for, during and following hearings including opening and closing court, administering oaths and swearing in witnesses. \$85 1 day - Sa. Nov 25, 09:00-16:00 - FCO

Small Business

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

Information: Pat Cooper, 443-8428 pcooper@vcc.bc.ca How to Start a Business Package (106038)

planning, control or implementation of projects. For a begin your own small business. Each course is six hours detailed course outline contact Pat Cooper. Course of instruction offered on two evenings for three hours per outline can be faxed to you or sent by e-mail via 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)

the project management discipline, an insight into the thinking - it's all in the planning. Learn the seven key steps application of project management in their job, a to developing your successful new business. (Vonas) \$105 Week 1- Tu/Th. Sep 19, 19:00-22:00 - CC

Identifying and Marketing Business Opportunities (106040)

uesday - 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 formation 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 oncentrating on the market, media and message. (Vonas) Both parts \$105

In cooperation with the Federal Court of Canada, this Week 2 - Tu/Th. Sep 26, 19:00-22:00 - CC

This course will explain in easy to understand terms the

in immigration, patent, trademark, five basic steps of bookkeeping, from reco Week 3 - Tu/Th. Oct 3, 19:00-22:00 - CC

Making the right decisions depends on your knowledge

Financial Statements - Forecasting and a Cash Budget (106043)

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 prevent repetitive strains, back injuries and other your budget to measure how well the business is doing musculoskeletal injuries. (Leyland) \$90 and keeping it in line. (Vonas) Both parts \$105

Week 4 - Tu/Th. Oct 10. 19:00-22:00 - CC

Tuesday - How to Win Funds and Influence Your Banke issued for individual courses. Registration is limited to Communication is a two-way street: from your banker 15 students. Because classes are conducted in the and to your banker. Learn how to present yourself and offices of the Federal Court, and students must undergo your request for operating credit and term loans. an RCMP security check, registration must be completed Understand the criteria lenders use in making decisions

security check are available in the Vancouver Thursday - Developing Your Business Plan and Strategy Community College, City Centre Continuing Education Developing your business plan includes all of the factors office. Prerequisite for the course is admission to the to create a successful venture - markets, your resources Legal Assistant Certificate Program or the Office financing and the competition. Know how to assess the competitor's strengths and weaknesses and build on your advantages. Learn to create a business character to stand out in the haze of competition. (Vonas) \$105 Week 5 - Tu/Th. Oct 17, 19:00-22:00 - CC

Other Small Business Courses

True Colours(tm) - Establishing Successful Encounters (102295)

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

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

Worksafe Education

Information and Registration: 443-8484

1 eve - We. Sep 27, 18:30-21:30 - CC

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

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 costeffective contract course. WCB Certificates are offered

for each course.

Courses offered this term:

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 ommittee members, how to use the new WCB Regulation, how to conduct effective workplace inspections and accident investigations, and how to deal

1 day - Th. Sep 28, 09:00-17:00 - CC (Wegelin

Hazard Recognition and Control (201082)

for small business owners, supervisors, safet 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 - Th. Oct 12, 09:00-17:00 - CC

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 - Th. Oct 19, 09:00-17:00 - CC Preventing Workplace Violence (201083)

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 - Th. Oct 26, 09:00-16:00 - CC

Investigating and Controlling Strains and

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 1 day - Th. Nov 2, 09:00-17:00 - CC

Computers

ourses - from beginners to advanced - at both the Dakridge Computer Lab and the City Centre Campus. See page 14 for City Centre courses - expanded this year.

Oakridge Computer Lab

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

Please call 261-2806 for directions or visit our Web site at www.vccoaklab.com

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

Registration: 443-8484

Class Sizes and Information

Oakridge courses only - Mishele Mathern or Pat Austin

(261-2806), e-mail: mmathern@vccoaklab.com What do you wish to learn?

An Introduction to Computers Courses available are listed 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.

Internet and Web Publishing Courses are available on page 11.

Desktop Publishing Courses available are listed on page 14.

LAN Management

Courses available are listed on page 11

Courses available are listed on page 14. 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

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.

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

The Oakridge Lab offers computer courses in these

Introduction to Computers

Windows 95/98 and Windows NT B Local Area Networks - LAN Management

4 Internet and Web Publishing

ns: Microsoft Office Word Processing, Worksheets/Charts, Database Management, Accounting, Desktop Publishing and Personal Information Managers

6 Programming in Visual Basic and Visual Basic for

Applications (VBA) in Excel and Access 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 Lah 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" guickly.

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

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

1 day - Su. Sep 10, 09:00-17:00 - Oak 1 day - Su. Nov 05, 09:00-17:00 - Oak 1 day - Mo. Dec 04, 09:00-17:00 - Oak

Windows 95, Windows 98, & Windows NT

Introduction to Windows 95/98 (101138)

This course is designed for new or inexperienced Windows 95 and Windows 98 users. Learn window manipulation and screen navigation using the mouse. Understand files, folders, and the structure of your hard disk. Use the Explorer and My Computer programs to find, copy, delete and move files and folders. Work with the taskbar and organize your Windows Desktop Additional topics include Web View and the Active Desktop. Introduction to Computers (100605) is a strongly recommended prerequisite for those with little or no computer experience. \$190

1 day - Sa. Aug 26, 09:00-17:00 - Oak 1 day - Mo. Sep 11, 09:00-17:00 - Oak 1 day - Mo. Oct 02, 09:00-17:00 - Oak

1 day - We. Oct 18, 09:00-17:00 - Oak 1 day - Tu. Nov 14, 09:00-17:00 - Oak 1 day - Su. Nov 26, 09:00-17:00 - Oak

1 day - Th. Dec 07, 09:00-17:00 - Oak Intermediate Windows 95 (101148)

Learn how to modify the desktop, create shortcut icons and customize the Start and Document menus. Use the Control Panel to adjust mouse, keyboard, regional and display settings. Learn about ScanDisk and Disk Defragmenter. We will also discuss the boot sequence, and backing up the Registry. Experience with Windows 95 is essential. Introduction to Windows 95/98 (101138) is recommended. \$190

1 day - We. Sep 20, 09:00-17:00 - Oak

Intermediate Windows 98 (101164)

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 and Disk Defragmenter. We will also discuss the boot sequence, and backing up the Registry. Experience with Windows 98 is essential. Introduction to Windows 95/98 (101138) is recommended. \$190

1 day - We. Oct 04, 09:00-17:00 - Oak 1 day - Tu. Nov 21, 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 Introduction to Windows 95 (101138). If you are interested in Windows NT functionality (how NT works) and networking, please see Introduction to Windows NT Networking (101150) in the LAN Management section.

Local Area Networks - LAN Management

Introduction to Local Area Networks

Basic LAN concepts and terminology are essential for requirements for workstations and servers, Network Windows is essential. \$190

1 day - Sa. Sep 16, 09:00-17:00 - Oak 1 day - Mo. Dec 11, 09:00-17:00 - Oak

Introduction to Windows NT Networking

This course presents fundamental skills for NT networking, with an emphasis on server-based networks. Accounts, domains, logon procedures and security services are explored. Learn about shares, permissions, and NTFS. Understand UNCs and mapping network drives. Introduction to LAN (100920) is strongly recommended as a prerequisite. Familiarity with Windows is essential. \$190

1 day - Sa. Sep 23, 09:00-17:00 - Oak 1 day - Th Oct 12 09:00-17:00 - Oak 1 day - Fr. Nov 17, 09:00-17:00 - Oak

Intermediate Windows NT Server (101151)

As a continuation of Introduction to Windows NT working, 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. Aug 22, 09:00-17:00 - Oak 1 day - Sa. Oct 14, 09:00-17:00 - Oak 1 day - We. Nov 22, 09:00-17:00 - Oak

Advanced Windows NT Server (101152)

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

1 day - Sa. Oct 28, 09:00-17:00 - Oak

day - We. Dec 13, 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.

recommended. \$190 1 day - Sa. Nov 25, 09:00-17:00 - Oak 1 day - Fr. Dec 15, 09:00-17:00 - Oak

Introduction to Novell NetWare (101144) This course introduces basic Novell NetWare skills to users and administrators. Login procedures, network security, passwords, rights, directory structures, and drive mapping are explored. Learn about NDS, the NetWare Directory Services, the directory services tree, context, containers and objects. Familiarity with Windows s essential. Introduction to Local Area Networks (100920)

is the recommended prerequisite. \$190 1 day - Th. Oct 19, 09:00-17:00 - Oak

Intermediate Novell NetWare (101145) course explores Novell NetWare skills and commands for LAN administrators. Understand different kinds of 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. Oct 25, 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. Nov 01, 09:00-17:00 - Oak

Internet and Web Publishing

Introduction to the Internet (101141)

anyone involved in planning, purchasing, using or This course is a practical, hands-on introduction to the managing a LAN. Explore the differences between peer- Internet. Get an overall perspective on the Net and the to-peer and server-based LANs. Understand hardware skills to find what you need. Learn about selecting an Interface Cards, cabling systems, protocols, topologies software. Learn all the basics of e-mail. Browse the and network operating systems. Familiarity with World Wide Web, search for specific topics and find 1 day - Th. Dec 07, 09:00-17:00 - Oak Web sites that interest you. Learn about "netiquette"; what to do, what not to do, and standard ways of communicating. Introduction to Windows 95/98 (101138) is the recommended prerequisite. \$190

> 1 day - Mo. Aug 21, 09:00-17:00 - Oak 1 day - Mo. Sep 18, 09:00-17:00 - Oak 1 day - Su. Oct 01, 09:00-17:00 - Oak 1 day - Mo. Oct 23, 09:00-17:00 - Oak 1 day - Fr. Nov 03. 09:00-17:00 - Oak 1 day - Sa. Dec 02, 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. Experience with the Internet is a prerequisite; Introduction to the Internet (101141) is strongly recommended. \$190

1 day - Fr. Aug 25, 09:00-17:00 - Oak 1 day - Th. Oct 05, 09:00-17:00 - Oak 1 day - Mo. Nov 20, 09:00-17:00 - Oak **Introduction to Publishing Web Pages**

(101143)

Computers

Learn how to create your own World Wide Web pages using HTML - HyperText Markup Language. 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 - We. Sep 06, 09:00-17:00 - Oak 1 day - Th. Sep 28, 09:00-17:00 - Oak

1 day - Tu Oct 10 09:00-17:00 - Oak 1 day - Mo. Nov 06, 09:00-17:00 - Oak 1 day - We. Nov 22, 09:00-17:00 - Oak

1 day - Mo. Dec 11, 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 heir 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 - We. Aug 23, 09:00-17:00 - Oak

1 day - We. Sep 20, 09:00-17:00 - Oak 1 day - Mo. Oct 16, 09:00-17:00 - Oak day - Su. Oct 29, 09:00-17:00 - Oak 1 day - Mo. Nov 13, 09:00-17:00 - Oak

1 day - We. Dec 13, 09:00-17:00 - Oak Advanced Web Publishing (101169) Advanced Windows NT Server (101152) is strongly 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 ormatting. 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 - Tu. Aug 29, 09:00-17:00 - Oak day - Mo. Sep 25, 09:00-17:00 - Oak 1 day - Tu. Oct 31, 09:00-17:00 - Oak

1 day - Fr. Dec 15, 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. Modify basic Java "applets" and write simple JavaScripts, then incorporate them into your Web pages. Learn how to understand and modify those that are freely available on the Internet. This is not a programming course. Students

must be familiar with HTML and downloading files from

the Internet. Intermediate Web Publishing (101156) is recommended, \$190 1 day - Th. Aug 24, 09:00-17:00 - Oak day - We. Sep 13, 09:00-17:00 - Oak day - Fr. Oct 20, 09:00-17:00 - Oak

1 day - Sa. Dec 02, 09:00-17:00 - Oak Introduction to Dreamweaver (101174)

Dreamweaver is Macromedia's powerful Web development program. This course covers the basics of developing dynamic multimedia for the Web. Students will learn to use Dreamweaver's interface, work with the Property Inspector, create basic Web pages and set page properties. Also covered is: setting page properties, modifying background and text colours, working with headings, paragraphs and breaks, character formatting, lists, anchors and URLs.

Experience with Windows and the Internet are prerequisites, \$190 1 day - Fr. Sep 22, 09:00-17:00 - Oak

Introduction to FrontPage Web Publishing

Learn how to create Webs using templates, wizards, and themes in the FrontPage Editor. Investigate various FrontPage Explorer views, and learn how to publish your Web on the Internet. Experience with Windows and the Internet are prerequisites. Introduction to the Internet (101141) is strongly recommended. \$190

1 day - Mo. Aug 28, 09:00-17:00 - Oak 1 day - Tu. Oct 03. 09:00-17:00 - Oak 1 day - Tu. Nov 07, 09:00-17:00 - Oak 1 day - Tu. Dec 05, 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 - Fr. Oct 13, 09:00-17:00 - Oak 1 day - Th. Nov 16, 09:00-17:00 - Oak **Computer Applications**

Microsoft 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

Word Processing

Introduction to PowerPoint (101137).

Introduction to Microsoft Word (100796)

This course covers fundamental Microsoft Word mands and concepts. Introductory topics include all the basic skills that allow you to create and edit documents easily. Also included are various types of formatting to improve document presentation, setting tabs and margins, previewing and printing documents. Introduction to Windows 95/98 (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. Those with experience in other word processing programs may want to consider Fast Track

Microsoft Word (101119). \$190 1 day - Sa. Sep 09, 09:00-17:00 - Oak 1 day - Th. Oct 19, 09:00-17:00 - Oak

1 day - Th. Nov 09, 09:00-17:00 - Oak 1 day - Sa. Dec 16, 09:00-17:00 - Oak Fast Track Microsoft Word (101119)

Do you have experience with another word processing program, or have you used Word but aren't comfortable vet? 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 - Fr. Sep 22, 09:00-17:00 - Oak

1 day - Fr. Nov 24, 09:00-17:00 - Oak Intermediate Microsoft Word (101114)

Explore some of the more powerful features of this program. Intermediate topics include: creating and using AutoText and AutoCorrect. Also covered are templates styles, page numbers, headers and footers, creating and formatting tables and creating and editing newspaper olumns. Experience with Microsoft Word is essential Introduction to Microsoft Word (100796) is

recommended, \$190 1 day - Mo. Aug 21, 09:00-17:00 - Oak l day - Fr. Sep 29, 09:00-17:00 - Oak 1 day - We, Oct 25, 09:00-17:00 - Oak

1 day - Tu. Nov 28, 09:00-17:00 - Oak

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.

Advanced Microsoft Word (101115)

This course focuses on customizing and automating

Experience with Microsoft Word is essential. \$190 1 day - We. Aug 23, 09:00-17:00 - Oak 1 day - We. Oct 11, 09:00-17:00 - Oak

1 day - Th. Nov 30, 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 1 day - Fr. Aug 18, 09:00-17:00 - Oak 1 day - We. Sep 13, 09:00-17:00 - Oak 1 day - Su. Sep 24, 09:00-17:00 - Oak 1 day - Fr Oct 06 09:00-17:00 - Oak 1 day - Mo. Oct 23, 09:00-17:00 - Oak 1 day - We. Nov 08, 09:00-17:00 - Oak

1 day - Sa. Nov 25, 09:00-17:00 - Oak 1 day - Fr. Dec 08, 09:00-17:00 - Oak Intermediate Excel - Worksheets and Charts

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

Introduction to Excel (100795) is recommended. \$190 1 day - Fr. Aug 25, 09:00-17:00 - Oak 1 day - Th. Sep 21, 09:00-17:00 - Oak 1 day - Th. Oct 26, 09:00-17:00 - Oak

1 day - Su. Dec 10, 09:00-17:00 - Oak

Computer courses continued on page 14.

VANCOUVER COMMUNITY COLLEGE CONTINUING EDUCATION

Registration & information 443.8484 Instructor details on pages 12&13

Arts & Design

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. Rachel Berchtold is a master tailor and clothing technician. After graduating with honours from the Deutsche Meisterschule fuer Mode in Germany, she was head of a couture workroom for six years. Currently she designs for a private clientele here in Vancouver and teaches seminars on couture and pattern design locally

and in Europe. Sylvia Grace Borda specializes in content and iteractive design for multimedia and print production. She has over five years of management and production experience in multimedia design and has worked for larger cultural organizations in Canada and abroad, defining their visual presence for the web, CD-ROM, kiosk interactives and print formats. Sylvia holds degrees in fine arts (photography and multimedia) from Emily Carr Institute of Art and Design and the University of British Columbia. She also earned her certification in the Graphic Arts and Multimedia Design Program through Vancouver Community College.

Domenique Brechault has been instructing jewellery workshops for eight years. She holds diplomas from the Jewellery Art and Design Program at VCC and Emily Carr Institute of Art and Design. She also has a masters degree in art history from University of Poitiers, France.

Jocelyn Choy has a BS in business administration/ on marketing and MB from Woodbury University of Burbank, CA. Her fashion experience includes product development, retail management, buying and wholesaling in Los Angeles and Vancouver. Since 1996, she has been a part-time business instructor at the University College of the Fraser Valley.

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

Margaret Cuzzetto is a marketing and managemen 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

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.

Gilles Dion has a bachelor degree in graphic design Leon Phillips has a bachelors degree in environmental from the University of Quebec. He works as a freelance graphic designer, illustrator and instructor. He enjoys haring his excellent working knowledge of University of Saskatchewan. He is a practising artist who QuarkXPress and Illustrator with his students.

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

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

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.

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.

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

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

Maureen Johnston, BA, Washington State production in the fashion industry in Hong Kong and University, has an extensive background in copywriting Vancouver, and is currently the manager of Cannell news writing and editing for major corporations in New record in the business world, she brings years of top-

currently commits part of her time to Vancouver Opera.

Mary Kletchko, BA, BFA, has worked as a freelance

graphic designer since 1982. She has designed, developed

nd instructed programs in visual communication design

for ten years, including the intensive desktop publishing

theatre production) from the University of Victoria; her

specialty was costume design. A desire to work further

become avocation.

ecifically wholesale textile sales. She has worked in

Wanda Sustersich, BAppSc, is a couturier and sewing instructor. In 1982 she made a career change to level experience to the educational forum. become a custom designer and dressmaker. She is also Matina Johnstone, BA, McGill University, has had a salesperson and advisor for a local fabric company. over ten years experience in Canadian fashion retailing (Montreal, Toronto, Vancouver) in areas such as distribution/planning product development, buying, and

Yolanta Tang, BFA, Arts Institute of Chicago, is a nationally recognized designer known for original Negin Khoshkhesal-Etemadi has a bachelor of fine designs. She has successfully managed her own retail arts (UBC) and extensive experience in compute graphic design. Her broad industry experience fuels her

Tracy Taylor has 20 years' experience as a professional seamstress, working mainly in the film/television Brigitte Kirmis graduated from the Fashion Arts Certificate Program. She has designed under her own Cedars, Deep Rising, X-Files, Harsh Realm. abel and has worked with custom clientele. She

Judith Thomson has a bachelor's degree from the iversity of British Columbia in art history. She spent Scott Huston, CGA, is an accounting professional study in the history of furniture began. Currently she environments. teaches History of Design and Furniture at several institutions in the Lower Mainland.

Ellen Vaillancourt obtained her fashion arts training Patricia Kramer has a bachelor's degree in fine arts through Kwantlen College, the Chambre Syndicate Paris, and VCC. She has successfully conceptualized custom work for theatre and private clientele, and design this field for the past eight years and her vocation has

Rachelle Laforge is a 24-year floral industry award-Canada and has been instructing jewellery making and design for 20 years. He is now head of the Jewellery Art and Design Program at VCC and works from his nmercial installations, coordinating indoor and studio as a jeweler and designer. itdoor wedding events, designing floral arrangements for film and television and creating discerning funeral

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.

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

Instructors

ing veteran with extensive retail and designing

experience. Her specialties include hotel and

arrangements. She is committed to life-long learning and

Andrea Laing is passionate about design excellence.

As an award-winning designer, she creates unique

merchandising displays and decorates interiors for both

private and commercial clients. Her professional

Ljuba Levstek is a graduate of the Ontario College of

Art. As a freelance illustrator, Ljuba's clients include

advertising agencies, magazine and book publishers

Nancy Lyn is a graduate of Capilano College's Graphic

Design and Illustration Program. A prior employee of

VCC's Print Production Department, she now operates

her own design studio, Five Smooth Stones Design

Evelyn May, BHE, is the Fashion Arts coordinator at

1986. Working in the fashion industry since 1984, she is

experienced at every level of the design process in each

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

George Molnar has been active in digital graphics

program in 1994. After several years of involvement with

data management services at Supreme Graphics, he has

recently joined CreoScitex as an applications specialist.

Currently, George is completing the Provincial

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

Judi Pearson is a graduate of the Alberta College of

Art and VCC's Fashion Arts Program. She is experienced

n 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

Rick Portice has worked for 22 years in the floral

Gayle Ramsden, BHE, has worked as a pattern maker

and grader for fashion manufacturers in Winnipeg and

computerized pattern design, markers, grading and

Corinne Richardson has 25 years' experience in the

Vancouver fashion industry and has designed,

merchandised and managed the production of several

Deborah Rootman graduated in fashion

merchandising at Ryerson Polytechnical Institute, has

currently a freelance wardrobe consultant for corporate

Edith Saatkamp, RID, has practiced and taught

residential, commercial and retail design for ten years.

Her design firm focuses on residential interior design,

olour consultations and lighting. She studied in

Montreal and is a graduate of the Interior Design

Robin Schafer is a recipient of local and national

awards for his floral design work and is also a marketing

his design skills and marketing techniques in his

Concetta Sciarretta trained in fashion in Vancouver

has worked at various levels of design a

sultant for the floral industry. He enjoys combining

Program at Humber College, Toronto.

n involved in the fashion industry since 1975. She is

cutting systems. She graduated in home economics at

couver. She has trained personnel in the use of

ndustry in retail, consulting, and custom contracts.

ates between art and architecture

the University of Manitoba, 1981.

and private clients.

electronic prepress.

tion since graduating from VCC's Print Production

iscipline. She graduated from the University of British

CC and has been an instructor for the program since

Centre, and maintains a private consulting practice.

greeting card companies and package design firms.

her successful special event and design company.

rketing and floral design experience contributes to

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

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

Building Services

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.

Barry Dallas, PID, manager of Sundown Consulting rvices, has over 20 years' experience in the cleaning industry in both the private and public sectors. Barry is former sales manager for a national cleaning company, and past president of BC Contract Cleaning Association He also serves on the board of the Canadian Building Servicing Association. He has been teaching for over eight years.

John Neuls 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

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.

Business, Career & Law

H. Jane Anderson, BA, is a legal assistant with five years' experience in corporate and securities law. resently working in securities law. Norman Barbour, LLB, LLM, BASc., practices law

studies from the University of Waterloo, School of in his own firm Architecture along with a bachelor of arts from the Jill Barrett is a legal secretary and has worked as a legal secretary in the area of litigation since 1995. She ntly is employed in a law office in Richmond.

Cathy Barzo, BA, Legal Assistant Diploma, is a legal assistant with 15 years' experience in litigation. Formerly with the Attorney General's office, Cathy is now in private practice with Branch McMaster, a boutique firm focusing on class actions and civil litigation.

Robert Baylis, LLB, is a lawyer with the Real Estate Katherine Blair, BA, LLB, is a lawyer whose

Vancouver practice focuses primarily on family law, family law mediation, and personal injury law. Jason Cressey, PhD, gained his doctorate in Liza Szabo is a legal assistant with experience in

sychology 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 eature contributor for local and international media. Linda Case has 18 years' experience as a legal assistant in plaintiff and defence areas of civil litigation.

She is currently an adjuster for ICBC. 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.

Mindi Cofman is a corporate supervisor and legal assistant specializing in corporate matters.

Janet Dean, BEd. (Adult), marketing diploma, is a professional practices and the government.

Jennifer Gossen, BA, has several years teaching English in private language colleges in BC.

specializing in criminal law practice. Maureen Hannah holds a BSc in management and She graduated in civil engineering, University of British an MBA in managerial leadership. She designs and nducts training workshops and gives conference presentations in Canada and England. Her industry Christine Code is an Oakridge microcomputer experience includes positions in employee relations,

> personnel planning and development Gary Harasym, LLB, is a sole practitioner who restricts his practice to family law, divorce and matrimonial matters. He has over 20 years' experience

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

several years living in England where her research and with experience in the corporate and SOHO

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. Gabrielle Komorowska has 20 years' experience as

Janina Kon, BA, LLB, practices law with a downtown Vancouver firm in the areas of labour, employment, human rights law, and general litigation.

Maciek Walentowicz was trained in Poland, England Barbara Kyle is a small business consultant. She has written and delivered a variety of courses in numerous small business programs.

> Jenny Lewis is the president of Lewco Performance-Based Solutions, which specializes in the training and development of management skills, selling in a service environment and customer service skills. Prior to unding Lewis Consulting, Jenny was responsible for ent training and development at Royal Trust. Don Mainland, BA, LLB, supervises corporate services for a major law firm.

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

Wayne Oster, BA, is a federal government administrator who facilitates and leads goal-oriented work teams in local, regional and national settings. Linda Parsons, LLB, is a partner of Davis and Co. and

practices corporate and commercial law. She heads the firm's Corporate Services Department. 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

Melanie Rodiuk, BA, is an assistant trust officer with

Dee Rogers, a graduate of Capilano College Legal Assistant Program, has worked almost exclusively in itigation since 1990. She is with Webster and Associates, a firm representing plaintiffs who have sustained traumatic brain injuries. Dee is involved in all aspects of file investigation, management, trial preparation and settlement 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. Leslie Rose, LLB, is an associate at a Vancouver law

firm specializing in areas of securities, corporate inance, mergers and acquisitions Lily Sim is a legal assistant with over 15 years'

erience. She is currently supervisor of the Corporate Services Department at Davis and Co. Allen H. Soroka, BSc, LLB, MLS, is assistant law

librarian at the UBC Law Library. Jacquie Stene is an employment consultant and tified trainer with extensive experience on program development, management and facilitation.

Chervi M. Stephens, BA, LLB, a legal educator and

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.

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

residential and commercial conveyancing and various land transactions. Liza currently works for Davis and

management and training with 23 years' experience as a husiness analyst and consultant George's specialty is evaluating the financial management activities of small- to medium-sized businesses and establishing emedial action to correct problems. George is a member of the Society of Competitive Intelligence Professionals. Katherine Wellman, QC, LLB, BA, practiced law for 30 years in Saskatchewan, Alberta and British Columbia. She has taught at the University of Regina and at VCC. She is the program advisor for the Legal Assistant Certificate Program. Anna Wong has many years' experience teaching both

office procedures and medical-related courses.

Computers

Pat Austin, program manager for Oakridge, has been energetic and enthusiastic instructor. She teaches Access, Excel, LAN, Novell NetWare and Windows NT Rhyon Caldwell is a faculty member of the Technology Division of VCC. He teaches computer applications in business and has several years' experience in Internetbased securities trading.

instructor with seven years' teaching experience. Known for her patience and gentle humour, Christine brings a personal touch to her class. She teaches Windows, Word for Windows, Internet, and Publishing

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

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

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

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

Michelle Bedard, ID, CDA, has 11 years' experience in the dental profession. For the past six years she has been working as a sales representative and as a dental materials training instructor. Barbara Berry, RN, BScN, MA, is a leading-edge

consultant with a gerontological focus in program development/evaluation, health promotion, team building, and community development. Dawn Blais, RN, MSN, has extensive experience in

acute and long term care as a clinical nurse specialist and consultant in gerontology Marie Brazier, RN, BSN, MSN (candidate), CINA(c), is an IV therapy educator with extensive hospital and munity experience, a recipient of RNABC Excellence

in Nursing Practice Award, an active member of the

Canadian Intravenous Nurses Association, and former editor of the CINA Journal. Alisa Brown, CDA, is a certified dental assistant working in the Dental Department at the BC Cancer

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

Jocelyn Cooper, RN, is a highly respected, senior consultant and educator in advanced cardiac rhythms

Margaret Dennett, CDA, BEd, an instructor at VCC Dental Assisting/Reception Program, has worked in dentistry for 20 years. She has a special interest in staff and families about enteral feeding. restorative dentistry, has written articles for the American Association for Adult CE and course units for the Dental Assisting Program at Open College.

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

Lee Ann Ehresman, RN, BSN, CDE, is a clinical resource nurse - diabetes at Vancouver General Rob Goodall has extensive experience as a health-

care educator and is a management consultant with expertise in CQI. 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 Karen Kline, RN, MScN, is clinical nurse specialist in gerontology and consultant/educator in long term care. Her research and publications focus on enabling the abilities of cognitively-impaired elders and on

Tony Leyland, BEd, MSc, teaches in the School of Kinesiology at Simon Fraser University. He worked as an ergonomist for British Columbia Research Corporation and continues to work as an ergonomics

behavioural assessment and interventions with older

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

Ruth Lunn, Dip DH, ID, a part-time clinical instructor with the Dental Hygiene Program at VCC, has taught the local anaesthetic course for UBC Dental continuing education, and has facilitated local anaesthetic reviews for various dental hygiene study clubs.

Valerie MacDonald, RN, MSN, is a clinical nurse specialist - orthopedics at Vancouver General Hospital. Kim Macfarlane, RN, BScN, MA (Ed. Psych), has extensive experience in ICU, CCU and PAR as a clinical practitioner and educator. She is currently a clinical nurse educator in Critical Care.

Rhonda Malyuk, BSc, PharmD, is a clinical geriatric pharmacist in the Affective and Psychotic Disorders reatment Program, Geriatric Division, Riverview Hospital and clinical pharmacy consultant in long term

Keith Milton, DMD, has a distinctively learned view of human physiology. His exciting insight and passionate

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.

Douglas Nann, DMD, in dental practice since 1985, rt-time instructor with the Dental Hygiene Program at VCC and teaches the local anaesthetic course for UBC

Dental continuing education

Lesley Nicholson, RN, BSN, is clinical educator at Vancouver General Hospital.

Steven Olsen, CCH, homeopathic physician, has been practicing, researching and teaching homeopathy for 12 years. He has written a book on new tree remedies, which was recently translated into German. Jim Olson, RN, MEd, is a clinical instructor in the

Continuing Care Program at VCC. Elaine Orpe, B.Sc., DMD, diploma oral radiology, is

an experienced instructor in oral radiology. She also operates a dental imaging clinic here in Vancouver. Debbie Preissl, CDA, has developed curriculum and nstructed in the Dental Assisting/Reception programs at VCC and is currently the educational coordinator at the College of Dental Surgeons of BC.

Trudy Rey, DDS, is a graduate of biochemistry from the University of Victoria and a graduate of UBC Faculty of Dentistry. She has completed the Prosthodontic

Della Roberts, RN, MSN, is clinical nurse specialist n the Hospice Program in Delta in the South Fraser

Irene Rohrer, RN. MSN, is nurse manager of the mergency, Medical, Palliative Care and Discharge ning 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.

Mel Sawyer, DMD has been practicing dentistry since 1977; he has a special interest in new technologies and infection control in dentistry. He is the founder of Tegnet International Inc., a company through which he has developed new infection control products. 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 Kathleen Christie Sembhi is a clinical nurse

specialist who has developed, implemented and consulted in hospice programs around the world. James Severs, DMD, is a member of the BC Forensic Odontology Response Team and a member of the

Canadian Society of Forensic Sciences. He is also a clinical dentist practicing at Reach Dental Clinic Mavis Simmons has 17 years of experience working in the dental profession. Her area of expertise is teaching dental teams how to achieve control over the

administrative needs of their practice. Beverly Spring, MD, is the palliative care physician consultant for the Vancouver General Hospital and the Hospice Program, Continuing Care, Vancouver nd Health Board.

Allison Viskari, BSN, RN, is a surgical nurse at BC Children's Hospital, with extensive experience teaching

Shu-Yu Wang, acupuncturist, MSc. (Biochemistry) is a graduate from the National Defense Medical College in Taiwan and from the University of Missouri. He is a professor of traditional Chinese medicine and searcher of acupuncture at the China Medical College Taiwan, and maintains a private practice in Vancouver Danielle Wegelin, BSc, completed the BCIT OH&S ma and is currently working on her masters degree in OH&S. She is an occupational health and safety consultant and has taught Worksafe courses for two

Ron Zokol, is the director of the Pacific Institute for

Human & Social Services

Tamara Adilman, MA Women's Studies, MEd Iling psychology, RCC, is a certified image relationship therapist in private practice, specializing in couple therapy.

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

Juliet Austin, MA counselling psychology, is a isellor, and personal coach. She trains business organizations on domestic violence. As a coach, she works with people experiencing life transitions, those desiring to enhance relationships, and counsellors who

want to incorporate coaching into their practice. Julie Chadwick-Wong, MA psychology, is a counsellor specializing in substance abuse issues. She vorks with alcohol and drug outpatient services in Delta, where her work also includes prevention and supervision of community programs.

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, Claudia Frowein, MA counselling psychology, has

worked for ten years in the addictions field in Switzerland and Canada. She is program director at Odyssey I Substance Abuse Services for Youth and Shirley Coomber, MEd counselling psychology, is

coordinator of the Resource Centre for Students with Lorraine Klassen, MEd counselling psychology, is a

cross-cultural counsellor and trainer working with Larry Koopman, BEd, is a job placement expert and

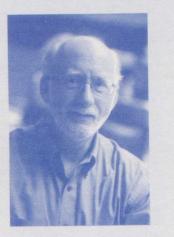
experience working with special needs groups. Nathan Krakow, MA counselling psychology, is a unsellor working with individuals, groups and families

for several organizations in the Lower Mainland. the Short Term Assessment and Treatment Centre at Ross Laird, PhD, clinical psychology, is a professional unsellor, psychotherapist and educator. His practice uses body-centred and creative modalities to explore a range of therapeutic themes, including trauma,

> relationships, spirituality, and substance abuse. 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 Vancouve

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

Kathy Pierce, MSW, is a counsellor and educator specializing in family therapy, group work, and sexual for a large non-profit organization, and college principal.



Don Watters has taught at VCC for 12 years. He has worked in the industry for 25 years.

"The Building Manager Certificate Program is widely known in the industry. We have worked hard to make sure the program is recognized and promoted by the property management industry. Students have told me they have been able to get jobs as a result of the program. We are working to fulfill the need for quality

managers in this industry."

Vikki Reynolds, MA counselling psychology, is a

narrative therapist who specializes in the areas of

stance misuse and cross-cultural counselling. 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

and in private practice. She utilizes solution-focused ideas enriched with narrative practices. 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.

herapist working for various Lower Mainland agencies

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

rogram coordinator for the Substance Abuse ounselling and Counselling Skills programs. Her counselling experience includes employee assistance ograms and substance abuse counselling. Sally Shamai, MEd counselling psychology, Diploma intology, 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 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. Sandra Yasin, MA counselling psychology, is a registered psychologist in private practice. Her interests nclude working with relationships, addiction and covery, ethical and human rights issues.

Lynne Zettl, PhD, clinical psychology, is a registered nologist with a private practice in Vancouver. She works with adult individuals, couples and children, using body-centred psychotherapy, as well as dream work and

Interpreting & Translation

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.

Yolanda Hobrough is a conference and court

nterpreter, certified by CTIC and the US Federal Courts

Administration, and in B.C. She has been an instructor in interpreting since 1980. Velson Laterman, ac Association, works as a professional translator specializing in technical translations and desktop

publishing. He has also been a computer instructor. Ba Phung has many years of experience as court interpreter, translator and language instructor. He is currently working as a professional translator and agencies. He is a certified member of STIBC and also teaches the Vietnamese bilingual component of the VCC

Court Interpreting Program. David Reed, PhD, is an accredited terminologist and an expert in French-English legal terminology. He has taught translation at the University of Ottawa and UBC and is an instructor in the VCC Court Interpreting

Non-Profit, Voluntary & **Fundraising**

Barney Ellis-Perry is director of Annual Giving at St.

communications department at Children's and Women's Health Centre of BC.

Bob Logelin is a faculty member of Douglas College. His experience includes director of vocational services

Chloe 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.

Rosemary Rawnsley is director of resource evelopment, Heart and Stroke Foundation of BC and

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.

Telecommunications Management

Don Clark is the operations manager, communications management services. Telus. Don's varied experience spans many years in the telecom environmen

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

following 11 years as the director of Telecommunications at Children's and Women's Health Care Centre of BC. Dian Patterson is a True Colors(tm) trainer, Level Two. Dian has been in the hospitality and training arena for ten years. She recently left her co-manager position at Pride Centre to join Destinations recruiting team as an

inployment coordinator. Gerald Paul is an independent contractor with his own firm, G.P. Data Doctor. He has been an instructor with the program for 15 years and was previously with Telus

as a system development engineering specialist. Richard Parkinson is the vice-president of Infotel Systems Corp., a consulting firm specializing in voice and data communications, system design and management. Richard brings 34 years of practical experience to the classroom.

Teaching English to Speakers of Other

Languages Chris Clark, BA speech sciences, TESL Certificate (VCC), is the former 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 Diploma Core Course, Teaching Listening and Speaking, and the TESOL Prerequisite Course, An

Alison Norman, BA, MEd (Language Education), has taught EFL and been a teacher trainer in Thailand and Laos. She has taught at VCC since 1981 in the ESL Outreach Department, and is currently the departmen head for the ESL Vocational Department. Her special areas of interest include LINC programs and ESL Literacy instruction. Alison teaches An Overview of TESOL.

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 Diploma Core Course, Teaching Pronunciation.

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 TEAL, TESL Canada and the TESOL Conferences. She has been a teacher trainer in Slovakia, the Yukon, Camosun College and at Malaspina University College. Rose Marie teaches the TESOL Diploma Core Courses, Teaching Reading and Teaching English for Academic

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 wase functions and pivot tables.

us for easier access and more. Experience with Excel is essential; Intermediate Excel (100798) is recommended. \$190

1 day - Tu. Sep 26, 09:00-17:00 - Oak 1 day - Su. Dec 17, 09:00-17:00 - Oak

Excel Programming - Level 1 (101167)

Speed up and automate routine procedures using macros and Excel's programming language - Visual Basic for Applications. VBA uses the standard Visual Basic language with the addition of objects specific to Excel. Learn how to create, manage, and troubleshoot basic personal and workbook macro procedures. Experience in Excel is essential. Intermediate Excel (100798) is recommended. \$190

1 day - Fr. Sep 08, 09:00-17:00 - Oak 1 day - We. Oct 18, 09:00-17:00 - Oak 1 day - Th. Dec 14, 09:00-17:00 - Oak

Computer Accounting

ACCPAC for Windows - General Ledger

Learn how to use ACCPAC for Windows General Ledger to set up a general ledger system. Understand and use System Manager functions. Set GL options, create and enter codes, and enter the chart of accounts. Students will learn how to make journal entries, post transactions to the GL, create recurring entries, and print out financial reports. Knowledge of accounting principles and experience in Windows are prerequisites. \$190

1 day - Fr. Sep 08, 09:00-17:00 - Oak 1 day - Su. Dec 10, 09:00-17:00 - Oak

ACCPAC for Windows - Accounts Receivable

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 custome 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

1 day - Su. Oct 15, 09:00-17:00 - Oak 1 day - Fr. Nov 17, 09:00-17:00 - Oak

ACCPAC for Windows - Accounts Payable

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 ransactions 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 - Su. Oct 29, 09:00-17:00 - Oal 1 day - Fr. Nov 24, 09:00-17:00 - Oak

Introduction to Simply Accounting (101111) Students will learn how to set up a company. This includes the Chart of Accounts, Vendors, and Customers Enter historical information of outstanding invoices in the Payables and Receivables. Set up bank reconciliation and recurring entries. Enter purchases, payments, sales invoices and deposits. Adjust invoices. 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. Sep 10, 09:00-17:00 - Oak 1 day - Fr. Oct 06, 09:00-17:00 - Oak

1 day - Fr. Dec 01, 09:00-17:00 - Oak

Advanced Simply Accounting (101112) Learn about the Payroll, Inventory and Projects modules. Set up employees. Set up Inventory and Inventory

Database Management accounts. Work with paycheques, purchase orders,

purchases, payments, sales and deposits. Set up Introduction to Access (101131) recurring accounts using Inventory, adjust inventory and Introduction to Access is designed to build a solid make transfers. Set up projects to use as commission foundation for database management. Understand basic areas, and to use for customers. Deal with year-end and database concepts and terminology. Design, define and year-end adjustments. Experience with Simply modify database table definitions. Display, add, change Accounting is essential. Introduction to Simply and delete data in tables. Build powerful queries to Accounting (101111) is strongly recommended. \$190

1 day - Sa. Aug 19, 09:00-17:00 - Oak 1 day - Su. Sep 17, 09:00-17:00 - Oak 1 day - Fr. Dec 08, 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

day - Sa. Aug 19, 09:00-17:00 - Oak day - Th. Sep 14, 09:00-17:00 - Oak 1 day - Sa. Dec 16, 09:00-17:00 - Oak

Introduction to PageMaker Desktop Publishing (100746)

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

1 day - Tu. Aug 22, 09:00-17:00 - Oak 1 day - Fr. Sep 15, 09:00-17:00 - Oak 1 day - We. Nov 29, 09:00-17:00 - Oak

Intermediate PageMaker Desktop Publishing

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

1 day - Tu. Oct 03, 09:00-17:00 - Oak 1 day - Sa. Nov 04, 09:00-17:00 - Oak

Introduction to Photoshop (101175)

Photoshop's many uses range from retouching photos to creating exciting navigational structures for the Web. This course will teach you the basics of using this program such as: working with Photoshop's interface, using the tool palette and other palettes, opening and saving images, modifying selections by transfo and saving selections for future use. Students will also fill selections with colour, use masks and layers, work with image effects and filters, save graphics for use on the Web and more. Familiarity with a mouse and

1 day - Mo. Oct 30, 09:00-17:00 - Oak 1 day - We. Dec 06, 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

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

Advanced CorelDRAW! (101117)

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

Introduction to CorelDRAW! (101103) is strongly recommended. \$190 1 day - Th. Sep 28, 09:00-17:00 - Oak For other desktop publishing courses see ELECTRONIC PUBLISHING, page 3.

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 - Th. Sep 07, 09:00-17:00 - Oak 1 day - Sa. Sep 30, 09:00-17:00 - Oak 1 day - Tu. Oct 17, 09:00-17:00 - Oak 1 day - Th. Nov 02, 09:00-17:00 - Oak 1 day - Tu. Nov 21, 09:00-17:00 - Oak 1 day - Tu. Dec 12, 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 recommended as a prerequisite. \$190

1 day - Tu. Sep 12, 09:00-17:00 - Oak 1 day - Th. Nov 23, 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. Understand referential integrity and use the options Cascade. Create multiple tables. Create forms and reports with data from related tables. Intermediate Access (101132) is strongly recommended as a prerequisite. \$190

1 day - Tu. Sep 19, 09:00-17:00 - Oak 1 day - Sa. Nov 04, 09:00-17:00 - Oak

Access Programming - Level I (101168)

Learn how to automate routine procedures in Access. Create a switchboard user interface. Use IIF, Switch and Dlookup functions in calculated fields and controls 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 - We. Sep 27, 09:00-17:00 - Oak 1 day - Sa. Nov 18, 09:00-17:00 - Oak

Access Programming – Level 2 (101176)

Now that you are familiar with the basics of the Access macro programming language, expand your power to customize Access further with VBA modules. Understand events and create event-driven VBA procedures. Use DoCmd to integrate the macro command language into VBA. Create and use input boxes to request user input and message boxes that meaningful practice in each class. You will learn to key respond to actions and events. Understand and use variables to store data in modules. Control program execution using IF and Select case statements. Access Programming - Level 1 (101168) is strongly session. (Wong) \$110 recommended as a prerequisite. \$190

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

Personal Information Managers Introduction to Microsoft Outlook (101155)

Outlook is Microsoft's personal information manage Learn how to use this powerful tool to manage your appointments, activities, e-mail, and contacts. Specific experience in other Windows programs is essential. \$190 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 - Fr. Aug 18, 09:00-17:00 - Oak 1 day - Tu. Sep 26, 09:00-17:00 - Oak 1 day - We. Nov 15, 09:00-17:00 - Oak

Programming in Visual Basic

Also see the Database Management section for programming in Access. See the Spreadsheet section for programming in Excel.

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 - Sa Sen 16 09:00-17:00 - Oak 1 day - Fr. Dec 01, 09:00-17:00 - Oak Intermediate Visual Basic (101165)

Now that you are familiar with the topics covered in the introductory course, learn how to work with timer controls, loops, list controls, math expressions, and functions. Use the Common Dialog Control to change queries with calculated fields. Create, modify, and use background colour and font attributes, as well as a variety of forms for data input and display. Build basic opening and saving text files. Create a menu system to reports for data printouts. Experience with Access is make the form more user-friendly. Experience with Visual essential. Introduction to Access (101131) is Basic is a prerequisite. Introduction to Visual Basic (101158) is strongly recommended. \$190

> 1 day - Sa. Sep 30, 09:00-17:00 - Oak 1 day - Fr. Oct 27, 09:00-17:00 - Oak

Advanced Visual Basic (101166)

Now that you are familiar with the topics covered in the Intermediate course, learn about control and data arrays, sub-procedures, and functions. Use the Visual Data Manager to create tables that display data through Visual Basic forms. Connect Visual Basic forms to Microsoft Access databases. Automate procedures by specialized queries to bring together related data from sending keystrokes to other Windows programs. Experience with Visual Basic is a prerequisite. Intermediate Visual Basic (101165) is strongly recommended. \$190

> 1 day - Sa. Oct 14, 09:00-17:00 - Oak 1 day - Th. Nov 02, 09:00-17:00 - Oak

City Centre

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

General Information and Registration: 443-8484

Course Advice: Rhyon Caldwell, 443-8544, e-mail: rcaldwell@vcc.bc.ca

Computer Basics

Keyboarding for Beginners (104404)

Keyboarding is a skill needed for efficient computer operation. Because keyboarding is a skill, to be successful you must apply proper techniques and letters, numbers and symbols, and master the numeric keypad by touch. Classes are taught on computers with a keyboarding text and Windows software. Textbook to Experience programming Access macros is essential. be purchased at City Centre Bookstore prior to first

6 eve - Mo. Sep 25, 18:30-21:30 - CC

Computer Foundations (100401)

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

12 eve - We. Sep 20, 18:30-21:30 - CC

Windows - Basic (100413)

An introduction to Windows for the beginning computer user. Students will gain a solid understanding of the Windows operating system and its basic features including: managing files and folders, menus, icons, accessories, the Task Bar and much more. Special emphasis is placed on opening/closing programs, minimizing/maximizing Windows and how to troubleshoot using "Help." This is a hands-on course and every student will have a personal workstation. Textbook included. \$85

2 mng - Sa. Sep 23, 10:00-13:00 - CC

Exploring the Internet (100414)

Explore the Internet and understand its basic operating features. This hands-on course covers Internet connections, browsers, search strategies, site navigation, e-mail, newsgroups and much more. You will learn to get the information you want quickly and easily. Each student will have a personal workstation equipped with high-speed Internet access. Prerequisite: experience with Windows. Textbook included. (Kathwaroon) \$115

3 eve - Tu. Sep 19, 18:30-21:30 - CC

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

Students with Special Needs

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

Computers/Drafting/Health

E-Commerce, Internet & Web Pages

Exploring the Internet (100414)

3 eve - Tu. Sep 19, 18:30-21:30 - CC

features. This hands-on course covers Internet connections, browsers, search strategies, site navigation, e-mail, newsgroups, and much more. You will learn to get the information you want quickly and easily. Each student will have a personal workstation equipped with high-speed Internet access. Prerequ experience with Windows. Textbook included. \$115

Putting Your Business on the Internet Using E-Commerce (100419)

This course will show you how to design, build and publish your business on the Internet. Topics include: registering a Dot.Com company, commerce security, market counters, registering with Internet search engines and File Transfer Protocol. Participants must be familiar with the Internet. (Caldwell) \$195 3 eve - Tu. Sep 19, 18:30-21:30 - CC

E-Commerce Marketing (100420)

Learn to apply marketing principles to the on-line business environment. Sales and marketing over the Internet involves new approaches to customer relations and product and service delivery. This basic course will review selected topics including: creating a web-based marketing plan, reaching customers, customer ordering and support, pricing, security, adding e-commerce to an existing business and e-commerce computer support systems. There will be time for discussion of issues important to students. Prerequisite: a basic knowledge of marketing principles and familiarity with the Internet.

4 eve - Tu. Sep 19, 18:30-21:30 - CC

Stock Trading on the Internet (100423)

Learn to buy, sell and research stocks on the Internet. Topics include: Internet overview, researching public companies, opening a simulated trading account, placing trades on-line and using portfolio tracking software. Emphasis will be placed on how to access and research data through a variety of Internet sites. This course does not cover stock selection criteria or investment strategy. Every student will have a personal workstation. Prerequisite: students must have a basic tanding of the securities market and experience with the Internet. (Caldwell) \$195

4 eve - Th. Sep 21, 18:30-21:30 - CC 2 day - Sa. Sep 23, 09:30-15:00 - CC

Macromedia - Dreamweaver 3.0 (100428

with one of the most powerful web page designing software tools on the market. The student will learn how to design a basic web page for personal or business applications. Topics include: basic HTML code, creating ags, hypertext links to other sites and documents, adding graphics, working with colours, page formatting using templates and publishing to the Internet. Or completion of this course students will have a working

web page on-line. (Bornholdt) \$275 4 day - Sa. Sep 23, 09:30-15:00 - CC

Web Page Design (100429)

Learn how to design and build a multi-page web site with interaction. There are three sections in this course. 1. Putting Your Web Page on the Internet - This first section will show the learner how to design and build a exploring the hardware and software to build a basic web page for personal or small business applications. Topics include: basic HTML code, creating tags, hypertext links to other sites and documents, adding graphics, working with colours, page formatting, using templates and publishing to the Internet. On ompletion of this section students will have a working

2. Designing a Professional Web Page - Students will further develop their knowledge of page design and layout, graphics (jpg, gif), tools and utilities, tables and frames. On completion of this section, students will have a professional-looking and functioning web page.

3. Programming JAVA into your Web Site - Students will enhance their web page by adding CGI and JAVA scripting features. Topics such as working with CGI, selection lists, programming objects, creating on-line forms, JAVA scripting, variables and data items will be discussed. On completion of this section, students will have an interactive web site that will accept on-line user data and questionnaires. Textbook included. (Barber) \$375

Note: For web page design on the Mac, see the Textbook included. (Leinbach) \$195 Electronic Publishing and Design Certificate Program in

Visual Basic 6.0 Programming

These courses are designed for students with some programming experience, who work with Microsoft applications and want to develop custom applications. Instruction takes a hands-on approach in designing and programming real Windows applications. The textbook is Programming with Microsoft Visual Basic 6.0, by Diane

Visual Basic Programming - Level I (100435) This course covers the basic concepts involved when programming in an OPP environment. Topics include: exploring the VB user interface editor, object coding, designing and building a WYSIWYG application, as well

6 eve - We. Sep 20, 18:30-21:30 - CC

Visual Basic Programming – Level II (100436) This course is a continuation of Level I. Students will further develop their knowledge of programming in an OPP language. Topics include: selection and repetition structures, sequential file access, menu design and report generating, dialog boxes, error trapping random access files, and database access. On completion of this

course, students will be able to program small Windows

6 eve - We. Nov 1, 18:30-21:30 - CC

applications. (Caldwell) \$275

Network Support Professional

Persons interested in this certificate program should ontact Pat Cooper, program assistant, at 443-8428, email 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, five-month evening/weekend program The program is designed for people who are:

Currently employed as computer support

· Seeking employment as computer support

 Preparing for Microsoft certification General computer users seeking enhanced skills Today, a vast majority of organizations are using micro computer based Microsoft networks with Windows applications. As such, the Network Support Professiona Program focuses upon this area and provides training which assists students who are seeking Microsoft certification. The program provides a great deal of

practical, hands-on training to ensure that graduates

can perform effectively in the workplace.

The program begins Saturday, September 23, 2000. Tuition is \$3200, including all materials. Information sessions will be Sentember 7 and 13, 18:30. City Centre Campus. Ask for room directions at the Continuing

Cisco Certification

VCC plans to offer Cisco Certification (CCNA) courses beginning in January 2001. A brochure is available. Please contact Pat Cooper at 443-8428 or pcooper@vcc.bc.ca. Please give your name and full mailing address including postal code.

Cisco Networking – Level I (100430)
This is the first of four courses required to prepare for the Cisco Certified Network Associate (CCNA) exam. For complete course/program details, please obtain the

brochure (see above). \$1120 10 day - Sa. Jan 20, 09:00-17:00 - CC

A+ Computer Hardware **A+ Computer Hardware Certification Preparation: Building and Configuring**

Computer Systems (100434) s course is designed to prepare the student to write the A+ Certification exams. Students will have the opportunity to assemble, configure and install a complete personal computer in class. Topics include: computer, terminology, theory, mother boards, hard drives, memory, floppy drives, installation and configuration. The student will be shown techniques and methods for trouble-shooting computer problems. Topics such as: installation of device drivers, ports, buses, peripherals, memory, video cards, CD-ROMs, UPSs will also be covered. The student will learn how to configure hardware using MS Windows 98/NT. Topics such as Internet connectivity, purchasing a PC, Internet configuration, virus, recovery and maintenance planning will also be discussed. Textbook included. (Levis) \$495

12 eve - Tu. Sep 19, 18:30-21:30 - CC Help Desk Skills for Computer Support Professionals (100437)

5 eve - We. Sep 20, 18:30-21:30 - CC

This course is designed to help IT support staff who want to develop their frontline and customer service skills. Topics include: frontline support, customer expectations, how to ask effective questions, problem documentation and handling, telephone techniques, human behaviour, managing these and other debilitating symptoms. handling difficult customers and communication skills. Intended for nurses working in palliative care, but the Experienced IT staff may find this course helpful to reinforce beneficial concepts and client service skills. medical floors, and in gerontology and long term care.

Drafting

Technical Drawing Information: Bill West, 443-8536

Advanced Steel Detailing (050810)

Registration: 443-8484

to upgrade your knowledge base and skills, watch for our new part-time (150 hours) evening course. Full tuition as variables and constants. Textbook included. fee is \$1250, or the fee may be paid in installments. 52 eve - Tu/Th. Oct 17, 18:30-21:30 - CC

Professional & Allied Health Care

Registration 443-8484

These courses are for nurses and health professional lental personnel, and health care workers. Most of these courses can be used by nurses and other health rofessionals who are required to provide evidence of tinuing competency or continuing education to their rofessional registration, licensing or certification oodies. 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

Clinical Practice

Program Coordinator, 443-8674 Program Assistant, 443-8672

Physical Assessment and

Intervention New, practical approach to physical assessment and ntervention for nurses in acute care, long term care, ome care and community. Advance your ability to make linical 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)

day - Fr. Dec 1, 09:00-16:00 - KEC Cardiovascular Assessment and Intervention

ncludes pericarditis, angina, heart attack, heart failure, shock states. Bring stethosco

1 day - Fr. Sep 29, 09:00-16:00 - KEC Respiratory Assessment and Intervention

pulmonary embolus, asthma, COPD. Bring stethoscope 1 day - Fr. Oct 6, 09:00-16:00 - KEC

Abdominal Assessment and Intervention ncludes hepatitis, pancreatitis, paralytic ileus, renal

failure, peritonitis. Bring stethoscope. 1 day - Fr. Dec 8, 09:00-16:00 - KEC

Neurological Assessment and Intervention (202712)ncludes TIA, stroke, seizures, subdural hematoma

Guillain-BarrÉ syndrome. Offered once a year. day - Winter-Spring 2001 term, 09:00-16:00 - KEC

Intravenous Therapy (202704) or RNs and RPNs, this classroom workshop will update our knowledge of current, safe practices and standards or IV therapy, including appropriate sites, equipment, IV insertion, flow rates, potential complications and nursing nterventions for the adult patient. In-class written test. Maximum: 12 nurses. Must bring RNABC or RPNABC current practicing registration card. (Brazier) \$125

day - Sa. Sep 23, 08:30-16:30 - KEC 1 day - Sa. Oct 28, 08:30-16:30 - KEC day - Sa. Dec 2, 08:30-16:30 - KEC Pain and Symptom Management (202313)

Primary focus is on assessment and management of pain, nausea, vomiting and dyspnea, and the use of assessment tools and latest techniques in assessing and application is also relevant for nurses working o Content also includes assessing and managing symptoms in older patients, pediatrics, patients with psychiatric disorders. (Christie-Sembhi) \$260 3 day - Th/Fr/Sa. Oct 12/13/14, 09:00-16:00 - CC

Common Medical Emergencies: Nursing Assessment and Intervention (202796) or nurses in acute, long term and home care settings,

o sharpen your ability to assess and intervene in common medical emergencies, including stroke, acute espiratory 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. Oct 20, 09:00-16:00 - KEC 1 day - Fr. Dec 15, 09:00-16:00 - KEC

Central Lines (202795)

Types of central lines and sites; care of implanted ports percutaneous, tunneled and peripherally inserted atheters; principles of maintenance; complications, and nursing interventions. Prerequisite: RNs with IV

experience. (Brazier) \$105 1 day - Sa. Nov 25, 08:30-16:30 - KEC

A Practical Guide to Ethical Decision Making for Nurses (202312)

is highly interactive course uses case studies, current egislation and social issues to help nurses address major bioethical healthcare dilemmas which confront them in their day-to-day nursing practice and in their private lives. Content includes major principles of biomedical ethics, a framework for ethical reasoning, and a step-by-step approach for ethical problem solving. Case studies are used from gerontology, palliative care and acute care settings. (Christie Sembhi) \$180

2 day - Fr/Sa. Dec 1/2, 09:00-16:00 - KEC

Tube Feeding (200743)

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

1 mng - Fr. Dec 8, 09:30-12:30 - KEC

HIV/AIDS Update (201058) For counsellors, RNs, LPNs, social workers, pastoral

care workers, dental personnel, home-support workers, and care staff who require up-to-date information about the differences between HIV and AIDS, how they are transmitted, immune system changes, how to reduce risks, social and psychological implications, related illnesses and treatments, community resources, and current issues concerning women, sexuality, and substance use. (AIDS Vancouver) \$55

1 mng - Fr. Dec 8, 08:30-13:00 - KEC

Suicide Risk: Assessment and Intervention (200710)

Suicide risk and attempts can occur with clients of all ages in all care settings, and require prompt response and clinical judgement. For nurses, counsellors, therapists, social workers, mental health staff, pastoral care workers, and other health-related professionals this course will increase your knowledge and skills in identification and initial assessment and intervention to help clients at risk for suicide, and to make appropriate

SAFER, a program of Greater Vancouver Mental Health Service Society. (Lowe/Rosenfeld) \$65

day - Fr. Jan 26, 2001, 09:30-16:30 - KEC

Hospice/Palliative Care Certificate Program

referrals. Offered once a year in collaboration with

Program Coordinator: Sheila Stickney, 443-8673 Program Assistant: Teresa Kwong, 443-8672

Information Session: Tuesday, September 12, 18:30

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

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 in which to apply workplace-based

Certificate Requirements There are four courses and a practicum: Introduction to

for university transfer credit.

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, journalling, and satisfactory completion of practicum

- \$450. Tuition fees are paid one course at a time.

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

28 hour courses - \$310; 36 hour course - \$385; Practicum

Next intake: February 2001 Applications are being accepted now.

443-8672 for application.

Critical Care

Program Coordinator, 443-8674 Program Assistant, 443-8672

Basic Arrhythmia Interpretation (201612) Introductory course for lab assistants, cardiology

technologists, paramedics, and health professionals. Learn to interpret the ECG complex and calculate rate; basic sinus, atrial, junctional and ventricular arrhythmias; the effect of drugs on ECG pattern; and appropriate reporting actions. (Nurses: See course 202603 - Cardiac Monitoring.) \$85

1 day - Sa. Oct 21, 10:00-17:00 - KEC

Cardiac Monitoring and Nursing Interventions (202603)

For RNs who require a sound, 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. Take-home exam. Maximum: 15 persons. (Macfarlane) \$280 3 day - Fr. Nov 10/17/24, 09:00-16:00 - KEC

Basic 12 Lead ECG Interpretation (202607) For nurses, cardiology technologists, lab assistants

paramedics and other health professionals. Basic interpretation of 12 Lead ECG, including axis deviation, right and left bundle branch blocks, chamber MI. Prerequisite: basic arrhythmia interpretation skills or course 201612 or 202603. (Cooper) \$85 1 day - Sa. Nov 25, 10:00-17:00 - KEC

12-Lead ECG in Acute MI (202897)

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

1 day - Sa. Dec 9, 10:00-17:00 - KEC

Post-Anaesthesia Nursing (Revised) (202609)

For nurses who work in post-anaesthesia hospital inpatient and out-patient units on a regular or casual basis Update your knowledge about regional and general anaesthetic agents, admission and assessment interventions for complications, documentation, legal Course workbook included. Maximum: 20 nurses. Offered once a year. (Macfarlane) \$175

2 day - Fr/Sa. Oct 27/28, 09:00-16:00 - KEC

Conscious Sedation (Revised) (202622)

For RNs monitoring conscious sedation in hospitals, day surgeries, dental offices or radiology suites, this course addresses nursing assessment and monitoring, commonly used drugs, potential complications discharge criteria and special considerations for at-risk client populations. (Macfarlane) \$105

1 day - Sa. Nov 18, 09:00-16:00 - KEC

For further courses pertinent to Critical Care, see Clinical

Gerontology

Program Coordinator, 443-8674 Program Assistant, 443-8672

> Information Session: Tuesday, September 12, 18:30

Healthy Aging in Healthy Communities

the concepts of health and community, including the (Blais) \$125 (module included) meaning and determinants of health for older adults, how chronic conditions affect the lives of older adults and their involvement in their communities, different kinds Nursing Assessment of Frail Older Adults in Program Coordinator: Jadina Yip, 443-8676 and levels of community and how they assist or hinder a healthy aging process, and new views on health Comfort and pain, nutrition and hydration, elimination, taken on an individual basis on approval of the program coordinator. (Berry) \$350

6 day - Fr. Sep 15/22/29, Oct 13/20, 09:00-16:00 - KEC

Medications and the Older Adult Series

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

Medications and the Older Adult Series (continued)

Principles of Medication Use with Older Adults (200718) \$50 (\$75 as elective series in Gerontology Certificate

1 mng - Fr. Oct 27, 09:30-12:30 - KEC Medications for Treatment of Chronic Pain in Older Adults (202775)

1 mng - Fr. Nov 3, 09:30-12:30 - KEC

Medications for Psychological and Neurological Disorders in Older Adults (202777)

2 mng - Fr. Dec 8/15, 09:30-12:30 - KEC

Program - Nursing)

Aggressive Behaviour in Cognitively Impaired Older Adults (202721)

Improve your ability to assess, prevent, and manage aggressive behaviour in cognitively impaired older adults and to select effective methods tailored to their needs, safety and dignity. (Nicholson) \$50 1 mng - Fr. Oct 27, 09:00-12:30 - KEC

Clinical Leadership in Gerontological

Nursing in Long Term Care (202771) In today's long term care settings, nurses are expected enlargement, and ECG changes in ischemia and acute to provide clinical leadership for their unit and shift. In addition to competence in client care, they require practical leadership and communication skills for team building, interdisciplinary problem-solving, delegating, coaching, resolving conflicts, maintaining standards and facilitating change. This two-day course will help

you understand your professional accountability and

with on-the-job situations. (Rohrer) \$175 (\$200 as elective

in Gerontology Certificate Program - Nursing) 2 day - Fr/Sa. Nov 3/4, 08:30-16:00 - KEC

Acute Pain Management in Frail Older

Adults (202844) Increase your understanding of the risks and consequences of acute pain in older persons, barriers to pain control and how to overcome them, effective analgesia and non-pharmacologic choices, and ageelated changes in how analgesia affects older adults. (MacDonald) \$55

1 mng - Fr. Nov 10, 08:30-12:00 - KEC

Communication - Level II (203609) This course focuses on communicating proactively and

provides a foundation for development of communication skills that facilitate change in professional gerontological practice. This required course in the Gerontology Certificate Program - Nursing can be taken individually on approval of program coordinator. (Berry) \$250

3 day - Fr. Nov 10, 09:00-16:00 - KEC

Foot Care for Older Adults (200711) For RNs, LPNs, home support workers, and resident care attendants, this course focuses on the structure and function of the foot, common nail and skin conditions, preventive measures, and foot care for older adults with diabetes and peripheral vascular diseases. Wear comfortable clothing, and shoes/socks that can be easily removed for assessment demonstration. Bring towel

1 day - Fr. Nov 17, 09:30-16:30 - 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 being offered through Douglas College. For information these decisions effectively using nursing care plans. please contact program coordinator, Diane Donaldson This leading-edge course takes an up-to-date look at for the course. Register by three weeks in advance.

1 day - Fr. Nov 24, 09:00-16:00 - KEC

Long Term Care (202784)

promotion strategies. This required course in the skin integrity, mobility and falls, sleep, and cognitive Gerontology Certificate Program - Nursing may also be 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 nuidelines, assess significant patterns and changes in lient's behaviour, and identify priority focuses for individualized care and prevention. (Earthy) \$105 1 day - Fr. Dec 1, 09:00-16:00 - KEC

Diabetes Mellitus in the Older Adult

(202773) pathophysiology, diagnosis and management of Diabetes Mellitus in the older adult with a focus on Type II Diabetes. Emphasis is on up-to-date clinical knowledge and skills that nurses can apply to assist older adults with diabetes and to prevent or manage complications. Offered once a year. (Ehresman) \$55 1 mng - Fr. Dec 1, 09:00-12:30 - KEC

Palliative Care Concepts for Professionals in

Long Term Care (202772) Clarify your role in caring for dying persons in long term care settings, and acquire knowledge and skills for performing that role. With an experienced palliative care nurse and family physician, you will focus on: hospice philosophical framework; losses associated with dying;

comfort, breathing, eating, continence, skin integrity and (203429) elective in Gerontology Certificate Program - Nursing). radiation reduction. (Ascencio) \$50 (Roberts/Spring)

1 day - Fr. Nov 3, 09:00-17:00 - KEC

Health

Gerontology Certificate Program -Nursing

Program Assistant, 443-8672

Registered Psychiatric Nurse (RPN)

Current Basic Cardiac Life Support - C level One year of nursing practice in Canada within the past (203443)

leadership role and to develop effective skills to deal **Certificate Requirements**

Gerontology; Healthy Aging in Healthy Communities; Communication - Level I and II; Foundations of Gerontological Nursing; Gerontological Nursing I; and Gerontological Nursing II. Participants will be evaluated on the basis of participation, practiceoriented assignments and exams, and self-directed application in the clinical field.

A 122.5-hour practicum.

· A 12-hour elective.

terms - 18 months. The program must be completed in three years.

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

Application

the information session.

Gerontology section.

is a similar benefit in the mouth. (Milton) \$55

empathic listening; symptom management to assist X-Ray Radiation: Hazard and Protection

normal functioning; and interventions when death is Discuss the issues concerning x-ray radiation exposure near. This course is for nurses and health professionals to patients and staff in dentistry. Review exposure in long term care and is offered once a year. It is a ranges, radiation protection, safety guidelines during prerequisite for Advanced Hospice Nursing (202797). pregnancy, effects of naturally occurring and man-made \$105 (\$130 when Palliative Care series is taken as radiation and the effects of darkroom and film types on

Program Coordinator, 443-8674

Information Session: Tuesday, September 12, 18:30

This 18-month, part-time certificate program will roles, while earning a certificate in the specialty of and points; acupuncture technique; and highlight herbs gerontological nursing, and transfer credits towards a and remedies for dental disease. (Wang) \$50 degree. RNs also gain educational hours towards 1 eve - Mo. Oct 23, 18:30-21:30 - CC acquiring or maintaining CNA certification as a ontological 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.

three years; current practice in gerontological nursing

Participants must successfully complete: Seven courses (total 228 hours) Introduction to

Course Fees

Qualified nurses are accepted in order of receipt of

Open to certificate participants who have met entry requirements. Also open to non-certificate participants on approval of program coordinator. Course descriptions for courses being held this term are provided in the Career Development (203432)

Childbirth Educators

Childbirth Educators Certificate Program

The Childbirth Educators Certificate Program is now

Program Assistant: Sarah Mokaber, 443-8635 Registration: 443-8484

Probiotics in Dentistry (203447)

You have probably heard of Probiotics, what is it and and how Probiotics may regulate the delicate balance (Allison/Brown) \$55 between "good" and "bad" bacteria in the body. Probiotics can replenish the intestinal flora into a healthy state, and recently, it has been demonstrated that there 1 eve - Tu. Oct 10, 18:30-21:30 - CC

New Basics: Office Management Systems (203435)

Here's "how-to-do-it"! This course offers systems designed to streamline the office/front desk management of recalls, scheduling, patient flow and problems from "slipping through the cracks" and achieve efficient, effective time management. Reduce stress, improve productivity and create your own optimum work environment! (Simmons) \$85 1 day - Sa. Oct 14, 09:30-15:30 - CC

1 eve - Tu. Oct 17, 18:30-21:30 - CC

Homeopathy for Dentistry (203433) What is Homeopathy? Drug actions, dosage schedules and case taking will be discussed. With emphasis on the use of homeopathic medicines for common dental problems such as pain, anxiety, inflammation, abscess, bleeding and remedies for maintaining oral hygiene.

1 day - Sa. Oct 21, 09:30-15:30 - CC

Acupuncture in Dentistry (203451) Discover the uses for acupuncture in dentistry. This increase your competence in clinical and leadership session will discuss acupuncture channels, meridians

1 mng - Sa. Oct 28, 09:30-12:30 - CC

Forensic Dentistry (203450) the function of the B.C. Coroner's Service and the principles involved in making a dental identification. Several cases will be reviewed to bring relevance of orensics to dentistry and to reemphasize the importance Currently practising as a Registered Nurse (RN) or of thorough and accurate dental records. (Severs) \$55

"Trouble Shooting" in Local Anaesthetic

This clinical course will offer an overview of Local Anaesthetic administration technique, precautions, and complications. Participants will administer local anaesthetic to one another under the guidance of the instructors to "trouble shoot" and learn various techniques to confidently and effectively administer local anaesthetic. Proof of B.C. licensure required. Limited enrolment. (Lunn/Nann) \$188

1 day - Sa. Nov 4, 09:00-15:00 - CC

What's New in Oral Radiology (203449) This course will focus on new radiographic technology, the radiographic exam; and radiographic interpretation with emphasis on suitable viewing conditions, radiographic appearance of caries, radiographic signs Length of program is one to two courses per term: Five of periodontal disease, and common pathologic findings. A brief overview of radiographic technique, processing quality control and radiation hygiene will be included.

1 eve - Tu. Nov 7, 18:30-21:30 - CC

The Natural Approach to Infection Control (203448)By understanding the process of infection and the risk application. For a brochure, application form, or more of disease, we can intelligently and rationally discuss information, contact the program coordinator or attend the steps we should take in office infection control. Topics to be discussed will include: universal precautions, instrument handling and processing, the

appropriate use of chemicals and the issue of dental unit

waterline contamination. (Sawyer) \$50

1 eve - Tu. Nov 14, 18:30-21:00 - CC

This unique workshop will be of interest to all dental professionals considering a career change, but wanting to stay within dentistry. Participants will explore, and learn how to enter many diverse dental career opportunities. Take charge, motivate yourself, develop and work through a plan, build confidence and prepare for career success! (Preiss!) \$60

1 mng - Sa. Nov 18, 09:30-13:30 - CC Dental Materials Update (203430)

Learn the latest in composite materials and techniques, Participants complete a self-study module, client at 527-5045 or program assistant, Judith Larson at and how to create the best cosmetic result. You will also term results. (Bedard) \$50

1 eve - Tu. Nov 21, 18:30-21:30 - CC

Dentistry and Oral, Head and Neck Cancer

This interactive discussion will deal with the identification of lesions, current diagnosis, therapy, treatment and management of oral, head and neck cancer. This course will answer your questions and provide you with the information to effectively treat and how does it work? Learn the new science of Probiotics meet the needs of the cancer patient in your office.

> 1 eve - Th. Nov 23, 18:30-21:30 - B.C. Cancer Agency Facts about Teeth Whitening (203444)

procedure in general dentistry. This hands-on course will provide the history and theory of teeth whitening, and describe the "at-home" whitening materials and systems currently available. You will also learn how to fabricate and in-office splint. (Loewen) \$50 1 eve - Tu. Nov 28, 18:30-21:30 - CC

(203583)

Advance your clinical practice by learning how to fabricate, try-in, and cement provisional restorations This program is for license, certified Dental Assistants and Dental Hygienists. For more information and/or to register, call Sarah Mokaber at 443-8635. Continuous intake, 18 hours (Dennett) \$275

Provisional Prosthodontic Module: Clinical (203584)

It is anticipated that a clinical session will be scheduled for Feb/Mar 2001 to accommodate students who have successfully completed the theory portion of the course. Clinical dates are three consecutive Friday evenings and Saturday all day sessions. 32 hours (Dennett/Rey) \$1,230

Health Teaching

Program Coordinator, 443-8674 Program Assistant, 443-8672

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

This two-day participatory course is for health professionals in all settings who want to revitalize their teaching with new techniques and fresh energy. Learn about innovative methods and new frontiers in adult education - to make your classes, presentations and mentoring invigorating for you and your adult learners. Includes: how to "question well to teach well," creative team and group learning strategies, troubleshooting, maximizing diverse learning styles and multiple intelligences, facilitating self-assessment and constructive peer feedback, eliciting higher-level thinking, and emerging philosophies, concepts and resources in adult education. Offered once a year.

(Moore) \$160 2 day - Mo/Tu. Oct 30/31, 09:30-16:30 - CC

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 of preceptoring staff or students in a variety of settings. (Moore) \$50 1 mng - Fr. Nov 3, 09:00-12:00 - KEC

Transformative Learning (202305) ransformative 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 nentoring roles. (Moore) \$50

Health Care Management

1 aft - Fr. Nov 3, 13:00-16:00 - KEC

Nursing Management Certificate Program

Program Coordinator: Sheila Stickney, 443-8673. Program Assistant: 443-8635. Call for application form.

Information Session: Tuesday, September 12, 18:30 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. Evaluatio is by practice-based assignments, attendance, and class participation. Transfer credit to Health Care For Sterile Supply Technician students: Oct 27 Management Program Level I, BCIT, and the U of VIC

and UBC BSN programs is available. Offered each Content includes management theory and processes: managing change and transitions; assertiveness and
This 30-hour course provides broad and practical conflict management; communication-principles, styles, written, verbal, interviewing; labour relations processes- participants to develop stronger communication, recognize the positive functions of conflict and to deal ssues and trends in the health care system-evidencebased practice, ethical decision making, regionalization; employment processes; team building/group process; staff development; continuous quality improvement; risk

management. (Rohrer) \$435 Next offered: April 2001 (Apr 7/21/28, May 12/26, Jun 9/23)

Continuing Care Management

Call Program Assistant, 443-8672 for application or Program Coordinator: Sheila Stickney, 443-8635

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 nformation on the most current trends and practices in B.C. which impact your organization. The program of Community Care to address identified learning needs. content to the operation of your organization/facility), attendance, and participation. Six courses: Management Care, Financial Management, Personnel Management

and Organizational Development and Evaluation, can be LPN Upgrading aken 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 upgrading purposes. Each course has a home study 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

Courses offered this term

Management Processes (201601)

his course provides an overview of management theory and processes most relevant to the rapidly changing continuing care field, with particular emphasis on application. Content includes management principles and styles, organizational structures, management skills, power and change theory, strategic planning, and team building within the organization. (Goodall) \$450

4 day - Mo/Tu/We/Th. Sep 18/19/20/21, 09:00-16:00 - CC Communications (201602)

his course provides an overview of the communicatio concepts and skills that are necessary to develop strong teams in changing continuing care environments. With an emphasis on assertiveness and conflict resolution skills, managing group processes, team building, and verbal and written communication skills. (Goodall) \$450 4 day - Mo/Tu/We/Th. Oct 23/24/25/26, 09:00-16:00 - CC

Renal Dialysis Technician Certificate Program

Allied Health Care

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

medical terminology, Grade 12 level on Vancouver 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 catheterization, male and female. (Boll) \$135 waitlist of approximately two years; accepted applicants on the waitlist can complete Course 1 while waiting entry

chemistry), two semesters of post-secondary sciences

(chemistry, biology, physics) within past five years,

before starting Course 2.

Medical Terminology for Health Care Workers (104438) his 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 Program with special selections for both programs. (Rogers) \$175 Program Coordinator, 443-8674

For Renal Technician students: Oct 26

Course 1 - Interpersonal Skills for Health Care Workers (100118) interpersonal and teamwork skills that will assist This course combines theory with practice to help you skills, decision-making, conflict resolution, teamwork, gain a variety of communication techniques to resolve leadership skills, personal motivation and empowerment in self-education. Offered each term. For Sterile Supply Technician and Renal Dialysis Technician students.

(Cuzzetto) \$385 5 day - Sa. Sep 23/30, Oct 14/21/28, 09:00-16:00 - KEC Course 2 - Renal Technician

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 For persons who have completed Conflict Resolution asepsis, and principles, operation, maintenance and Level I (202802) or Assertiveness Skills (202715) or the Ministry of Health. All instructors are Public Health quality control of the hemo-dialysis process. Evaluation equivalent. Strengthen and expand your skills of active inspectors.

Clinical (201093)

emphasizes the B.C. context, is industry specific to Participants spend approximately 165 days and evenings ontinuing care, is practice based, and was developed in hospital clinical settings (approximately four days/ in collaboration with the British Columbia Association week) refining their hemodialysis skills and learning to apply principles to their activities. Evaluation is by skills Evaluation is by assignment, (where you apply course testing and the ability to apply principles to techniques, and on professional attributes

Program Assistant: 443-8635

The following courses are for practical nurses who require these components for B.C. licensure or for component, followed by a lab for demonstration, skills check and written multiple choice exam. Register in theory anytime; register in lab after completing theory component. Labs are scheduled each term.

Pharmacology Upgrade (Ongoing Registration)

Self-study component requires approximately four months to complete. Includes special emphasis on the influence of drugs on older adults, general pharmacology principles, basic principles of medication administration, drugs affecting body systems, and antidiabetic agents and subcutaneous insulin administration.

Theory and Lab (201102, 201104) For those not requiring clinical component. (Boll) \$175

2 sessions - 1 eve - Tu. Oct 10,19:00-21:30 AND 1 day Sa. Oct 28, 08:00-17:00 - CC Nursing Lab Theory, Lab and Clinical (201102, 201104

Sa. Oct 28, 08:00-17:00 - CC Nursing Lat. al 2 days - Mo./Tu. Oct 30/31 OR We./Th. Nov 1/2, 07:00-15:30 - Minoru Residence

or those requiring clinical component. (Boll) \$275

Lab 2 sessions - 1 eve Tu. Oct 10,19:00-21:30 AND 1 day -

Clinical (201105) For those requiring clinical only. Does not include theory or lab. (Boll) \$110 Clinical 2 days - Mo./Tu. Oct 30/31 OR We/Th. Nov 1/2,

07:00-15:30 - Minoru Residence

Administration (201009) Self-study component requires 2-3 weeks to complete For LPN's currently giving meds. (Boll) \$105

Subcutaneous Injection and Insulin

Lab 2 sessions - 1 eve - Tu. Oct 10,19:00-21:30 AND 1 mng - Sa. Nov 4, 08:00-13:00 CC Nursing Lab Simple Dressing Change (201103, 201107) Self-study component requires 3-4 weeks to complete Includes content on microbiology, infectious disease process, prevention and control of micro-organisms

medical and surgical asepsis, sterile dressing, wet-todry dressing, and sterile compress. (Boll) \$120 Lab 1 day - Mo. Oct 16, 13:30-17:00 - CC Nursing Lab

Catheterization (201101, 201106) Self-study component requires 3-4 weeks to complete process, prevention and control of micro-organis medical and surgical asepsis, straight and indwelling 1 day - Mo. Oct 16, 08:00-13:00 - CC Nursing Lab

For other continuing education courses, see

nto Course 2. Updated immunizations will be necessary Professional and Allied Health Care sections. **Personal & Professional**

Development

Communication

Conflict Resolution Series (\$105 each; \$200 for two courses; \$300 for series) Conflict Resolution - Level I

(202802)

conflict more successfully. (Hilliard) \$105

1 day - Fr. Oct 13, 09:00-16:00 - KEC Assertiveness Skills (202715) nstructive assertiveness is essential for effective methods for effectively expressing your thoughts, feelings, opinions and beliefs to others; how to be each consist of eight hours of instruction, covering such (7 1/2 weeks full time, with integrated theory and clinical). \$2985. Offered once a year. Next offering: April assertive in situations of strong emotion; and topics as the storage of potentially hazardous foods,

> 1 day - Fr. Nov 17, 09:00-16:00 - KEC Anger Management/Conflict

changes in your life and work. (Hilliard) \$105

Resolution - Level II (202828)

situations. Emphasis is on managing anger and

defensiveness in oneself and others. (Hilliard) \$105

1 day - Fr. Nov 24, 09:00-16:00 - KEC

Writing Skills - Preparing Clinically-Focused

Assignments (202314)

A practical course for RNs and RPNs wanting to enroll in clinical nursing courses or programs who have not had experience in writing clinical nursing papers/ assignments at the college or university level. Recommended prerequisite for registrants in the Gerontology Nursing, Nursing Management, and Palliative Care Certificate Programs. Content includes practical writing skills, grammar, using APA format, composition of the paper, using citations and references, making links between ideas. (Christie-Sembhi) \$105 1 day - Fr. Oct 27, 09:00-16:00 - KEC

Holistic Health

Program Coordinator, 443-8674 Program Assistant, 443-8672

Osteoporosis Prevention (201079) steoporosis prevention begins with simple, effective choices, and the benefits are increased the earlier we begin! Osteoporosis is a common condition in which bones lose calcium, become brittle, and break easily, and is a high priority in women's health. Learn about risk factors, nutrition, exercise, hormone therapy, and bone density testing. Includes take-home manual.

Recommended for adults of all ages. (Osteoporosis

Society of BC). Maximum 15 persons. \$25 1 mng - Sa. Nov 4, 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:

Prerequisite - Level I (200737). Practise techniques

learned in Level I, and learn new techniques to induce

relaxation. Explore the relationship of the body/mind

Come prepared to practise massage techniques. (Narod)

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.

\$75 (\$200 for both Level I and II)

Massage - Level II (200740)

2 day - Sa/Su. Nov 4/5, 09:00-16:00 - KEC

1 day - Sa. Dec 2, 09:00-16:00 - KEC

16 persons.

CPR & First Aid Program Assistant, 443-8672

A Canadian Red Cross certificate is issued to

participants successfully completing the following CPR

and First Aid courses, valid for two 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. Nov 8/15, 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

Foodsafe

for information

Program Assistant: Craig McKenzie-Cook, 443-8381

2 day - Sa/Su. Nov 25/26, 09:00-17:30 - KEC

for daycare. Bring blanket. (Clark) \$110

Call 443-8484 to register. Foodsafe is a program in sanitary food handling to train restaurant and kitchen employees on the procedures communication and interpersonal relationships. Learn and conditions necessary for the prevention of foodborne illnesses. The two courses, Basic and Advanced, constructive strategies which can lead to positive 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 Provincia

Registration & information 443.8484 Instructor details on pages 12&13

is by two multiple choice written exams, and class listening, self-disclosure, and assertion in conflict

VANCOUVER COMMUNITY COLLEGE CONTINUING EDUCATION

1 day - Sa. Sep 9, 09:00-18:00 - CC 1 day - Sa. Sep 16, 09:00-18:00 - CC 1 day - Sa. Sep 23, 09:00-18:00 - CC 1 day - Sa. Sep 30, 09:00-18:00 - CC 1 day - Sa. Oct 7, 09:00-18:00 - Cl

1 day - Sa. Oct 28, 09:00-18:00 - Ct 1 day - Sa. Nov 18, 09:00-18:00 - C

1 day - Sa. Nov 25, 09:00-18:00 - Cl

1 day - Sa. Dec 16. 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 - Fr. Dec 1, 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 1; must be in supervisory or management position. Topics include: 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), \$100 2 day - Sa. Nov 18/25, 09:00-15:00 - CC

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

Call for information about Worksafe courses that can help you meet the new requirements for Bill 14 regarding 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

Counselling Skills

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

Information Session: 1 eve - Tuesday, September 12, 18:00-19:00 - CC

Basic Counselling Skills I (101805) This course is designed to introduce individuals to the knowledge and skills fundamental to client-centred counselling. It is of particular interest to those in the helping professions. You will practise beginning helping skills, counselling interviews, and complete assignments. This course work requires fluency in English. If you are unsure about your English skills, contact the Assessment Centre at King Edward Campus. This course is a prerequisite for those applying to the Counselling Skills, and Substance Abuse Certificate Programs. Text: Choices, Bob Shebib, available at

11 sessions - 10 mng - Fr. Sep 22, 09:30-12:30 AND one day - Fr. Sep 29, 09:30-16:30 - KEC (Rungta)

Basic Counselling II (101806)

This course is a continuation of Basic Counselling I (101805), and is designed for individuals who want more those in the helping professions, particularly front-line practice in using a client-centred counselling model. Workers who may be in a position to provide crisis demonstration, and practice in the role of helper and graduate of a university/college counselling training client. The course encourages self-exploration to enhance your effectiveness as a helper. Prerequisite: the program coordinator. (Zettl) \$135 Basic Counselling I (101805) or permission of program

Offered in January 2001 term coordinator. Text: Counselling Skills, Bob Shebib.

10 eve - Tu. Sep 19, 18:30-21:30 - CC (Shamai) This workshop will teach participants to more fully Coaching Skills for Counsellors (101817) Personal coaching is one of the newest and fastest growing professions today. In this workshop you will demeanor and behaviour, and to feed back this learn the similarities and differences between coaching knowledge in a sensitive and timely way. You will be and counselling, why those with a counselling background are ideally suited to practice in the field of coaching, the different coaching specialties, the skills as a way of increasing their awareness of your own view of coaching, and how to incorporate coaching skills into
of the world and that of your clients. Course content will your counselling-related job or practice. This workshop will be highly interactive; participants will have ample will be provided. Prerequisite: current student/graduate opportunity for discussion and practicing skills.

programs. (Austin) \$70 1 day - Sa. Oct 21, 09:30-16:30 - CC

Couple Counselling (101816)

Couples often find they are in a power struggle that Explore micro-biology, food-borne illnesses, personal leaves them feeling disappointed, hurt and disillusioned, hygiene and health, serving and dispensing, food because unfinished childhood business gets activated protection and preparation, receiving and storing food 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 student/graduate in Counselling/Substance Abuse Certificate, or equivalent training/experience.

2 day - Sa. Oct 28, Nov 4, 09:30-16:30 - CC

Body-Centred Approaches to Counselling

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 sevencharacter structures, develop body-reading skills, practise exercises for healing and change, and discove some of the countless gifts that work with the body offers. Prerequisite: Basic Counselling (101805) of equivalent training and experience. (Laird) \$150 3 sessions - 1 eve - Fr. Nov 24, 18:30-21:30 AND 2 day -

Sa. Nov 25, Dec 2, 09:30-16:30 - CO **Vocational Counselling (101839)**

This course examines vocational counselling with particular reference to the needs of diverse populations. Participants examine the process of how clients make vocational decisions and how the counselling relationship facilitates this process. This course is aimed primarily at those in the field of employment/career counselling. It may also be used to fulfill the requirements for the Counselling Skills Certificate. Prerequisite: Basic Counselling Skills I 9101805) or equivalent training with permission of program coordinator. Text: Career Counselling: A Psychological Perspective, Yost and Corbishily, available at campus ookstore. (Coomber, Koopman) 36 hours. \$325 Will be offered January 2001 term

Cross-Cultural Counselling (101841) This course examines cross-cultural counselling issues

practical by giving participants understanding of the ultural factors underlying client and counsello nteraction, 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 equirements for the Counselling Skills Certificate Program. Prerequisite: Basic Counselling I (101805) or equivalent training/experience. (Klassen) \$325

Will be offered January 2001 term Marketing for Job Placement Workers

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 ng techniques. (Koopman) \$135

Will be offered January 2001 term orking with Shock Trauma (10181)

12 eve - Mo. Sep 18, 18:30-21:30 - CC (Adilman) (Please This workshop is an introduction to the note: class for Mo. Oct 9, Nov 13 will be held on Tu, Oct psychophysiological basis of trauma, and to a bodycentred psychotherapy which is an effective tool in working with clients who are affected by shock trauma. Participants will achieve a greater understanding of the mind-body connection as it involves shock trauma, and have the opportunity to observe and practise effective intervention techniques. This workshop is of interest to Class time is divided into lectures, instructor intervention support, or referral. Prerequisite: student/ program, or equivalent background, with permission of

The Gestalt Approach to Counselling

more immediately and comprehensively on their introduced to Gestalt concepts such as sensory awareness, figure-ground, contact and "here-and-now" be experiential in nature, and opportunities to practise Prerequisite: practicing counsellor/social worker/helper Programs, or equivalent training/experience. (Menzel/ or current student/graduate in the VCC certificate Rungta) \$150

Will be offered in January 20001 term

Counselling Skills Certificate Program Program Coordinator: Joanne Rykers, 443-8392 Program Assistant: Craig McKenzie-Cook, 443-8381

1 eve - Tuesday, September 12 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.

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

 Three years successful recovery for those affected by chemical dependency

must include use of counselling skills.)

· Satisfactory, documented completion of Basic Counselling Skills course (101805) or equivalent

Satisfactory interview with program coordinator

ndividual Counselling Skills (101831) - 36 hours ounselling Theories (101830) - 36 hours ssessment and Referral (101838) - 36 hours Personal/Professional Development (101842) - 18 hours Group Counselling Skills (101832) - 36 hours Family Counselling Skills (101833) - 36 hours

Cross-Cultural Counselling Skills (101841) - 36 hours As well as: Counselling Practicum (101836) - 112 hours Course Fees

Vocational Counselling Skills (101839) - 36 hours

18 hours - \$160; 36 hours - \$325, Practicum - \$300

Call 443-8484 for brochure and application form. Start dates: January, April, September each year.

Courses offered this term (open only to certificate

Individual Counselling Skills (101831)

nclude: the counselling process and the nature of the helping relationship; counsellor self-awareness and its mpact on the helping process; skill practice and levelopment in all the phases of the process; ethical considerations; record keeping. Participants will experience the client/counsellor relationship and analyze the issues that emerge. \$325 12 eve - Tu. Sep 19, 18:30-21:30 - CC (Austin)

12 eve - We. Sep 20, 18:30-21:30 - CC (Menzel)

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, their contributions and limitations, implications for the practice of counselling, and 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.

Will be offered in January 2001 term

Group Counselling Skills (101832)

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, exercises. 36 hours (Laird) \$325

11 sessions - 10 eve - Tu. Sep 19, 18:30-21:30 AND 1 day - Sa. Sep 30, 09:30-16:30 - CC

Family Counselling Skills (101833)

This course examines the knowledge and skills required in family counselling. Content includes: family dynamics and the Bowenian systems approach, 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/ access the emotional experience of your clients, to focus ethical issues, counsellor competency, and appropriate record keeping is also included. (Pierce) \$325 12 eve - Th. Sep 21, 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. \$160

6 eve - Tu. Sep 19, 18:30-21:30 - CC (Yasin) - Sa. Oct 14, 09:30-12:30 - CC (Yasin) (No class

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. Sep 20, 18:30-21:30 - CC

Cross-Cultural Counselling (101841)

his 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 counsello 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 Will be offered in January 2001 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 equirements for the Counselling Skills Certificate Prerequisite: Basic Counselling Skills I (101805) or equivalent training with permission of program oordinator. Text: Career Counselling: A Psychological Perspective, Yost and Corbishilty, available at campus bookstore, (Coomber, Koopman) 36 hours \$325

Practicum (101836)

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/

Mo. Sep 25, 18:30-20:30 - CC

Substance Abuse Couselling Skills

Substance Abuse Counselling Skills Certificate Program elling in a group setting. Content includes Program Assistant: Craig McKenzie-Cook, 443-8381

particularly competence is included. The experiential This part-time certificate program is designed for component of this course includes an extended group individuals who wish to develop knowledge and skills in experience and the opportunity to lead structured 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 Successful completion of Grade 12 or equivalent.

 Good knowledge of English, both oral and written. · 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.)

 Satisfactory documented completion of Vancouver Community College Basic Counselling Skills - Level I. (101805) or equivalent.

 Three years of successful recovery for those candidates affected by chemical dependency.

Maturity and emotional stability.

Completion of satisfactory entrance interview.

Interpreting & Translation Infant-Toddler Educator Program This one-year, POST-BASIC program for already qualified ECCE graduates offers specialized skills and knowledge to supervise infant and toddler group day "The Early Childhood Care and

Human & Social Services/

and the course quality. When I first came to VCC I was nervous. Management in Child Care

English was not my first language and I had not been a student for a while. The program was demanding but the environment

outstanding - both the instructors

was supportive. The instructors and my fellow students were so helpful."

Education Program was

Corinne O'Reilly, Early Childhood Care and Education Certificate Graduate and Recipient of Westcoast Multicultural Award, 2000

Introduction to Substance Abuse (200112) - 21 hours Drugs and Human Behaviour (200127) - 21 hours Individual Counselling Skills for Substance Abuse

Group Counselling Skills for Substance Abuse (200116) 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

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

Call 443-8484 for brochure and application form Start dates: September, January, April each year

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 nvolved in understanding substance misuse, the factors nvolved 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 egal factors impinging on substance use; counselling therapeutic strategies; prevention; factors specific to sub-cultures and minority groups (Reynolds) \$185

7 eve - Tu. Sep 19, 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 6 eve - We. Nov 1 and 1 eve - Tu. Nov 21, 18:30-21:30 - CC

Abuse (200115)

relate to the counselling relationship and the personal series of seminars. Objectives for the practicum will be course will offer you the information and skills you will and professional development of the counsellor. It written on an individualized contract basis. This contract need to ensure a good beginning! emphasizes skills and strategies used by counsellors is negotiated by the participant, the practicum site and working in the area of substance abuse. Content areas the practicum coordinator. (Aubrey/Laird) \$300 build on those covered in Basic Counselling Skills I Practicum information meeting: Mo. Sep 25, 18:30-20:30 - CC (101805) and Introduction to Substance Abuse (200112 and includes motivational interviewing. (Coyle) \$325 12 eve- We. Sep 20, 18:30-21:30 - CC

Group Counselling for Substance Abuse

his course examines the knowledge and skills required when counselling in a group setting, individuals affected by substance abuse. Content includes an exploration of group dynamics, stages of group development, eadership styles, member roles, types of groups, and as a child care professional. specific skill applications when working with substance abuse populations. The experiential component of the course includes an extended group experience and the opportunity to lead structured group exercises. 36 hours

Will be offered January 2001 term

Family Counselling for Substance Abuse

his course examines the knowledge and introductory skills required when counselling the family presenting substance abuse concerns. This course will explore substance abuse in families using a family systems

Working with Children Needing Extra Support theoretical perspective. Three specific approaches to counselling families will be explored: family of origin narrative, and solution-focused counselling. Content areas will include: theoretical assumptions, family sessments, counter transference, and ethical issues. (TBA) \$325

12 eve - Th. Sep 21, 18:30-21:30 - CC

Personal/Professional Development (101842) This course provides an opportunity for students to continue their personal and professional developmen especially as this applies to ethical principles. Content areas build upon and expand the knowledge of ethical principles, especially as they apply to practice issues. urnal writing are featured. A large component of t equired course will be process-oriented, involving

sharing of students' self-exploration an the individual examination of values and personal limitations. \$160 6 eve - Tu. Sep 19, 18:30-21:30 - CC (Yasin, 6 mng - Sa. Oct 14, 09:30-12:30 - CC (TBA)

(No class Nov 11) Assessment and Referral for Substance

Abuse (200126) This course examines the procedures and skills used in substance abuse assessment and referral as well as identifies and examines available community resource for individuals who are affected by substance abuse problems. Content includes: criteria for assessing chemical dependency, the assessment interview, assessment tools, assessment with special populations: making a successful referral, and pertinent ethical issues. Participants will be actively involved in the gathering, sharing, and evaluating of information about community resources. (Chadwick) \$325

12 eve - We. Sep 20, 18:30-21:30 - CC Substance Abuse Practicum (200119)

The practicum provides an opportunity to master and display the knowledge and skills covered during the classroom component of the Substance Abuse Certificate Program. Emphasis is placed on gaining clients. Continuous liaison with the certificate program the important need of young families for quality child This course examines the skills of counselling as they will be maintained throughout the practicum through a care. Recommended by Community Care Licensing, this

> Working with Children & Youth

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

Consider a range of exciting programs to prepare you

Early Childhood Care and Education Level | This two-year, provincially certified program prepares

graduates to work as supervisors in preschool and day care centres for children three to five years old. Please note: This program is FULL for this year. Applications are now being accepted for September 2001.

care settings. The program is offered on alternate years. Please call 443-8428 for further details about our September 2001 program.

Leadership, Administration and

Designed for experienced child care staff, this exciting new program will be launched this fall. Sessions will meet on Friday afternoon and full day Saturday, once each month from October 2000 - March 2001. Please call or a brochure and application.

School Age Child Care Certificate Program

This certificate program is designed for those who currently work or wish to work with 5-12 year old children in school-age care facilities, recreation programs, community centres or leadership, service and church groups. The program consists of 150 hours of instruction divided between the prerequisite course, five core courses and a variety of electives. To register in this certificate program, applicants must successfully complete the 24-hour prerequisite course entitled Introduction to School Age Child Care which is offered

ONLY in September of each year. Core courses which

Working with 5 Year Olds

◆ Working with 6-9 Year Olds

Working with 9-12 Year Olds

 Leadership and Organizational Skills Introduction to School Age Child Care (150697)

This course is designed to provide an orientation to working with 5-12 year old children in various settings. The themes of understanding children's behaviour, building their self-esteem, guiding their behaviour and planning exciting programs for them will be of great benefit to those involved in this field of work. Please note that this course meets six evenings AND one Saturday.

6 eve - Tu. Sep 26, 18:45-21:45 AND 1 day - Sa. Oct 28,

This term the following core course will be offered Working with Five-Year-Olds (150655) This course focuses on the physical, intellectual,

emotional and social development of 5-year-olds and offers practical suggestions for program planning and group management. This course meets six evenings

AND one Saturday. (Ben-Yacov) \$135 6 eve - Tu. Nov 7, 18:45-21:45 AND 1 day - Sa. Dec 2,

Continuing Studies in Early Childhood Care and Education Information: 443-8428

This program offers enrichment, upgrading and continuing professional development for preschool and day care staff. Individual courses/workshops are also open to parents and other interested persons. Please note that this program does NOT qualify individuals to assist students. supervise in preschool or day care settings. Brochures which outline Fall term offerings are available upon

Family Child Care

Caring for a small group of children in your own home Certificate Requirements

Introduction to Family Child Care: Good Beginnings (103801)

his course offers an introduction to a variety of issues related to quality family day care. It provides an overview of child development, health and nutrition, activity planning, guiding behaviour and administration. Please note: This course meets eight evenings AND one Saturday. Course fee includes a workbook. (Hung) \$165 8 eve - Tu. Oct 10, 18:45-21:45 AND 1 day - Sa. Nov 18,

While classroom attendance is recommended for Lower Mainland residents, this course is also offered for home study through Distance Education. Please call 443-8428

Interpreting/ **Translation**

Program Coordinator: Silvana E. Carr, 443-8389

Program Assistant: Rosie Jong, 443-8661

Information Sessions: Wednesday, September 6, 19:30 - KEC; Tuesday September 12, 17:30 - CC

Court Interpreting Certificate Program

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 techniques, terminologies and procedures, as well as an excellent preparation for other interpreting jobs.

63 eve - Tu/Th. Oct 10-Nov 16, 2000; Tu/Fr. Nov 21-May 18, 2001, 19:00-22:00 - KEC (subject to change) (Friday

classes may be rescheduled to Thursdays)

Application Deadline September 7, 2000. Late applications may be accepted subject to space availability. Call 443-8380 for brochure

The tuition is \$1295 if the full amount for the three core components is paid before October 6, 2001 (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

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.

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.

Terecommunications Management, 443-8670 Health

For registered nurses only: Peri-Anaesthesia Nursing Correspondence, 443-8677 **Teacher Training** TESL In-Service Certificate, 443-8665

CERTESL Program, 443-8669 Social Services

Sterile Supply Technician Correspondence, 443-8635

Introduction to Court Interpreting, 443-8389 Introduction to Family Child Care: Good Beginnings, 443-8416

Professional Orientation to Interpreting

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 Program Coordinator: Marilyn McClaren, 443-8663 principles of law, court procedures and terminologies. Required for certificate. 36 hours. \$325

Interpreting Issues in the 21st Century: New Techniques and Technologies

With the ever-increasing number of court hearings involving non-English speaking defendants and witnesses, the demand for qualified interpreters with professional certification/accreditation continues to increase. In order to meet the new challenges, interpreters have to be familiar with modern techniques and technologies. Learn about innovations in other jurisdictions which will sooner or later make an appearance in our own courts. (Hobrough) \$30

1 eve - Th. Sep 14, 19:00-22:00 - CC Translation Tools (150167)

ENEWIS This overview of Computer Assisted Transla Software will show how to set up Trados and DEj‡ Vu Spanish Conversation - Level II (502026) and how they work. Directed to professional translator who have no experience with Computer Assisted Translation Software, it is not a hands-on course or init is a presentation of the concept behind Translation Memories that will allow participants to decide if the tools are of use in their work routines. (Laterman) \$25 1 eve - Mo. Oct 16, 19:00-21:00 - CC

How to Use the Proper Term and Remember it at the Drop of a Hat (150168)

These two sessions will cover distinct aspects of terminology and terminological research. The first workshop deals with a theoretical approach: Why the advice and student placement) need for terminological research? Where to look for answers? How to organize your answers? Where? What can be done with the help of a computer (software or

database)? The second workshop will be dedicated to practical exercises: how to recognize and classify terminology (legal, medical, technical...). The practical use of what was learned during the first workshop, in the participant's language. So bring your dictionaries and imagination! (Reed) \$60

2 mng - Sa. Oct 28, Nov 4, 09:30-12:30 - CC

Interpreting for Immigration Settings (150166)

ENEW! Interpreters are a pivotal part of immigration and refugee cases. This course covers the requirements and expectations of interpreters in the three main areas of immigration interpreting: interviews, immigration document translation and consecutive interpretation in an effective and professional manner. (Hobrough) \$200 (VCC Court Interpreting students and STIBC members \$150) 5 mng - Sa. Nov 18, 10:00-13:00 - CC

Distance Education

Court Interpreting **Certificate Program** Application Deadline

November 1, 2000. For application call 443-8661.

The certificate from this program is accepted as proof 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 - fee will be \$107) have an excellent knowledge of English and one of the Course numbers and subjects: following: Cantonese, French, German, Japanese, 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 (GST included). The Mandarin Program for Adults skills required by interpreters, and an overview of the includes the following four courses:

Interpreting Skills (150183)

Focus on practical exercises to develop oral/aural skills,

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

Language

mmcclaren@vcc.bc.ca

Program Assistant: Rosie Jong, 443-8661 riong@vcc.bc.ca

Registration: 443-8484

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

Spanish Conversation - Level I (502025)

Viva! If it's for pleasure or business, learning Spanish has never been easier nor more enjoyable. This eightweek course uses both practical and interactive methods to quickly start you learning the basics of Spanish to common phrases and simple sentences. (Gonzalez-Cirre) \$150 (includes GST)

8 eve - Mo. Sep 25, 18:30-21:300 - CC (No class Oct 9,

Ole! If you already have some experience speaking Spanish and/or have completed a beginners' Level I. then you're ready for Spanish II. This course presents a depth discussion of the capabilities of the tools; rather, simple and fast approach to further expanding your spoken and written Spanish, (Gonzalez-Cirre) \$150

8 eve - Th. Sep 28, 18:30-21:00 - CC

Mandarin Education For Children & Adults

Program Coordinator: Sik-on Hon, 871-7130 (course

Program Assistant: Rosie Jong, 443-8661 (general

Registration only 443-8484

School places emphasis on the practicality of its courses, modern and interesting presentation methods and the use of simple, easy-to-learn materials. Emphasis 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 or 12:30-15:00. Courses begin September 9, 2000. The fee is \$100 per course (GST is applicable for students age 15 and older - fee will be proceedings, formal hearings. It deals with the skills \$107). All students from four years old and up will be needed by interpreters to do sight translation, written accepted. All students will be assigned to the appropriate class at registration time.

Hanvu Pinvin phonetics are adopted to complement the practice of teaching Mandarin as a Second Language in B.C. The written characters incorporate both the culturally-rich full version as well as the simplified version for easy learning.

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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

Children's fine arts 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 ner course (GST is applicable for students age 15 and older

505814 - Kung-Fu 505816 - Mathematics

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

Adult Mandarin Education

Adult Mandarin language education is offered in ten weekly Saturday classes. Classes run from 09:30-12:00 and begin September 23, 2000. The fee is \$120 per course

Adult Elementary (505821)

A strong foundation is built through practice in phonetics memory, pre-interpreting skills and terminology usage of Hanyu Pinyin reinforces the simplicity of a minimum of assignments. The program in-class will the purpose, use and importance of program planning; learning. You are introduced to simple words used in take 18-24 months part-time to complete. daily living, as well as the basic sentence structure. \$120

10 mng - Sa. Sep 23, 09:30-12:00 - KEC



Kylie Hutchison, Non-Profit Sector Managemen Certificate Graduate, 1994

ou have taken the Adult Flementary course or have a basic understanding of the Mandarin language. mphasis is placed on correct sentence structure. building vocabulary and improving the ability to converse in the language. \$120 (including GST 10 mng - Sa. Sep 23, 09:30-12:00 - KEC

Adult Advanced (505823)

Adult Intermediate (505822)

You have completed the Adult Intermediate course, or are able to understand and converse in simple Mandarin. This course seeks to expand your communication skills through exposure to both textual and audio language materials, preparing you to better express yourself in Mandarin. \$120 (including GST) Not available this term

Adult Advanced Conversational Mandarin

language but seek to improve their spoken Mandarin. his course emphasizes phonetics of Mandarin prepares you to speak better Mandarin. You are encouraged to bring tape recorders to the course. \$120

10 mng - Sa. Sep 23, 09:30-12:00 - KEC

Non-Profit, **Voluntary & Fundraising**

Non-Profit Sector Management Certificate Program Program Coordinator: Marilyn McClaren, 443-8663

mmcclaren@vcc.bc.ca Program Assistant: Rosie Jong, 443-8661

rjong@vcc.bc.ca. or non-profit@vcc.bc.ca Information Session: Tuesday,

September 12, 18:00-19:00 - CC Registration requested, 443-8484

The Non-Profit Sector Management Certificate Program in the not-for-profit sector. Courses will be of interest to to the student. volunteers and individuals in entry to middle The in-class program is under review. One or two core management positions who want to enhance their courses will be offered each term. 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

Future plans - 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 (O'Loughlin) \$290

Satisfactory completion of five core courses; all courses Planning and Evaluation (101906) (40-60 hours) for those students not working in specialty aspects of strategic and program planning and and intonation employed in the Mandarin language. The stream positions. All core courses will be graded, with evaluation in the non-profit sector. This course highlights

Required Core Courses (total 150 hours) listed in recommended order

"The Non-Profit Sector

Management Certificate

Program was instrumental

in building my skills and

expanding my contacts in

the non-profit sector. I have

since become a consultant

to non-profit organzations.

Fundamentals and Ethics of Non-profit Management (101902) \$290; on-site Fall 2000

Interpersonal Communications (101903) \$290 - on-line in Planning and Evaluation (101906) \$290 - on-site Fall term

Leadership and Human Resource Management (101904)

Marketing and Public Relations (101905) \$290 - on-site January term 2001 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 conversation, discussion, debate and other activities, it courses will be offered each term. Costs vary according to the specialty. Choose from one or more of the following specialty streams:

> Non-Profit Management Volunteer Management

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 documents must be provided. Please submit prior to the

Application Process

Submit an application form and a statement of motivation (approximately 250 words). Register for Information Session (101901)

Information Session - Non-Profit Management Certificate Program (101901) 1 eve - Tu. Sep 12, 18:00-

Core Courses On-Site

Fundamentals and Ethics of Non-Profit Management (101902)

Examine the basic principles, philosophy and structure of not-for-profit organizations. The course emphasizes the function, purpose, roles and responsibilities of the board, administration, staff and volunteers. Participants will explore trends, community resources and legal issues/liability. In addition, the course will introduce principles and ethical decision-making while maintaining the organization's mission and mandate.

10 eve - Mo. Sep 18, 18:30-21:30 - CC (No class Oct 9,

within a specialty stream and a project-based practicum Gain an understanding of both technical and applied provides an understanding of what a program is, how it is developed and its performance and outcomes are assessed. (TBA) \$290

10 eve - Tu. Sep 26, 18:30-21:30 - CC

Non-Profit/Telecommunications

Core Courses On-line

These courses are hosted on the WebCT platform. Few learners have had the opportunity to work on-line. WebCT has developed a competency quiz and we encourage you to visit WebCT, take the quiz and determine if you are ready to take an on-line course.

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 course highlights the purpose, use and importance of program planning; provides an understanding of what a program is, how it is developed and its performance and outcomes are assessed. (Smith) \$290

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

Recruiting, Interviewing, Motivating and Recognizing Volunteers (101951)

his course is designed for students in the volunteer management specialty stream. In addition, interested individuals who are currently volunteer managers are encouraged to register. Particpants will examine the rrent issues and trends affecting volunteerism and the impact on the volunteer manager. Tour provided. Bring unch. (Rawnsley) \$160

3 sessions - 1 day - Sa. Nov 4, 09:00-16:00 - VBG Educatio Centre AND 2 day - Sa. Nov 18/25, 09:00-16:00 - CC

Principles of Fundraising (101961)

You will learn the basic principles and concepts of fundraising, examine the role of fundraising, the readiness of the organization to succeed in their ndraising activities, and the essential steps for developing an effective fundraising plan. You are a professional or volunteer who oversees the fundraising process; not a full-time fundraiser. Prerequisite for 101962 and 101963. (Ellis-Perry) \$110

2 day - Sa. Oct 14/21, 09:00-16:00 - CC

Related Opportunities

Coordinating Volunteer Programs: An pordinating a volunteer program requires strong nterpersonal and organizational skills. This introductory course is designed for individuals who are new or nterested in this field. The fundamentals of running a successful volunteer program are presented by experienced managers of volunteers in a practical,

8 eve - Tu. Oct 3, 18:00-21:00 - TBA (No class Oct 31)

Proposal Writing (101974)

his course is designed for fundraisers, executive directors, and board members who are interested in planning, writing more effectively, and streamlining their fundraising operations. At the end of the course activities of other agencies serving the same client group, 3) composite client profiles, and 4) program descriptions and budgets are key elements of this 12 eve - We. Sep 20, 18:00-21:00 - CC proposal writing process. Please bring agency public elations materials, annual reports and financial

2 day - Fr. Oct 27, 10:00-16:00; Sa. Oct 28, 09:00-16:00 - CC office integration technologies and applications to help Media Magic: Tips and Tricks to a Successful News Release (101995)

You don't have to be a magician to get results. Learn the rules of writing a successful news release in order to promote your fundraising event or non-profit organization. You'll learn why your news release didn't get printed if you've sent one out before. This one-day Offered January 2001 term workshop will leave you with practical skills and a greater understanding of how the media works.

1 day - Sa. Nov 18, 09:30-16:30 - CC

elecommunications Management

Program Assistant: Lynda Boothby, 443-8383

Information Session: Tuesday September 12, 17:00-18:30 - CC

Telecommunications

Management **Certificate Program**

This program offers you the opportunity to enhance your telecommunications knowledge and improve your management skills in this constantly changing field. All course instructors are practicing telecomn professionals providing you with up-to-date "real life" experience and knowledge. The Telecommunications Management Certificate Program provides you with a combination of technical knowledge and management skills that will enhance your potential for leadership in this evolving profession. Non-certificate students may enroll in any course. Students must successfully complete all five courses in seven terms (two years and one term) to obtain a certificate.

Understanding Telecommunications (102260)

Telecommunications Technology (102261) Voice/Data Integration (102262)

Applications Management (102263) Integrated Office Management (102264)

Understanding Telecommunications

the newcomer to telecommunications who has little or no experience in the field. The various aspects of elecommunications will be explored at an introductory level giving the student the basic knowledge needed to progress to the next level. (Clark) \$285 10 eve - We. Sep 27, 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 t basic technical theory and industry standards. A broad level by suppliers, service-providers and users of telecommunications are introduced. Prerequisite 12 eve - Th. Sep 21, 17:30-20:30 - CC

Voice/Data Integration (102262)

Builds upon Telecommunications Technology. This course will enable the participants to understand the components and advantages of the structured wiring system, gain an appreciation for all aspects of voice processing and how each technology is applied in business (Voice Mail, IVR, CTI, Call Centres), understand the impact of toll free calling options, identify the basic components of video conferencing and how it is being used today, be conversant with the issues driving the convergence of voice, data, video, and image technologies and understand emerging technologies and how they affect the traditional platforms for voice ommunications, Prerequisites: Understanding elecommunications (102260) and Telecommunications Technology (102261). (Kole) \$335

interactive format. Offered by Volunteer Vancouver in 12 eve - Tu. Sep 19, 18:00-21:00 - CC cooperation with VCC Continuing Education. Limited to **Applications Management (102263)**

Applications Management reviews a new industryspecific application each week. The macro view of a ompany's telecommunications needs will be reviewed and the student will learn to mix and match technologies to solve business issues for several industries. Building on the previous courses, this course will investigate the integration of voice, video and multimedia as it progresses. Prerequisites: Understanding

Integrated Office Management (102264) Providing the necessary background, this course (Patterson) \$45

achieve corporate objectives. It enables students to apply the key tools to provide customer-focused telecommunications services. Contemporary human resources management are also explored. Prerequisites: Understanding Telecommunications (102260) and Telecommunications Technology (102261). \$335

Challenge Examinations

Challenge examinations are available for the Understanding Telecommunications, Telecom nunications Technology and Voice/Data Integration courses. These examinations are for students who feel they are very knowledgeable with the material covered n 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 - We. Sep 13, 18:30-20:30 - CC Telecommunications Technology (102266) \$185 2 hrs - We. Sep 13, 18:30-20:30 - CC

Voice/Data Integration (102267) \$185 2 hrs - We. Sep 13, 18:30-20:30 - CC

Fee Allocation for Challenge Examinations Participants must pay \$185 BEFORE writing any

Eighty dollars (\$80) of the \$185 is charged for writing an

At the end of the examination, participant will advise invigilator if he/she wishes examination marked. If the examination is marked, the balance (\$105) will be

charged as a marking fee. If the participant chooses not to have the examination marked, he/she may:

- a. request a "deferred fee credit" for 100 per cent of the balance of \$105 (valid for one year)
- b. request a refund of the balance of \$105 which will be subject to an administrative charge of 20 per cent.

Distance Education

eight-module distance education package (course 102290). See course description under Classroom Program. \$285

Telecommunications Technology (102291), Voice/Data

Integration (102292), Applications Management (102293),

and Integrated Office Management (102294) are available in distance education package. Each course is 11-modules in length. See course description unde classroom program. \$335 each course.

A Distance Learning Information package is available.

Please call 443-8670.

oordinator 443-8670.

Telecommunications Seminars

Convergence of Voice and Data* (102275) Corporation, a consulting firm specializing in voice and data communications, systems design and management and will be presented by Richard Parkinson. This three day seminar on voice and data integration is a topic tha has been an issue with organizations for 20 years, and continues to be. In the 1970s the PABX vendors promoted it, but lost to the LAN/PC/client server solution in the 1980s, which is a data only solution. In the mid-1980s the bandwidth manager become popular as an integrator of voice, data, and video in enterprise networks. In the 1990s separate networks, e.g., frame relay for data and VPN for voice are becoming popular. In the beyond 2000 decade, ATM looks promising, but faces competition from or integration with gigabit Ethernet, cable modem Internet access, intranets, wireless, etc. This seminar will address these many issues and concepts and position where they fit, and allow attendees to determine

for their organizations which direction looks the most promising for the present and future. \$850

3 day - Mo/Tu/We. Sep 25/26/27, 08:30-16:30 - LIS True Colours(tm) - Establishing Successful Encounters (102295)

Whether in a management or support role, one of your keys to success is the ability to establish a positive rapport with those around you. Highly acclaimed in the United States, this innovative workshop focuses on the and effective communication tool once you understand the strengths and weaknesses of the four personality types. Leadership, team building and stress management are covered in this quick-paced, hands-on workshop.

focuses on management issues and the role of emerging 1 eve - We. Sep 27, 18:30-21:30 - CC A Telecommunications Text/Manual - The Art

of Content Development (102276) Do you want to write a text/manual in a technical field? This course gives you a step-by-step approach to developing content. The course material will lead you through each of the concepts from Internet training to instructor-led courses. Students will apply what they have learned through individual exercises and interactive group sessions. Effective use of media will be discussed. As telecommunications is well appreciated and less understood in today's environment. we will use examples from this field. (Paul) \$285

Registration & information 443.8484 Instructor details on pages 12&13

Voice Over IP * (102273)

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

2 day - Th/Fr. Nov 16/17, 08:30-16:30 - LIS

Price subject to change without notice. Special cancellation policy in effect.

All seminars are non-credit and non-transferable to the Telecommunications Management Certificate Program.



Are you in the tourism or hospitality industry? Many Vancouver Community College's Continuing Education courses qualify for funding support through the Destinations program. The Destinations program is intended to provide the upgrading of skills for people employed in the tourism and hospitality industries. The courses that qualify for funding support through Destinations and are identified with:

Find out whether you could qualify for the funding under the Destinations Tourism Employment program. Learners who qualify under Destinations should contact their employer and the Destinations office before registering for these courses; phone (604) 893-8566 to confirm that the course you are nterested in can be funded.

College closed on the following dates:

September 4

October 9

November 13 December 22 – January 2

24-hour

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

Z 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

VANCOUVER COMMUNITY COLLEGE CONTINUING EDUCATION

Teaching English to Speakers of Other Languages

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.

TESOL Diploma Program

Senior Program Coordinator: Jennifer Pearson Terell Program Coordinator: Jayeson Van Bryce

The TESOL Diploma Program is the premier teachertraining program for Teaching 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 eaching 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 (BC TEAL).

Admission Requirements for the TESOL Diploma Program

- An undergraduate university degree.
- Successful completion of the prerequisite course: An Overview to TESOL, or an equivalent university course at UBC, SFU or other recognized university.
- · A standard of spoken English equivalent to that of an educated native speaker as well as a good command of grammar, usage, spelling and punctuation in written English. Applicants whose first language is not English may be asked to submit their score on an English language proficiency test.
- A successful interview with program staff.

Program of Studies

An Overview of TESOL (150802) his 30-hour course provides an overview of the teaching techniques, procedures, and instructional resources used to teach the English language, and is

Teaching Grammar One (150867)

This 30-hour course focuses on the theory and instructional methodology used for teaching English grammar. Teaching Grammar One focuses 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, and 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 ommunication and listening skills. \$335

Teaching Reading (150818)

This 30-hour course focuses on the theory and nstructional methodology used to teach reading in an English language class. \$285

Teaching Writing (150813)

This 30-hour course focuses on the theory and the English language classroom. \$285

Teaching English for Academic Purposes (150819)

techniques and resources for teaching advanced English language students planning to continue academic studies at a post-secondary level. \$285

TESOL Internship (150824) he 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. \$420

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

Two teaching references from past employers the TESOL Diploma Program.



"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

LINC course (Language

to Canada."

Instruction for Newcomers

"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

Visit our website • www.vcc.bc.ca/tesol e-mail: tesol@vcc.bc.ca

International TESOL **Diploma Program**

Senior Program Coordinator: Jennifer Pearson Terell Program Coordinator: Anne Sandor

The International TESOL Diploma Program is a teachertraining program designed for international students who plan to teach English language at educational institutions in their home countries. The Program is 365 hours in length and takes 10 months to complete. There are 10 courses - An Overview of TESOL, Teaching

nunciation, Teaching Listening and Speaking, eaching Reading, Teaching Writing, Pronunciation and munication Skills, Teaching English for Academic Purposes, the TESOL Internship and 30 hours of Elective Courses. On successful completion, graduates are awarded the International TESOL Diploma from Vancouver Community College. There are three admission dates per year.

The International TESOL Diploma Program has three terms. The fall term begins in September 2000 and end in June 2001. The winter term begins in January 2001 and ends in November 2001. The application deadline is November 1, 2000. The spring term begins in April 2000 and ends in March 2001. The application deadline is February 1, 2001. 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.

Fees for International TESOL Diploma Program Application Fee (non-refundable) \$100 Program Fees \$5455

TESOL Inservice Diploma Program

Senior Program Coordinator: Jennifer Pearson Terell Program Coordinator: Patricia Watson

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/ marker for each course, as well as a comprehensive study package. On successful completion of the TESOL nservice Diploma Program, graduates will receive a Applicants must have a standard of spoken English Program Coordinator: Anne Sandor TESOL Inservice Diploma from Vancouver Community College and qualify for a Professional Certificate: Level Two from the Association of BC Teachers of English as

Admission Requirements for the TESOL Inservice Diploma Program

An undergraduate university degree

an Additional Language (BC TEAL).

- Elective Courses are required to successfully complete

 A minimum of 600 hours of documented classroom teaching in a recognized English language An Overview of TESOL (150802) educational institution. Classroom teaching must be
 - · Applicants must have a standard of written and spoken English equivalent to that of an educated native speaker of English. Applicants whose first language is not English may be asked to submit their score on an English language proficiency test.

Foundations for English Language Instruction (150202)

his course examines the foundations on which English nguage instruction is based. The course will examine the adult English language learner, cultural awareness and cross-cultural communication, and instructional approaches to English language instructional methodology. \$200

Teaching Grammar (150203)

English language learners. \$325

used to teach grammar to adult English language

Teaching Listening and Speaking (150204) used to teach listening and speaking skills to adul

Teaching Pronunciation (150207)

This course examines the instructional methodology used to teach pronunciation to adult English language

Teaching Reading and Writing (150205) This course examines the instructional methodology used to teach reading and writing skills to adult English

This course focuses on the practical application of the theory of English language instruction in an English

Tutoring ESOL

language learners. \$325

Tutoring ESOL Certificate Program Senior Program Coordinator: Jennifer Pearson Terell Program Coordinator: Jayeson Van Bryce

The Tutoring ESOL Certificate Program is for people who wish to tutor English to adults or school-aged children kind in Canada. It is 120 hours long and consists of 90 hours of core courses and 30 hours of elective courses. On successful completion of the program, graduates will receive a Tutoring ESOL Certificate from Vancouver Community College.

Admission Requirements for the Tutoring ESOL Certificate Program

equivalent to that of an educated native speaker of English. A good command of grammar, usage, punctuation, and spelling is also required for entry into this program of studies. Applicants whose first language is not English may be asked to submit their score on an English language proficiency test.

A current criminal record search document.

Program of Studies

VANCOUVER COMMUNITY COLLEGE CONTINUING EDUCATION

This 30-hour course provides an overview of the documented with official institutional records or teaching techniques, procedures, and instructional resources used to teach the English language. \$205

ESOL Tutoring (150844)

his 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

Tutor/Teach Grammar (151708)

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

Tutor/Teach Pronunciation (151707)

This 12-hour course examines the theory and pronunciation to ESOL speakers. \$180

Tutoring ESOL Practicum (151709)

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

Program or the Tutoring ESOL Document, students must complete 30 hours of elective credits.

TEFL

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 good command of grammar, usage, and spelling 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 TESOL (150802)

A practical overview of the teaching techniques, procedures, and instructional resources used to teach English language. This course examines the instructional listening skills, writing skills, reading skills, dialogues,

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 EFL teaching resources. \$110

Tutor/Teach Grammar (151708)

This 12-hour course examines the theory and instructional methodology used to tutor/teach grammar to English language students. \$180

Tutor/Teach Pronunciation (151707) This 12-hour course examines the theory and

instructional methodology used to tutor/teach pronunciation to English language students. \$180

Tutor/Teach 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. \$90

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. Booklet. \$100

International TEFL

International TEFL **Certificate Program** Senior Program Coordinator: Jennifer Pearson Terell

The International TEFL Certificate Program is designed for international students planning to teach English in educational institutions in their home countries. The program is 115 hours in length and takes one term to complete. There are seven required courses, An Overview of TESOL, Tutor/Teach Grammar, Tutor/Teach Pronunciation, Tutor/Teach Conversation Skills, Pronunciation and Communication Skills and the TEFL TOEFL score of 550 or a minimum score of 140 on the English Language Assessment Test. On successful completion graduates are awarded the International TEFL Certificate from Vancouver Community College.

Fees for the International TEFL Certificate Application Fee (non-refundable) \$100 Program Fees \$1300

Vancouver Community College

Fax 443-8393 Fax & Mail-in Registration 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 ☐ Miss. ☐ Ms. ☐ Mr. **Given Names** Surname Province City/Municipality Address **Business Phone** Local **Postal Code Home Phone Start Date** Time Location Course Number (6 digits) **Course Name** Method of Payment Credit Card Information ☐ MasterCard **Tuition Fees** ☐ Money Order Name on Card ☐ Cheque **Credit Card Account Number** 3 ☐ Fee Credit **Expiry Date** Total Signature

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CONTINUING EDUCATION

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 FCO • Federal Court of Canada 700 West Georgia 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

1155 East Broadway, Vancouver BC

King Edward Campus

Payment of Fees

before the course start date.

for non-sufficient funds.

Citizenship Requirements for Admission

Withdrawals, Refunds & Course Cancellations

LIS • Listel Vancouver Hotel 1300 Robson Street, Vancouver BC MIN • Minoru Residence 6111 Minoru Blvd., Richmond, BC **OAK • Oakridge Shopping Centre** #320 (North Tower) 650 West 41st Avenue, Vancouver BC **ROB** • Robson Square Conference Centre 800 Robson Street, Vancouver BC

4900 Hudson Street, Vancouver BC

301 - 3102 Main Street, Vancouver BC

VV • Volunteer Vancouver

Unless otherwise stated in course advertising, requests for refunds must be received in writing by Vancouver Community College, Continuing Education

A different refund policy may apply for some courses and events: e.g. courses of five sessions or less require refund requests

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

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 second session of the class. Written requests for refunds must state reasons and be accompanied by your original receipt.

to unavailability of instructors, facilities or insufficient enrollment. Should a course be cancelled, a FULL refund will be made.

Course fees are due at the time of registration. Payment can be by cash, cheque

or money-order made payable to Vancouver Community College. MasterCard or

VISA is also accepted. Post-dated cheques are not accepted. A \$15 fee is charged

VBG • Van Dusen Botanical Garden, Education. Utr.

4 ways to Register

By Mail

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

By Phone

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

In Person

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

By Fax

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

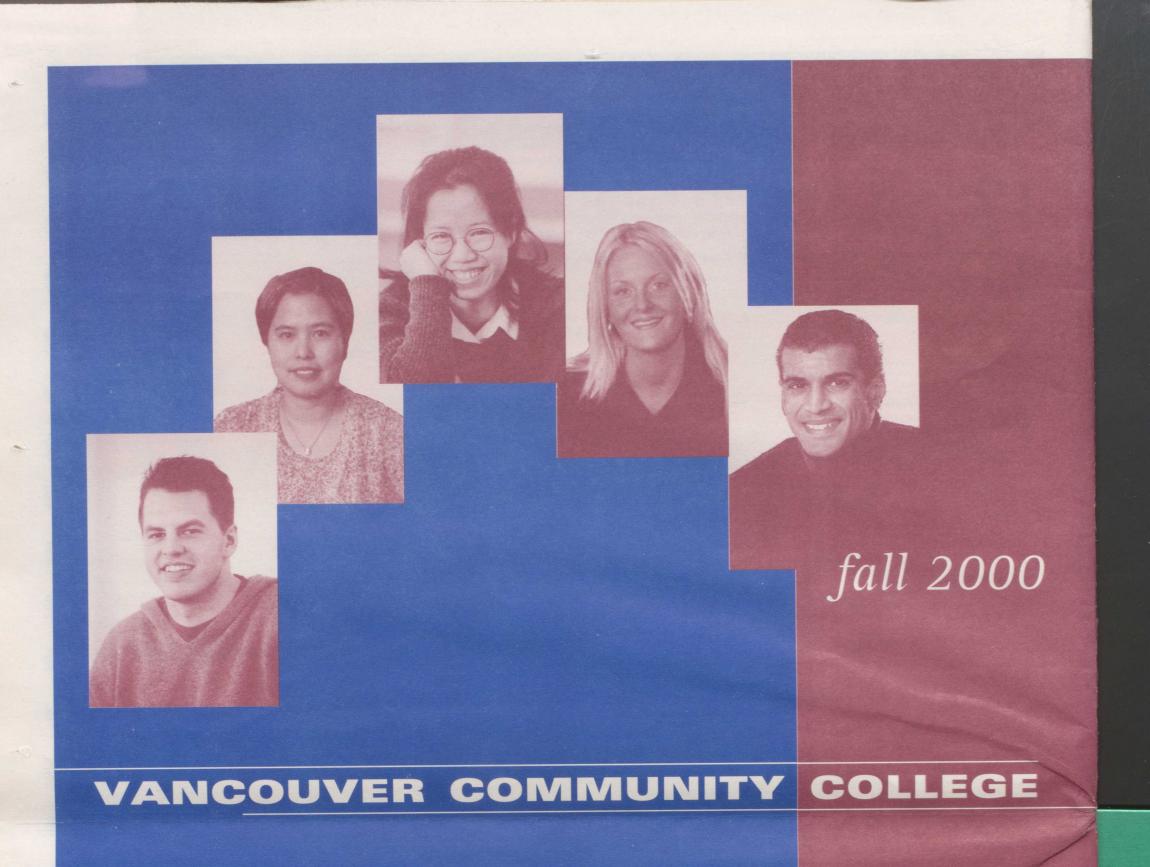
Registration hours

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

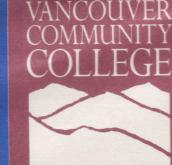


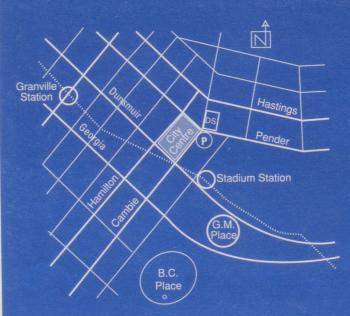
報名及查詢,請致電 443-8677

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



604.443.8484 www.vcc.bc.ca





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



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