

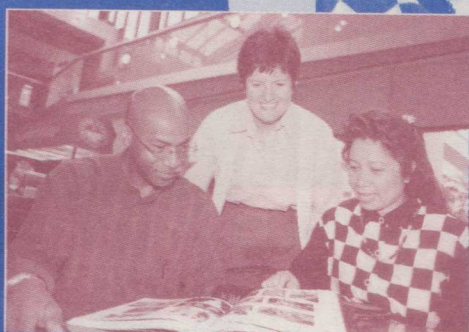
VANCOUVER
COMMUNITY
COLLEGE



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learnnow @ Continuing Education



fall 2000

VANCOUVER COMMUNITY COLLEGE

Back by Popular Demand! Continuing Education Open House

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

INSIDE THIS ISSUE

- ◆ Life Changing Experience - A Graduate's Story
- ◆ More About Open House
- ◆ International Gemmology 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!

The best part...

Everything is Free and you may even win a prize!

For more information, see page 2 of this calendar.

Connie Gibbs, Director, Continuing Education



Arts & Design	3
Applied Design Certificate Program	3
Electronic Publishing & Graphic Design	3
Fashion Arts	3
Floral Design	4
Gemmology	5
International Gemmology Conference 2000	5
Interior Design	5
Jewellery	5
Automotive	5
Building Services	6
Building Manager (Residential) Certificate Program	6
Business, Career & Law	6
Technical & Business Writing	6
Business English Skills	6
Career Success: Nurturing the Working Spirit	7
Leadership Certificate Program	7
Associate Certificate in Leadership Coaching	7
Legal Assistant Certificate Program	8
Management Skills for Supervisors Certificate Program	8
Office Administration Certificate Program	8
Accounting/Bookkeeping	9
Administration & Supervision	9
Business English	9
Communication/Work Skills	9
Computers/Keyboarding	9
Legal	9
Medical	9
Records Management	9
Project Management	10
Registry Officer Development Program	10
Small Business	10
Worksafe Education	10
Computers	10
Oakridge Computer Lab	10
City Centre Computer Lab	14
Drafting	15
Technical Drawing	15
Health	15
Professional & Allied Health Care	15
Clinical Practice	15
Hospice/Palliative Care Certificate Program	15
Critical Care	16
Gerontology	16
Gerontology Certificate Program - Nursing	16
Childbirth Educators Certificate Program	16
Dental	16
Health Teaching	17
Health Care Management	17
Nursing Management Certificate Program	17
Continuing Care Management	17
Continuing Care Management Certificate Program	17
Allied Health Care	17
Renal Dialysis Technician Certificate Program	17
LPN Upgrading	17
Personal & Professional Development	17
Communications	17
Holistic Health	17
CPR and First Aid	17
Foodsafe	17
Worksafe Education	18
Human & Social Services	18
Counselling Skills	18
Substance Abuse Counselling Skills Certificate Program	18
Working with Children & Youth	18
Early Childhood Care & Education	19
Infant-Toddler Education	19
Leadership, Administration and Management in Child Care	19
School Age Child Care Certificate Program	19
Continuing Studies in Early Childhood Care and Education	19
Family Child Care	19
Interpreting & Translation	19
Court Interpreting Certificate Program	19
Distance Education	20
Language	20
Mandarin Education For Children & Adults	20
Non-Profit, Voluntary & Fundraising	20
Non-Profit Sector Management Certificate Program	20
Core Courses Offered On-line	20
Telecommunications Management	21
Telecommunications Management Certificate Program	21
Distance Education	21
Seminars	21
Teaching English to Speakers of Other Languages	22
TESOL Diploma Program	22
International TESOL Diploma Program	22
TESOL Inservice Diploma Program	22
Tutoring ESOL Certificate Program	22
TEFL Certificate Program	22
International TEFL Certificate Program	22
Student Fashion Show	3
Instructors	12-13
Distance Education Information	19
Are You "Destinations" Eligible?	21
General Information	21, 23
Registration Form	23

Cover Design and Layout ♦ Helen Babalis

Photography ♦ Lauch M'Kenzie

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

A Life-Changing Experience



Kathy Shantz in Recife, Brazil, with some of the children and youths who have found 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 her life.

"When I graduated from university as a dental hygienist 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 experience.

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

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

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 hygienist. 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 Portuguese 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 teach formally."

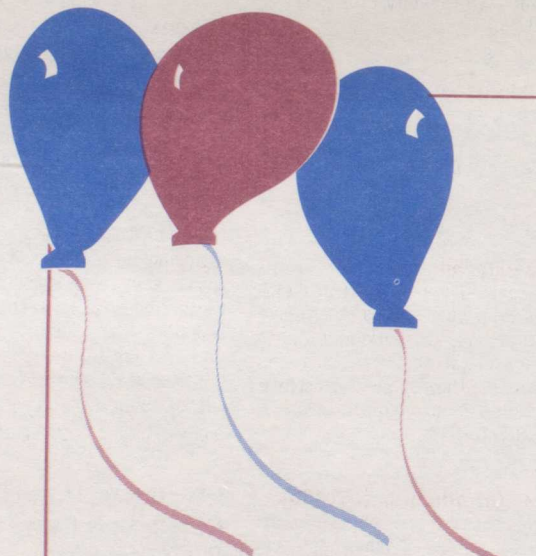
Kathy has done more than establish a new career. She has also made a new family. "As part of the organization, I help build hope. These children have no sense of the future.

"They send me e-mail and ask me when I'm coming back," she said with a smile. "I miss the kids."



Valedictorian 2000 Kathy Shantz (centre) with Continuing Education director Connie Gibbs (left) and VCC president Dale Dorn, at the Graduation Ceremony last June.

Open House! Tuesday, September 12



Date: Tuesday, September 12
Time: 4:30 to 7:30 p.m.
Place: City Centre Campus
 (corner of Dunsmauir and Hamilton)

Our first Open House was so popular 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
 Flower Arranging
 Gem Identification

Gem Conference Preview
 Massage
 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, 18:00-19:00 - CC

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

FREE

MUSIC

Arts & Design

Applied Design Certificate Program

Information and Application: Judith O'Keefe, 443-8386

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

Applied Design Certificate Program (051700)

This intensive, two-month, full-time studio program is offered weekdays (Monday to Thursday). The certificate program consists of 96 hours of classroom instruction, plus approximately 140 hours of combined studio work, 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 fundamental design knowledge while encouraging individual creativity and expression. The interdisciplinary curriculum is also diagnostic in that it enables participants to explore various design professions while evaluating potential educational and career opportunities including architecture and interior design, art and craft, graphic design, fashion, industrial design and urban landscape. On completion of the program, participants will be prepared to render and evaluate basic design challenges with confidence and may also produce a portfolio to demonstrate their learning. A certificate is awarded to students completing course requirements. Classes are held in the new Vancouver Community College Design Studio, located in the Architecture Centre.

Entrance and Completion Requirements

The program is open to individuals who have:

- 1 Secondary school completion or equivalent
- 2 A working knowledge of the English language, plus the ability to understand design-related concepts. Applicants whose first language is other than English may be required to complete an English Language Assessment
- 3 Submitted a completed Applied Design Program Application to the program coordinator
- 4 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 interview, please call 443-8335. Applications will be interviewed to determine eligibility.

Electronic Publishing & Graphic Design

Program Coordinator: Judith O'Keefe, 443-8386
 jokeefe@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 two certificates and you can qualify for the Electronic 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 publishing industry. If you have a need and it isn't listed, call us with your suggestions. Our labs are equipped with Macintosh G3's.

If one is all you need...

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

Introduction to Computers - Macintosh (050441)

This beginner course provides a broad overview of the Macintosh computer, its operating system, and its use in the graphic design industry. You will learn essential keyboard commands, file hierarchy and effective file management, three ways to create folders, moving and copying files, attaching peripherals, basic troubleshooting and shortcuts. Independent access to a Macintosh is recommended. (Morse/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 how to create it, make it follow a path, wrap it around objects, edit, link and stretch it, skew it or turn it into a graphic. Macintosh experience is mandatory. Prerequisites: 050408, 050441 or equivalents. (Etemadi) \$410

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

Adobe Illustrator II (050446)

Builds on the basics learned in Adobe Illustrator - Introduction. Prerequisite: 050440.

Offered March 2001 term

Photoshop I (050443)

This program is universally recognized as the leading edge in image editing and photo manipulation. Learn a range 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/Etemadi) \$365

10 day - We. Sep 20, 18:30-21:30 - CC

10 day - Sa. Sep 23, 09:00-12:00 - CC

Photoshop II (050444)

Offered January 2001 term

QuarkXPress (050447)

QuarkXPress is the comprehensive page layout program that provides all the tools needed to produce effective, well-designed documents. Learn basic QuarkXPress concepts including the toolbox, menus and palettes, documents sizing, importing and editing text, manipulating typographic controls, and adding graphic elements. Discover easy ways to create tabs, the innumerable advantages of paragraph rules, and how to insert dingbats with a simple command. Macintosh experience mandatory. 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 textual and visual content for the World Wide Web and will become conversant with navigational and HTML architecture. Participants will create their own Web site during the course. Macintosh 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. (Dion) \$365

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

Graphic Design

Advertising Design (050454)

Learn how to conceptualize ads, brochures or direct mailers by combining type and images to achieve maximum impact. Topics include: working within a budget, working as a member of a creative team, communicating 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)

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

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

Newsletter Production (050459)

Explore all the elements that go into producing an outstanding publication. Every aspect of newsletter design, from concept to completion, is covered, including defining objectives, editorial policy, layout and nomenclature, 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 foundation courses. These are written examinations held 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.



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

Challenge - Introduction to Macintosh (050450) \$180

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

Professional Development Workshops

Copywriting Workshop (050476)

Copy is the core of the advertising business. Creating a print ad that really communicates can test the skills of the most accomplished craftsman. Discover the qualities required of a good copywriter. Then learn how to 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 (050484)

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 receiving digital files. Discuss and explore: file format issues, conversion, compression and archival storage. Software covered: Cumulus (image libraries) and FlightCheck (prelighting). 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:

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

Duration and Costs

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

Note

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

Program Structure

Foundation Courses	60 hours required
Graphic Design - An Introduction (050408)	30 hours
Introduction to Macintosh (050441)	30 hours
Total Foundation	60 hours
Software Courses	90 hours required
Adobe Illustrator I (050440)	30 hours
QuarkXPress I (050447)	30 hours
Photoshop I (050443)	30 hours
Typography (050434)	30 hours
Software Package	90 hours
Software Certificate (includes Foundation requirements)	150 hours
Design Courses	90 hours required
Advertising Design (050454)	30 hours
Logo Design and Stationery Layout (050465)	30 hours
Internet/On/Web Design (050474)	30 hours
Portfolio Preparation/Presentation (050449)	30 hours
Design Package	90 hours
Software Certificate (includes Foundation requirements)	150 hours
Elective Courses	
Photoshop II (050444)	30 hours
Adobe Illustrator II (050446)	30 hours
QuarkXPress II (050466)	30 hours
Creative Illustration (050410)	30 hours
Newsletter Production (050459)	30 hours
Electronic Prepress (050475)	30 hours
Total hours required for certificate	300 hours

Arts and Design

Costume Illustration for Theatre and Film (050972)

Interested in drawing designs for film and theatre? Whether you intend to come up with your own designs or work with a costume designer, this course will allow you to explore a variety of art mediums and teach you the important skill of "quick sketching" by live model drawing. You will also study basic human anatomy, brief costume history, fundamental design elements, and fabric rendering. A final project will encourage you to design and illustrate your own researched characters from a film or play. Bring to first class: notebook, legal size (8 1/2" x 14") verox 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 fashion 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) \$85

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. (Ramsden) \$395

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 location and build productivity. (Johnstone) \$155

6 eve - Mo, Oct 4, 18:30-21:30 - CC

Fashion Illustration (050915)

Interested in entering the Fashion Arts Certificate Program? This course will improve your skills and update your style of drawing. The workshop format enables you to work at your own level and pace. Study the work of well-known illustrators, view the current international fashion videos and draw from the live fashion model at each session. Bring to the first class:

Beginners - newsprint sketch-pad (approx. 18" x 24"), conte crayon (black or brown), 4B pencil; Students with experience in fashion illustration - paper, sketch-pads and media of your choice. (McBride) \$275

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

Introduction to Fashion Design (050971)

This creativity workshop will explore the fundamentals of good fashion design. Working on fashion figures, students will learn how to create fashionable "mini-collections" starting with the basic sketch and following through to finished presentation quality. Topics to be covered include: symmetry and proportion; line and silhouette; colour theory; fabric pattern and texture. Basic figure drawing will be taught, but no previous drawing or design experience is necessary. Bring to first class: 9" x 12" tracing paper, HB pencil, blue and red fine-pointed felt pens, 12" ruler, scotch tape, and fashion magazines. (Pearson) \$275

10 eve - Th, Sep 28, 18:30-21:30 - DS

Image Makeover Workshop (050945)

Spend a Saturday creating a new fashion image for your lifestyle. Discover your seasonal palette, body style, wardrobe choices for figure flattery, and accessorizing. Wardrobe planning will save you time, improve your image and prevent future costly wardrobe mistakes. (Rootman) \$85

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 of higher-priced apparel, and the timing of fashion. This course is ideal for those who are looking for a career in the field of fashion merchandising (design, manufacturing, and retail) or for those who want to advance their careers in the fashion industry. (Pearson) \$275

10 aft - Sa, Sep 23, 12:00-16:00 - DS

Dress Form Workshop (050947)

Learn to make your own individual dress form with a professional custom fit from an instructor who has taught this unique method for 15 years. Apply this method to create perfectly fitting dress forms for your clients. Supplies and preparation will be discussed during the preliminary evening session. This class meets both times listed. (East) \$85

1 eve - We, Oct 18, 19:00-21:00 AND 1 day - Sa, Oct 28, 10:00-15:00 - CC

Personal Pattern Making (050924)

Learn to make patterns to your own measurements with a perfect fit ensured. You will construct a set of personal Blocks (Slippers) and learn how to draft patterns for any design of your choice. This course also allows for individual instruction. Bring to first class: HB pencil, eraser, 30 cm ruler - clear plastic, metric tape measure, a three-ring binder. Come prepared to be measured; wear usual bra and a simple slip. For women dressmakers only. (Zibin) \$195

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

Professional Practices Program

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

Fashion Arts Professional Practices I (050964)

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

12 eve - Tu, Sep 19, 19-Dec 5, 18:30-21:30

Fashion Arts Professional Practices II (050965)

In this second 12-week course, the students finalize line plans and cost sheets, determine pricing, and study strategies for merchandising their products. Topics include: information essential for the preparation of a business plan, development of marketing tools and selling aids for the student's sample product, review of federal and provincial business resources and support programs. An opportunity to test your product line and receive invaluable feedback is included. Prerequisite: 050964. (Green/Johnson/Richardson/Vaillancourt) \$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 Professional Practices coordinator. To request a Fashion Arts Professional Practices application form, call 443-8484.

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

Fashion Arts Certificate Program

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

Note

All terms are not offered each semester

Fashion Design Certificate

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

Pattern Making Certificate

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

Garment Construction Certificate

Term One - Sewing Techniques
Term Two - Industrial Sewing
Term Three - Tailoring
Term Four - Couture
Term Five - Collection Toiles

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

Fashion Arts Certificate

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

Application Deadline

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

Entry Requirements

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

Floral Design

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 - Mail 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 floral 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 arranging skills. Learn to select, prepare and design with fresh flowers, everything from hand-tied bouquet basics to 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. 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. (Discount available to September 15 only.)

Creative Containers (250133)

Put away the vases and get ready to incorporate some imaginative containers into your flower arranging repertoire! See how container styles can set a theme, how to turn unusual and unexpected items into original containers and learn just how resourceful you can become. The instructor will demonstrate flower-arranging techniques to complement a variety of creative flower-containing ideas. (Lainig) \$19

1 mng - Sa, Sep 30, 10:00-12:00 - CC

Historical Bouquets (250134)

See history come to life! Watch this veteran designer demonstrate the evolution of floral design, beginning with the ancient civilizations of Greece and Rome followed by Renaissance influences, and how the 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 discussed. After this inspiring session, you will be ready to incorporate some of these historical elements into your own arrangements. (Harnan) \$29

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

Wreath Magic (250135)

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 any season of the year. Wreaths can be used as centrepieces, to decorate your dining area light fixture, to frame a mirror, and they make the perfect jingle bell gift. (Scharfer) \$19

1 mng - Sa, Nov 18, 10:00-12:00 - CC

Floral Design Challenge (250104)

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

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

The Business of Floristry (250127) II

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 Nov 13)

Introduction to Floristry (250105)

For anyone wanting to learn flower arranging basics. This course introduces the art and design of floristry including: identifying and selecting flowers, using tools and techniques to construct arrangements that have impact, and making decorative and seasonal displays suitable for celebrating special events. On successful completion, you will have acquired the basic knowledge and skills required to prepare and personalize a variety of floral pieces. This course can be taken independently from the certificate program. This course is also the foundation course for the Floral Design Certificate. No previous experience required. 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 techniques. Prerequisite: Introduction to Floristry (250105) or equivalent. Required for certificate. (Laforge) \$665

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

Available January 2001:

Introduction to Floristry (250105)
Floral Design II (250106)
Available March 2001
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
- ♦ Planning to continue with full-time studies

Content

This part-time program consists of 159 hours of required course work with an emphasis on floral design and construction. Participants begin with an introduction to floristry basics that includes learning and applying fundamental design principles and construction methods by making several standard floral arrangements. The second design section focuses on the theory and practices related to both Western and European floral design traditions. By the end of the third course, participants will have expanded their knowledge of floristry and will be able to apply advanced elements of design and construction to their arrangements while developing their individual floral designing styles. Fresh flowers are used throughout the program to make the most of the arrangements. Dried and fabric arrangements are also incorporated. To receive the Floral Design Certificate, participants are required to successfully complete the course requirements. The program can be completed in three terms.

Note

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

Application Procedures

Individuals interested in the Floral Design Certificate Program are required to complete and submit the Floral Design Certificate Program application form by September 11. This program is open to anyone interested in acquiring competent floral design skills on a part-time basis. Individuals requesting exemption from Introduction to Floristry (250105), based on prior learning experience, are required to successfully complete the Floral Design Course Challenge (250104). To request a Floral Design Certificate Program application form and

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

Fees

Fees cover the cost of tuition, including flowers and most floral supplies. The required text, 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'Keefe, 443-8386
jokeeffe@vcc.bc.ca
Information: 443-8335

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, spectrometers and polariscopes, and will learn to test and identify a comprehensive variety of gemstones from andalusite to zoisite. Emphasis is placed on the differentiation of natural and synthetic gemstones as well as the detection of gemstone treatments and enhancements. Diamond and coloured stone grading and appraisal formats are also studied.

Preliminary year classes begin September 11 and run Mondays, 18:30-21:30 to June 2001.
Diploma year classes begin September 12, Tuesdays and Thursdays, 18:30-21:30 to June 2001.
Applications for the next entry (September 2000) are now being accepted.

Note

Fees are subject to periodic revision. Current fees include membership in the Canadian Gemmological Association and all course notes.

Full tuition is expected upon registration.
Preliminary year (051113) - \$2,250
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.

Diploma 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 for details.

NEW!

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 Diamonds.

International Gemmology Conference 2000 (051118)

This conference will be held at the Sheraton Wall Centre and will appeal to jewellery and gem professionals as well as anyone interested in the fascinating world of gemmology.

Oct 20/21/22

Arts and Design/ Automotive

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. \$699

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 Sketching (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. \$1495

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 80 gem species using the latest gem testing instruments and identification procedures. Gain confidence in using the microscope, refractometer, polariscope and microprobe. \$1495

5 day - Mo/Tu/We/Th/Fr, Oct 23-27, 09:00-17:00

Or - 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)

Increase 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 help your customers understand why two gemstones of the same variety may differ in price. \$1195

3 day - Mo/Tu/We, Oct 23, 09:00-17:00

Interior Design

Program Coordinator: Edith Saatkamp, 980-5767

Information: Cherie Spence, 443-8335

cspence@vcc.bc.ca

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

Registration: 443-8484

Interior Design Foundation Studies

Design Fundamentals (051601)

This course introduces basic design principles, elements and concepts, the practical application of design theory, the designing process and space organization techniques while developing creative problem-solving skills. (Fensom/Saatkamp) \$320

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

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

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)

This course introduces a variety of colour systems, traditional and contemporary colour theory, and explores colour mixing, relationships and applications. (Bell) \$32

Building Services/ Business, Career & Law

Building Services

Professional Skills Make a Difference

General Information and Registration: 443-8484
Program Coordinator: Brian Pink, 443-8388

Building Cleaning - Methods, Equipment, Supplies and Safety (109008)

Designed for building supervisors, staff, contract cleaners and others who are responsible for general cleaning and floor maintenance. This introductory course will examine types of soils, types of cleaners, cleaning chemicals, germicides and disinfectants, washroom and window cleaning, sweeping methods and equipment, floor machines and servicing specialty areas. Safety and liability issues will also be covered, including an overview of WHMIS regulations. Course content applies to residential, commercial and institutional buildings. This course does not include hands-on training with powered equipment. (Dallas) \$200
5 day - Sa. Sep 23, 09:00-16:00 - CC

Building Service Management (109036)

Intended for building supervisors, building service staff and others who wish to advance in the building management field. This course will explore basic supervisory and management skills with a focus on practical solutions to everyday problems. Specific topics include: budget preparation and controls, estimating and costing of building service work, purchasing of equipment and chemicals, inventory control, scheduling and motivation of staff. Special emphasis is given to teamwork and leadership skills and supervising a multi-cultural staff. The selection and care of powered equipment is also covered. This course is recognized by the Canadian Building Servicing Association (CBSA) for credit within the CBSA Professional Certification Program. (Neuls) \$295
10 day - Sa. Sep 23, 09:00-13:00 - CC

Operating a Contract Cleaning Business (109035)

For persons who want to operate a cleaning business, this course will review critical skill areas for the new or potential owner-manager. Specific topics include: establishing a business plan, sales and marketing strategies, bidding and estimating, work supervision, employment practices, insurance and financial control. \$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 estimating. (Dallas) \$45
1 day - Sa. Nov 4, 09:00-13:00 - CC

Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family properties. The course will review the primary management responsibilities of the residential building manager. Topics include: maintenance planning and cost control, preventative maintenance, building inspections, supervising on-site trades work, basic appliance repair, fire safety, security, and an introduction to heating and plumbing systems. Classes include field trips for the building inspection, fire safety and appliance repair sessions. 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 examines screening steps, tenancy applications, tenancy contracts, handling evictions, dispute resolution, landlord/tenant rights, the Residential Tenancy Act, and arbitration hearings at the Residential Tenancy Branch. Condominium law is also covered. (Chauvin) \$180
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 apartment buildings who wish to improve their skills. Participants are trained in landlord-tenant law, basic building maintenance, fire safety and security matters, and about relevant office forms and record keeping. Supervisory skills are reviewed, including goal setting, problem-solving techniques, staff supervision and tenant/owner relations.

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

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

Scholarships

The 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 Coinomatic Company.

Entry Requirements

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

Language Skills Requirement

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

Certificate Requirements

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

- ◆ Law and Tenant Relations
- ◆ Building Maintenance and Cost Control
- ◆ Building Service Management
- ◆ Building Cleaning

Note

See Building Services section for course descriptions.

These courses may be completed in any order. Program students must achieve a minimum grade of 50 per cent in each course in order to qualify for the certificate. Upon successful completion of all required courses, the student may apply for a College certificate.

Business, Career & Law

Technical & Business Writing

(Certificate Pending)

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

What about Technical Writing?

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

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

Information Session: Tuesday, September 19, 17:30 CC Room 218B

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

Technical communication requires special skills. Today's professionals spend much of their time producing written documentation. Courses will be of interest to those in diverse fields, including science, health, technology, engineering, education, and all business occupations. Assignments are designed to build your professional portfolio. This program consists of two core courses and seven elective courses. Each course is one day in length. Participants may register for courses individually. Courses will be offered on Saturdays on a rotating basis.

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

Program Courses

Core Courses

Technical Communication (100350)

Editing (100352)

Electives

Current Issues in Technical Communication (100351)

Document Project Management (100353)

Proposal Writing (100354)

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 to delivery. Learn how to produce a document plan and how to monitor project progress. Topics include: what is project management, the project development process and document project flow, preparing for the project, planning the project, conducting the project, completing the project and delivering the final project. (Dean) \$150
1 day - Sa. 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."
Technical Communications

"A very good series of technical writing courses. The instructor was enthusiastic and organized. Extremely useful."
Designing and Writing Manuals

On-line Documentation (100356)

This session provides an overview of tips and success strategies for writing on-line documentation. This session focuses on the principles of good writing and design in an on-line environment. Topics include: what is "on-line," determining project scope and terms of reference, standards of the development process, developing a document plan or storyboard, principles of on-line writing and design, creating a prototype, user-testing and delivering the final project. (Dean) \$150
1 day - Sa. Oct 21, 09:00-16:30 - CC

Information Design and Human Factors (100360)

A step-by-step guide to effective audience-centred information design for print and web-based media. Although the on-line industry is now almost ten years old, there are still few models of effective design to follow - this session explores some principles and processes of effective design you can successfully apply to the electronic medium, as well as human factor issues 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. This course will help you evaluate your current writing skills and identify what is required to master the art of technical writing. The emphasis is on creating clear, professional communications. Topics include: technical communication, form and style in technical communication, creating audience-centred documents and the profession of technical writing. (Dean) \$150
Available January 2001 term

Current Issues in Technical Writing (100351)

Update your writing skills by adopting the techniques of successful technical writers. Review trends in the technical communication profession and growth in the application of on-line writing. Discuss the development of a work portfolio and its use as an employment aid. Review the key characteristics necessary for success in this field. (Dean) \$150
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 winning proposals. The course covers process, style, content and delivery. (Dean) \$150
Available April 2001 term

Designing and Writing Manuals (100357)

Review the document development process for producing effective manuals and training guides. You will learn techniques for increasing the usability of your manuals through reader analysis and peer reviews. Learn techniques of information design and considerations for internationalizing your document. (Dean) \$150
Available April 2001 term

Industry Specific Report Writing (100358)

This 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 reader 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 for all four courses for a total of \$285 - a saving of \$35. This is not an ESL course. It is recommended that students register in Grammar Review for Productive Business Writing (104407) prior to enrolling in Writing Dynamic Business Letters (104406).

All four courses listed below:

(104419) \$285

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

Grammar Review for Productive Business Writing (104407)

Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. 6 hours (Rogers) \$80
1 day - Sa. Sep 23, 09:30-15:30 - CC

Building a Powerful Vocabulary (104411)

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and give a large number of new words and meanings. Please bring a dictionary. 6 hours (Rogers) \$80
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 data on the most up-to-date ways of expressing business communications to achieve maximum results. 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

Effective Memo and Report Writing (104414)

Get results! Learn the standard formats for memoranda and reports and review the modern and powerful language of business writing. 6 hours (Rogers) \$80
2 eve - We. Nov 8/15, 18:30-21:30 - CC
1 day - Sa. Nov 18, 09:30-15:30 - 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 Package (four courses). No charge. For students who wish credit toward Office Administration Program.
1 day - Sa. Nov 25, 09:30-15:30 - CC

English Elective

Business English Skills: You Asked for More! (104574)

Improve business-writing skills and build your vocabulary! The course is designed to help you write more clearly, as well as read and comprehend more effectively. You will learn to take notes and participate in discussing content. You will practise expressing your ideas orally and in writing. Written in-class assignments, such as letters, memos, outlines, etc., will be checked and revised for correct grammar and sentence structure. Class size limited. Bring dictionary. 18 hours. (Gossen) \$145
6 eve - Mo. Oct 23, 18:30-21:30 - CC

Career Success: Nurturing the Working Spirit

Program Assistant: Pat Cooper, 443-8428

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

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

These seminars provide down-to-earth, step-by-step approaches to help you deal with the changes and demands of today's workplace. They allow you to truly nurture your working spirit.

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

Course Package (104594)

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

Improving Your Emotional Intelligence to Enhance Your Interpersonal Skills (104590)

Includes listening skills; the art of response; dimensions and principles of interpersonal relationships; initiating, establishing, escalating, maintaining and terminating relationships; cultural, gender and individual diversity. (Cressey) \$75
1 day - Sa. 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. Sep 16, 09:00-16:30 - CC

Bring Your Dolphin to Work (104517)

Work, think and communicate like dolphins in the shark-infested waters of work! This unique new course provides tools, exercises and insights to help you examine and realize your full potential at work, including the areas of leadership, empowerment, team building, conflict resolution and creativity. Understand how the metaphor of playful, highly evolved and intelligent dolphins relates to your desire to nurture your own working spirit. Learn how to deal with the sharks! (Cressey) \$75
1 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, public presentations and audience analysis, as well as the art of conducting 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
1 day - Sa. Nov 25, 09:30-15:30 - CC

Leadership

Leadership Certificate Program

Program Coordinator: Anne Tollstam, 443-8668

Program Assistant: Lynda Boothby, 443-8383

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

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

Core Courses

Stepping Up to Leadership (100317)

Using Leadership Language (100318)

Building a Productive Team (100319)

Finding Time for Results (100320)

Critical Thinking (100303)

Managing Change (100304)

Problem Solving and Action Planning (100306)

Elective Courses

Hiring the Right Person (100309)

Creative Thinking at Work (100316)

Thinking on Your Feet (100315)

Conflict to Collaboration (100307)

Performance Management: Goals and Reviews (100308)

Facilitation Skills for Team Leaders (100311)

Coaching for High Performance (100323)

Additional elective courses may be offered in coming terms. Electives will vary each term.

Credit Transferability

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

VCC will accept participant substitutions for employer-sponsored registrants.

Courses available in upcoming three terms: Spring, Fall and Winter 2001:

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 to change. (Lewis) \$150
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:

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

Interactive lectures, individual work, group discussion and skill-practice sessions will be used. Participants will write a "back-home" personal plan for applying their newly acquired skills. (Hannah) \$165
1 day - Fr. Sep 22, 09:00-16:30 - ROB

Facilitation Skills for Team Leaders (100311)

Leading productive teams is an acquired skill. Learn how to focus the work team without stifling creativity. Assist your team to analyze issues from different perspectives and to build on their collective synergy. Participants will be taught the tools and techniques for generating ideas and determining solutions. All participants will be given the opportunity to lead and/or manage one or more practice sessions. Sharpen your facilitation skills by learning and practising the following tools and techniques: brainstorming, force field analysis, positive/negative analysis, fishbone diagrams (cause-effect diagrams), grouping, categorizing, ranking, assessing risk, and consensus building. (Oster) \$150
1 day - Sa. Sep 30, 09:00-16:30 - CC

Thinking on Your Feet (100315)

In this highly participatory course you will learn proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience, prepare and use visual aids, handle impromptu speaking situations, and get the results you want. Participants will learn how to think effectively on their feet, organize and practise for a business presentation, and use non-verbal communication to reinforce the spoken message. Attend this course and learn more about how your audience sees YOU, and how to make your presentation more memorable. Participants will have the opportunity to make presentations and receive constructive feedback in a supportive environment. (Swankey) \$150
1 day - Sa. Oct 28, 09:00-16:30 - CC

Hiring the Right Person (100309)

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

"Valuable for both managers and employees."

Coaching for High Performance

Finding Time for Results (100320)

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

- ◆ Analyzing your day
- ◆ Setting goals and priorities
- ◆ Delegating
- ◆ Creating productive meetings
- ◆ Handling interruptions
- ◆ Understanding your self-motivation to complete your day and projects. (Cuzzetto) \$165
1 day - Sa. Nov 18, 09:00-16:30 - CC

Using Leadership Language (100318)

"Lack of Communication" is one of the most frequently cited causes of a multitude of workplace ailments. Whether it is with your staff, peers, or supervisors, clear, direct communication results in more productive interactions

Records Management

Records Management I (104509)

A valuable course for anyone working with records and information systems in business or government. Important contemporary issues around freedom of information and privacy are among the topics covered. As the volume of information being processed by business has increased, so has the need for a systematic approach to creating, classifying, storing, retrieving and disposing of that information. Textbook to be purchased from City Centre bookstore prior to class, Information and Image Management, Ricks, Swafford & Gow. This course is supported by the Association of Records Managers and Administrators. This course is offered once a year. 30 hours (Bradley) \$185

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

Records Management - Advanced (104556)

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

Information: Pat Cooper, 443-8428 pcooper@vcc.bc.ca
Fundamentals of Project Management is suitable for all persons who have or will have responsibility for the planning, control or implementation of projects. For a detailed course outline contact Pat Cooper. Course outline can be faxed to you or sent by e-mail via pcooper@vcc.bc.ca.

Fundamentals of Project Management (100168)

This course will give participants an understanding of the project management discipline, an insight into the application of project management in their job, a framework for successful implementation of project management techniques and practical tools for process improvement, team motivation and communication. Case studies are used to illustrate successful applications of project management in a variety of business settings. (Mogan) \$190

4 eve - 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

In cooperation with the Federal Court of Canada, this program is offered to students who wish to pursue employment in a court environment or work in a legal office that specializes in immigration, patent, trademark, tax, admiralty, citizenship and tribunal matters within the jurisdiction of the Federal Court of Canada. Courses in this program may also be used as electives in the Legal Assistant Certificate Program and 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 price. No Federal Court completion certificates will be issued for individual courses. Registration is limited to 15 students. Because classes are conducted in the offices of the Federal Court, and students must undergo an RCMP security check, registration must be completed seven days before the first day of class. Forms for the security check are available in the Vancouver Community College, City Centre Continuing Education office. Prerequisite for the course is admission to the Legal Assistant Certificate Program or the Office Administration Certificate Program.

Week 5 - Tu/Th, Oct 17, 19:00-22:00 - CC

Courses offered are:

Registry Officer Development Program Package (104589)

Includes all five courses listed below \$400

General Rules Orders and Directives (104585)

This 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)

This 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, prothonotaries 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 Federal Court. \$85

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)

This course examines the Federal Court Immigration Rules 1993, filing documents related to Applications for Leave and Judicial Review, and will look at types of motions common to immigration proceedings. \$85

1 eve - Th, Nov 23, 18:00-21:00 - FCO

Court Registrar (104588)

This 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

How to Start a Business Package (106038)

This step-by-step, five-week program guides you through information on all pertinent topics required to successfully begin your own small business. Each course is six hours of instruction offered on two evenings for three hours per week. \$105 per course or a total of \$395 for all five courses for a savings of \$130. Participants attending all five courses will receive a Statement of Completion. \$395

How to Start a Business (106039)

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

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

Identifying and Marketing Business Opportunities (106040)

Starting a successful business frequently centres on finding an opportunity overlooked by others. This course concentrates on how and where to look, sources of information and accessing ideas for new ventures. Relate your customers' needs to products, prices, promotion and distribution to create your marketing plan. (Vonas) Both parts \$105

Thursday - Marketing and Advertising

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

Week 2 - Tu/Th, Sep 26, 19:00-22:00 - CC

Bookkeeping from Start to Finish (106042)

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

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

Financial Statements - Forecasting and a Cash Budget (106043)

Making the right decisions depends on your knowledge of financial statements. This course teaches you how to read them and what needs to be controlled. (Vonas) Both parts \$105

Thursday - Forecasting and Cash Budgeting

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

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

Financing and Business Strategy (106041)

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

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

Week 5 - Tu/Th, Oct 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

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

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

Worksafe Education

Program Coordinator: Sheila Stickney, 443-8673

Program Assistant: Sarah Mokaber, 443-8635

Information and Registration: 443-8484

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

Courses offered this term:

Joint Health and Safety (H&S) Committee Training (201085)

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

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

Hazard Recognition and Control (201082)

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

1 day - 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)

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

1 day - Th, Oct 19, 09:00-17:00 - CC

Investigating and Controlling Strains and Sprains (201081)

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

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

Computers

Vancouver Community College offers a wide range of courses - from beginners to advanced - at both the Oakridge Computer Lab and the City Centre Campus. See page 14 for City Centre courses - expanded this year.

Oakridge Computer Lab

Course Location

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

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

Registration: 443-8484

Class Sizes and Information

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

Counselling

Oakridge courses only - Mishela 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.

Programming

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 or more students.

Note

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

General Information

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

The Oakridge Lab offers computer courses in these areas:

- 1 Introduction to Computers
- 2 Windows 95/98 and Windows NT
- 3 Local Area Networks - LAN Management
- 4 Internet and Web Publishing
- 5 Computer Applications: 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 Lab are limited to 6 or 12 students. Course materials, including take-home reference notes, are provided for all classes.

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

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

Introduction to Computers

Introduction to Computers (100605)

This course is designed for individuals with little or no previous personal computer experience. Fundamental hardware and software operations are explained. Understand CPUs, RAM, floppy disks and disk drives, hard disk drives, files, and operating systems. Hands-on training involves overviews of a variety of topics including: word processing, spreadsheets, Windows and the Internet. Some typing is required. \$190

1 day - Su, Sep 10, 09:00-17:00 - Oak

1 day - We, Oct 11, 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 - Sa, Sep 23, 09:00-17:00 - Oak

1 day - We, Oct 02, 09:00-17:00 - Oak

1 day - We, Oct 18, 09:00-17:00 - Oak

1 day - Sa, Oct 28, 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)

Learn how to modify the desktop, create shortcut icons, and customize the Start and Document menus. Use the Control Panel to adjust mouse, keyboard, regional and display settings. Learn about the Maintenance Wizard, ScanDisk 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 v4 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 (100920)

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

1 day - Sa, Sep 16, 09:00-17:00 - Oak

1 day - We, Oct 04, 09:00-17:00 - Oak

1 day - We, Nov 15, 09:00-17:00 - Oak

1 day - Mo, Dec 11, 09:00-17:00 - Oak

Introduction to Windows NT Networking (101150)

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

1 day - Sa, 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 Networking, this course explores Windows NT skills for administrators. Understand and install client software. Create and maintain logon scripts to set drive mappings. Create and use local and roaming profiles. Understand the differences between profiles for NT workstations and profiles for Windows 95/98 workstations. Create and manage user accounts, set and change account properties. Introduction to Windows NT Networking (101150) is the recommended prerequisite. \$190

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

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

1 day - We, Dec 13, 09:00-17:00 - Oak

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 workshop 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 interactive 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/fashion 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 fashion design business for ten years. She is a standing member of the VCC Fashion Arts Advisory Committee.

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

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 from the University of Quebec. He works as a freelance graphic designer, illustrator and instructor. He enjoys sharing his excellent working knowledge of 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 British Columbia in 1970.

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

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 Vancouver studio.

Maureen Johnston, BA, Washington State University, has an extensive background in copywriting, news writing and editing for major corporations in New York City, Calgary and Vancouver. With a proven track record in the business world, she brings years of top-level experience to the educational forum.

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

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

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

Judith Thomson has a bachelor's degree from the University of British Columbia in art history. She spent several years living in England where her research and study in the history of furniture began. Currently she teaches History of Design and Furniture at several institutions in the Lower Mainland.

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

Patricia Kramer has a bachelor's degree in fine arts (theatre production) from the University of Victoria; her specialty was costume design. A desire to work further with textiles led her to the interior design industry, specifically wholesale textile sales. She has worked in this field for the past eight years and her vocation has become avocation.

Rachelle Laforge is a 24-year floral industry award-winning veteran with extensive retail and designing experience. Her specialties include hotel and commercial installations, coordinating indoor and outdoor wedding events, designing floral arrangements for film and television and creating discerning funeral arrangements. She is committed to life-long learning and sharing her knowledge.

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 marketing and floral design experience contributes to her successful special event and design company.

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

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 Centre, and maintains a private consulting practice.

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

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

George Molnar has been active in digital graphics production since graduating from VCC's Print Production 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 Instructor's Diploma.

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

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

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

Rick Portice has worked for 22 years in the floral industry in retail, consulting, and custom creations.

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

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

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

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

Robin Schafer is a recipient of local and national awards for his floral design work and is also a marketing consultant for the floral industry. He enjoys combining his design skills and marketing techniques in his classroom sessions.

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

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

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

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

Judith Thomson has a bachelor's degree from the University of British Columbia in art history. She spent several years living in England where her research and study in the history of furniture began. Currently she teaches History of Design and Furniture at several institutions in the Lower Mainland.

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

Patricia Kramer has a bachelor's degree in fine arts (theatre production) from the University of Victoria; her specialty was costume design. A desire to work further with textiles led her to the interior design industry, specifically wholesale textile sales. She has worked in this field for the past eight years and her vocation has become avocation.

Maciek Walentowicz was trained in Poland, England and 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 studio as a jeweler and designer.

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 Certificate Program, a freelance pattern maker and has taught at VCC since 1987.

Automotive

Eddie Chu is a certified auto mechanic with several years' teaching experience. He completed the Provincial Instructors' 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 of Alberta.

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 Services, 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 Neule manages a large residential care facility. He is a member of the Advisory Committee for the Building Service Worker Program at VCC and also serves on the board of the Canadian Building Servicing Association.

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. Presently working in securities law.

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

Jill Barrett is a legal secretary and has worked as a legal secretary in the area of litigation since 1995. She is currently 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 Commission.

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

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

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

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

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

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

Gary Harasym, LLB, is a sole practitioner who restricts his practice to family law, divorce and matrimonial matters. He has over 20 years' experience practising law in Vancouver.

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

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

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 a legal assistant.

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

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 founding Lewis Consulting, Jenny was responsible for management 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 manager of International Marketing for Stentor Resource Centre Inc. Susan is a Project Management Institute graduate and holds an MA in education from UBC.

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 an employment coordinator.

Melanie Rodiuk, BA, is an assistant trust officer with CIBC.

Dee Rogers, a graduate of Capilano College Legal Assistant Program, has worked almost exclusively in litigation 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 finance, mergers and acquisitions.

Lily Sim is a legal assistant with over 15 years' experience. 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.

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

Cheryl M. Stephens, BA, LLB, a legal educator and legal writing specialist.

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 Canada.

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

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

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

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

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

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

Mishele Mathern, who loves to teach, is a full-time computer instructor and program manager for Oakridge at VCC and is currently the educational coordinator at the College of Dental Surgeons of BC.

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 instructed 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 Instructor's Module and currently teaches first year restorative courses in the Faculty of Dentistry at UBC,

Health

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

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 community experience, a recipient of RNABC Excellence in Nursing Practice Award, an active member of the Canadian Intravenous Nurses Association, and former editor of the CINA Journal.

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

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 management.

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 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 in 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 Hospital.

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 facilitation.

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

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

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

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 Malayuk, BSc, PharmD, is a clinical geriatric pharmacist in the Affective and Psychotic Disorders Treatment Program, Geriatric Division, Riverview Hospital and clinical pharmacy consultant in long term care.

Keith Milton, DMD, has a distinctively learned view of human physiology. His exciting insight and passionate approach to teaching has inspired students over the last 20 years.

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, is a part-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 the Short Term Assessment and Treatment Centre 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 instructed 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 Instructor's Module and currently teaches first year restorative courses in the Faculty of Dentistry at UBC,

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

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

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 Tegniet International Inc., a company through which he has developed new infection control products.

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

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 Richmond Health Board.

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

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 researcher of acupuncture at the China Medical College Taiwan, and maintains a private practice in Vancouver.

Danielle Wegelin, BSc, completed the BCIT OH&S diploma 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 years.

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

Advanced Excel (100799)

Understand and use Excel's built-in database features to manage lists. Use forms for data-entry. Filter or copy records based on one or more search conditions. Analyze data using functions and pivot tables.

Excel is essential 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 - We, Nov 01, 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 10, 09:00-17:00 - Oak

1 day - Th, Nov 16, 09:00-17:00 - Oak

1 day - Th, Dec 14, 09:00-17:00 - Oak

Computer Accounting**ACCPAC for Windows – General Ledger (101170)**

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

1 day - Fr, Sep 08, 09:00-17:00 - Oak

1 day - Su, Oct 01, 09:00-17:00 - Oak

1 day - Fr, Nov 10, 09:00-17:00 - Oak

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

ACCPAC for Windows – Accounts Receivable (101171)

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

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

1 day - Fr, Nov 17, 09:00-17:00 - Oak

ACCPAC for Windows – Accounts Payable (101172)

Learn how to set up Accounts Payable in ACCPAC for Windows. Create the A/P Company Profile, establish Account Sets, distribution information, and payment terms. Create and manage Vendors, Vendor Groups, Remit-To locations, and Payment Selection codes. Perform Daily and Periodic processing, enter prepayments and manual cheques, and post A/P transactions to the General Ledger. Experience in ACCPAC for Windows General Ledger is essential. Introduction to ACCPAC for Windows - General Ledger (101170) is recommended. \$190

1 day - Su, Oct 29, 09:00-17:00 - Oak

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 - Su, Nov 05, 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 accounts. Work with paycheques, purchase orders, purchases, payments, sales and deposits. Set up recurring accounts using Inventory, adjust inventory and make transfers. Set up projects to use as commission areas, and to use for customers. Deal with year-end and year-end adjustments. Experience with Simply Accounting is essential. Introduction to Simply 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 prerequisite. \$190

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

1 day - Th, Sep 24, 09:00-17:00 - Oak

1 day - Tu, Oct 24, 09:00-17:00 - Oak

1 day - Th, Nov 23, 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, two-colour brochure, and adjusting and editing text. Class exercises include the production of a two-sided brochure. Familiarity with a mouse and experience with other programs is essential. \$190

1 day - Tu, Aug 22, 09:00-17:00 - Oak

1 day - Fr, Sep 15, 09:00-17:00 - Oak

1 day - Su, Oct 22, 09:00-17:00 - Oak

1 day - We, Nov 29, 09:00-17:00 - Oak

Intermediate PageMaker Desktop Publishing (100766)

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

1 day - 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 transforming, 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 experience in other Windows programs is essential. \$190

1 day - Mo, Oct 30, 09:00-17:00 - Oak

1 day - Sa, Nov 18, 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 essential. \$190

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 three-colour logo. Experience with CorelDRAW! is essential. Introduction to CorelDRAW! (101103) is strongly recommended. \$190

1 day - Th, Sep 28, 09:00-17:00 - Oak

1 day - Su, Nov 05, 09:00-17:00 - Oak

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

For other desktop publishing courses see ELECTRONIC PUBLISHING, page 3.

Database Management**Introduction to Access (101131)**

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

1 day - 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 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 queries with calculated fields. Create, modify, and use a variety of forms for data input and display. Build basic reports for data printouts. Experience with Access is essential. Introduction to Access (101131) is recommended as a prerequisite. \$190

1 day - Tu, Sep 12, 09:00-17:00 - Oak

1 day - Sa, Oct 21, 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 specialized queries to use bring together related data from 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 1 (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 respond to actions and events. Understand and use variables to store data in modules. Control program execution using IF and Select case statements. Experience programming Access macros is essential. Access Programming - Level 1 (101168) is strongly 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 manager. Learn how to use this powerful tool to manage your appointments, activities, e-mail, and contacts. Specific topics include creating and changing appointments, creating a task list, creating and managing a contact list, taking notes with the journal feature, customizing various views, and more. Experience in Windows is essential. Introduction to Windows 95/98 (101138) is recommended for those with little experience in Windows. \$190

1 day - 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, Sep 16, 09:00-17:00 - Oak

1 day - Th, Oct 12, 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 background colour and font attributes, as well as opening and saving text files. Create a menu system to make the form more user-friendly. Experience with Visual 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 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**Location**

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 (100404)**

Keyboarding is a skill needed for efficient computer operation. Because keyboarding is a skill, to be successful you must apply proper techniques and meaningful practice in each class. You will learn to key letters, numbers and symbols, and master the numeric keypad by touch. Classes are taught on computers with a keyboarding text and Windows software. Textbook to be purchased at City Centre Bookstore prior to first session. (Wong) \$110

6 mng - Sa, Sep 23, 09:30-12:30 - CC

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

Computer Foundations (100401)

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

E-Commerce, Internet & Web Pages**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. \$115

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

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. (Mogan) \$130

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 understanding 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)

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

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 applications. (Caldwell) \$275

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

Network Support Professional**Information**

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

Program Description

The Network Support Professional Certificate Program is a part-time, five-month evening/weekend program. The program is designed for people who are:

- Currently employed as computer support professionals
- Seeking employment as computer support professionals
- Preparing for 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 Professional 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 September 7 and 13, 18:30, City Centre Campus. Ask for room directions at the Continuing Education office.

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 1 (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)

This 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: exploring the hardware and software to build a 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

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 a working interactive web site that will accept on-line user data and

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 - Fr, Nov 10/17/24, 09:00-16:00 - 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 enlargement, and ECG changes in ischemia and acute 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 responsibilities, and standards for PAIR nursing practice. 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 Practice section.

Gerontology

Program Coordinator, 443-8674

Program Assistant, 443-8672

Information Session: Tuesday, September 12, 18:30

Healthy Aging in Healthy Communities (203602)

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

6 day - Fr, Sep 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 reactions and over-medication. Update your knowledge about safe and effective drug therapy with older adults. The first course provides essential information about how drugs are handled in the body, how aging affects this process and the significance of adverse drug reactions in the older adult. Subsequent courses address special considerations in prescription and non-prescription drug therapy for specific health problems and diseases affecting older adults. Courses may be taken individually. (Malyuk)

Continued on next column...

Medications and the Older Adult Series (continued)

Principles of Medication Use with Older Adults (200718)

\$50 (\$75 as elective series in Gerontology Certificate Program - Nursing)

1 mng - Fr, Oct 27, 09:30-12:30 - KEC

Medications for Treatment of Chronic Pain in Older Adults (202775)

\$50

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

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

Aggressive Behaviour in Cognitively Impaired Older Adults (202721)

Improve your ability to assess, prevent, and manage aggressive behaviour in cognitively impaired older adults and to select effective methods tailored to their needs, safety and dignity. (Nicholson) \$50

1 mng - Fr, 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 to provide clinical leadership for their unit and shift. In addition to competence in client care, they require practical leadership and communication skills for team building, interdisciplinary problem-solving, delegating, coaching, resolving conflicts, maintaining standards, and facilitating change. This two-day course will help you understand your professional accountability and leadership role and to develop effective skills to deal with on-the-job situations. (Rohrer) \$175 (\$200 as elective in Gerontology Certificate Program - Nursing)

2 day - Fr/Sa, 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 age-related 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 responsibly within small groups in health-care settings. Self-assessment of leadership knowledge and skills provides a foundation for development of communication skills that facilitate change in professional gerontological practice. 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. (Olson) \$75

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 these decisions effectively using nursing care plans. Participants complete a self-study module, client assessment and care plan (7-10 hours) in preparation for the course. Register by three weeks in advance. (Blais) \$125 (module included)

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

Nursing Assessment of Frail Older Adults in Long Term Care (202784)

Comfort and pain, nutrition and hydration, elimination, skin integrity, mobility and falls, sleep, and cognitive ability. These key areas are essential to the functional assessment of frail older adults by nurses in all long term care settings. This overview course will help you to select and use assessment tools and clinical practice guidelines, assess significant patterns and changes in client's behaviour, 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)

Keep abreast of new developments in the pathophysiology, diagnosis and management of Diabetes Mellitus in the older adult with a focus on Type II Diabetes. Emphasis is on 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;

empathic listening; symptom management to assist comfort, breathing, eating, continence, skin integrity and normal functioning; and interventions when death is near. This course is for nurses and health professionals in long term care and is offered once a year. It is a prerequisite for Advanced Hospice Nursing (202797). \$105 (\$130 when Palliative Care series is taken as elective in Gerontology Certificate Program - Nursing). (Roberts/Spring)

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

Gerontology Certificate Program - Nursing

Program Coordinator, 443-8674

Program Assistant, 443-8672

Information Session: Tuesday, September 12, 18:30

This 18-month, part-time certificate program will increase your competence in clinical and leadership roles, while earning a certificate in the specialty of gerontological nursing, and transfer credits towards a degree. RNs also gain educational hours towards acquiring or maintaining CNA certification as a gerontological nurse. The program is available to RNs, RPNs, BSNs and MSNs working in any community, acute care or long term care setting involving older adults. One intake per year. Maximum: 20 nurses.

Prerequisites

Currently practising as a Registered Nurse (RN) or Registered Psychiatric Nurse (RPN)
Current Basic Cardiac Life Support - C level

One year of nursing practice in Canada within the past three years; current practice in gerontological nursing

Certificate Requirements

Participants must successfully complete:

- Seven courses (total 228 hours) Introduction to Gerontology; Healthy Aging in Healthy Communities; Communication - Level I and II; Foundations of Gerontological Nursing; Gerontological Nursing I, and Gerontological Nursing II. Participants will be evaluated on the basis of participation, practice-oriented assignments and exams, and self-directed application in the clinical field.
- A 122.5-hour practicum.
- A 12-hour elective.

Length of program is one to two courses per term: Five terms - 18 months. The program must be completed in three years.

Course Fees

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

Application

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

Courses

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

Childbirth Educators

Childbirth Educators Certificate Program

The Childbirth Educators Certificate Program is now being offered through Douglas College. For information please contact program coordinator, Diane Donaldson at 527-5045 or program assistant, Judith Larson at 527-5476 at Douglas College.

Dental

Program Coordinator: Jadina Yip, 443-8676

Program Assistant: Sarah Mokaber, 443-8635

Registration: 443-8484

Probiotics in Dentistry (203447)

You have probably heard of Probiotics, what is it and how does it work? Learn the new science of Probiotics and how Probiotics may regulate the delicate balance 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 is a similar benefit in the mouth. (Milton) \$55

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 accounting. Use follow-up systems that prevent problems from "slipping through the cracks" and achieve efficient, effective time management. Reduce stress, improve productivity and create your own optimum work environment! (Simmons) \$85

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

X-Ray Radiation: Hazard and Protection (203429)

Discuss the issues concerning x-ray radiation exposure to patients and staff in dentistry. Review exposure ranges, radiation protection, safety guidelines during pregnancy, effects of naturally occurring and man-made radiation and the effects of darkroom and film types on radiation reduction. (Ascencio) \$50

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. (Olsen) \$95

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

Acupuncture in Dentistry (203451)

Discover the uses for acupuncture in dentistry. This session will discuss acupuncture channels, meridians and points; acupuncture technique; and highlight herbs and remedies for dental disease. (Wang) \$50

1 eve - Mo, Oct 23, 18:30-21:30 - CC

Forensic Dentistry (203450)

This interactive discussion will outline forensic dentistry, 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 forensics to dentistry and to reemphasize the importance of thorough and accurate dental records. (Severs) \$55

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

"Trouble Shooting" in Local Anaesthetic (203443)

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 of periodontal disease, and common pathologic findings. A brief overview of radiographic technique, processing, quality control and radiation hygiene will be included. (Orpe) \$55

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 of disease, we can intelligently and rationally discuss 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

Career Development (203432)

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! (Praisil) \$60

1 mng - Sa, Nov 18, 09:30-13:30 - CC

Dental Materials Update (203430)

Learn the latest in composite materials and techniques, and how to create the best cosmetic result. You will also discuss fissure sealants and desensitizing materials and learn which methods and materials offer effective, long-term results. (Bedard) \$50

1 eve - Tu, Nov 21, 18:30-21:30 - CC

Dentistry and Oral, Head and Neck Cancer (203425)

This interactive discussion will deal with the identification of lesions, current diagnosis, therapy, treatment and management of oral, head and neck cancer. This course will answer your questions and provide you with the information to effectively treat and meet the needs of the cancer patient in your office. (Allison/Brown) \$55

1 eve - Th, Nov 23, 18:30-21:30 - B.C. Cancer Agency

Facts about Teeth Whitening (203444)

Teeth whitening has become a routine request and 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

Provisional Prosthodontic Module: Theory (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 or preceptorship staff or students in a variety of settings. (Moore) \$50

1 mng - Fr, Nov 3, 09:00-12:00 - KEC

Transformative Learning (202305)

Transformative learning is the foundation of accountable, reflective practice and innovative problem solving in our complex and changing health care system. In this leading-edge course, you will learn about the purposes and processes of transformative learning, and strategies that you can incorporate in your teaching and mentoring roles. (Moore) \$50

1 aft - Fr, Nov 3, 13:00-16:00 - KEC

Health Care Management

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. Evaluation is by practice-based assignments, attendance, and class participation. Transfer credit to Health Care Management Program Level I, BCIT, and the U of VIC and UBC BSN programs is available. Offered each spring.

Content includes management theory and processes; managing change and transitions; assertiveness and conflict management; communication-principles, styles, written, verbal, interviewing; labour relations processes; disciplinary process, handling the problem employee; issues and trends in the health care system-evidence-based practice, ethical decision making, globalization; 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 information

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 information on the most current trends and practices in B.C. which impact your organization. The program emphasizes the B.C. context, is industry specific to continuing care, is practice based, and was developed in collaboration with the British Columbia Association of Community Care to address identified learning needs. Evaluation is by assignment, (where you apply course content to the operation of your organization/facility), attendance, and participation. Six courses: Management Processes, Communications, Introduction to Continuing Care, Financial Management, Personnel Management,

LPN Upgrading

Program Assistant: 443-8635

The following courses are for practical nurses who require these components for B.C. licensure or for upgrading purposes. Each course has a home study 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 and 201105)

For those requiring clinical component. (Boll) \$275
Lab 2 sessions - 1 eve Tu, Oct 10, 19:00-21:30 AND 1 day - Sa, Oct 28, 08:00-17:00 - CC Nursing Lab

Clinical 2 days - Mo/Tu, Oct 30/31 OR We/Th, Nov 1/2, 07:00-15:30 - Minoru Residence

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

Subcutaneous Injection and Insulin Administration (201009)

Self-study component requires 2-3 weeks to complete. For LPN's currently giving meds. (Boll) \$105
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-dry 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. Includes content on microbiology, infectious disease process, prevention and control of micro-organisms, medical and surgical asepsis, straight and indwelling catheterization, male and female. (Boll) \$135
Lab 1 day - Mo, Oct 16, 13:30-17:00 - CC Nursing Lab

For other continuing education courses, see Professional and Allied Health Care sections.

Personal & Professional Development

Communication

Program Coordinator, 443-8674

Program Assistant, 443-8672

Conflict Resolution Series

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

Conflict Resolution - Level I (202802)

This course combines theory with practice to help you recognize the positive functions of conflict and to deal with it as a normal part of everyday life and work

Foodsafe – Level I (Basic) (250201)

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

1 day - Sa. Sep 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 - CC
1 day - Sa. Oct 14, 09:00-18:00 - CC
1 day - Sa. Oct 21, 09:00-18:00 - CC
1 day - Sa. Oct 28, 09:00-18:00 - CC
1 day - Sa. Nov 4, 09:00-18:00 - CC
1 day - Sa. Nov 11, 09:00-18:00 - CC
1 day - Sa. Nov 18, 09:00-18:00 - CC
1 day - Sa. Nov 25, 09:00-18:00 - CC
1 day - Sa. Dec 2, 09:00-18:00 - CC
1 day - Sa. Dec 9, 09:00-18:00 - CC
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 I; must be in supervisory or management position. Topics include: major types of food-borne illnesses not discussed in Level I, i.e., Hamburger disease; design and maintenance of a food service establishment; managing sanitary practices in a food service establishment; implementing a Hazard Analysis Critical Control Point System (HACCP). \$100

2 day - Sa. Nov 18/25, 09:00-15:00 - CC

Worksafe Education

Program Coordinator Sheila Stuckey, 443-8632

Program Assistant Sarah Mokher, 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 campus bookstore. \$325

12 eve - Mo. Sep 18, 18:30-21:30 - CC (Adilman) (Please note: class for Mo. Oct 9, Nov 13 will be held on Tu, Oct 10, Nov 14)

12 eve - We. Sep 20, 18:30-21:30 - CC (Shamai)
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 practice in using a client-centred counselling model. Class time is divided into lectures, instructor demonstration, and practice in the role of helper and client. The course encourages self-exploration to enhance your effectiveness as a helper. Prerequisite: Basic Counselling I (101805) or permission of program coordinator. Text: Counselling Skills, Bob Shebib. (Shamai) \$265

10 eve - Tu. Sep 19, 18:30-21:30 - CC (Shamai)

Coaching Skills for Counsellors (101817)

Personal coaching is one of the newest and fastest growing professions today. In this workshop you will learn the similarities and differences between coaching and counselling, why those with a counselling background are ideally suited to practice in the field of coaching, the different coaching specialties, the skills of coaching, and how to incorporate coaching skills into your counselling-related job or practice. This workshop will be highly interactive; participants will have ample opportunity for discussion and practicing skills. Prerequisite: practicing counsellor/social worker/helper or current student/graduate in the VCC certificate 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 leaves them feeling disappointed, hurt and disillusioned, because unfinished childhood business gets activated in intimate relationships. Relationship counselling uses strategies and skills that help couples transform old, defeating behaviour patterns into more aware and responsible ways of being together. This two-day workshop is for those who face the challenge of supporting couples and families in difficult relationships. The content will emphasize helper self-awareness and practical strategies for supporting couples. Prerequisite: current student/graduate in Counselling/Substance Abuse Certificate, or equivalent training/experience. (Adilman) \$135

2 day - Sa. Oct 28, Nov 4, 09:30-16:30 - CC

Body-Centred Approaches to Counselling (101814)

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

3 sessions - 1 eve - Fr. Nov 24, 18:30-21:30 AND 2 day - Sa. Nov 25, Dec 2, 09:30-16:30 - CC

Vocational Counselling (101839)

This course examines vocational counselling with particular reference to the needs of diverse populations. Participants examine the process of how clients make vocational decisions and how the counselling relationship facilitates this process. This course is aimed primarily at those in the field of employment/career counselling. It may also be used to fulfill the requirements for the Counselling Skills Certificate Program. Prerequisite: Basic Counselling Skills I (101805) or equivalent training with permission of program coordinator. Text: Career Counselling: A Psychological Perspective, Yost and Corbishly, available at campus bookstore. (Coomber, Koopman) 36 hours. \$325

Will be offered January 2001 term

Cross-Cultural Counselling (101841)

This course examines cross-cultural counselling issues, theories and approaches, including value orientation, cultural-racial identity development and intercultural communication. It is designed to be both theoretical and practical by giving participants understanding of the cultural factors underlying client and counsellor interaction, as well as by emphasizing practical skill. This course is aimed at those in the helping professions who work in a multicultural milieu. It may be used to fulfill requirements for the Counselling Skills Certificate Program. Prerequisite: Basic Counselling I (101805) or equivalent training/experience. (Klassen) \$325

Will be offered January 2001 term

Marketing for Job Placement Workers (101809)

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

Will be offered January 2001 term

Working with Shock Trauma (101812)

This workshop is an introduction to the psychophysiological basis of trauma, and to a body-centred psychotherapy which is an effective tool in working with clients who are affected by shock trauma. Participants will achieve a greater understanding of the mind-body connection as it involves shock trauma, and have the opportunity to observe and practise effective intervention techniques. This workshop is of interest to those in the helping professions, particularly front-line workers who may be in a position to provide crisis intervention, support, or referral. Prerequisite: student/graduate of a university/college counselling training program, or equivalent background, with permission of the program coordinator. (Zettl) \$135

Offered in January 2001 term

The Gestalt Approach to Counselling (101810)

This workshop will teach participants to more fully access the emotional experience of your clients, to focus more immediately and comprehensively on their demeanor and behaviour, and to feed back this knowledge in a sensitive and timely way. You will be introduced to Gestalt concepts such as sensory awareness, figure-ground, contact and "here-and-now" as a way of increasing their awareness of your own view of the world and that of your clients. Course content will be experiential in nature, and opportunities to practise will be provided. Prerequisite: current student/graduate in Counselling Skills or Substance Abuse Certificate Programs, or equivalent training/experience. (Menzel/Rungta) \$150

Will be offered in January 2001 term

Counselling Skills Certificate Program

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

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

Entry Requirements

- ◆ Grade 12 completion
- ◆ Maturity and emotional stability
- ◆ Good knowledge of English, both oral and written
- ◆ Relevant experience in social services. (Volunteer experience is credited if it is in a structured, supervised setting. Work or volunteer experience must include use of counselling skills.)
- ◆ Three years successful recovery for those affected by chemical dependency
- ◆ Satisfactory, documented completion of Basic Counselling Skills course (101805) or equivalent
- ◆ Satisfactory interview with program coordinator

Certificate Requirements

- ◆ Individual Counselling Skills (101831) - 36 hours
- ◆ Counselling Theories (101830) - 36 hours
- ◆ Assessment and Referral (101838) - 36 hours
- ◆ Personal/Professional Development (101842) - 18 hours
- ◆ Two of the following four courses:
Group Counselling Skills (101832) - 36 hours
Family Counselling Skills (101833) - 36 hours
Vocational Counselling Skills (101839) - 36 hours
Cross-Cultural Counselling Skills (101841) - 36 hours
- ◆ As well as:
Counselling Practicum (101836) - 112 hours

Course Fees

18 hours - \$160; 36 hours - \$325, Practicum - \$300

Application

Call 443-8484 for brochure and application form.

Start dates: January, April, September each year.

Note

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

Individual Counselling Skills (101831)

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

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. (Zettl) \$325

Will be offered in January 2001 term

Group Counselling Skills (101832)

This course examines the knowledge and skills required when counselling in a group setting. Content includes types of groups, group effectiveness, group structure and organization, roles and responsibilities of group leaders, stages of group development, evaluating change. An exploration of legal and ethical issues, particularly competence is included. The experiential component of this course includes an extended group experience and the opportunity to lead structured exercises. 36 hours (Laird) \$325

11 sessions - 10 eve - 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/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)

6 mng - Sa. Oct 14, 09:30-12:30 - CC (Yasin) (No class Nov 11)

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)

This course examines cross-cultural counselling issues, theories and approaches, including value orientation, cultural-racial identity development and intercultural communication. It is designed to be both theoretical and practical by giving participants understanding of the cultural factors underlying client and counsellor interaction, as well as by emphasizing practical skill. This course is aimed at those in the helping professions who work in a multicultural milieu. It may be used to fulfill requirements for the Counselling Skills Certificate Program. Prerequisite: Basic Counselling I (101805) or equivalent training/experience. (Klassen) \$325

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 requirements for the Counselling Skills Certificate Program. Prerequisite: Basic Counselling Skills I (101805) or equivalent training with permission of program coordinator. Text: Career Counselling: A Psychological Perspective, Yost and Corbishly, available at campus bookstore. (Coomber, Koopman) 36 hours \$325

Will be offered January 2001 term

Practicum (101836)

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

Practicum information meeting:
Mo. Sep 25, 18:30-20:30 - CC

Substance Abuse Counselling Skills**Substance Abuse Counselling Skills Certificate Program**

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

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

Entry Requirements

- ◆ 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.

Human & Social Services/ Interpreting & Translation



Corinne O'Reilly, Early Childhood Care and Education Certificate Graduate and Recipient of Westcoast Multicultural Award, 2000

"The Early Childhood Care and Education Program was outstanding - both the instructors and the course quality. When I first came to VCC I was nervous. English was not my first language and I had not been a student for a while. The program was demanding but the environment was supportive. The instructors and my fellow students were so helpful."

Certificate Requirements

Introduction to Substance Abuse (200112) - 21 hours
Drugs and Human Behaviour (200127) - 21 hours
Individual Counselling Skills for Substance Abuse (200115) - 36 hours
Group Counselling Skills for Substance Abuse (200116) - 36 hours
Family Counselling Skills for Substance Abuse (200117) - 36 hours
Assessment, Referral and Community Resources for Substance Abuse (200126) - 36 hours
Personal/Professional Development (101842) - 18 hours
Substance Abuse Practicum (200119) - 112 hours

Course Fees

18 hours - \$160; 21 hours - \$185; 36 hours - \$325; Practicum - \$300

Application

Call 443-8484 for brochure and application form.

Start dates: September, January, April each year

Note

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

Introduction to Substance Abuse (200112)

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

7 eve - Tu. 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

Individual Counselling Skills for Substance Abuse (200115)

This course examines the skills of counselling as they relate to the counselling relationship and the personal and professional development of the counsellor. It emphasizes skills and strategies used by counsellors working in the area of substance abuse. Content areas build on those covered in Basic Counselling Skills I (101805) and Introduction to Substance Abuse (200112), and includes motivational interviewing. (Coyle) \$325

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

Group Counselling for Substance Abuse (200116)

This course examines the knowledge and skills required, when counselling in a group setting, individuals affected by substance abuse. Content includes an exploration of group dynamics, stages of group development, leadership styles, member roles, types of groups, and specific skill applications when working with substance abuse populations. The experiential component of the course includes an extended group experience and the opportunity to lead structured group exercises. 36 hours (Laird) \$325

Will be offered January 2001 term

Family Counselling for Substance Abuse (200117)

This course examines the knowledge and introductory skills required when counselling the family presenting substance abuse concerns. This course will explore substance abuse in families using a family systems theoretical perspective. Three specific approaches to counselling families will be explored: family of origin, narrative, and solution-focused counselling. Content areas will include: theoretical assumptions, family assessments, counter transference, and ethical issues. (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 development, especially as this applies to ethical principles. Content areas build upon and expand the knowledge of ethical principles, especially as they apply to practice issues. Case studies, small and large group discussion and journal writing are featured. A large component of this required course will be process-oriented, involving the sharing of students' self-exploration on the individual examination of values and personal limitations. \$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 resources for individuals who are affected by substance abuse problems. Content includes: criteria for assessing chemical dependency, the assessment interview, assessment tools, assessment with special populations; making a successful referral, and pertinent ethical issues. Participants will be actively involved in the gathering, sharing, and evaluating of information about community resources. (Chadwick) \$325

12 eve - We. Sep 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 counselling experience in a setting for substance abuse clients. Continuous liaison with the certificate program will be maintained throughout the practicum through a series of seminars. Objectives for the practicum will be written on an individualized contract basis. This contract is negotiated by the participant, the practicum site and the practicum coordinator. (Aubrey/Laird) \$300

Practicum information meeting: Mo. Sep 25, 18:30-20:30 - CC

Working with Children & Youth

Program Coordinator: Gyla Chud, 443-8416

Information: Pat Cooper, 443-8428 or Jane Jimison, 443-8660

Consider a range of exciting programs to prepare you as a child care professional.

Early Childhood Care and Education Level I

This two-year, provincially certified program prepares graduates to work as supervisors in preschool and day care centres for children three to five years old. Please note: This program is FULL for this year. Applications are now being accepted for September 2001.

Infant-Toddler Educator Program

This one-year, POST-BASIC program for already qualified ECCE graduates offers specialized skills and knowledge to supervise infant and toddler group day care settings. The program is offered on alternate years. Please call 443-8428 for further details about our September 2001 program.

Leadership, Administration and Management in Child Care

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 for 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 follow are:

- ◆ Working with 5 Year Olds
- ◆ Working with 6-9 Year Olds
- ◆ Working with 9-12 Year Olds
- ◆ Working with Children Needing Extra Support
- ◆ Leadership and Organizational Skills

Introduction to School Age Child Care (150637)

This course is designed to provide an orientation to working with 5-12 year old children in various settings. The themes of understanding children's behaviour, building their self-esteem, guiding their behaviour and planning exciting programs for them will be of great benefit to those involved in this field of work. Please note that this course meets six evenings AND one Saturday. (Forfellow) \$135

6 eve - Tu. Sep 26,

Professional Orientation to Interpreting Skills (150118)

This component is designed to develop oral/aural skills, memory, interpreter skills, and terminology research. Seminars on professional ethics, communication techniques. Required for certificate. 36 hours. \$745

Bilingual Interpretation (150119)

Sight translation and consecutive interpretation practice using legal and other texts; development of bilingual terminologies, introduction to simultaneous interpretation (in sessions for each language of specialty). Required for certificate. 123 hours. \$745

Law for Court Interpreters (150120)

Discussion of legal aspects of court interpreting, and the role of the interpreter in the legal system. Introduction to the Canadian and BC court systems and principles of law, court procedures and terminologies. Required for certificate. 36 hours. \$325

Interpreting Issues in the 21st Century: New Techniques and Technologies (150165)

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)

This overview of Computer Assisted Translation Software will show how to set up Trados and Déjà Vu and how they work. Directed to professional translators who have no experience with Computer Assisted Translation Software, it is not a hands-on course or in-depth discussion of the capabilities of the tools; rather, it 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 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) \$80

2 mng - Sa. Oct 28, Nov 4, 09:30-12:30 - CC

Interpreting for Immigration Settings (150166)

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 proceedings, formal hearings. It deals with the skills needed by interpreters to do sight translation, written 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 of accreditation to work in B.C. courts. The modules of the program will be delivered in your home in a variety of formats: printed word, video and audio tapes, electronic mail (optional) and audio conferencing. In this self-paced, part-time program, you will be introduced to the skills required to act as an effective interpreter in and out of courts. This program is open to persons who have an excellent knowledge of English and one of the following: Cantonese, French, German, 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 skills required by interpreters, and an overview of the profession. 20 hours

Interpreting Skills (150183)

Focus on practical exercises to develop oral/aural skills, memory, pre-interpreting skills and terminology research. 70 hours

Canadian Law for Interpreters (150184)

Legal aspects of court interpreting. Introduction to the Canadian and B.C. court systems and principles of law, court procedures and terminologies. 35 hours

Bilingual Interpretation (150185)

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

Language

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

Program Assistant: Rosie Jong, 443-8661
rjong@vcc.bc.ca

Registration: 443-8484

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

Spanish Conversation - Level I (502025)

Viva! If it's for pleasure or business, learning Spanish has never been easier nor more enjoyable. This eight-week 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, 18:30-21:30 - CC (No class Oct 9, Nov 13)

Spanish Conversation - Level II (502026)

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 simple and fast approach to further expanding your spoken and written Spanish. (Gonzalez-Cirre) \$150 (includes GST)

8 eve - Th. Sep 28, 18:30-21:00 - CC

Mandarin Education For Children & Adults

Program Coordinator: Sik-on Hon, 871-7130 (course and student placement)

Program Assistant: Rosie Jong, 443-8661 (general program information)

Registration only 443-8484

The Vancouver Community College (VCC), Mandarin School places emphasis on the practicality of its courses, modern and interesting presentation methods and the use of simple, easy-to-learn materials. Emphasis is on Chinese reading, writing and conversational skills. Qualified and experienced instructors are employed.

Children's Mandarin Education

Each course has 16 sessions. They are held on Saturdays from 09:30-12:00 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 \$107). All students from four years old and up will be accepted. All students will be assigned to the appropriate class at registration time.

Hanyu Pinyin phonetics are adopted to 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.

Course numbers and levels:

505820 - Preschool	505801 - Grade 1
505802 - Grade 2	505803 - Grade 3
505804 - Grade 4	505805 - Grade 5
505806 - Grade 6	505807 - Grade 7
505808 - Grade 8	505809 - Grade 9
505810 - Grade 10	505811 - Grade 11
505812 - Grade 12	505813 - Advanced

Fine Arts for Children

Children's fine 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 per course (GST is applicable for students age 15 and older - fee will be \$107)

Course numbers and subjects:

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 (GST included). The Mandarin Program for Adults includes the following four courses:

Adult Elementary (505821)

A strong foundation is built through practice in phonetics and intonation employed in the Mandarin language. The usage of Hanyu Pinyin reinforces the simplicity of learning. You are introduced to simple words used in daily living, as well as the basic sentence structure. \$120 (including GST)

10 mng - Sa. Sep 23, 09:30-12:00 - CC



Kylie Hutchison, Non-Profit Sector Management Certificate Graduate, 1994

"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 organizations."

Adult Intermediate (505822)

You have taken the Adult Elementary course or have a basic understanding of the Mandarin language. Emphasis is placed on correct sentence structure, building vocabulary and improving the ability to converse in the language. \$120 (including GST)

10 mng - Sa. Sep 23, 09:30-12:00 - CC

Adult Advanced (505823)

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 (505824)

Ideal for individuals who can read and write the Chinese language but seek to improve their spoken Mandarin. This course emphasizes phonetics of Mandarin language and the proper intonation of words. Through conversation, discussion, debate and other activities, it prepares you to speak better Mandarin. You are encouraged to bring tape recorders to the course. \$120 (including GST)

10 mng - Sa. Sep 23, 09:30-12:00 - CC

Non-Profit, Voluntary & Fundraising

Non-Profit Sector Management Certificate Program

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

Program Assistant: Rosie Jong, 443-8661
rjong@vcc.bc.ca, or non-profit@vcc.bc.ca

Information Session: Tuesday, September 12, 18:00-19:00 - CC. Registration requested, 443-8484

The Non-Profit Sector Management Certificate Program offers essential and comprehensive training for adults seeking to launch or advance their management career in the not-for-profit sector. Courses will be of interest to volunteers and individuals in entry to middle management positions who want to enhance their knowledge, skills and leadership potential.

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

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 dependent on funding.

Certificate Requirements

Satisfactory completion of five core courses; all courses within a specialty stream and a project-based practicum (40-60 hours) for those students not working in specialty stream positions. All core courses will be graded, with a minimum of assignments. The program in-class will take 18-24 months part-time to complete.

Required Core Courses (total 150 hours) listed in recommended order

Fundamentals and Ethics of Non-profit Management (101902) \$290, on-site Fall 2000

Interpersonal Communications (101903) \$290 - on-line in process

Planning and Evaluation (101906) \$290 - on-site Fall term 2000

Leadership and Human Resource Management (101904) \$290

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 certificate application process. Please register directly with the CE office for specialty courses. Specialty courses will be offered each term. Costs vary according to the specialty. Choose from one or more of the following specialty streams:

Non-Profit Management

Volunteer Management

Fundraising Management

Community Development

Entrance Requirements

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

Application Process

Submit an application form 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, 18:00-19:00 CC

Core Courses On-Site

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

The in-class program is under review. One or two core courses will be offered each term.

Fundamentals and Ethics of Non-Profit Management (101902)

Examine the basic principles, philosophy and structure of not-for-profit organizations. The course emphasizes the function, purpose, roles and responsibilities of the board, administration, staff and volunteers. Participants will explore trends, community resources and legal issues/liability. In addition, the course will introduce principles and ethical decision-making while maintaining the organization's mission and mandate. (O'Loughlin) \$290

10 eve - Mo. Sep 18, 18:30-21:30 - CC (No class Oct 9, Nov 13)

Planning and Evaluation (101906)

Gain an understanding of both technical and applied aspects of strategic and program planning and evaluation in the non-profit sector. This course highlights the purpose, use and importance of program planning; provides an understanding of what a program is, how it is developed and its performance and outcomes are assessed. (TBA) \$290

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

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)**

This course is designed for students in the volunteer management specialty stream. In addition, interested individuals who are currently volunteer managers are encouraged to register. Participants will examine the current issues and trends affecting volunteerism and the impact on the volunteer manager. Tour provided. Bring lunch. (Rawnslley) \$160

3 sessions - 1 day - Sa. Nov 4, 09:00-16:00 - VBG Education 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 fundraising 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 Overview (101601)**

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

8 eve - Tu. Oct 3, 18:00-21:00 - TBA (No class Oct 31)

Proposal Writing (101974)

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

2 day - Fr. Oct 27, 10:00-16:00; Sa. Oct 28, 09:00-16:00 - CC

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 workshop will leave you with practical skills and a greater understanding of how the media works. (Friedman) \$55

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

Telecommunications Management

Program Coordinator: Peggy Worobetz, 443-8670

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 telecommunications professionals providing you with up-to-date "real life" experience and knowledge. The Telecommunications Management Certificate Program provides you with a combination of technical knowledge and management skills that will enhance your potential for leadership in this evolving profession. Non-certificate students may enroll in any course. Students must successfully complete all five courses in seven terms (two years and one term) to obtain a certificate.

Understanding Telecommunications (102260)

Telecommunications Technology (102261)

Voice/Data Integration (102262)

Applications Management (102263)

Integrated Office Management (102264)

Understanding Telecommunications (102260)

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

10 eve - We. 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 to basic technical theory and industry standards. A broad range of technologies encountered at the management level by suppliers, service-providers and users of telecommunications are introduced. Prerequisite: Understanding Telecommunications (102260). (Giles) \$335

12 eve - Th. Sep 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 communications. Prerequisites: Understanding Telecommunications (102260) and Telecommunications Technology (102261). (Kole) \$335

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

Applications Management (102263)

Applications Management reviews a new industry-specific application each week. The macro view of a company's telecommunications needs will be reviewed and the student will learn to mix and match technologies to solve business issues for several industries. Building on the previous courses, this course will investigate the integration of voice, video and multimedia as it progresses. Prerequisites: Understanding Telecommunications (102260), Telecommunications Technology (102261) and Voice/Data Integration (102262). (Paul) \$335

12 eve - We. Sep 20, 18:00-21:00 - CC

Integrated Office Management (102264)

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

Offered January 2001 term

Challenge Examinations

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

Understanding Telecommunications (102265) \$185

2 hrs - 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 examination.

Eighty dollars (\$80) of the \$185 is charged for writing an examination.

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:

- request a "deferred fee credit" for 100 per cent of the balance of \$105 (valid for one year)
- request

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 Terrell
Program Coordinator: Jayeson Van Bryce

The TESOL Diploma Program is the premier teacher-training 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 teaching internship. It is offered in three formats - the Fast Track Program, the Part-Time Program, and the Summer Program. On successful completion, graduates receive a TESOL Diploma from Vancouver Community College and also qualify for a TEAL Professional Certificate: Level One from the Association of BC Teachers as an Additional Language (BC TEAL).

Admission Requirements for the TESOL Diploma Program

- An undergraduate university degree.
- Successful completion of the prerequisite course: An Overview of 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)

This 30-hour course provides an overview of the teaching techniques, procedures, and instructional resources used to teach the English language, and is the prerequisite for the TESOL Diploma Program. \$205

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 communication and listening skills. \$335

Teaching Reading (150818)

This 30-hour course focuses on the theory and instructional methodology used to teach reading in an English language class. \$285

Teaching Writing (150813)

This 30-hour course focuses on the theory and the instructional methodology used to teach writing in the English language classroom. \$285

Teaching English for Academic Purposes (150819)

This 30-hour course focuses on the specific instructional techniques and resources for teaching advanced English language students planning to continue academic studies at a post-secondary level. \$285

TESOL Internship (150824)

The TESOL Internship is a 45-hour course. It consists of 20 hours of compulsory workshops and 25 hours of practice teaching in an English language classroom. \$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 Elective Courses are required to successfully complete the TESOL Diploma Program.



Sharon Goetzke, Graduate

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

Frank Sargent, Graduate

Visit our website ♦ www.vcc.bc.ca/tesol
e-mail: tesol@vcc.bc.ca

International TESOL Diploma Program

Senior Program Coordinator: Jennifer Pearson Terrell
Program Coordinator: Anne Sandor

The International TESOL Diploma Program is a teacher-training 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 Grammar One, Teaching Grammar Two, Teaching Pronunciation, Teaching Listening and Speaking, Teaching Reading, Teaching Writing, Pronunciation and Communication 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 ends in June 2001. The winter term begins in January 2001 and ends in November 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 Terrell
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 Inservice Diploma Program, graduates will receive a TESOL Inservice Diploma from Vancouver Community College and qualify for a Professional Certificate: Level Two from the Association of BC Teachers of English as an Additional Language (BC TEAL).

Admission Requirements for the TESOL Inservice Diploma Program

- An undergraduate university degree
- Two teaching references from past employers
- A minimum of 600 hours of documented classroom teaching in a recognized English language educational institution. Classroom teaching must be documented with official institutional records or institutional contracts
- 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.

"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 Instruction for Newcomers to Canada.)"

ESOL Tutoring (150844)

This practical six-hour course examines ESOL tutoring skills. Focusing on a range of topics associated with becoming an ESOL tutor, topics including how to get started, how to lesson plan for tutoring sessions and how to prepare and select tutoring materials, will be presented. \$70

Tutor/Teach Grammar (151708)

This 12-hour course examines the theory and instructional methodology used to tutor/teach grammar to ESOL speakers. Grammatical structures from the beginner level through the advanced level will be addressed. \$180

Tutor/Teach Pronunciation (151707)

This 12-hour course examines the theory and instructional methodology used to tutor/teach pronunciation to ESOL speakers. \$180

Tutoring ESOL Practicum (151709)

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

Tutoring ESOL Elective Courses

To successfully complete the Tutoring ESOL Certificate Program or the Tutoring ESOL Document, students must complete 30 hours of elective credits.

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 methodology used for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, grammar, pronunciation, as well as oral testing and lesson planning. \$205

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 need 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. \$100

International TEFL

International TEFL Certificate Program

Senior Program Coordinator: Jennifer Pearson Terrell
Program Coordinator: Anne Sandor

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 In-Class Assignment. Applicants must submit a minimum 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 & Mail-in Registration

Fax 443-8393
for VISA or MASTERCARD use only

Mail Registration to: VCC - Continuing Education, 250 West Pender Street, Vancouver, BC V6B 1S9 Phone: 443-8484

Please TYPE or PRINT in BLACK ink. Note: One registrant per form. Please duplicate this form as needed.

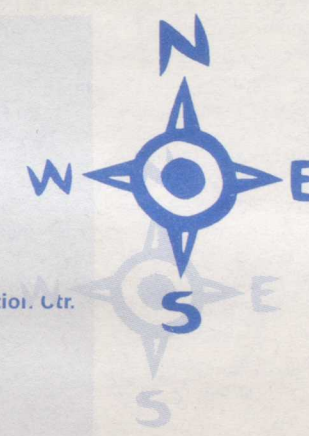
<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss.	<input type="checkbox"/> Ms.
Surname		Given Names	
Address		City/Municipality Province	
Postal Code		Home Phone	Business Phone Local
Course Number (6 digits)	Course Name	Location	Start Date Time
1			
2			
3			
4			
Tuition Fees	Method of Payment	Credit Card Information	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard
1	<input type="checkbox"/> Money Order	Name on Card	
2	<input type="checkbox"/> Cheque	Credit Card Account Number	
3	<input type="checkbox"/> Fee Credit	Expiry Date	
4	\$ _____ Total	Signature	Date

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

CONTINUING EDUCATION Locations

CC • Vancouver Community College
City Centre Campus, 250 West Pender St.
BCC • BC Cancer Agency
600 West 10th Avenue, Vancouver, BC
DS • Design Studio
440 Cambie Street, Vancouver, BC
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
King Edward Campus
1155 East Broadway, Vancouver BC

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
VBG • Van Dusen Botanical Garden, Education Ctr.
4900 Hudson Street, Vancouver BC
VV • Volunteer Vancouver
301 - 3102 Main Street, Vancouver BC



4 ways to Register

1 By Mail

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

2 By Phone

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

3 In Person

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

4 By Fax

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

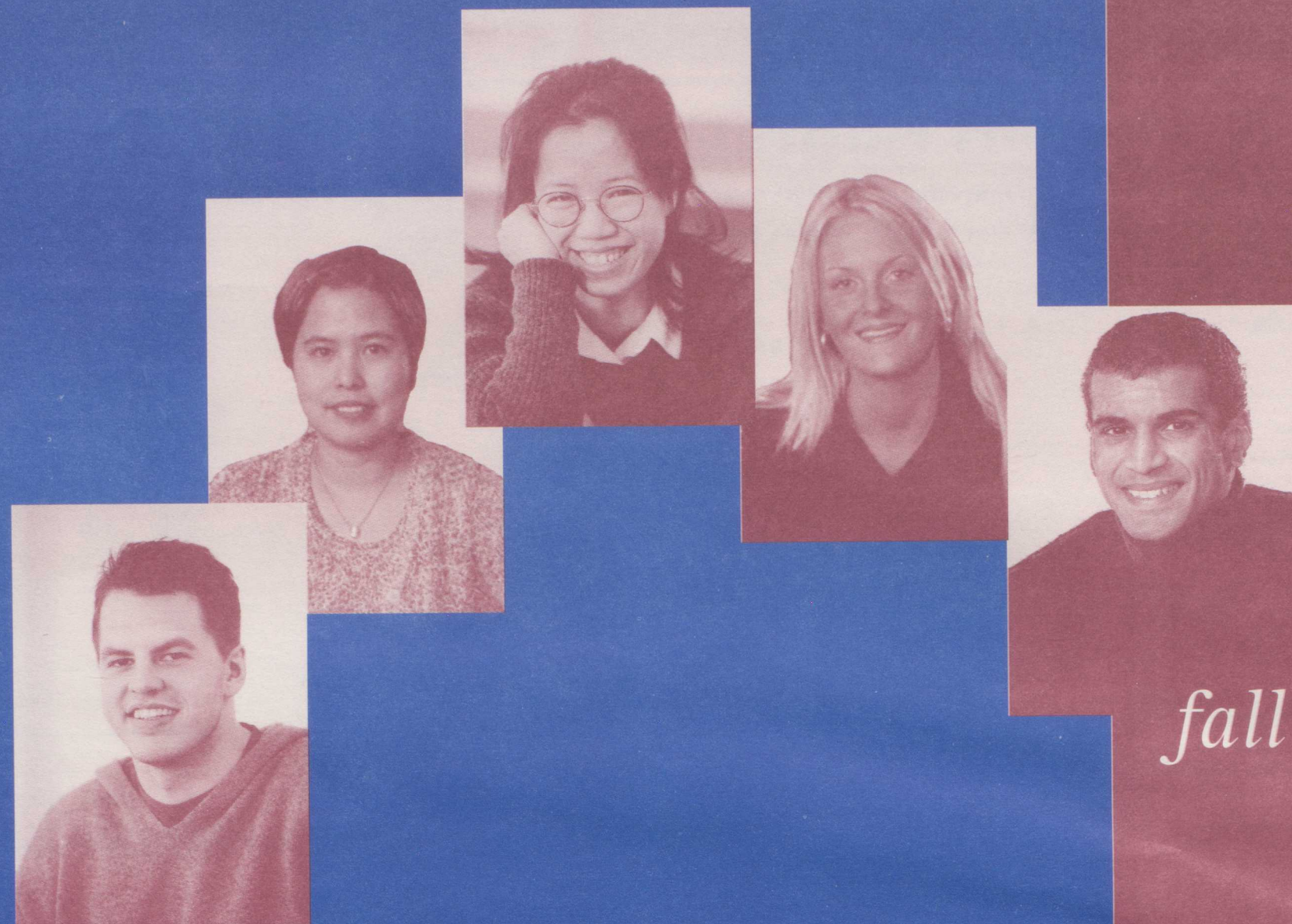
Registration hours

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



報名及查詢，請致電
中文熱線 443-8677

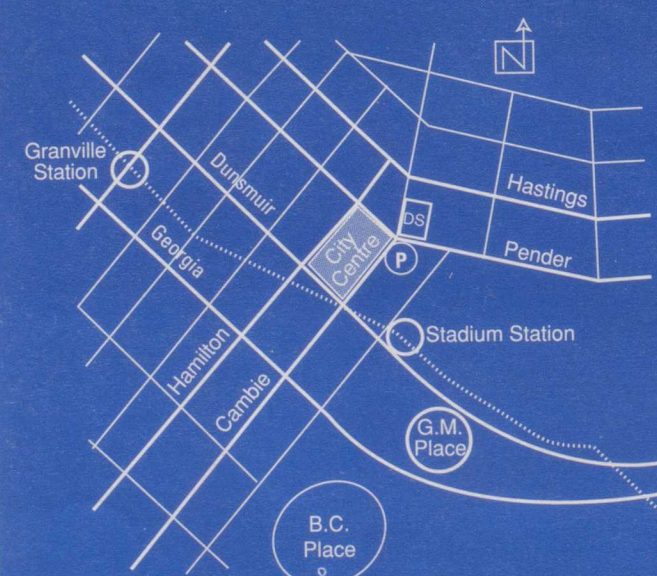
Information is available to speakers of Cantonese and Mandarin. Please call 443-8677.



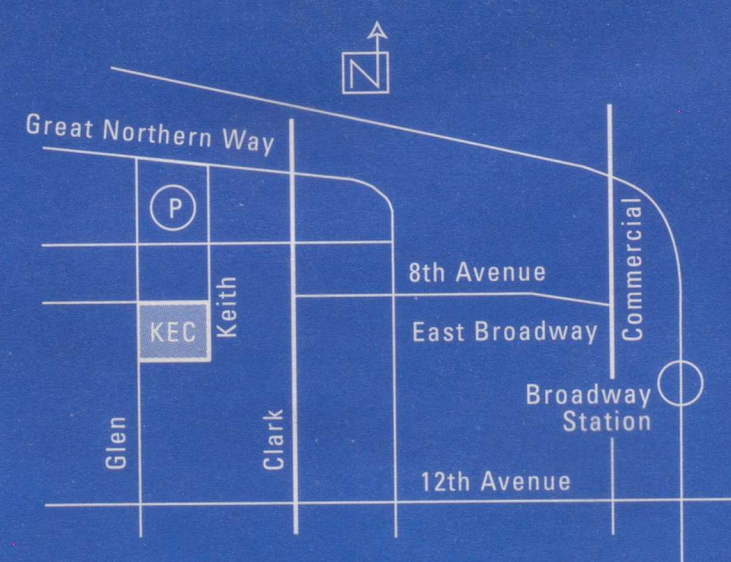
fall 2000

VANCOUVER COMMUNITY COLLEGE

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