



learn **now** @ Continuing Education

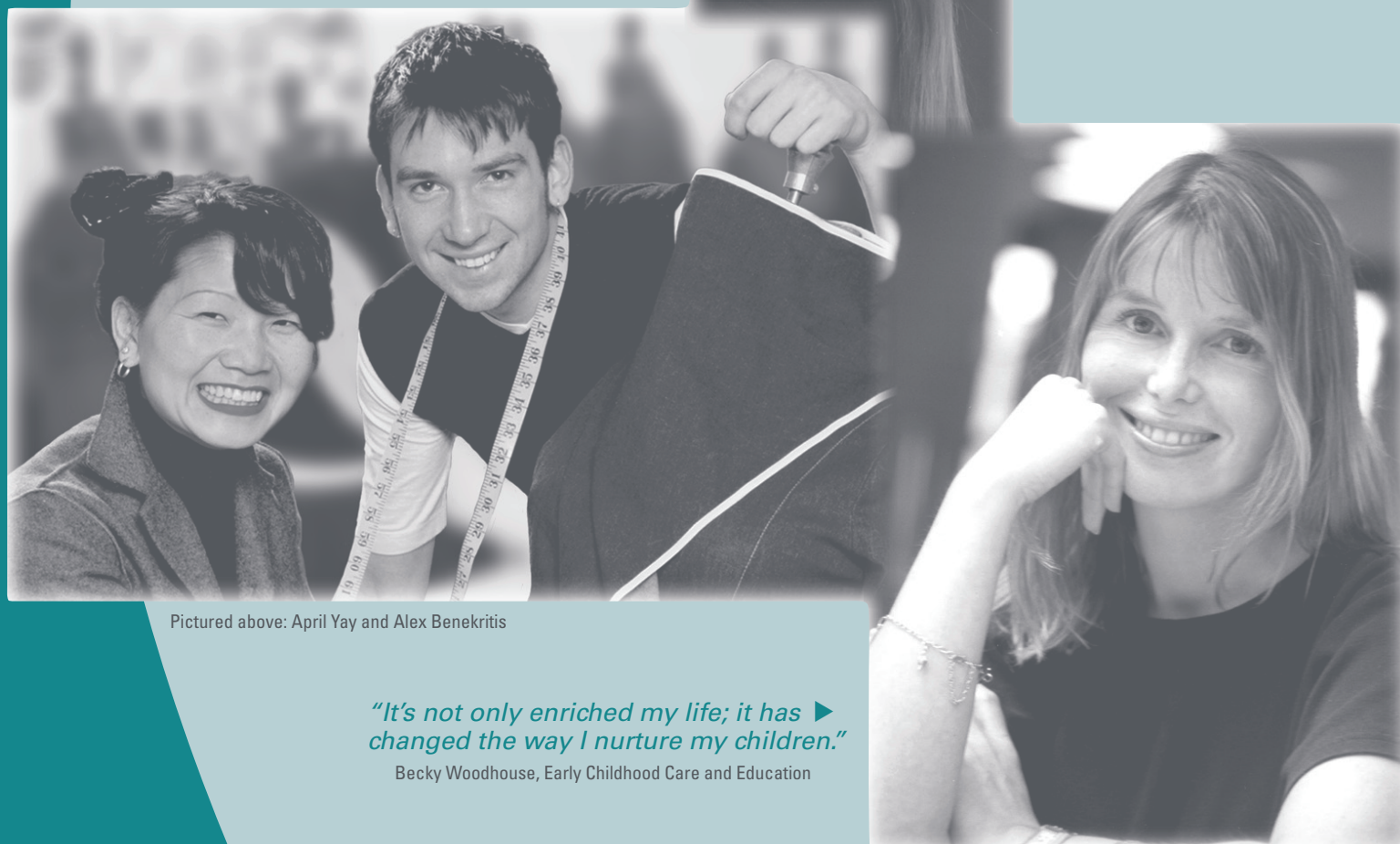
"The Fashion Arts Certificate at VCC is, by far, one of the best I have encountered."

Regina Burke, Fashion Arts



◀ *"The instructor provided a clear and concise framework...most informative and motivational."*

Bett Robinson, Counselling Skills (see story page 21)



Pictured above: April Yay and Alex Benekritis

"It's not only enriched my life; it has ► changed the way I nurture my children."

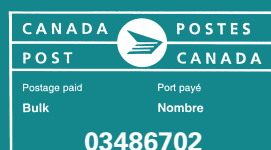
Becky Woodhouse, Early Childhood Care and Education

VANCOUVER COMMUNITY COLLEGE

January to March 2001

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Students tell me what they really enjoy about their courses is the instructors.

Continuing Education instructors both work and teach in their fields of expertise – they practise what they teach! Students also say they like the friendliness and helpfulness of their instructors. Learning does not have to be a stressful experience. In fact, research shows that students learn best when they are challenged and supported.

Whether you want a one-day course to improve your skills, or wish to earn a college certificate or diploma, we hope you will enjoy continuing your education at Vancouver Community College.

Connie Gibbs, Director, Continuing Education

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Calendar Design/Layout • Keith Parker
Photography • Lauch McKenzie

Thanks to the many VCC students who helped with this calendar.

Continuing Education Courses at the New International Education Centre @ 1080 Alberni St.

Call 443-8484, or see page 21 for more information:

Spanish Conversation (502025)

Mandarin Conversation Level 1 (505821)

Overview of Teaching English as a Second Language (150802)

Interior Design Fundamentals (051601)

Mediation: Alternate Dispute Resolution (104521)

Telecommunications: Introduction to Visio 2000 - Networks

Understanding Electronic Commerce (100418)

Stock Trading on the Internet (100423)

Windows Basic (100413)

Exploring the Internet (100414)

Overview of Coaching in Business (100327)

Defining Corporate Vision, Values and Integrity (104522)

Consulting as a Career Option (106125)

Competitive Intelligence in Small Business (106121)

Managing Business Growth in Small Business (106124)

Learning On-Line: Non-Profit Sector Management

Students in VCC Continuing Education's Non-Profit Sector Management Certificate Program can now take courses on on-line, thanks to a development grants from the federal and provincial governments.

The funding, including a \$78,000 start-up grant from the Office of Learning Technology, permitted the program's instructors, with the assistance of VCC's program development team, to convert all the Non-Profit Sector Management Certificate Program courses for highly interactive delivery via the Internet.

The Non-Profit Sector Program, which has been offering courses in the classroom at VCC since 1986, is designed for mid-level managers whose goals include running non-profit organizations.

"Now that three of our courses will be offered on on-line by this spring, professionals working in non-profit sector – living anywhere in British Columbia or beyond can continue their education by logging onto the Internet," explains program coordinator Marilyn Smith.

According to Smith, on-line students are finding that they are getting even greater contact with the instructor and other students than in the classroom. "There is constant communications with chat rooms and bulletin boards," she adds.

The first of the program's five core courses to be delivered via the Internet, Fundamentals and Ethics of Non-Profit Management (101908), was launched on-line in the Spring 2000 term. The next course in the program to go on-line is Planning and Evaluation (101909) in January 2001, followed by Human Resource Management (101910) in the spring term.

The Fundamentals and Ethics course, instructed by Chloe O'Loughlin, covers the basic principles, philosophy and structure of not-for-profit organizations.

"As an instructor I was very excited about converting my course to an on-line version," says Chloe. "I was somewhat concerned that I wouldn't have the opportunity to get to know my on-line students, but by the end of the first session I realized this wasn't the case. The 11 students in the pilot project had 800 interactions during the course – that wouldn't be possible in-class. I was amazed by the quality of the interaction."

One of session's on-line students completed the course while on vacation in Mexico, interacting by laptop from the beach.



Jeri-Lyn Ratzlaff

◀ Another on-line student, Mission resident **Jeri-Lyn Ratzlaff**, feels that many of the discussions with the students and instructor were more thought-provoking and challenging because responses had to be written clearly enough before they were sent in. "I really appreciated the fact that most of the resources were on-line which made material really accessible and less time-consuming than attending class and doing research in the library," she says. "This was my first on-line course and it turned out to be an incredibly valuable learning experience."

Although there are no classes to attend with on-line delivery, learners should expect to devote the equivalent of classroom and preparation time on this course. If you are new to working on-line, additional time may be required. Students should be familiar with e-mail, be able to access the Internet and have either Netscape or MicroSoft Internet Explorer as their browser.

The courses are hosted on the WebCT platform. Since few learners have had the opportunity to work on-line, WebCT has developed a competency quiz and we encourage you to visit webct.com, Take the quiz and determine if you are ready to take an on-line course.

For more information please see page 20 of this calendar or contact program coordinator Marilyn Smith at 443-8663 or by e-mail msmith@vcc.bc.ca

Looking for a Job? Grants available for Tourism and Hospitality

If you are looking for employment, VCC Continuing Education offers two government-funded programs in partnership with Destinations. An employment service for BC's tourism industry, Destinations offers orientation sessions, job placement and training. Destinations programs are specially designed for individuals receiving provincial income assistance.

Eligible applicants are sent to Destination orientation sessions - offered at VCC. Once these applicants have completed the orientation, and are placed in jobs. They are then eligible for up to \$3,000 worth of training. Courses in this calendar with the Destinations logo are eligible for this funding.

The day-long orientation sessions take place every second Tuesday, beginning January 16. "Orientation to Tourism and Hospitality Careers" is part of the Jobs Partnership Program.

This workshop, designed for individuals who are just coming on to assistance, is a great way to begin a career in the hospitality and tourism industry.

If you have been on income assistance for seven months or more, VCC offers a week-long course in Destinations "Work-based Training Program." Courses in this program begin Jan 22, and again March 12. This five-day, no-fee course includes one day of SuperHost training.

After completing the workshop, participants will work with Destinations staff to find job placement in a tourism or hospitality industry position.

Don't worry about grades and tests – there aren't any. Just come and learn with the Destinations experts.

Here's what the course will do for you:

- Your resume will be reviewed by industry professionals.
- You may be matched with a hotel, travel company, restaurant or another type of tourist business best suited to your current skills and needs.
- Once you are accepted, Destinations is dedicated to assisting you in securing tourist industry employment.
- Destinations staff will support you during 12 months of on-the-job training, with hospitality and tourism professionals.
- A knowledgeable training supervisor will act as your liaison, providing assistance and career path guidance for the full 12 months.
- Many of those employed have been promoted and are still employed two years later.

"Destinations is focused on helping applicants find and keep meaningful jobs," says Peggy Worobetz, VCC Destinations program coordinator. "Each trainee has a training plan written specifically for their needs to ensure their growth and success in the industry."

As one past participant puts it: "Just wanted to say 'thank you' for the class. I have to admit I didn't want to come to this course in the beginning but now that I have been here, I would recommend this course to all my friends. It was great. Keep up the awesome job you are doing."

"The Destinations Program has simplified the process of finding quality employees with outstanding customer service skills and without the headache of a bureaucratic nightmare," reports Bruce Yarish, manager of human resources with The Inner-Tec Group. "To date we have hired at least ten individuals from the program – all are performing their duties above and beyond expectations."

Destinations workshops and courses are offered through VCC Continuing Education in partnership with Camosun College and Destinations, a division of Grant Thornton Chartered Accountants and Management Consultants.

For more information contact Carly Henderson at Destinations (893-8566) or Peggy Worobetz at VCC (443-8670).





Applied Design Program

Information and Application: Judith O’Keeffe, 443-8386

Information Session: Tuesday, January 9, 16:00-17:00 - DS

Applied Design Program (051700)

This intensive, 10-week studio program is offered Fridays in the VCC Design Studio. The program consists of 60 hours of classroom instruction, plus approximately 120 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. 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 encourages participants to explore various design professions while evaluating potential educational and career opportunities including design applications such as: graphic design, interior design, and architecture. 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. Individuals are expected to participate fully in the design process. Course work is demanding. It is expected that participants will commit a minimum of 12 hours per week outside of class time toward research, experimentation and assignments. Classes are held in the Vancouver Community College Design Studio, located in the Architecture Centre. Tuition fee is \$735.

10 day - Fr. Feb 2-Apr 6, 09:00-16:00 - DS

Entrance and Completion Requirements

The program is open to individuals who have:

- 1. Some post-secondary education 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, application form and to book your interview, please call 443-8335. Applicants will be interviewed to determine eligibility.

Electronic Publishing & Graphic Design

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

Information: 443-8335
Registration: 443-8484

Staying current in electronic publishing is a challenge!

Our courses and 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 and G4’s.

Interested in becoming an instructor?

Call the program coordinator for details.

Introduction to New Media (050477)

Are you puzzled about the terms multi or new media? Curious to know what it is? This workshop will unravel the mysteries and show you exactly what is happening where and why. Learn the capabilities of Flash and Director, as well as the various applications for the Web and CD-ROM. Find out how and why these applications are HOT and how you can make them work for you. After taking this workshop, you will definitely be more informed. (Clay) \$65

1 day - Sa. Jan 20, 09:30-16:30 - CC

Digital Multimedia Courses Coming Soon!

We are in the planning stages - call 443-8335 to express your interest.

Intro to Flash (050478)

You can design, animate, and create interactive rich media using the Internet’s most popular tool - Flash. This introductory course will show you how it’s done. By using vector shapes, content is vibrant and fast, yet downloads quickly due to its incredibly small size! You will be amazed at what you can do for so little.

Intro to Dreamweaver (050479)

Learn to create great-looking Web pages using the ultimate tool - Dreamweaver. With this program you can

focus on site design and content management. The simplest of ideas to the most complex and demanding of sites. This introduction course will get you on your way to developing a content-rich site easily and quickly.

Director (050480)

This course introduces you to Director applications including on-screen and interface design and the incorporation of animation, video, audio and graphics for great content and a variety of output.

Advanced Lingo for Director (050481)

This is the one you have all been asking for! The next step in behaviour scripting for interactivity by using Director’s scripting language Lingo including dot syntax, globals, lists, and strings. This one is a kitchen drawer full of goodies! Note: a basic understanding of Lingo before entering this course, e.g., recent graduates of VCC’s Digital MultiMedia Technology Program.

If one is all you need . . .

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

Introduction to Computers - Macintosh (050441)

This beginner course provides a broad overview of the Macintosh computer, its operating system, and its use in the graphic design industry. You will learn essential keyboard commands, file hierarchy and effective file management, three ways to create folders, moving and copying files, attaching peripherals, basic troubleshooting and shortcuts. Independent access to a Macintosh is recommended. (Morse) \$350

10 eve - Mo. Jan 22, 18:30-21:30 - CC
10 eve - Th. Jan 25, 18:30-21:30 - CC

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). (Thiessen) \$365

10 day - Tu. Jan 23, 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. (Dion) \$410

10 eve - We. Jan 24, 18:30-21:30 - CC

QuarkXPress (050447)

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

10 day - Th. Jan 25, 18:30-21:30 - CC

Photoshop II (050444)

Building on Photoshoph basics, participants learn how to save selections in channels, posterize images, create and edit masks, and add multiple layers to images, blending them at varying opacities to create complicated composites or arresting collages. Experiment with linking, blending, merging and flattening layers, creating fading type and imperceptibly correcting old or new photos. Prerequisite: 050443. (Thiessen) \$365

10 day - Sa. Jan 27, 09:00-12:00 - CC

Internet and Web Page Design for Artists and Designers (050474)

Upon completion of this course, students will have gained a solid foundation in the use and management of Macromedia’s Dreamweaver WISYWIG editor for creating, editing and compositing pages for inclusion on the World Wide Web. Special emphasis on designing, analyzing, and critiquing current Web practices will be examined in depth. Students will master the principles behind sold text layout and visual content for the Web and will also become conversant in navigational and HTML architecture. Participants will create their own Web site during class time. Macintosh and Photoshop experience is mandatory. Prerequisites: 050440, 040443. (Borda) \$395

9 mng - Sa. Jan 27, 09:00-13:00 - CC

Adobe Illustrator II (050446)

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

Offered April 2001 term

QuarkXPress II (050466)

Builds on the basics learned in QuarkXPress - 050447. (Dion) \$365

Offered September 2001 term

Graphic Design

Project Management (050482)

Learn the roles, responsibilities, perils and pitfalls of managing graphic projects from a design studio perspective. You will learn how to assess the scope of your project/s including costing, develop timelines and workflow strategies, manage clients and suppliers, and other strategies to ensure your success. (Lyn) \$250

3 eve - Th. Feb 1, 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 - Mo. Jan 22, 18:30-21:30 - DS

10 eve - We. Jan 24, 18:30-21:30 - DS

Logo Design and Stationery Layout (050465)

Participants learn how to use the basic design principles to create distinctive and successful logos, using a step-by-step approach, from initial research through to camera-ready art. Each logo demands its own unique approach and this is carried through by applying the logo to a stationery package (business card, letterhead and envelope). Typography, paper, inks and various printing techniques will also be discussed. A mixture of both theory and practical, this course is beneficial to designers and non-designers. Participants do not need to know how to draw; however, knowledge of the Macintosh programs Illustrator and QuarkXPress would be a definite asset. Prerequisite: 050408. (Riley) \$250

10 eve - Tu. Jan 23, 18:30-21:30 - DS

Newsletter Production (050459)

Explore all the elements that go into producing an outstanding publication. Every aspect of newsletter design, from concept to completion, is covered, including defining objectives, editorial policy, layout and nameplate design, writing techniques, and working with graphics and photos. Learn about copyright law, service bureaus, print shops, freelancing rates, and how to set up your own newsletter service. Course manual provided. This is a non-computer course. (Johnston) \$325

10 eve - Th. Jan 25, 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 January 12 to arrange your exam session.

Challenge - Introduction to Macintosh (050450) \$180

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

Electronic Publishing and Design Certificate Program

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

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

Duration and Costs

The 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
Software Package	150 hours
Foundation Courses	60 hours
Adobe Illustrator I (050440)	30 hours
QuarkXPress I (050447)	30 hours
Photoshop I (050443)	30 hours
Typography (050434)	30 hours
Design Package	150 hours
Foundation Courses	60 hours
Advertising Design (050454)	30 hours
Logo Design and Stationery Layout (050465)	30 hours
Internet Intro/Web Design (050474)	30 hours
Portfolio Preparation/Presentation (050449)	30 hours

Elective Courses

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

Fashion Arts

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

These Fashion Arts courses are designed to introduce fashion skills, assist individuals planning to apply for the Fashion Arts Certificate Program, upgrade the skills of those already experienced in Fashion Arts and introduce new fashion-related courses. Limited enrollment.

Exploring Fashion Careers (050973)

An overview of job opportunities in various fashion areas such as design, wholesale, retail and other creative fashion careers. Important information such as qualifications, training requirements, employment trends, and job search strategies will be discussed. (Choy) \$115

4 eve - Th. Feb 8, 18:30-21:30 - DS

Costuming in Theatre and Film (050966)

An overview of the structure of the costume department in theatre and film production companies including job descriptions and duties, employment opportunities, and career paths in this unique and growing industry. (Taylor) \$65

2 eve - Mo. Feb 5, 18:30-21:30 - DS

Fashion Illustration (050915)

Interested in entering the Fashion Arts Certificate Program? This course will improve your skills, update your style of drawing, and help you prepare a portfolio of illustrations. 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. Jan 22, 09:30-12:30 - 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-tipped felt pens, 12" ruler, scotch tape, fashion magazines. (Pearson) \$275

10 eve - Th. Jan 25, 18:30-21:30 - DS

Personal Pattern Making (050924)

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



courses that interest you, or you can complete the entire program. Articulation discussions are in progress with the British Columbia Institute of Technology Interior Design Program. For details call Edith Saatkamp at 980-5767.

See us at the Home Show!

Mark your calendars with the Vancouver Home Show dates - February 21-25, 2001 and visit our booth! You will meet some of our Interior Design students who will happily show you their residential design projects and provide information about the interior design process.

Ask the Experts (051638)

If you are planning to renovate or want to inject some new life into your surroundings with paint and fabric, you will find this series both informative and stimulating. You will meet interior designers, a contractor, a painter and a fabric specialist. Each will provide valuable information from their areas of expertise. You can take all three sessions for \$65 (up to January 27) or register for individual sessions only.

Home Renovation Tips (051639)

Are you wanting to upgrade your kitchen or bath? Are you thinking about altering or expanding your space? Before you do, find out how to avoid renovation perils. A contractor and residential designer discuss the renovating process and reveal some trade secrets. Come with your questions and design challenges. You will leave with lots of tips and a renovation checklist. (Rasmus/Saatkamp) \$25

1 day - Sa. Feb 3, 10:00-13:00 - DS

Colour Schemes and Paint Technology (051640)

This session is what you need to know if you are planning to paint any part of your home or want to know more about the advancements in paint applications. Learn how and why some colours harmonize while others might be avoided. Learn about the latest in paint technology from an expert, including tough new paints for kitchen counters and odourless paint trims. This information applies to faux finishing as well. (Bell/TBA) \$25

1 day - Sa. Feb 17, 10:00-13:00 - DS

Fabric Magic (051641)

Fabrics can be fun, sumptuous, elegant or homey. Well chosen fabrics can create style and comfort and can provide a whole new look for your home dEcor. Learn how to purchase wisely and how to choose the ideal fabric for any home application. Find out where the pros buy ready-made items and where to purchase interesting fabrics by the yard. (Kramer) \$25

1 day - Sa. Feb 24, 10:00-13:00 - DS

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. Required text: Inside Today's Home, available at the College Bookstore. (Ferguson/Saatkamp) \$320

10 day - Mo. Jan 22, 09:30-12:30 - DS

10 eve - Mo. Jan 22, 18:30-21:30 - DS

Basic Drafting Concepts (051610)

This course covers the principles of drafting for interior design: the use of drafting instruments, terminology, scale, line weights and lettering. Students will be introduced to conventions for presentation and construction drawing of floor plans, elevations, millwork drawing, electrical layout and reflected ceiling plan. Prerequisite: Design Fundamentals (051601). (Saatkamp) \$320

10 day - Tu. Jan 23, 09:30-12:30 - DS

10 eve - Tu. Jan 23, 18:30-21:30 - DS

Space Planning I, Residential (051609)

Based on the concepts introduced in Design Fundamentals (051601), this course focuses on design development and programming, space planning and presentation techniques, and creative problem solving related to residential environments. Topics also include the behavioural aspects of design, psychological and social needs. Prerequisites: Design Fundamentals (051601) and Basic Drafting Concepts (051610). (Saatkamp) \$320

10 eve - We. Jan 24, 18:30-21:30 - DS

Survey of Western Art and Design (051614)

This is a survey art/design history course with an emphasis on classical design styles through the ages, and the influences affecting various periods. Historical references and the techniques used to create works of art, architecture, interiors and crafts are examined. (Wnorowska) \$320

10 eve - Th. Jan 25, 18:30-21:30 - DS

Professional Development Workshops Lighting (051623)

What we see and how things appear are dependent on light. Assessing lighting needs, planning for function, aesthetics, and mood will be discussed. This intensive course includes the fundamentals of selecting appropriate sources, fixtures, switching and placement, as it relates to interior design. (Sagoo) \$320

5 day - Sa. Jan 27, 11:00-15:00 - DS

History of Contemporary Interiors (051613)

This course provides the knowledge and background required to identify and distinguish styles originating in the late 19th century through to current trends. Periods include Arts and Crafts, Art Nouveau, Art Deco, Modern, Post Modern and Contemporary. (Thomson) \$320

7 day - Sa. Jan 27, 13:00-16:00 - DS

Interior Design Foundation Studies and Certificate Program

The Interior Design Certificate Program focuses on developing the skills required to express design and space planning concepts for residential design based on form, function and fundamental design knowledge. The program encourages individual creativity and expression while providing essential training and guidance. The program includes Foundation Studies, Design Studies, and Professional Development Workshops for a total of 400 hours (listed below). Articulation discussions are in progress with the BC Institute of Technology Interior Design Program.

Foundation Studies

Design Fundamentals (051601)
Furniture Design and Style (051602)
Drawing for Design Applications (051631)
Colour Theory and Application (051615)

Design Studies

Space Planning I (Residential Projects) (051609)
Basic Drafting Concepts (051610)
Space Planning II (Home Work Spaces) (051634)
Survey of Western Art and Design (051614)
Business Practices (051612)
Portfolio Project (051633)

Professional Development Workshops

Materials and Finishes (051630)
Lighting (051637)
Textiles (051636)
History of Contemporary Interiors (051632)
Kitchen and Bath Design (051635)

Interior Design Certificate

This part-time Certificate Program builds on the knowledge gained in the Foundation Studies and develops the skills required by a variety of design and related industries, including:

- Architectural and design firms
- The design build industry and construction industries
- Wholesale suppliers and distributors to the design trade
- Suppliers of lighting, textiles, floor and wall coverings
- Suppliers of furniture, accessories and antiques
- Suppliers of kitchen and bathroom components
- Set decoration and film industry applications
- Retail sales in areas related to home furnishings

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

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

Program Structure

This part-time program is offered daytime, evenings and on weekends during the September, January, April and Summer terms. Participants can select courses of interest from the program providing prerequisites are met, or they can take the entire certificate program. Participants who take two courses per term can expect to complete the certificate requirements in just under 2 1/2 years. For details contact the program coordinator.

Jewellery

Merging Technique with Design

Program Coordinator: Macieff Walentowicz, 443-8571

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

Registration: 443-8484

Basic Jewellery Techniques (051167)

This course introduces students to basic jewellery-making techniques including piercing, filing, soldering, shaping and forming, as well as design layout and application. Additional costs for tools and materials - \$150. List of supplies to be given at first class. 30 hours (Brecht) \$375

10 eve - We. Jan 24, 18:30-21:30 - CC

Advanced Jewellery Techniques (051170)

Incorporating skills and techniques already learned in Basic Jewellery Techniques, this course explores advanced jewellery projects, design, construction and detailing. Prerequisite: Basic Jewellery Techniques or equivalent. Additional costs for tools and materials - \$150. List of supplies to be given at first class. 30 hours (Brecht) \$375

10 eve - Mo. Jan 22, 18:30-21:30 - CC

Registration: 443-8484

Course advice: Fred Grimann, 871-7397, fgrimmann@vcc.bc.ca

Note

These courses are held in the Automotive Shop on the North side of KEC. Go to room listed below on first night. Registration is at City Centre only.

Auto Maintenance and Know-how (100171)

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

8 eve - We. Jan 24, 18:30-21:30 - KEC Room 1042

Easy Auto Maintenance (100173)

A short course in basic and preventative auto maintenance. Learn simple procedures to check tires, brakes, belts, battery, fluids, the cooling system and exhaust system. Also covered are basic steps to take if your car fails or will not start. A fun course for any car owner. Taught by Carla Morgan, a fourth year mechanic apprentice with a regular "Car Tip" feature on Vancouver Television. \$85

2 eve - Mo. Jan 22, 18:30-21:30 - KEC Room 1048

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. Jan 27, 09:00-16:00 - CC

Building Service Management (109036)

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

10 day - Sa. Jan 27, 09:00-13:00 - CC

Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family properties. The course will review the primary maintenance responsibilities of the residential building manager. Topics include: maintenance planning and cost control, preventative maintenance, building inspections, supervising on-site trades work, basic appliance repair, fire safety, security, and an introduction to heating and plumbing systems. Classes include field trips for the building inspection, fire safety and appliance repair sessions. There will be one Saturday morning field trip session. (Watters) \$195

10 eve - We. Jan 24, 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. Jan 30, 19:00-21:30 - CC

Bidding and Estimating for Cleaning

Contractors (109037)

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

1 day - Sa. Mar 10, 09:00-13:00 - CC

Building Manager (Residential) Certificate Program

Program Coordinator: Brian Pink, 443-8388

Registration: 443-8484

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

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

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 Coinamatic Company.

Entry Requirements

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

Language Skills Requirement

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

Certificate Requirements

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

1. Law and Tenant Relations (109001)
2. Building Maintenance and Cost Control (109002)
3. Building Service Management (109036)
4. Building Cleaning (109008)

Note

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

Business & Technical Writing Certificate Program

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.

Information Session: Tuesday, January 16, 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 certificate 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.

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)

Technical Communication (100350)

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

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

Editing (100352)

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

1 day - Sa. Feb 24, 09:00-16:30 - CC

Current Issues in Technical Writing (100351)

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

1 day - Sa. Mar 17, 09:00-16:30 - CC

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 leader concerns, needs, and interest; and analyzing and developing a clear and appropriate structure to facilitate reading and comprehension.

Available April 2001 term

Document Project Management (100353)

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

Available September 2001 term

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

Available September 2001 term

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

Available September 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

2 eve - We. Jan 24/31, 18:30-21:30 - CC

1 day - Sa. Jan 27, 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. Feb 7/14, 18:30-21:30 - CC

1 day - Sa. Feb 10, 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. Feb 21/28, 18:30-21:30 - CC

1 day - Sa. Feb 24, 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. Mar 7/14, 18:30-21:30 - CC

1 day - Sa. Mar 10, 09:30-15:30 - CC

Note**Business English Skills Test (104539)**

1 mng - Sa. Mar 17, 09:30 - CC

1 eve - We. Mar 21, 18:30 - CC

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

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

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

6 eve - Mo. Jan 22, 18:30-21:30 - CC

Career Success: Nurturing the Working Spirit

Program Coordinator: Anne Tollstam, 443-8668

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 to your work. Register for the complete package for \$285 or 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. Jan 27, 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. Feb 10, 09:30-15:30 - CC

Managing Stress, Anger, Conflicts and Anxiety at Work (104592)

Includes: breathing and meditation exercises for the workplace and the commute; taking control of anger; recognizing the symptoms of discord, anxiety and overwork; keeping conflict professional, not personal; public presentation skills, techniques and anxiety reduction measures. (Cressey) \$75

1 day - Sa. Feb 24, 09:30-15:30 - CC

Developing Non-Verbal Communication Skills (104591)

Includes: improving encoding and decoding skills; the non-verbal dimensions of eye contact, facial expressions, interpersonal distance and gestures; where to place yourself - posture, gait and body movements; putting the pieces together - sending the message you want; seeing beyond the mask - detecting the true feelings of others. (Cressey) \$75

1 day - Sa. Mar 24, 09:30-15:30 - 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

Available April 2001 term

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

Available September 2001 term

Effective Environments - Finding Your Place and Space at Work (104598)

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

Available April 2001 term

Administrative and/or Customer Service Success

Program Coordinator: Anne Tollstam, 443-8668

Program Assistant: Lynda Boothby, 443-8383

A series of seminars for best practices for administrative success.

These seminars are designed for those working in an administrative and/or customer service role. Learning more about what is happening in the workplace will help you determine the "best practices" for a

successful and efficient workplace team and learn the "best practices" for dealing with your clients/customers.

Course Package (104504)

The following four seminars are offered on Saturdays. Enroll individually at the regular price of \$95 or register for all four seminars for a total of \$350 - a savings of \$30.

All four courses listed below:

- Negotiating What You Want (104513)
- Keeping Your Balance: The Power of Productivity (104514)
- Strategies for Success (104515)
- Workplace Survival Skills (104516)

Negotiating What You Want (104513)

Canadian employers need employees who can communicate, think, and learn. Employers also need a person who can demonstrate positive attitudes and behaviours, responsibility and adaptability. This course will teach you how to effectively communicate that you are the right person for the job or a promotion, be proactive when doing job-related negotiations, think outside of the box - creative thinking at work, and learn how to demonstrate a positive attitude towards workplace change. 6 hours (Stene) \$95

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

Keeping Your Balance: The Power of Productivity (104514)

Do you find yourself waiting until the last minute to meet a critical deadline? Do you take work home on the weekends, every weekend? Do you schedule appointments just in the nick of time? If so, you will want to participate in the Power of Productivity course. Learn how to conquer your inner demon and deal with procrastination, focus on the big picture and not sweat the small stuff, set priorities because everything isn't a top priority and learn how to manage your availability. 6 hours (Stene) \$95

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

Strategies for Success (104515)

Through interactive lectures, group discussion and learn-by-doing practice sessions, learn how to effectively handle workplace stress, plan, organize and meet deadlines, time management, delegation, and learn how to reduce workplace anxieties. 6 hours (Stene) \$95

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

Workplace Survival Skills (104516)

Once you find a job, learning how to keep that job is a difficult and sometimes complicated task. Workplace Survival Skills will help you to acknowledge what you do well, identify potential problem areas, investigate problem-solving strategies, develop techniques for keeping and advancing on the job and learn how to evaluate your progress. 6 hours (Stene) \$95

1 day - Sa. Mar 24, 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 courses or 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 the program 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)

5. Performance Management: Goals and Reviews (100308)
6. Facilitation Skills for Team Leaders (100311)
7. Coaching for High Performance (100323)

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

Credit Transferability

Graduates of the Leadership Certificate Program may ladder into BCIT's certificate programs in Management Systems or Human Resource Management. Please contact program coordinator for details.

VCC will accept participant substitutions for employer-sponsored registrants.

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

1. Finding Time for Results (100320)
2. Creative Thinking at Work (100316)
3. Hiring the Right Person (100309)
4. Performance Management Goals and Reviews (100308)
5. Managing Change (100304)
6. Thinking on Your Feet (100315)
7. Facilitation Skills (100311)

Coaching for High Performance (100323)

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

1 day - Fr. Jan 26, 09:00-16:30 - IEC

Stepping up to Leadership (100317)

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

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

Interactive lectures, individual work, group discussion and skill-practice sessions will be used. Participants will write a "back-home" personal plan for applying their newly acquired skills. (Hannah) \$150

1 day - Sa. Feb 3, 09:00-16:30 - CC

Critical Thinking Skills (100303)

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

1 day - Sa. Feb 17, 09:00-16:30 - CC

From Conflict to Collaboration (100307)

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

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

1 day - Fr. Feb 23, 09:00-16:30 - IEC

Building a Productive Team (100319)

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

- Understand the importance of team building
 - Identify the characteristics of an effective team
 - Apply measures and techniques to build synergy in the workplace
 - Use skills to identify and resolve key team concerns
- The net result? Increased work productivity, improved work quality and enhanced team morale. (Lewis) \$150

1 day - Sa. Mar 3, 09:00-16:30 - CC

Problem Solving and Action Planning (100306)

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

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

1 day - Sa. Mar 17, 09:00-16:30 - CC

Using Leadership Language (100318)

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

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

1 day - Sa. Mar 31, 09:00-16:30 - CC

Withdrawal and Refund Policy

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

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

Associate Certificate in Leadership Coaching

Program Coordinator: Anne Tollstam, 443-8668

Program Assistant: Lynda Boothby, 443-8383

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

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

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

Coaching courses will be offered on a rotating basis:

1. Coaching for High Performance (100323)
2. Coaching: Bridging the Motivation Gap (100324)
3. Coaching: Skill Coaching (100325)
4. Coaching: Taking your Leadership Coaching to the Next Level (100326)

Coaching for High Performance (100323)

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

1 day - Fr. Jan 26, 09:00-16:30 - IEC

Coaching: Skill Coaching (100325)

Teaching or modeling behaviours on the job is a large part of coaching. Successful coaches know how to do this in a timely and efficient manner so that both the coach and coachee feel satisfied with the

coaching outcome. Skill coaching involves assessing performance, providing advice/instruction, modeling behaviours, and providing timely feedback to enable the coachee to reach higher levels of performance. In this workshop you will learn how to use a systematic approach in skill coaching to achieve performance results. Specifically, you will learn how to:

- Determine when to skill coach
- Understand how adults learn
- Identify learning styles
- Design coaching to suit the coachee's learning style
- Develop a repertoire of coaching methods
- Use a job/task analysis
- Prepare, conduct, and follow up skill coaching
- Check for coachee understanding
- Assess your skill coaching strengths and weaknesses
- Commit to a personal action plan to enhance your skill coaching effectiveness. (Lewis) \$150

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

Coaching: Bridging the Motivation Gap (100324)

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

- Achieve shared agreement about the need for coaching - clarify performance goals; reach consensus about needs and outcomes
- Coach for change - coach motivational issues and performance deficiencies; increase confidence and commitment when experienced employees have setbacks and disappointments; deal with blind spots that detract from the otherwise outstanding performance
- Create a leadership coaching action plan - apply leadership coaching skills to work situations. (Hannah) \$150

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

Taking Your Leadership Coaching to the Next Level (100326)

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

- Determine when to use skill coaching and/or motivational coaching
- Conduct collaborative focused performance discussions
- Help employees overcome performance obstacles
- Forward team communications and provide structure for managing conflict
- Develop skills in self-management, creative collaboration and accountability. (Hannah)

Available April 2001 term

Legal Assistant

Legal Assistant Certificate Program

Program Coordinator: Anne Tollstam, 443-8668

Program Advisor: Katherine Wellman, 443-8649

Program Assistant: Lynda Boothby, 443-8383

**Information Session: Wednesday,
January 3, 17:30, City Centre
Campus, Room 237**

Program Structure

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

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

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

1. Litigation Certificate
2. Conveyancing Certificate
3. Corporate and Commercial Certificate
4. Family and Estate Certificate

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

Entrance Requirements

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

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

Legal Assistant Certificate Requirements

Core Courses (required by all certificate students)

Canadian Legal Process - 12 hours

Legal Research - 18 hours

Legal Communications - 12 hours

Torts - 18 hours

Contracts - 18 hours

Agency, Partnership and Incorporation - 18 hours

Total - 96 hours

Practice Area Courses

1. Litigation

Personal Injury Practice - 24 hours

Commercial Litigation - 24 hours

Creditors Remedies - 12 hours

Chambers Practice - 12 hours

Total - 72 hours

2. Conveyancing

Property Law - 24 hours

Personal Property Security - 12 hours

Mortgages - 12 hours

Commercial Conveyances - 24 hours

Total - 72 hours

3. Corporate and Commercial

Company Law - 24 hours

Advanced Corporate Administration - 24 hours

Personal Property Security - 12 hours

Commercial Transactions - 12 hours

Total - 72 hours

4. Family and Estate Law

Family Practice Essentials - 18 hours

Family Law Precedents and Procedures - 18 hours

Will and Estate Planning - 18 hours

Estate Administration - 18 hours

Total - 72 hours

Elective Courses

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

Practicum

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

Total Certificate Requirements

Classroom Courses - 200 hours

Practicum - 500 hours (four months)

Location

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

Legal Research (104817)

An introduction to legal research techniques. Students do hands-on research in the library and by computer. (TBA) \$170

5 day - Sa. Jan 6, 10:00-15:00 - CC

Property Law (104811)

Covers the nature and scope of interests in land, retainer in conveyancing, undertakings, conflict of interest, contracts of purchase and sale, the land title system and tax issues. Condominium laws and issues are also covered. (Barbour) \$240

8 eve - Tu. Jan 9, 18:00-21:00 - CC

Torts (104819)

An introduction and overview of tort law in Canada. Reviews civil wrongs where an individual's conduct interferes with another person or their property. (TBA) \$170

6 eve - Tu. Jan 9, 18:00-21:00 - CC

Administrative Law (104876)

An introduction to administrative law focusing on the legal principles which govern public authorities such as tribunals and regulatory bodies. Includes preparation for hearings, practice before tribunals, judicial review procedures and appeals. (Friedmann) \$300

8 eve - We. Jan 17, 18:00-21:00 - CC

Legal Communications (104818)

Useful to legal assistants with all levels of experience. Topics covered include: listening skills and legal writing for correspondence, opinion letters and memorandums. Textbook: Plain Language Legal Writing. (Dean) \$130

4 eve - Mo. Jan 22, 18:00-21:00 - CC

Chambers Practice (104812)

Learn all the rules and procedures for bringing a Chambers application; how to prepare notices of motions, affidavits and orders (includes drafting workshop on Affidavits). Learn about common applications in motor vehicle litigation and the evidence needed to succeed. Learn about Rule 65, the jurisdiction of Masters vs. Judges, and consent orders. (Barzo) \$180

4 eve - We. Jan 24, 18:00-21:00 - CC

Will and Estate Planning (104877)

An introduction to wills and estate planning, intestacy, requirements of a valid will, execution, Wills Variation Act, living wills, powers of attorney and recent developments. (Rodiuk) \$240

6 eve - Mo. Jan 29, 18:00-21:00 - CC

Commercial Transactions (104806)

Examine methods of securing financial transactions and of acquiring assets. Review types of financial arrangements, nature of security, credit devices, security interests, priorities, and assignments. (Howatson) \$180

4 eve - Mo. Feb 5, 18:00-21:00 - CC

Family Law Precedents and Procedures (104856)

A practical introduction to the family court system in B.C. Students learn to complete Provincial and Supreme Court documents and the relevant procedures in bringing issues of custody, access, maintenance and property to resolution using the legal system. (Harasym) \$240

6 eve - Tu. Feb 6, 18:00-21:00 - CC

Personal Property Security (104810)

Reviews validity of security agreements, rights of parties and theory, concepts, procedures and forms for the Personal Property Security regime. (Mainland) \$180

4 eve - We. Feb 7, 18:00-21:00 - CC

Agency, Partnership and Incorporation (104821)

Explains agency relationships and liabilities, partnerships, and general concepts underlying incorporation including limited liability, corporate structure and duties of directors and officers. (Wellman) \$170

6 eve - Mo. Feb 19, 18:00-21:00 - CC

Mortgages (104809)

Covers the nature of mortgages, features, legal and equitable interests, principles of interest, priorities, assignment and extinguishment, insurance issues and payout strategies. (Barbour) \$180

4 eve - Tu. Mar 6, 18:00-21:00 - CC

Small Claims Court Practice (104865)

Learn Small Claims Court Rules and all the stages of a Small Claims Court matter from preparation, settlement conference, trial and appeal to Supreme Court and collection procedures. In-class workshop on drafting the Claim and reply. (Barzo) \$180

4 eve - Th. Mar 8, 18:00-21:00 - CC

Practicum I (104824)

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

500 hours - Ongoing

Practicum II (104888)

Practical work experience in an additional practice

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

Ongoing

Directed Study (104880)

Independent research and writing projects under direction of a VCC instructor. (Wellman) \$120

Register by arrangement with instructor and program advisor.

Available April 2001

Commercial Transactions (104806)
Commercial Conveyancing (104808)
Commercial Litigation (104814)
Canadian Legal Process (104816)
Legal Communications (104818)
Torts (104819)
Contracts (104820)
Interviewing for Legal Assistants (104870)
Securities (104874)
Estate Administration (104881)
Bills of Costs (104886)
Expert Witness Reports I (104887)
Expert Witness Reports II (104889)
Available September 2001
Company Law (104807)
Creditor's Remedies (104813)
Personal Injury Practice (104815)
Canadian Legal Process (104816)
Legal Research (104817)
Agency Partnership and Incorporation (104821)
Criminal Law (104866)
Buying and Selling a Business (104871)
Family Practice Essentials (104882)

Dates TBA

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

Management Skills for Supervisors**Management Skills for Supervisors Certificate Program**

Program Coordinator: Anne Tollstam, 443-8668

Information: Program Assistant, Lynda Boothby, 443-8383

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

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

The three modules total 72 hours. Training techniques include individual, small and large group experiences and lecturettes using participants' actual work experiences. Enrollment is limited to optimize the effectiveness of this process. One of the strengths of the program is the diversity of experience shared by participants.

Language Skills Requirement

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

Certificate

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

Credit Transferability

Graduates of the Management Skills for Supervisors Certificate Program may ladder into BCIT's certificate programs in Management Systems or Human Resource Management. Please contact program coordinator for details.

Interpersonal Skills - Part I (100115)

On completion participants will be able to:

Management Skills for Supervisors Certificate Program

- Effectively use both verbal and non-verbal communication skills
- Conduct organized interviews
- Use decision-making methods in individual and group situations
- Utilize appropriate assertiveness techniques
- Make win/win decisions one-on-one and in groups. (Cuzzetto) \$310

8 eve - Tu. Jan 23, 18:30-21:30 - CC

Group Skills - Part II (100116)

On completion participants will be able to:

- Identify personal leadership styles
- Demonstrate appropriate and flexible leadership

skills to meet various situations

- Identify things that motivate and demotivate work groups
- Develop and implement strategies to improve employee motivation
- Display leadership and group participatory skills in meetings. (Roberts) \$310

8 eve - We. Jan 24, 18:30-21:30 - CC

Administrative Skills - Part III (100117)

On completion participants will be able to:

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

Available April 2001 term

Office Administration**Office Administration Certificate Program**

Program Coordinator: Anne Tollstam, 443-8668

Information: Program Assistant, Lynda Boothby, 443-8383

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

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

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

Entrance Requirements

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

Language Skills Requirement

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

Certificate Requirements

To earn a certificate, students must successfully complete the required core and specialization courses, plus provide evidence of competency in basic Computer Skills relevant to the chosen specialty area. See Computer Skills requirement (below) for details. For further information call the program coordinator.

Core Office Administration Courses

These courses are required under any of the certificate options. Courses will be rotated from term to term and may be taken in any order.

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

Note

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

Chances to earn additional credit for Electronic Office (104502)

Business Management Forum**Free Information Session**

Tuesday, January 30, 18:30-20:00

City Centre Campus, 250 West Pender Street, Room 203

(Go to Continuing Education office for room number)

Are you a manager or professional seeking re-employment or considering self-employment?

Come to this information session and learn about the Business Management Forum, a five-week (full-time) program with seven years of success at helping managers and professionals re-enter the workforce. Any unemployed Canadian resident may take this program at no charge (sponsored by HRDC). Major topics covered include: resume development, interviewing and communication skills, marketing yourself or your business, consulting as a career option and business plan development.

If you cannot attend this session, please call the Business Management Forum for information at 451-9338.

Exemptions permitted for Keyboarding (104404) or (104402)

Specialization Courses**Option 1 Administration and Supervision**

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

- Records Management I (104509) - 30 hours
- Effective Oral Communication (104546) - 18 hours
- Any elective course/s from the Office Administration Program and the Career Success section - 36 hours

Option 2 Legal Office Skills

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

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

Option 3 Medical Office Skills

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

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

Option 4 Records Management Skills

Records Management Skills provides an introduction to the systematic control of all records, from their creation or receipt through processing, distribution, organization and retrieval to their ultimate distribution. This is a unique skill area that is highly valued in many organizations.

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

Electives

Students taking the Administration and Supervision and/or the Legal Office Skills options, may select any course from the Office Administration Program or the Registry Officer Development Program areas to fulfill elective requirements. These courses may change from term to term. Students may also take courses from other specialization options to make up elective courses.

Computer Skills

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

Scheduling

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

Accounting/Bookkeeping

Introduction to Payroll (104409)

Available April 2001 term

Accounting for the Non-Accountant (104510)

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

6 eve - We. Jan 24, 18:30-21:30 - CC

Introduction to Bookkeeping (104511)

Available April 2001 term

Administration and Supervision

The Electronic Office Challenge Exam (104558)

For those with current office-related experience in both the traditional and electronic office environment. Speak to the program assistant (443-8383) for further details. \$85

The Electronic Office (104502)

This course analyzes the tasks and responsibilities of the administrative assistant within the context of today's electronic office. The course also covers professional image and characteristics, personality traits, job attitudes and office relationships. An overview of the electronic office environment covers technology and procedures, document creation and distribution, research and business reports, travel and conference planning. Text: The Electronic Office. Purchase at City Centre Bookstore prior to class. 18 hours (Close) \$140

6 eve - Th. Jan 25, 18:30-21:30 - CC

Effective Oral Communication (104546)

Become a more effective communicator! At this course you will learn to express yourself with greater clarity, confidence and impact. You will learn success strategies for impromptu speaking, delivering prepared speeches, speech evaluation, audience analysis, creative visualization, role playing, and evaluation of thinking and learning styles. The goals of the learning process are for you to become more knowledgeable of oral communication barriers and skills and be more confident and comfortable in the public forum. You will become a more successful communicator with family, friends, colleagues, clients and supervisors. 18 hours (Dean) \$190

6 eve - Tu. Jan 23, 18:30-21:30 - CC

Business English Package

Business English Skills Package (104419)

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

- 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 questions and concerns to share in this workshop. 6 hours (Rogers) \$80

2 eve - We. Jan 24/31, 18:30-21:30 - CC

1 day - Sa. Jan 27, 09:30-15:30 - CC

Building a Powerful Vocabulary (104411)

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

2 eve - We. Feb 7/14, 18:30-21:30 - CC

1 day - Sa. Feb 10, 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 sales letters, thank-you letters, etc.). Some feedback will be given, but this seminar focuses on providing information and direction on the most up-to-date ways of communicating in business. 6 hours (Rogers) \$80

2 eve - We. Feb 21/28, 18:30-21:30 - CC

1 day - Sa. Feb 24, 09:30-15:30 - CC

Effective Memo and Report Writing (104408)

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

2 eve - We. Mar 7/14, 18:30-21:30 - CC

1 day - Sa. Mar 10, 09:30-15:30 - CC

Note

Business English Skills Test (104539)

Administered at the end of the Business English Skills Package (four courses). No charge.

1 mng - Sa. Mar 17, 09:30 - CC

1 eve - We. Mar 21, 18:30 - CC

Business English - Non Package

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

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

6 eve - Mo. Jan 22, 18:30-21:30 - CC

Communication/Work Skills

Supervisory/Management and Decision Making (104507)

Available April 2001 term

Administrative and/or Customer Service Success Package (104504)

The following four seminars are offered on Saturdays. Enroll individually at the regular price of \$95 or register for all four seminars for a total of \$350 - a savings of \$30.

- Negotiating What You Want (104513)
- Power of Productivity (104514)
- Strategies for Success (104515)
- Workplace Survival Skills (104516)

Negotiating What You Want (104513)

Canadian employers need employees who can communicate, think, and learn. Employers also need a person who can demonstrate positive attitudes and behaviours, responsibility and adaptability. This course will teach you how to effectively communicate that you are the right person for the job or a promotion, be proactive when doing job-related negotiations, think outside of the box - creative thinking at work, and learn how to demonstrate a positive attitude towards workplace change. 6 hours (Stene) \$95

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

Keeping Your Balance: The Power of Productivity (104514)

Do you find yourself waiting until the last minute to meet a critical deadline? Do you take work home on the weekends, every weekend? Do you schedule appointments just in the nick of time? If so, you will want to participate in the Power of Productivity course. Learn how to conquer your inner demon and deal with procrastination, focus on the big picture and not sweat the small stuff, set priorities because everything isn't a top priority and learn how to manage your availability. 6 hours (Stene) \$95

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

Strategies for Success (104515)

Through interactive lectures, group discussions and learn-by-doing practice sessions, learn how to effectively handle workplace stress, plan, organize and meet deadlines, time management, delegation, and learn how to reduce workplace anxieties. 6 hours (Stene) \$95

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

Workplace Survival Skills (104516)

Once you find a job, learning how to keep that job is a difficult and sometimes complicated task. Workplace Survival Skills will help you to acknowledge what you do well, identify potential problem areas, investigate problem-solving strategies, develop techniques for keeping and advancing on the job and learn how to evaluate your progress. 6 hours (Stene) \$95

1 day- Sa. Mar 24, 09:30-15:30 - CC

Working with Difficult People (104570)

Available April 2001 term

Coordinating the Office (104577)

Available April 2001 term

Time Management Skills (104566)

Available April 2001 term

Note/Minute Taking (104440)

Effectiveness and efficiency can be greatly improved by using proper techniques. One of the key techniques is effective note/minute taking. This course examines how to structure your note taking, what type of notes to take and how to take the right notes. Discussion will include electronic minute taking and the use of note/minute templates. (Dean) \$85

1 day - Sa. Feb 10, 09:30-15:30 - CC

Computers/Keyboarding

Keyboarding for Beginners (104404)

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

6 eve - Mo. Jan 22, 18:30-21:30 - CC

6 mng - Sa. Jan 27, 09:30-12:30 - CC

Keyboarding for Speed Building (104402)

Available April term 2001

Medical Office Billing - Computerized (104520)

For description, see Medical, this page.

Legal Package

Introductory Legal Office Program Package (104425)

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

- Introduction to the Legal Office Program
- Civil Litigation
- Corporate
- Family Law
- Conveyancing

Introduction to the Legal Office Program (104426)

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

1 eve - Tu. Jan 23, 18:30-21:30 - CC

Litigation (104427)

Discusses the levels of Court in British Columbia and takes you step-by-step through the procedures of a civil case, from Writ of Summons to trial, judgement and execution. 9 hours (TBA) \$85

3 eve - Th. Jan 25, 18:30-21:30 - CC

Corporate (104428)

Outlines the steps to incorporate a British Columbia company, plus annual reports and filings, keeping minute books and extra-provincial registrations. 9 hours (Komorowska) \$85

3 eve - Tu. Jan 30, 18:30-21:30 - CC

Family Law (104429)

Covers the "Family" court system in British Columbia and the various procedures and forms used in matrimonial law. Focus will be on Divorce Act Applications and Family Relations Act proceedings. 9 hours (Blair) \$85

3 eve - Th. Feb 15, 18:30-21:30 - CC

Conveyancing (104431)

This introductory course will provide an overview of the responsibilities and duties of conveyancing staff, including the steps required to complete a typical residential conveyance. 9 hours. (Szabo) \$85

3 eve- Tu. Feb 20, 18:30-21:30 - CC

The Legal Office Skills Test (104540)

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

1 eve - Tu. Mar 13, 18:30-21:30 - CC

Legal - Non-Package Courses

Legal Office Procedures (104531)

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

4 eve - We. Feb 14, 18:30-21:30 - CC

Legal Terminology (104530)

Available April 2001 term

Legal Ethics and Confidentiality (104532)

Available September 2001 term

Wills and Estates (104430)

Available September 2001 term

Litigation II (104565)

This course is designed for junior litigation secretaries and/or those who require an adjunct to the Litigation (104427) course. Course content will focus primarily on a step-by-step document review of the court forms used in a standard civil proceeding. Emphasis will be made on proper format, common errors that may result in rejection at the Court Registry and time management skills for your litigation desk. This course is a prerequisite to the Legal Assistant Certificate Program and will be offered again in Fall 2001. 15 hours (TBA) \$125

5 eve - Th. Apr 26, 18:30-21:30 - CC

Conveyancing II (104541)

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

5 eve - Tu. Apr 24, 18:30-21:30 - CC

Corporate II (104573)

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

5 eve - Th. May 31, 18:30-21:30 - CC

Medical

Medical Documentation/Transcription (104580)

A basic course in the production of medical documents and transcribing of medical reports. Prerequisite: medical terminology, basic computer skills and typing speed of 25 wpm is recommended. Please bring Walkman-type earphones. (Wong) \$145

6 eve - Th. Jan 25, 18:30-21:30 - CC

Medical Office Billing - Computerized (104520)

Prerequisite: Medical Office Procedures (104424) or current experience working with a non-computerized medical billing system. Become familiar with data processing tasks required to bill for medical office visits, surgical procedures, diagnostic procedures as well as WCB/ICBC and out-of-province billing. 12 hours (Wong) \$145

2 day - Sa. Jun 16/23, 09:30-15:30 - CC

Medical Office Procedures/Administrative Assistant (104424)

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

8 eve - We. Apr 25, 18:30-21:30 - CC

Clinical Procedures (104579)

Introduction to basic clinical procedures and tests performed in medical offices or settings. Basic theory and practical hands-on teaching methods used. Textbook: Medical Office Assistant Handbook. 6 hours (Hay) \$95

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

Medical Terminology I (104417)

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

10 eve - Tu. Jan 23, 18:30-21:30 - CC

Medical Terminology II (104420)

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

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

Records Management

Records Management I (104509)

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

Available Fall 2001 term

Records Management - Advanced (104556)

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

10 eve - We. Jan 24, 18:30-21:30 - CC

Records Management - Specialized Functions (104557)

This course will introduce you to specialized functions within records/information management. You will explore several functions such as forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. 24 hours (Bradley) \$175

8 eve - Available April 2001 term

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. Jan 22, 18:30-21:30 - CC

Registry Officer Development Program

Program Coordinator: Anne Tollstam, 443-8668

Program Advisor: Katherine Wellman, 443-8649

Program Assistant: Craig McKenzie-Cook, 443-8381

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

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

Available September 2001 term

Small Business

Program Coordinator: Peggy Worobetz: 443-8670

Registration and general information: 443-8484

How to Start a Business Package (106038)

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

How to Start a Business (106039)

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

Week 1 - Tu/Th. Jan 23, 19:00-22:00 - CC

Identifying and Marketing Business Opportunities (106040)

Tuesday - Finding Business Opportunities

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

Thursday - Marketing and Advertising

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

Week 2 - Tu/Th. Jan 30, 19:00-22:00 - CC

Bookkeeping from Start to Finish (106042)

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

Week 3 - Tu/Th. Feb 6, 19:00-22:00 - CC

Financial Statements - Forecasting and a Cash Budget (106043)

Tuesday - Understanding Financial Statements

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

Thursday - Forecasting and Cash Budgeting

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

Week 4 - Tu/Th. Feb 13, 19:00-22:00 - CC

Financing and Business Strategy (106041)

Tuesday - How to Win Funds and Influence Your Banker

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

Thursday - Developing Your Business Plan and Strategy

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

Week 5 - Tu/Th. Feb 20, 19:00-22:00 - CC

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

Worksafe Education

Program Coordinator, 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 Bill 14 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:

Investigating and Controlling Strains and Sprains (201081)

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

1 day - Fr. Mar 9, 09:00-17:00 - CC

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 - We. Mar 14, 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. Mar 15, 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 - Fr. Mar 16, 09:00-17:00 - CC

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

What do you wish to learn?

An Introduction to Computers - 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 prerequisites.

Internet and Web Publishing - page 11

Desktop Publishing - page 14

Networking and LAN Management - page 11

Programming - 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 (101138) is strongly recommended as a prerequisite. Computer accounting students must have a basic knowledge of accounting principles. Students taking Access, PageMaker, CorelDRAW!, PowerPoint, Windows 2000 Server, 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:

- Introduction to Computers
- Windows 95/98, Windows Me, Windows 2000 Professional, and Windows NT
- Local Area Networks - LAN Management
- Internet and Web Publishing
- Computer Applications: Microsoft Office, Word Processing, Worksheets/Charts, Database Management, Accounting, Desktop Publishing and Personal Information Managers
- 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. Jan 7, 09:00-17:00 - Oak

1 day - We. Jan 31, 09:00-17:00 - Oak

1 day - Su. Feb 18, 09:00-17:00 - Oak

1 day - Th. Mar 22, 09:00-17:00 - Oak

Windows 95/98, Windows Me, Windows 2000 Professional, and Windows NT

Introduction to Windows (101138)

This course is designed for new or inexperienced Windows 95/98, Windows Me, and Windows 2000 Professional 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, organize your Windows Desktop, and more. Introduction to Computers (100605) is a strongly recommended prerequisite for those with little or no computer experience. \$190

1 day - Fr. Jan 12, 09:00-17:00 - Oak

1 day - Su. Jan 21, 09:00-17:00 - Oak

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

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

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

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

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

1 day - Tu. Mar 27, 09:00-17:00 - Oak

Intermediate Windows 98 (101164)

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

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

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

Introduction to Windows Me

Please see Introduction to Windows (101138)

Introduction to Windows 2000 Professional

If you require an introduction to the working environment (the look and feel) of Windows 2000 Professional, see Introduction to Windows (101138). If you are interested in Windows 2000 Professional functionality (how W2K works) and networking, see Windows 2000 Server - Level 1 (101180) in the LAN Management section.

Introduction to Windows NT

If you require an introduction to the working environment (the look and feel) of Windows NT workstation, please see Introduction to Windows (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 Networking (100920)

Computers

Basic network 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. Jan 13, 09:00-17:00 - Oak
1 day - We. Jan 31, 09:00-17:00 - Oak
1 day - Tu. Feb 20, 09:00-17:00 - Oak
1 day - We. Mar 14, 09:00-17:00 - Oak

Windows 2000 Server - Level 1 (101180)

This course presents fundamental concepts and skills for Windows 2000 networking, with an emphasis on server-based networking. Learn about logon procedures and security services. Explore shares, permissions, and NTFS. Learn about the Activity Directory for finding, using and managing network resources. Introduction to Networking (100920) is strongly recommended as a prerequisite. Familiarity with Windows is essential. \$190

1 day - Sa. Feb 24, 09:00-17:00 - Oak

Windows 2000 Server - Level 2 (101181)

As a continuation of Windows 2000 Server - Level 1, this course explores W2K Server skills for administrators. Understand and install client software. Understand and manage the Active Directory. Create and manage user accounts, set and change account properties, and more. Windows 2000 Server - Level 1 (101180) is the recommended prerequisite. \$190

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

Windows 2000 Server - Level 3 (101182)

This course builds on concepts and skills from Windows 2000 Server - Level 2. Understand how built-in groups and rights manage administrative control. Create and manage custom groups. Understand and use policies to customize security requirements. Manage file resources using NTFS file and directory permissions. Create shares and control share permissions. Windows 2000 Server - Level 2 (101181) is the recommended prerequisite. \$190

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

Introduction to Windows NT Networking (101150)

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

1 day - Th. Jan 18, 09:00-17:00 - Oak
1 day - Fr. Feb 2, 09:00-17:00 - Oak
1 day - Tu. Feb 27, 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 - Fr. Feb 9, 09:00-17:00 - Oak
1 day - We. Mar 7, 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 - Th. Feb 22, 09:00-17:00 - Oak

Windows NT Server Management (101153)

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

1 day - We. Feb 28, 09:00-17:00 - Oak

Internet and Web Publishing

Introduction to the Internet (101141)

This course is a practical, hands-on introduction to the Internet. Get an overall perspective on the Internet and the skills to find what you need. Learn about selecting an Internet service provider and configuring your Internet software. Learn all the basics of e-mail. Browse the World Wide Web, search for specific topics and find Web sites that interest you. Learn about "netiquette"; what to do, what not to do, and standard ways of communicating. Introduction to Windows (101138) is the recommended prerequisite. \$190

1 day - We. Jan 17, 09:00-17:00 - Oak
1 day - Su. Jan 28, 09:00-17:00 - Oak
1 day - Tu. Feb 20, 09:00-17:00 - Oak
1 day - Su. Mar 11, 09:00-17:00 - Oak
1 day - Fr. Mar 23, 09:00-17:00 - Oak

Intermediate Internet (101142)

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

1 day - Th. Jan 25, 09:00-17:00 - Oak
1 day - We. Feb 28, 09:00-17:00 - Oak
1 day - Fr. Mar 30, 09:00-17:00 - Oak

Introduction to Publishing Web Pages (101143)

Learn how to create your own Web pages using HTML - HyperText Markup Language. Compose pages that incorporate regular text, various levels of headings, bulleted and numbered lists, graphics and colour. Create hypertext links to other Web pages. Use FTP (File Transfer Protocol) to upload your Web pages to the Web server, so anyone in the world can view your Web pages. Experience in Windows and the Internet are prerequisites. Introduction to the Internet (101141) is strongly recommended. \$190

1 day - Sa. Jan 6, 09:00-17:00 - Oak
1 day - Mo. Jan 15, 09:00-17:00 - Oak
1 day - Th. Feb 1, 09:00-17:00 - Oak
1 day - Su. Feb 11, 09:00-17:00 - Oak
1 day - Fr. Feb 23, 09:00-17:00 - Oak
1 day - Mo. Mar 12, 09:00-17:00 - Oak

Intermediate Web Publishing (101156)

This course is designed for those who know the basics of HTML, can create basic Web pages, and want to take their work to a higher level. Learn how to use tables and frames to control page layout. Add forms to your Web site so users will be able to submit their comments. Learn to create image maps. Register and promote your Web site for maximum exposure. Experience with publishing Web pages is essential. Introduction to Publishing Web Pages (101143) is recommended. \$190

1 day - Mo. Jan 22, 09:00-17:00 - Oak
1 day - Su. Feb 18, 09:00-17:00 - Oak
1 day - Mo. Mar 26, 09:00-17:00 - Oak

Advanced Web Publishing (101169)

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

1 day - Mo. Jan 29, 09:00-17:00 - Oak
1 day - Su. Feb 25, 09:00-17:00 - Oak
1 day - Sa. Mar 31, 09:00-17:00 - Oak

Understanding Java and JavaScript (101173)

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

1 day - Th. Jan 11, 09:00-17:00 - Oak
1 day - Tu. Feb 6, 09:00-17:00 - Oak
1 day - Sa. Feb 24, 09:00-17:00 - Oak
1 day - Fr. Mar 16, 09:00-17:00 - Oak

Introduction to Dreamweaver (101174)

This course is designed for those who know how to create Web pages using HTML. Dreamweaver is Macromedia's powerful Web development program. This course introduces students to Dreamweaver's interface. Learn to use the Property Inspector, create basic Web pages and set page properties. Also covered

is: setting page properties, modifying background and text colours, working with headings, paragraphs and breaks, character formatting, lists, anchors, and URLs. Experience with HTML is the prerequisite. Introduction to Web Publishing (101143) is strongly recommended. \$190

1 day - Mo. Jan 8, 09:00-17:00 - Oak
1 day - Sa. Jan 27, 09:00-17:00 - Oak
1 day - Mo. Feb 12, 09:00-17:00 - Oak
1 day - Mo. Mar 5, 09:00-17:00 - Oak
1 day - Sa. Mar 24, 09:00-17:00 - Oak

Introduction to FrontPage Web Publishing (101159)

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

1 day - Fr. Jan 12, 09:00-17:00 - Oak
1 day - Mo. Feb 5, 09:00-17:00 - Oak
1 day - Sa. Mar 3, 09:00-17:00 - Oak

Intermediate FrontPage (101160)

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

1 day - Th. Feb 8, 09:00-17:00 - Oak
1 day - Sa. Mar 17, 09:00-17:00 - Oak

Computer Applications

Microsoft Office

Introduction to Microsoft Office

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

Word Processing

Introduction to Microsoft Word (100796)

This course covers fundamental Microsoft Word commands and concepts. Introductory topics include all the basic skills that allow you to create and edit documents easily. Also included are various types of formatting to improve document presentation, setting tabs and margins, previewing and printing documents. Introduction to Windows (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. Those with experience in other word processing programs may want to consider Fast Track Microsoft Word (101119). \$190

1 day - Fr. Jan 19, 09:00-17:00 - Oak
1 day - Th. Feb 15, 09:00-17:00 - Oak
1 day - Mo. Mar 19, 09:00-17:00 - Oak

Fast Track Microsoft Word (101119)

Do you have experience with another word processing program, or have you used Word but aren't comfortable yet? Ease the transition by learning key concepts, commands, and shortcuts. This intensive course is taught at a faster pace and covers more detail than the Introduction to Microsoft Word (100796). Introduction to Windows (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190

1 day - Fr. Jan 26, 09:00-17:00 - Oak
1 day - Fr. Mar 2, 09:00-17:00 - Oak

Intermediate Microsoft Word (101114)

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

1 day - Th. Feb 1, 09:00-17:00 - Oak
1 day - Tu. Mar 6, 09:00-17:00 - Oak

Advanced Microsoft Word (101115)

This course focuses on customizing and automating

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

1 day - We. Feb 7, 09:00-17:00 - Oak
1 day - Fr. Mar 9, 09:00-17:00 - Oak

Spreadsheets/Charts

Introduction to Excel (100795)

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

1 day - Th. Jan 18, 09:00-17:00 - Oak
1 day - Su. Feb 4, 09:00-17:00 - Oak
1 day - Mo. Feb 19, 09:00-17:00 - Oak
1 day - Th. Mar 8, 09:00-17:00 - Oak
1 day - Tu. Mar 20, 09:00-17:00 - Oak

Intermediate Excel - Worksheets and Charts (100798)

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

1 day - We. Jan 24, 09:00-17:00 - Oak
1 day - Th. Feb 22, 09:00-17:00 - Oak
1 day - Sa. Mar 24, 09:00-17:00 - Oak

Advanced Excel (100799)

Understand and use Excel's built-in database features to manage lists. Use forms for data-entry. Filter or copy records based on one or more search conditions. Analyze data with database functions and pivot tables. Sort records for easier access and more. Experience with Excel is essential; Intermediate Excel (100798) is recommended. \$190

1 day - Tu. Jan 30, 09:00-17:00 - Oak
1 day - Mo. Feb 26, 09:00-17:00 - Oak
1 day - Sa. Mar 31, 09:00-17:00 - Oak

Excel Programming - Level 1 (101167)

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

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

Computer Accounting

ACCPAC for Windows - General Ledger (101170)

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

1 day - Su. Jan 7, 09:00-17:00 - Oak
1 day - Su. Feb 4, 09:00-17:00 - Oak
1 day - Su. Mar 4, 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. Jan 21, 09:00-17:00 - Oak
1 day - Fr. Mar 23, 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

...Computers continued on page 14

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.

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.

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

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

Brigitte Kimmis graduated from the Fashion Arts Certificate Program. She has designed under her own label and has worked with custom clientele. She currently commits part of her time to Vancouver Opera.

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

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 an 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 prepress.

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.

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

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

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, and is currently head of the Fashion Design program at UCVFA.

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.

Tania Sagoo has a bachelors degree in interior design from the University of Manitoba. She is one of the first interior designers in Canada to specialize in lighting design. Tania has practised lighting in England, Italy, and recently in California. In addition to her Vancouver-based lighting design firm, she also teaches and critiques lighting at the post-secondary level and to professional architects, engineers, and interior designers.

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.

Raphael Thiessen, a graduate of Mohawk College of Applied Arts and Technology, holds a diploma in graphic and visual design from Kwantlen College and completed the Computer Graphics Technician course at VCC. Raphael has a passion for teaching computer graphics

and electronic prepress.

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.

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

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.

Marta Wnorowska is an interior designer with a masters degree in interior design from the Academy of Fine Arts, Warsaw, Poland. She has many years' experience in commercial design and in post-secondary education.

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.

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 Neuls manages a large residential care facility. He is a member of the Advisory Committee for the Building Service Worker Program at VCC and also serves on the board of the Canadian Building Servicing 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 12 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.

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.

Sandra Bradley, CRM has her own consulting business and has done consulting work since 1983.

Linda Case has 18 years' experience as a legal assistant in plaintiff and defence areas of civil litigation. She is currently an adjuster for ICBC.

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

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

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.

Margaret Cuzzetto is a management consultant and personal coach who facilitates proactive workshops in interpersonal, management, customer service and communication skills to develop a better self-management style.

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

Karl Friedmann, PhD, is a former instructor at University of Calgary and Simon Fraser University. BC's first ombudsman; he teaches Administrative Law.

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.

Janet Hay, RN, MSCed, lecturing in nursing and adult education. She has 25 years' teaching experience and is the author of a medical textbook.

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.

“Carol Kaye was great. Her energy and true positive attitude was appreciated. Thank you. By far the best class I have ever taken. The course was progressive, smart and easy to follow. The handouts were terrific. I liked her approach to teaching. She was very pleasant with the focus and direction.”

Don Milstien, BCLB, 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.

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

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, specializes in areas of securities, corporate finance, mergers and acquisitions, law.

Lily Sim is a legal assistant with over 15 years' experience. She is currently supervisor of the Corporate Services Department at Davis and Co.

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

Cheryl M. Stephens, BA, LLB, a legal educator 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.

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.

Rhyon 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 eight 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 with 13 years' experience in teaching and curriculum development. She teaches Windows, WordPerfect, Word for Windows, Excel, Outlook, CorelDRAW!, PageMaker, PowerPoint, MS-Office and Visual Basic, at Oakridge.

Health

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.

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.

Jay Fiddler is an experienced trainer for AIDS Vancouver who has facilitated sessions for such diverse groups as recovery house staff, home support workers, counsellors, therapists, health care workers and educators.

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.

Remick Lee, BEng, instructional assistant at the Learning Centre at VCC.

Carmen Levine, RDH, is a dental hygiene clinical educator for Dentsply Canada.

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.

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

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

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

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.

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

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

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.

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

Susan Saffyan, BA, MLS, is the health sciences liaison librarian for VCC library and also manages the library's Web site. She has taught courses on how to use the WWW for research to faculty, students and staff at the College.

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

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

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.

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.

Human & Social Services

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

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

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

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

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

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

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

Jim Green has worked as a social worker, teacher and with the Downtown Eastside Residents Association. He is currently executive director of the Social Alternatives Unit with the Ministry of Community Development, Cooperatives and Volunteers. He is also an adjunct professor of anthropology at the University of British Columbia.

Am Johal is the coordinator of social planning and strategic initiatives in the provincial government. He is also one of the provincial government representatives on the Vancouver Agreement and is one of the founders of the UBC Humanities 101 Program.

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

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

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

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

Stephen Learey has been involved with community development for close to 20 years. He worked for many years at the Downtown Eastside Residents Association. Recently he has worked at the Urban Community Development Unit in the provincial government, where he is now the executive director.

Celine Mauboules is currently the researcher at the Urban Community Development Unit in the provincial government. She is also involved with the Downtown South Residents' Rights Association and the Mole Hill

Living Heritage Society.

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

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

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

Vikki Reynolds, MA counselling psychology, is a narrative therapist who specializes in the areas of substance misuse and cross-cultural counselling.

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

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

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

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

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

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

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

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

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

Interpreting & Translation

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

Nelson Laterman, accredited as an English to Portuguese translator by the American Translators Association, works as a professional translator specializing in technical translations and desktop publishing. He has also been a computer instructor.

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

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

Non-Profit, Voluntary & Fundraising

Barney Ellis-Perry is director of Annual Giving at St. Paul's Foundation.

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

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

Telecommunications Management

Don Clark is the managing director, Operations, Telus

Management Services. Don's varied experience spans many years in the telecom environment.

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

Brian Holt is a Technical Sales Support Specialist and brings many years of voice and data experience to the classroom.

Cathy Osborne is the president of a customer relationship marketing and business consulting company. She has 14 years of experience in telecommunications management.

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

Teaching English to Speakers of Other Languages

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

Corry Flader, BA, BEd, MA, has taught and developed ESL courses for business people, landed immigrants and refugees since 1989. She currently runs a successful ESL tutoring service in Vancouver. Corry has developed and teaches the following courses: ESOL Tutoring, Tutoring for the TOEFL, Tutoring ESOL Practicum, Tutoring for the LPI and Essay Writing, and Tutoring Business English in the Tutoring ESOL Certificate Program.

Jane Forward, BA (English Language), Provincial Instructors Diploma (VCC) has taught ESL since 1980 and is Department Head of ESL Outreach Department at VCC. Her special areas of interest include community-based ESL classes, and reading and grammar instruction for adult ESL learners. Jane teaches the TESOL Diploma Core Courses, Teaching Reading and Teaching Grammar Two: Theory and Practice.

Arlene Howard, BEd, is an experienced ESL instructor and is currently teaching in the ESL Outreach Department at VCC. Arlene is interested in community-based ESL classes, the use of multi-media for ESL instruction, and innovative teaching resources for the ESL classroom. Arlene has presented workshops at the TEAL and TESOL Conferences. Arlene teaches the TESOL Prerequisite Course, An Overview of TESOL.

Moira Macleod, BA, MEd, taught ESL at VCC from 1977 to 1992. Moira has been Coordinator and Department Head in the ELS Department at VCC, Associate Dean of the ESL Division, and is currently Dean of Academic and Developmental Programs at VCC. Moira also serves on several provincial and national ESL-related committees, and teaches the TESOL Diploma Core Course, Teaching Writing.

Wilma Nederend, BA, BEd, MA (TESL). Wilma has taught ESL since 1988 at VCC, Tokushima Bunri University, and the UBC English Language Institute. Her special interests include task and project-based classroom and communicative activities for ESL students. Wilma teaches the TESOL Diploma Core Course, Teaching Listening and Speaking and in the TESOL Inservice Diploma Program.

“Margaret Cuzzetto is an inspiration. She did a fantastic job. She is confident, interesting and funny. I am looking forward to taking the next module. The assigned homework gave me a chance to get to know myself better.”

Interpersonal Skills - Part I



...continued from page 11

1 day - Su. Feb 11, 09:00-17:00 - Oak
1 day - Su. Mar 25, 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 (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190

1 day - Su. Jan 14, 09:00-17:00 - Oak
1 day - Fr. Feb 16, 09:00-17:00 - Oak
1 day - Su. Mar 11, 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. Jan 27, 09:00-17:00 - Oak
1 day - Su. Mar 18, 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 (101138) is strongly recommended as a prerequisite. \$190

1 day - Fr. Jan 26, 09:00-17:00 - Oak
1 day - Tu. Feb 27, 09:00-17:00 - Oak
1 day - We. Mar 21, 09:00-17:00 - Oak

Introduction to PageMaker Desktop Publishing (100746)
Learn fundamental PageMaker skills for setting up a document, typesetting and editing. Develop skills in using PageMaker's tools, working with text blocks, saving and filing publications, setting up master pages for multi-page publications, creating a two-fold, two-colour brochure, and adjusting and editing text. Class exercises include the production of a two-sided brochure. Familiarity with a mouse and experience with other programs is essential. \$190

1 day - Tu. Jan 16, 09:00-17:00 - Oak
1 day - Sa. Feb 10, 09:00-17:00 - Oak
1 day - Th. Mar 15, 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 - Th. Feb 15, 09:00-17:00 - Oak
1 day - Th. Mar 29, 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 toolbox and 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 - We. Jan 10, 09:00-17:00 - Oak
1 day - We. Feb 7, 09:00-17:00 - Oak
1 day - Th. Mar 1, 09:00-17:00 - Oak
1 day - Su. Mar 25, 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 - Mo. Jan 22, 09:00-17:00 - Oak
1 day - We. Feb 21, 09:00-17:00 - Oak

Advanced CorelDRAW! (101117)
Learn and use CorelDRAW!'s advanced options and editing techniques. Kern text, convert text to curves and different shapes. Use the special menu to set preferences for duplicate placement, nudging, angles and constraining objects. Class exercises include perspective, blending, extruding, and building a three-colour logo. Experience with CorelDRAW! is essential. Introduction to CorelDRAW! (101103) is strongly recommended. \$190

1 day - Mo. Mar 5, 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, define and modify database table definitions. Display, add, change and delete data in tables. Build powerful queries to select and view data based on a variety of criteria. Familiarity with a mouse and experience with other programs is essential. Introduction to Windows (101138) is strongly recommended. \$190

1 day - Tu. Jan 9, 09:00-17:00 - Oak
1 day - Sa. Jan 20, 09:00-17:00 - Oak
1 day - Tu. Feb 6, 09:00-17:00 - Oak
1 day - Sa. Feb 17, 09:00-17:00 - Oak
1 day - Fr. Mar 2, 09:00-17:00 - Oak
1 day - Sa. Mar 17, 09:00-17:00 - Oak

Intermediate Access (101132)
This course builds on the foundation laid in the Introduction to Access. Learn how to use field properties including preset and custom formats, input masks, and data entry validation. Learn about parameter queries and queries with calculated fields. Create, modify, and use a variety of forms for data input and display. Build basic reports for data printouts. Experience with Access is essential. Introduction to Access (101131) is recommended as a prerequisite. \$190

1 day - Tu. Jan 16, 09:00-17:00 - Oak
1 day - Sa. Feb 3, 09:00-17:00 - Oak
1 day - We. Feb 21, 09:00-17:00 - Oak
1 day - Tu. Mar 6, 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 Cascade options. Create specialized queries to 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. Jan 23, 09:00-17:00 - Oak
1 day - Sa. Feb 10, 09:00-17:00 - Oak
1 day - Fr. Mar 9, 09:00-17:00 - Oak

Access Programming - Level I (101168)
Learn how to automate routine procedures in Access. Create a switchboard user interface. Use IIF, Switch and Dlookup functions in calculated fields and controls to make decisions. Create, manage and use macros. Understand and use events to trigger macro execution. Experience in Access is essential. Advanced Access (101133) is recommended. \$190

1 day - We. Feb 14, 09:00-17:00 - Oak
1 day - Tu. Mar 13, 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 - Fr. Feb 16, 09:00-17:00 - Oak
1 day - Fr. Mar 16, 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 (101138) is recommended for those with little experience in Windows. \$190

1 day - Fr. Jan 19, 09:00-17:00 - Oak
1 day - Fr. Feb 23, 09:00-17:00 - Oak
1 day - Sa. Mar 10, 09:00-17:00 - Oak

Programming in Visual Basic

Note

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. Jan 13, 09:00-17:00 - Oak
1 day - Tu. Feb 13, 09:00-17:00 - Oak
1 day - Th. Mar 8, 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. Jan 20, 09:00-17:00 - Oak
1 day - Tu. Mar 13, 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. Feb 3, 09:00-17:00 - Oak
1 day - Th. Mar 15, 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 (104404)

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

6 eve - Mo. Jan 22, 18:30-21:30 - CC
6 mng - Sa. Jan 27, 09:30-12:30 - 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. Jan 24, 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. \$95

2 mng - Sa. Jan 27, 09:30-13:30 - 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. \$95

3 eve - Tu. Jan 23, 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. \$95

3 eve - Tu. Jan 23, 18:30-21:30 - CC

Understanding Electronic Commerce (100418)
This short course is intended for the business person interested in gaining a general understanding of e-commerce. The course will specifically address issues arising from e-commerce including costs, impact on the organization, and changes in marketing strategies. The course will begin with an overview of the commercial Internet system and terminology, and then move to a discussion of business-to-business and business-to-consumer transactions. Computers are not used in this course. (Mogan) \$95

3 eve - Tu. Jan 23, 18:30-21:30 - CC
3 eve - Tu. Mar 6, 18:00-21:00 - IEC

Building an E-Commerce Site (100419)
This hands-on 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. Every student will have a personal computer. Manual included. Participants must be familiar with the Internet. (Caldwell) \$195

3 eve - Tu. Jan 23, 18:30-21:30 - CC
3 eve - Tu. Feb 27, 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) \$95

3 eve - Th. Jan 25, 18:30-21:30 - CC
3 eve - Th. Mar 1, 18:30-21:30 - CC

Dreamweaver 3.0 for the PC (100428)
This course is designed for people who want to work with one of the most powerful web page designing software tools on the market. The student will learn how to design a basic web page for personal or business applications. Topics include: basic HTML code, creating tags, hypertext links to other sites and documents, adding graphics, working with colours, page formatting, using templates and publishing to the Internet. On completion of this course students will have a working web page on-line. (Bornholdt) \$275

8 eve - We. Jan 24, 18:30-21:30 - CC

Web Page Design (100429)
Learn how to design and build a multi-page web site with user interaction. There are three sections in this course. Putting Your Web Page on the Internet - This first section will show the learner how to design and build a basic web page for personal or small business applications. Topics include: basic HTML code, creating tags, hypertext links to other sites and documents, adding graphics, working with colours, page formatting, using templates and publishing to the Internet. On completion of this section students will have a working web page on-line. Designing a Professional Web Page - Students will further develop their knowledge of page design and layout, graphics (jpg, gif), tools and utilities, tables and frames. On completion of this section, students will have a professional-looking and functioning web page. Programming JAVA into your Web Site - Students will enhance their web page by

adding CGI and JAVA scripting features. Topics such as working with CGI, selection lists, programming objects, creating on-line forms, JAVA scripting, variables and data items will be discussed. On completion of this section, students will have an interactive web site that will accept on-line user data and questionnaires. Textbook included. (Barber) \$395

12 eve - Tu. Jan 23, 18:30-21:30 - CC
12 eve - Th. Jan 25, 18:30-21:30 - CC

Note

For Web page design on the Mac, see the Electronic Publishing and Design Certificate Program in this calendar.

A+ Hardware Certification

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. Jan 23, 18:30-21:30 - CC

Help Desk Skills

Help Desk Skills for Computer Support Professionals (100437)

This course is designed to help IT support staff who want to develop their frontline and customer service skills. Topics include: frontline support, customer expectations, how to ask effective questions, problem documentation and handling, telephone techniques, human behaviour, handling difficult customers and communication skills. Experienced IT staff may find this course helpful to reinforce beneficial concepts and client service skills. Textbook included. (Leinbach) \$145

5 eve - We. Jan 24, 18:30-21:30 - CC

Cisco Certified Network Associate (CCNA)

Registration and General Information: 443-8484

Course Advice: Jostein Indbryn, 443-8561 jindbryn@vcc.bc.ca

Information Session
Wednesday, January 10, 18:30,
City Centre, 250 West Pender
Street, Vancouver.

Go to the Continuing Education Office. Instructors will be available to answer questions on the program and career opportunities. A tour of the lab will follow the presentation.

The Cisco Certified Network Associate Program is a part-time, four-course program held on Saturdays at City Centre Campus. The program begins at an introductory level, covering the theory and architecture of current and emerging network technology. The program includes hands-on and project-based work, enabling students to develop practical skills in designing, building and maintaining Internet-based networks.

Today, virtually all businesses and organizations are connected to network resources in some way, whether it be mission-critical private-data networking, basic Internet connectivity or business-to-business e-commerce. Change and growth is moving at an unprecedented rate, creating a high demand for qualified network professionals.

Upon successful completion of course levels 1-4, you will be eligible to earn the CCNA Certification.

Cisco Networking - Level I (100430)

This introductory course provides hands-on training and experience in current and emerging networking technology. Students have access to the Cisco server throughout the course. Emphasis is placed on giving the student a strong conceptual understanding of the OSI model and industry networking standards. Specific topics include LANs, WANs, routers, network protocols, the OSI model, cabling, cabling tools, network topologies and IP addressing. Also covered are network trouble-shooting techniques and the use of networking software, tools and equipment. An excellent course for

the beginning network administrator or experienced professional seeking enhanced skills. Prerequisite: a strong interest and aptitude in computers. (Brown) \$975

10 day - Sa. Jan 20, 09:00-17:00 - CC

Cisco Networking - Level II (100431)

This course builds upon the broad systems knowledge gained in Level I. The student's abilities as a network specialist are further developed through practical training in router configurations and routing protocols. Topics include: routed protocols, transport layer protocols, routing protocols (RIP and IGRP), router elements, Cisco IOS commands, router configuration and management. Prerequisite: Cisco Networking - Level I. \$1,075

10 day - Sa. Apr 21, 09:00-17:00 - CC

Cisco Networking - Level III (100432)

Practical knowledge and skills are further developed in several areas, including advanced router configurations, LAN switching theory and VLANs, advanced LAN and LAN switched design and Novell IPX. Prerequisite: Cisco Networking - Level II. \$1,075

10 day - Sa. Sep 22, 09:00-17:00 - CC

Cisco Networking - Level IV (100433)

Major topics include WAN theory and design; WAN technology, PPP, frame relay, ISDN; network trouble-shooting; National SCANS skills; and threaded case studies. Upon successful completion of this course, the student is eligible to write the CCNA Certification examination. Prerequisite: Cisco Networking - Level III. \$1,075

Course start date TBA

Registration: 443-8484

Course advice: Conrad Leung, 443-8473

Professional Cook Training

Cook Training - Thai Cuisine (Introduction) (250505)

This course will provide skills upgrading for experienced professional cooks in the preparation of basic Thai cuisine. The course is conducted in a modern and well-equipped commercial kitchen. The kitchen operates in conjunction with our College cafeteria, which is open to the public. This arrangement ensures that the student will have practical experience preparing and cooking Thai cuisine in a commercial setting. Specific topics include: Thai culture and customs; cooking ingredients, techniques and equipment; preparation of salads, soups, meats, poultry, seafoods, vegetables, rice and noodles. Class size is limited to 18. Early registration is advised. Prerequisite: participants must be experienced professional cooks. \$350

10 day - Sa. Jan 20, 08:00-13:30 - CC

Professional & Allied Health Care

Registration 443-8484

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

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

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

Instructors

For information about instructors, please see page 12.

Clinical Practice

Program Coordinator, 443-8674

Program Assistant, 443-8672

Physical Assessment and Intervention

New, practical approach to physical assessment and intervention for nurses in acute care, long term care, home care and community. Advance your ability to make clinical judgements, prioritize your assessment based on the client's presentation/history/risks, and recognize early signs in common clinical conditions. Take the whole series or select courses in any order. (Macfarlane) \$105 per course (\$100 per course if you register for more than one in the series)

Head to Toe Assessment (202710)

Bring stethoscope.

1 day - Fr. Feb 2, 09:00-16:00 - KEC

Cardiovascular Assessment and Intervention (202702)

Includes pericarditis, angina, heart attack, heart failure, shock states. Bring stethoscope.

1 day - Fr. Apr 6, 09:00-16:00 - KEC

Respiratory Assessment and Intervention (202718)

Includes pneumonia, hemothorax, pleural effusion, pulmonary embolus, asthma, COPD. Bring stethoscope.

1 day - Fr. Mar 9, 09:00-16:00 - KEC

Abdominal Assessment and Intervention (202311)

Includes hepatitis, pancreatitis, paralytic ileus, renal failure, peritonitis. Bring stethoscope.

1 day - Fr. May 18, 09:00-16:00 - KEC

Neurological Assessment and Intervention (202712)

Includes TIA, stroke, seizures, subdural hematoma, Guillain-Barré syndrome. Offered once a year.

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

Intravenous Therapy (202704)

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

1 day - Sa. Jan 20, 08:30-16:30 - KEC

1 day - Sa. Feb 24, 08:30-16:30 - KEC

1 day - Sa. Mar 31, 08:30-16:30 - KEC

Pain and Symptom Management (202313)

Primary focus is on assessment and management of pain, nausea, vomiting and dyspnea, and the use of assessment tools and latest techniques in assessing and managing these and other debilitating symptoms. Intended for nurses working in palliative care, but the application is also relevant for nurses working on medical floors, and in gerontology and long term care. Content also includes assessing and managing symptoms in older patients, pediatrics, patients with psychiatric disorders. (Christie-Sembhi) \$260

3 day - Th/Fr/Sa. Mar 8/9/10, 09:00-16:00 - CC

Common Medical Emergencies: Nursing Assessment and Intervention (202796)

For nurses in acute, long term and home care settings, to sharpen your ability to assess and intervene in common medical emergencies, including stroke, acute respiratory failure, angina, myocardial infarction, failure, seizures, hypo- and hyperglycemia, and acute confusion (delirium), and to prioritize your assessment and actions to the presenting problem. (Macfarlane) \$105

1 day - Fr. Mar 30, 09:00-16:00 - KEC

Central Lines (202795)

Types of central lines and sites; care of implanted ports; percutaneous, tunneled and peripherally inserted catheters; principles of maintenance; complications, and nursing interventions. Prerequisite: RNs with IV experience. (Brazier) \$105

1 day - Sa. Apr 28, 08:30-16:30 - KEC

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

This highly interactive course uses case studies, current legislation and social issues to help nurses address major bioethical healthcare dilemmas which confront them in their day-to-day nursing practice and in their private lives. Content includes major principles of biomedical ethics, a framework for ethical reasoning, and a step-by-step approach for ethical problem solving. Case studies are used from gerontology, palliative care and acute care settings. (Christie Sembhi) \$180 (\$205 as elective series in Gerontology Certificate Program - Nursing)

2 day - Fr/Sa. Apr 6/7, 09:00-16:00 - KEC

HIV/AIDS Update (201058)

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

1 mng - Sat. Feb 24, 08:30-13:00 - KEC

Suicide Risk: Assessment and Intervention (200710)

Suicide risk and attempts can occur with clients of all ages in all care settings, and require prompt response and clinical judgement. For nurses, counsellors, therapists, social workers, mental health staff, and pastoral care workers, this course will increase your knowledge and skills in identification and initial assessment and intervention to help clients at risk for suicide, and to make appropriate referrals. Offered once a year in collaboration with SAFER, a program of Greater Vancouver Mental Health Service Society. (Lowe/Rosenfeld) \$65

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

Assisting Clients with Common Physical Disabilities in Mobilizing, Transferring and Positioning (200742)

This course is provided collaboratively with GF Strong Rehabilitation Centre and George Pearson Centre and will provide practical skills for assisting clients with common physical disabilities such as stroke, spinal cord injuries, arthritis, multiple sclerosis and amputations. Home support workers, residential care aides, rehabilitation and recreational assistants are encouraged to attend. \$60

1 day - Fr. Jan 26, 09:00-12:00 - KEC

Hospice/Palliative Care Certificate Program

Program Coordinator, 443-8673

Program Assistant: Mimi Chau, 443-8672

Information Session: Thursday, January 11, 18:30

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

Prerequisites

Applicants must have current licensure as a registered nurse, registered psychiatric nurse, physician, registered dental hygienist, social worker, chaplain, or other university-educated profession. Must have current practice in a western health care setting or related discipline in which to apply workplace-based assignments. Applicants are encouraged to take Writing Skills: Preparing Clinically Focused Assignments (202314) See Personal and Professional Development - Communication section.

Certificate Requirements

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

Course Fees

Tuition fees are paid one course at a time.

Application

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

Next intake February 2001:

Introduction to Hospice/Palliative Care (202839)

4 day - Feb 16/17, Mar 2/3, 09:00-17:00 - KEC (K. Christie Sembhi) \$310

Psychosocial Caring (202840)

4 day - Apr 6/7, May 4/5, 09:00-17:00 - KEC (J. Brown) \$310

Symptom Management (202841)

5 day - Jun 8/9/10/29/30, 09:00-17:00 - KEC (K. Christie Sembhi) \$385

Professional Issues (202842)

4 day - Sep 7/8/28/29, 09:00-17:00 - KEC (K. Christie Sembhi) \$310

Practicum

October/November 2001 \$485

Seminar Oct 5, 09:00-16:00 - KEC

Applications are being accepted now.

Critical Care

Program Coordinator, 443-8674

Program Assistant, 443-8672

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. Apr 20/27, May 4, 09:00-16:00 - KEC

Conscious Sedation (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. May 19, 09:00-16:00 - KEC

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

Gerontology Certificate Program - Nursing

Program Coordinator, 443-8674

Program Assistant, 443-8672

Information Session: Tuesday, February 6, 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. Please be aware this course is currently being considered for revision.

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 (under revision).

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 Certificate Program

Program Coordinator, 443-8675 and 224-0933

Program Assistant, 443-8635

This 2 year, part-time distance learning program prepares participants to teach childbirth preparation classes. The three courses provide the knowledge and skills necessary to select appropriate content, develop lesson plans, use effective teaching techniques and manage the learning situation.

It will be moved to Douglas College, Perinatal Programs in January, 2001. For more information, call Douglas College at 527-5476.

Dental

Program Coordinator: Jadina Yip, 443-8676

Program Assistant: Sarah Mokaber, 443-8635

Registration: 443-8484

Targeting Your Topic: Resources on the WWW for Dental Professionals (203457)

In this hands-on workshop, you will learn the basics of web navigation using the Netscape Browser. Review

dental Websites chosen for their quality, accuracy, currency and objectivity of their content. Subject directories and search engines will be used to compare results for different topics. You will learn tips, tricks and strategies used by web search experts. Prerequisite: A good working knowledge of Windows 95, 98 or NT is desirable. Limited enrolment. (Safyan) \$75

1 eve - Tu. Apr 10, 18:30-21:30 - KEC

Pamphlet Design for Dental Hygienists (203456)

This hands-on workshop will give you tips, ideas and practice to create, and organize oral health information into a pamphlet for patient education. Prepared oral health information will be used as the template to design a pamphlet. Prerequisite: 'mouse' experience. Limited enrolment. (Lee) \$50

1 eve - Fr. Feb 16, 18:30-21:30 - CC

An Esthetic Choice - The Art and Science of Whitening (203444)

Tooth whitening has become a recognized alternative in esthetic dentistry. Discuss client selection, technique, and client compliance through minimizing sensitivity and side effects. Review various whitening options and learn to select the most appropriate system for your client. (Levine - Dentsply Canada Clinical Education) \$50

1 eve - Tu. Feb 27, 18:30-21:30 - CC

Pit and Fissure Sealants - Preventive and Proactive (203452)

Sealants can be extremely effective in preventing and arresting caries in enamel, yet sealants are an under utilized preventive procedure. This course will assist you to identify clients/populations at risk for dental caries and learn techniques and advances in choosing and placing sealant material. (Levine - Dentsply Canada Clinical Education) \$50

1 eve - Tu. Apr 3, 18:30-21:30 - CC

Preventing and Managing Food Allergies (203454)

This informative workshop will focus on strategies for helping to prevent allergies in infants and children. Become familiar with allergy symptoms and walk away with practical tools to detect and manage allergies and intolerances. (Romaniw) \$50. (\$45 if also registering for course 203437)

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

Estrogen Dilemmas (203437)

Come and explore women's issues throughout the lifecycle . . . from PMS to menopause and beyond. Broaden your awareness of estrogens power on mind, bone, heart, breasts and fat cells. Discuss related concerns around weight, supplementation, hormone replacement therapy, and their implications both now and later. (Romaniw) \$50. (\$45 if also registering for course 203454).

1 aft - Sa. Apr 28, 13:30-16:30 - CC

Changing Concepts of Ultrasonics (203550)

This hands-on course is designed to give new information on the uses and applications of ultrasonic scalers. Antimicrobial therapy along with the application of ultrasonic scaling techniques will be demonstrated and practiced in this workshop. Limited enrolment. (Levine - Dentsply Canada Clinical Education) \$60

1 eve - Tu. May 1, 18:30-21:30 - CC

HIV/AIDS Update for the Dental Office (203431)

This course will be helpful to dental professionals who require current information about HIV and AIDS in their professional and/or personal lives. You will gain a thorough grounding in accurate and up-to-date information and research about HIV and AIDS. (Fiddler - AIDS Vancouver) \$50

1 eve - Tu. May 8, 18:30-21:00 - 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 licensed, 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

Teaching in the Health Field (202719)

Health professionals teach in a wide scope of settings (such as inservices, workshops, presentations, one-to-one and group sessions) for a variety of learners, including clients, residents, patients, families, staff, volunteers, peers, students, and the public. Whether you are embarking on new teaching responsibilities or are expanding and strengthening your current teaching role, this compact, practical and interactive course will assist you to develop and refine your approach, using the cornerstones of effective teaching that are

applicable to all settings and learner groups. With a small group of peers and an innovative experienced instructor in adult education, you will examine the key steps of effective planning, delivery and evaluation and apply these to the teaching challenges that are most pertinent to your role now. Prior to the course, you will receive six modules to be completed before class. A supplementary module for teaching in the clinical setting is included. (Moore) \$385

5 day - Mo/Tu/We/Th/Fr. Mar 5/6/7/8/9 - 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 precepting staff or students in a variety of settings. (Moore) \$50

1 mng - Fr. Mar 2, 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. Mar 2, 13:00-16:00 - KEC

Health Care Management

Nursing Management Certificate Program

Program Coordinator, 443-8673

Program Assistant: 443-8672. Call for application form.

Information Session: Tuesday, January 18, 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, regionalization; employment processes; team building/group process; staff development; continuous quality improvement; risk management. (Rohrer) \$435
Next offered: April 2001 (Apr 7/21/28, May 12/26, Jun 9/23). Registrations being accepted now.

Continuing Care Management

Call Program Assistant, 443-8672 for application or information. Program Coordinator, 443-8673

Enhance your abilities to establish an efficient organization, effective care teams, and quality care outcomes. This program, for continuing care managers, directors and administrators, or individuals with management experience wishing to learn about the continuing care context, emphasizes the use of proven, effective management strategies and tools and provides information on the most current trends and practices in B.C. which impact your organization. The program emphasizes the B.C. context, is industry specific to continuing care, is practice based, and was developed in collaboration with the British Columbia Association of Community Care to address identified learning needs. Evaluation is by assignment, (where you apply course content to the operation of your organization/facility), attendance, and participation. Six courses: Management Processes, Communications, Introduction to Continuing Care, Financial Management, Personnel Management, and Organizational Development and Evaluation, can be taken individually or for a certificate. All courses are in four-day formats. Prerequisites include current practice in the continuing care field in a managerial or administrative position, or employment in a managerial position with the availability of a continuing care environment in which to apply facility-based assignments.

Continuing Care Management Certificate Program

Participants successfully completing the six courses (144 hours of instruction) receive a College certificate. The program can normally be completed in one year, and participants have two years to complete certificate requirements.

Courses offered this term:

Financial Management (201605)

This course focuses on financial management

principles, skills and tools to promote efficient health care delivery in continuing care. The emphasis is on management aspects rather than on accounting skills. Participants develop skill in the use of provincial and regional budget guidelines, economic principles, daily and periodic requirements, financial statements, budgeting, purchasing plans and computerized information systems as planning tools. (Harris) \$450
4 day - Tu/We/Th/Fr. Jan 23-26, 09:00-16:00 - CC

Introduction to Continuing Care Management (201603)

This course provides an overview of continuing care within the health care system. Within a holistic and interdisciplinary health care framework, participants examine current trends and issues impacting the field, implications of government acts and agencies, and relevant legal issues. Participants will be actively involved in developing and/or revising philosophy and mission statements, and developing policy statements and applications useful for their own organizations within a strategic planning framework. (Anderson/Arnold) \$450

4 day - Tu/We/Th/Fr. Feb 27-Mar 2, 09:00-16:00 - CC

Allied Health Care

Renal Dialysis Technician Certificate Program

Program Assistant: Teresa Kwong, 443-8672

Call for application.

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

Medical Terminology for Health Care Workers (104438)

This specially adapted 30-hour course provides the fundamentals of medical word structure and pronunciation, and explores selected body systems and abbreviations for students in the Sterile Supply Technician and Renal Technician Certificate Programs, with special selections for both programs. (Hay) \$175

8 day - Fr. Jan 19/26, Feb 2/9/16, Mar 2/9, 09:00-13:00 - KEC

For Sterile Supply Technician students: Feb 23

For Renal Technician students: Feb 22

Course 1 - Interpersonal Skills for Health Care Workers (100118)

This 30-hour course provides broad and practical interpersonal and teamwork skills that will assist participants to develop stronger communication, decision-making and assertiveness skills for the workplace. Topics include effective communication skills, decision-making, conflict resolution, teamwork, leadership skills, personal motivation and empowerment in self-education. Offered each term. For Sterile Supply Technician and Renal Dialysis Technician students. (Cuzzetto) \$385

5 day - Sa. Jan 13/20/27, Feb 3/10, 09:00-16:00 - KEC

Course 2 - Renal Technician

(7 1/2 weeks full time, with integrated theory and clinical). \$2985. Offered once a year. Next offering: April 2001.

Theory and Clinical (201092/201093)

Prerequisite: successful completion of Course 1. Participants spend 60 hours in classroom/lab setting (approximately one day/week) learning about renal disease and its impact on patients, medical and surgical asepsis, and principles, operation, maintenance and quality control of the hemo-dialysis process. Classroom evaluation is by two multiple choice written exams, and class assignments. Participants spend approximately 165 days and evenings in hospital clinical settings (approximately four days/week) refining their hemodialysis skills and learning to apply principles to their activities. Clinical evaluation is by skills testing and the ability to apply principles to techniques, and on professional attributes.

LPN Upgrading

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. Feb 6, 19:00-21:30 AND 1 day - Sa. Feb 24, 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. Feb 6, 19:00-21:30 AND 1 day - Sa. Mar 3, 08:00-17:00 - CC Nursing Lab
Clinical 2 days - Mo/Tu. Mar 5/6 OR We./Th. Mar 7/8, 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. Mar 5/6 OR We./Th. Mar 7/8, 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. Feb 6, 19:00-21:30 AND 1 mng - Sa. Feb 24, 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-to-dry dressing, and sterile compress. (Boll) \$120

Lab 1 day - Fr. Jan 26, 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

1 day - Fr. Jan 26, 08:00-13:00 - 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. Become aware of your own reactions to conflict and gain a variety of communication techniques to resolve conflict more successfully. (Hilliard) \$105

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

Assertiveness Skills (202715)

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

1 day - Fr. Feb 2, 09:00-16:00 - KEC

Anger Management/Conflict Resolution - Level II (202828)

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

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

Writing Skills - Preparing Clinically-Focused Assignments (202314)

A practical course for RNs and RPNs wanting to enroll in clinical nursing courses or programs who have not had experience in writing clinical nursing papers/assignments at the college or university level. Recommended prerequisite for registrants in the Gerontology Nursing, Nursing Management, and Palliative Care Certificate Programs. Content includes practical writing skills, grammar, using APA format, composition of the paper, using citations and references, making links between ideas. (Christie-Sembhi) \$105

1 day - Fr. Jan 19, 09:00-16:00 - KEC

Holistic Health

Program Coordinator, 443-8674

Program Assistant, 443-8672

Osteoporosis Prevention (201079)

Osteoporosis prevention begins with simple, effective choices, and the benefits are increased the earlier we

begin! Osteoporosis is a common condition in which bones lose calcium, become brittle, and break easily, and is a high priority in women's health. Learn about risk factors, nutrition, exercise, hormone therapy, and bone density testing. Includes take-home manual. Recommended for adults of all ages. (Osteoporosis Society of BC). Maximum 15 persons. \$25

1 mng - Sa. Feb 10, 09:30-12:00 - KEC

Massage - Level I (200737)

This 12-hour course introduces you to basic relaxation massage techniques. Wear shorts and tank top or loose, comfortable clothing, and come prepared to practise massage techniques. Bring two sheets, two small towels, two pillows, unscented oil, a blanket, and light exercise mat. Instructor Caroline Murphy is a registered nurse and registered massage therapist in private practice. \$135 (\$200 for both Level I and II). Maximum: 16 persons.

2 day - Sa/Su. Feb 17/18, 09:00-16:00 - KEC

Massage - Level II (200740)

Prerequisite - Level I (200737). Practise techniques learned in Level I, and learn new techniques to induce relaxation. Explore the relationship of the body/mind connection to massage. Bring two sheets, two pillows, two small towels, mat, unscented oil and a blanket. Wear loose, comfortable clothing or a tank top and shorts. Come prepared to practise massage techniques. (Murphy) \$75 (\$200 for both Level I and II)

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

CPR & First Aid

Program Assistant, 443-8672

Learn the latest 2001 standards and earn a Canadian Red Cross certificate when successfully completing the following CPR and First Aid courses, valid for two years.

CPR Basic Rescuer (CPR C) (202010)

8 hours. No prerequisites. Of particular interest to health care and dental personnel. Course includes obstructed airway management for infant, child and adult as well as CPR for infant, child, adult, and two-person CPR. Bring blanket. (Clark) \$60

2 eve - Th. Feb 1/8, 18:00-22:00 - CC

Standard First Aid (202038)

16 hours. No prerequisite, but previous CPR training recommended. Course includes all the content in Emergency First Aid plus two person CPR and first aid for broken bones, wounds and emergency medical conditions. Meets all provincial licensing requirements for daycare. Bring blanket. (Clark) \$110

2 day - Sa/Su. Mar 10/11, 09:00-17:30 - KEC

Childsafe (202024)

8 hours. No prerequisite. Of particular interest to daycare and preschool workers, and parents. Meets all provincial licensing requirements for daycare. Course has strong focus on prevention and includes obstructed airway management for infant and child, CPR for infant and child, and basic first aid. Bring blanket. (Clark) \$60

2 eve - Tu/Th. Feb 20/22, 18:00-22:00 - CC

Foodsafe

Program Assistant: Craig McKenzie-Cook, 443-8381 for information

Call 443-8484 to register.

Foodsafe is a program in sanitary food handling to train restaurant and kitchen employees on the procedures and conditions necessary for the prevention of food-borne illnesses. The two courses, Basic and Advanced, each consist of eight hours of instruction, covering such topics as the storage of potentially hazardous foods, personal hygiene, the causes of food borne diseases, and maintaining a sanitary food service operation. All student materials are provided. The program is endorsed by the Restaurant and Foodservices Association of BC and the Provincial Ministry of Health. Students who successfully complete Level I and/or Level II qualify to receive the Foodsafe Certificate from the Provincial Ministry of Health. All instructors are Public Health inspectors.

Foodsafe - Level I (Basic) (250201)

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

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

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

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

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

1 day - Sa. Feb 3, 09:00-18:00 - CC

1 day - Sa. Feb 10, 09:00-18:00 - CC

1 day - Sa. Feb 17, 09:00-18:00 - CC

1 day - Sa. Feb 24, 09:00-18:00 - CC

1 day - Sa. Mar 3, 09:00-18:00 - CC

1 day - Sa. Mar 10, 09:00-18:00 - CC

1 day - Sa. Mar 31, 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. Mar 3, 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; sanitary practices in a food service establishment, implementing a Hazard Analysis Critical Control Point System (HACCP). \$100

2 day - Sa. Feb 17/24, 09:00-15:00 - CC

Worksafe Education

Program Coordinator, 443-8673

Program Assistant: Sarah Mokaber, 443-8635

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

Free Information Sessions

Applied Design Certificate Program

• Tuesday, January 9, 16:00-17:00 - DS

Cisco Certified Network Associate (CCNA)

• Wednesday, January 10, 18:30 - CC

Counselling Skills

• Tuesday, January 9, 18:00-19:00 - CC

Electronic Publishing & Graphic Design

• Tuesday, Jan. 16, 17:30-18:00 - CC Room 120

Floral Design

• Tuesday, January 16, 17:30 - CC Room 113C

Gerontology Certificate Program – Nursing

• Tuesday, February 6, 18:30 - 19:30

Hospice/Palliative Care Certificate Program

• Thursday, January 11, 18:30 - 19:30

Interior Design

• Tuesday, January 16, 18:00-19:00 - DS

Interpreting & Translation

• Thursday, January 11, 19:30 - CC

Non-Profit Sector Management Certificate Program

• Tuesday, January 9, 18:00-19:00 - CC.

Nursing Management Certificate Program

• Tuesday, January 18, 18:30 - 19:00

Office Administration Certificate Program

• Wednesday, Jan. 17, 17:45 - CC Room 218B

Professional Coaching for Mental Health Professionals

• Thursday, February 1, 18:00-19:00 - CC

Substance Abuse Certificate Program

• Tuesday, January 9, 18:00-19:00 - CC

Business & Technical Writing

• Tuesday, January 16, 17:30 - CC Room 218B

Telecommunications Management

• Tuesday, January 9, 17:00-18:30 - CC



Counselling Skills

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

Attend a Free Information Session
Counselling Skills/Substance Abuse: 1 eve - Tuesday, January 9, 18:00-19:00 - CC
Professional Coaching for Mental Health Professionals: 1 eve - Thursday, February 1, 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 - We. Jan 17, 18:30-21:30 - CC (Shamai)
12 eve - Th. Jan 18, 18:30-21:30 - CC (Krakow)
12 mng - Fr. Jan 19, 09:30-12:30 - CC (Menzel)

Basic Counselling II (101806)
This course is a continuation of Basic Counselling I (101805), and is designed for individuals who want more practice in using a client-centred counselling model. Class time is divided into lectures, instructor demonstration, and practice in the role of helper and client. The course encourages self-exploration to enhance your effectiveness as a helper. Prerequisite: Basic Counselling I (101805) or permission of program coordinator. Text: Counselling Skills, Bob Shebib. (Shamai) \$265
10 eve - Tu. Jan 16, 18:30-21:30 - CC (Shamai)

Coaching for Mental Health Professionals (101817)
See feature article on page 21
Professional coaching, which focuses on assisting people to produce fulfilling results in their personal and professional lives, is one of the newest and fastest growing professions today. In this workshop you will learn the similarities and differences between coaching and counselling, coaching skills, coaching specialties, marketing strategies, and how to become a coach and/or incorporate coaching into your existing 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) \$75 (\$65 if registration received by Feb 9)
1 day - Sa. Feb 24, 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: practising counsellor/social worker/helper or current student/graduate in Counselling/Substance Abuse Certificate. (Adilman) \$135 (\$125 if registration received by Jan 19)
2 day - Sa. Feb 3/10, 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, practise exercises for healing and change, and discover some of the countless gifts that work with the body offers. Prerequisite: Basic Counselling (101805) or equivalent training and experience. (Laird) \$135
Offered April-June 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. Prerequisite: Basic Counselling Skills I (101805) or equivalent training with permission of program coordinator. Text: Career Counselling: A Psychological Perspective, Yost and Corbishily, available at campus bookstore. (Coomber, Koopman) 36 hours. (Coomber, Koopman) \$325
4 day - Sa. Jan 20/27, Feb 17, Mar 10, 09:30-16:30 AND 4 eve - Tu. Feb 6/20/27, Mar 13, 18:30-21:30 - CC

Cross-Cultural Counselling (101841)
This course examines cross-cultural counselling issues, theories and approaches, including value orientation, cultural-racial identity development and intercultural communication. It is designed to be both theoretical and practical by giving participants understanding of the cultural factors underlying client and counsellor interaction, as well as by emphasizing practical skill. This course is aimed at those in the helping professions who work in a multicultural milieu. It may be used to fulfill requirements for the Counselling Skills Certificate Program. Prerequisite: Basic Counselling I (101805) or equivalent training/experience. (Klassen) \$325
12 eve - Mo. Jan 15, 18:30-21:30 - CC

Marketing for Job Placement Workers (101809)
This workshop is aimed at those whose primary responsibility is job placement in vocational rehabilitation, job training, and employment programs. You will learn practical, hands-on skills for marketing strategies with special needs populations, including dealing with potential employers, effective promotion, and appropriate sales techniques. Content includes: applicant assessment, market research, the "cold call," and the "sales pitch," the employer relationship, and interviewing techniques. (Koopman) \$135 (\$125 if registration received by Feb 16)
4 eve - We. Mar 7, 18:30-21:30 - CC

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: practicing counsellor/helper/social worker or current student/graduate in Counselling Skills/Substance Abuse Certificate Program. (Menzel/Rungta) \$165 (\$150 if registration received by Feb 1)
3 sessions: 1 eve - Fr. Feb 16, 18:30-21:30 AND 2 day - Sa. Feb 17/18, 09:30-16:30 - CC

Counselling Skills Certificate Program
Program Coordinator: Joanne Rykers, 443-8392
Program Assistant: Craig McKenzie-Cook, 443-8381
Information Session: 1 eve - Tuesday, January 9, 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. Jan 9, 18:30-21:30 - CC (Austin)

Counselling Theories (101830)
This course is an overview of the counselling field in terms of theory and practice. Content includes the major theories of counselling, 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. (TBA) \$325
12 eve - We. Jan 10, 18:30-21:30 - CC

Group Counselling Skills (101832)
This course examines the knowledge and skills required when counselling in a group setting. Content includes types of groups, group effectiveness, group structure and organization, roles and responsibilities of group leaders, stages of group development, evaluating change. An exploration of legal and ethical issues, particularly competence is included. The experiential component of this course includes an extended group experience and the opportunity to lead structured exercises. 36 hours (Laird) \$325
Offered April-June 2001 term

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. Jan 11, 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 - We. Jan 10, 18:30-21:30 - CC (Menzel)
6 eve - Tu. Mar 20, 18:30-21:30 - CC (Yasin)

Assessment, Referral and Community Resources (101838)
This course examines the role of assessment and referral in counselling. Content includes: the purpose of assessment, how to conduct an assessment, the components of an assessment, assessing issues which require specialized referral, the referral process, how to make a good referral, community counselling resources, the legal/ethical issues involved. (Rosen) \$325
12 eve - We. Jan 10, 18:30-21:30 - CC

Cross-Cultural Counselling (101841)
This course examines cross-cultural counselling issues, theories and approaches, including value orientation, cultural-racial identity development and intercultural communication. It is designed to be both theoretical and practical by giving participants understanding of the cultural factors underlying client and counsellor interaction, as well as by emphasizing practical skill. This course is aimed at those in the helping professions who work in a multicultural milieu. It may be used to fulfill requirements for the Counselling Skills Certificate Program. Prerequisite: Basic Counselling I (101805) or equivalent training/experience. (Klassen) \$325
12 eve - Mo. Jan 15, 18:30-21:30 - CC

Vocational Counselling (101839)
This course examines vocational counselling with particular reference to the needs of diverse populations. Participants examine the process of how clients make vocational decisions and how the counselling relationship facilitates this process. This course is aimed primarily at those in the field of employment/career counselling. It may also be used to fulfill the requirements for the Counselling Skills Certificate. Prerequisite: Basic Counselling Skills I (101805) or equivalent training with permission of program coordinator. Text: Career Counselling: A Psychological Perspective, Yost and Corbishily, available at campus bookstore. (Coomber, Koopman) 36 hours. (Coomber, Koopman) \$325
8 sessions - 4 day - Sa. Jan 20/27, Feb 17, Mar 10, 09:30-16:30 AND 4 eve - Tu. Feb 6/20/27, Mar 13, 18:30-21:30 - CC

Skills Certificate. Prerequisite: Basic Counselling Skills I (101805) or equivalent training with permission of program coordinator. Text: Career Counselling: A Psychological Perspective, Yost and Corbishily, available at campus bookstore. (Coomber, Koopman) 36 hours \$325
8 sessions - 4 day - Sa. Jan 20/27, Feb 17, Mar 10, 09:30-16:30 AND 4 eve - Tu. Feb 6/20/27, Mar 13, 18:30-21:30 - CC
Practicum (101836)
The practicum provides an opportunity to master and display the knowledge and skills which have been covered during the classroom component of the Counselling Certificate Program. Emphasis is placed on gaining counselling experience in an appropriate setting. Continuous liaison with the program will be maintained throughout the practicum, through a series of 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. Jan 22, 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, January 9, 18:00-19:00 - CC

This part-time certificate program is designed for individuals who wish to develop knowledge and skills in substance abuse counselling. Applicants may be employed in the substance abuse field, or have work or volunteer experience in a helping, rehabilitative or therapeutic role. Students will be evaluated on the basis of assignments, tests and demonstrated skills. Average time to complete the program is two years. Students have a maximum of three years to complete.
Entry Requirements
1. Successful completion of Grade 12 or equivalent.
2. Good knowledge of English, both oral and written.
3. Relevant experience in social services. (Volunteer experience is credited, providing it is in a structured, supervised setting. Work or volunteer experience must include use of counselling skills.)
4. Satisfactory documented completion of Vancouver Community College Basic Counselling Skills - Level I (101805) or equivalent.
5. Three years of successful recovery for those candidates affected by chemical dependency.
6. Maturity and emotional stability.
7. Completion of satisfactory entrance interview.

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

Course Fees
18 hours - \$160; 21 hours - \$185; 36 hours - \$325; Practicum - \$300
Application
Call 443-8484 for brochure and application form.
Start dates: September, January, April each year
Note
Courses offered this term (open only to certificate students who have met entry requirements).

Introduction to Substance Abuse (200112)
This course provides an overview of the concepts involved in understanding substance misuse, the factors involved in controlling substance misuse, and counselling strategies. The content includes an exploration of terms; history of substance use; patterns of use/abuse; individual, family, societal, cultural and legal factors impinging on substance use; counselling/therapeutic strategies; prevention; factors specific to sub-cultures and minority groups (Reynolds) \$185

Offered April-June 2001 term

Drugs and Human Behaviour (200127)

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

Offered April-June 2001 term

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. Jan 10, 18:30-21:30 - CC

Group Counselling for Substance Abuse (200116)

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

11 sessions: 10 eve - Th. Jan 18, 18:30-21:30 AND 1 day - Sa. Jan 27, 09:30-16:30 - CC

Family Counselling for Substance Abuse (200117)

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

Offered April-June 2001 term

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 an the individual examination of values and personal limitations. \$160

6 eve - We. Jan 10, 18:30-21:30 - CC (Menzel)

6 eve - Tu. Mar 20, 18:30-21:30 - CC (Yasin)

Assessment and Referral for Substance Abuse (200126)

This course examines the procedures and skills used in substance abuse assessment and referral as well as identifies and examines available community resources for individuals who are affected by substance abuse problems. Content includes: criteria for assessing chemical dependency, the assessment interview, assessment tools, assessment with special populations; making a successful referral, and pertinent ethical issues. Participants will be actively involved in the gathering, sharing, and evaluating of information about community resources. (Chadwick) \$325

12 eve - We. Jan 10, 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. Jan 22, 18:30-20:30 - CC

Working with Children & Youth

Program Coordinator: Gyda Chud, 443-8416

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

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

Early Childhood Care and Education Level I Certificate Program

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 Certificate 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.

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

This term the following core courses will be offered:

- Working with 6-9 Year-Olds (150656) *
- Working with 9-12 Year-Olds (150657) *
- These two core courses are available ONLY to those who are already registered in this program.

Leadership, Administration and Management in Child Care

Designed for experienced child care staff, this exciting new program was launched last fall. Sessions meet on Friday afternoon and full day Saturday, once each month. Please call for a brochure, application and information regarding the next offering.

Continuing Studies in Early Childhood Care and Education Information, 443-8428

This program offers enrichment, upgrading and continuing professional development for child care staff. Individual courses/workshops are also open to parents and other interested persons. Please note that this program does NOT qualify individuals to supervise in preschool or day care settings. Brochures which outline Fall term offerings are available upon request.

Family Child Care

Caring for a small group of children in your own home can provide a rewarding experience for you and meet the important need of young families for quality child care. Recommended by Community Care Licensing, this course offers you the information and skills you will need to ensure a good beginning!

Introduction to Family Child Care: Good Beginnings (103801)

This course offers an introduction to a variety of issues related to quality family day care. It provides an overview of child development, health and nutrition, activity planning, guiding behaviour and administration. Please note: This course meets eight evenings AND one Saturday. Course fee includes a workbook. (Stewart) \$165

Next offered in April 2001 term

Note

While classroom attendance is recommended for Lower Mainland residents, this course is also offered for home study through Distance Education. Please call 443-8428 for details.

Program Coordinator: Silvana E. Carr, 443-8389

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

Information Session: Thursday,
January 11, 19:30 - CC

Community Interpreting Certificate Program

Are you bilingual? If you have a very good knowledge of English and another language, turn this asset



in preparation for an interesting and satisfying career. Individuals who have successfully completed all program requirements may choose to go on to do the Certificate Program in Health Care Interpreting or the Certificate Program in Court Interpreting. Transfer credit between programs is being reviewed. 72 hour \$600

22 sessions: 20 eve - Mo/We. Apr 2-June 6, 18:00-22:00 AND 2 day - Sa. Apr 21/May 26, 09:30-16:00



Program Outline

Introduction to Interpreting as a Profession (150190)

This course will give an understanding of the process of interpretation, the role of interpreters in various settings, the skills required, professional ethics and problem-solving strategies. 12 hours

Overview of Community Services (150191)

This course will familiarize interpreters with the various community service settings in which they will be working: various systems, procedures and terminologies. 12 hours

Interpreting Skills I (105192)

This course is designed to develop oral/aural skills, memory, language transfer skills, and terminology research in preparation for bilingual interpreting. 24 hours

Interpreting Skills II (150193)

This course will focus on sight translation and consecutive interpretation practice using social services documents and simulated interpreting sessions, and development of bilingual terminologies (in sessions for each language of specialty). 24 hours

Application Deadline

January 31, 2001. Late applications may be accepted subject to space availability. Call 443-8661 for brochure and application form.

Note

In some cases it may be possible for students to take components separately and/or pay in two installments. A number of bursaries may be available to assist students.

Entrance Eligibility

Excellent knowledge of English and another language, both oral and written, university education and an aptitude for interpreting. Please note: a very high level of language skills is required to work as an interpreter.

Certificate Requirements

Satisfactory completion of:

- Language Proficiency Admission Exams
- Four courses outlined above

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. Jan 13, 10:00-13:00 - CC

Health Care Interpreting Certificate Program

The certificate from this program will enable you to work as a professional interpreter in hospitals, and other health care agencies. Through lectures, simulated health care situations and interpretation practice in small language-specific classes, close individual instruction is offered. This part-time program enables bilingual men and women to obtain practical training in interpreting techniques, medical terminologies and procedures in preparation for a demanding and satisfying career. Offered September 2001-May 2002.

Entrance Requirements

- Successful completion of the Certificate Program in Community Interpreting or equivalent

or

- Successful completion of the Certificate Program in Court Interpreting



Transfer credit between programs is being reviewed.

Application Deadline

August 1, 2001. For brochure and application form, please call 443-8661 after March 1, 2001.

Court Interpreting Certificate Program - Distance Education

Application Deadline

September 15, 2001. 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.

Orientation to Interpreting (150182)

Analysis of the process of interpretation, 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 Smith, 443-8663

msmith@vcc.bc.ca

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

Registration: 443-8484

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

Spanish Conversation - Level I (502025)

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)

College OPEN and CLOSURE dates:

College REOPENS:
Tuesday, January 2, 2001

CLOSURES:
Friday & Monday April 13 & 16 - Easter
(No classes April 14)

Monday May 21 - Victoria Day

24-hour clock

This brochure uses the 24-hour clock system to avoid confusion between a.m. and p.m.. Please refer to the following conversion chart:

1 a.m.	=	01:00
2 a.m.	=	02:00
3 a.m.	=	03:00
4 a.m.	=	04:00
5 a.m.	=	05:00
6 a.m.	=	06:00
7 a.m.	=	07:00
8 a.m.	=	08:00
9 a.m.	=	09:00
10 a.m.	=	10:00
11 a.m.	=	11:00
12 noon	=	12:00
1 p.m.	=	13:00
2 p.m.	=	14:00
3 p.m.	=	15:00
4 p.m.	=	16:00
5 p.m.	=	17:00
6 p.m.	=	18:00
7 p.m.	=	19:00
8 p.m.	=	20:00
9 p.m.	=	21:00



8 eve - Tu. Jan 30, 18:30-21:300 - CC

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. Feb 1, 18:30-21:00 - CC

Mandarin Education

Adult Language Courses
Registration and General Information: 443-8484
Program Assistant: Rosie Jong, 443-8661

Mandarin Conversation - Level I (505821)
This course will introduce the official spoken language of China and Taiwan to people who are new to this vital and widely-used language. The use of the "Hanyu Pinyin" phonetic system will make learning simple. Grammar and basic Chinese writing are taught to strengthen the student's understanding and confidence in speaking Mandarin. Fee includes textbook. \$160
10 mng - Sa. Jan 20, 09:30-12:00 - KEC (Ho)
10 aft - Sa. Jan 20, 12:30-15:00 - KEC
10 eve - Mo. Jan 22, 18:30-21:00 - KEC

Mandarin Conversation - Level II (505822)
This course is designed to improve Mandarin conversational skills for daily use. Reading and writing directly from Chinese characters is encouraged to strengthen understanding. Interesting topics concerning Chinese custom and culture are interwoven into the classroom lessons. Fee includes textbook. \$160
10 mng - Sa. Jan 20, 09:30-12:00 - KEC
10 eve - We. Jan 24, 18:30-21:00 - KEC (Ho)

Mandarin Conversation - Level III (505823)
This course is designed for students who have mastered basic conversational skills and wish to improve their fluency in Mandarin. Students will learn more sophisticated vocabulary and sentence structure. Higher level reading and writing of Chinese characters is integrated into the course. Fee includes textbook. \$160
10 mng - Sa. Jan 20, 09:30-12:00 - KEC

Mandarin Conversation for Speakers of Other Chinese Dialects (505824)
The focus of this course is on pronunciation and conversation. The "Hanyu Pinyin" phonetic system is used to facilitate easier learning. Students who have some knowledge of the Chinese written language are most suitable. Fee includes course materials. \$160
10 mng - Sa. Jan 20, 09:30-12:00 - KEC
10 eve - Th. Jan 25, 18:30-21:00 - KEC (Ho)

Mandarin School for Children and Youth
Program Assistant: Rosie Jong, 443-8661 (English only)
Registration in Cantonese or Mandarin: Catherine Leong, 443-8677
Mandarin School Voicemail: Pao Lo King, 871-7530

The Vancouver Community College Mandarin School places emphasis on the practicality of its courses, as well as modern and interesting presentation methods and the use of simple, easy-to-learn materials. Emphasis is on Chinese reading, writing and conversational skills.
Hanyu Pinyin phonetics are adopted to complement the practice of teaching Mandarin as a second language in BC. The written characters incorporate both the culturally rich full version, as well as the simplified version for easy learning.

3 ways to register:
1. Pre-registration for Winter classes will be held at King Edward Campus on January 13 and 20 (Saturday) from 09:30 to 14:00. Instructors will be available to advise on student placement.
2. Call 443-8661 (English only) or 443-8677 (Cantonese or Mandarin) if you already know the appropriate course level for your child. Phone registrations are by VISA or MasterCard only.
3. Use the fax/mail-in form at the rear of this calendar.

Pre-School to Grade 12
Each course has 16 sessions. Classes are held on Saturday from 09:30-12:00 or 12:30-15:00 at King Edward Campus. Courses begin February 3, 2001. The fee is \$100 per course (GST applicable for students 15 years and older - fee \$107). All students from four years old and up will be accepted. Students will be assigned to the appropriate level at registration time.
Course levels and numbers:

Pre-School (505820) Grade 7 (505807)
Grade 1 (505801) Grade 8 (505808)
Grade 2 (505802) Grade 9 (505809)
Grade 3 (505803) Grade 10 (505810)
Grade 4 (505804) Grade 11 (505811)
Grade 5 (505805) Grade 12 (505812)
Grade 6 (505806)

Mathematics
Students should register in the course selection which matches their grade level in the regular school system. Mathematics courses have 16 sessions. Classes are held on Saturdays from 12:30-13:30 at King Edward Campus. Courses begin February 3, 2001. Fee is \$100 per course (GST applicable for students age 15 years and older - fee \$107).
Grade 1 and 2 (505816-01)
Grade 3 and 4 (505816-02)
Grade 5 and 6 (505816-03)
Grade 7 and 8 (505816-04)
Grade 9 and 10 (505816-05)
Grade 11 and 12 (505816-06)

Fine Arts
Children's fine arts courses have 16 sessions. They are held on Saturdays at King Edward Campus. Courses begin February 3, 2001. The fee is \$100 per course (GST is applicable for students age 15 and older - fee \$107)
Course numbers and subjects:
505814 - Kung-Fu, 12:30-13:30
505817 - Cartoon Drawing (under age 12), 12:30-13:30 or 13:45-14:45
505826 - Pencil and Charcoal Drawing (over age 8), 12:30-13:30 or 13:45-14:45

Non-Profit Sector Management Certificate Program
Program Coordinator: Marilyn Smith, 443-8663 msmith@vcc.bc.ca
Program Assistant: Rosie Jong, 443-8661 rjong@vcc.bc.ca or non-profit@vcc.bc.ca

Information Session: Tuesday, January 9, 18:00-19:00 - CC. Come and try an on-line course. Registration requested, 443-8484.

The Non-Profit Sector Management Certificate Program offers essential and comprehensive training for adults



management. You may take individual courses or pursue a certificate.
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.

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
1. Fundamentals and Ethics of Non-profit Management (101902) \$290 - on-line continuously
2. Interpersonal Communications (101903) \$290 - on-line design in process
3. Planning and Evaluation (101906) \$290 - on-line January 2001 term
4. Leadership and Human Resource Management (101904) \$290 - on-line April 2001 term
5. Marketing and Public Relations (101905) \$290 - on-site January term 2001, on-line design in process
Practicum (101907) \$150

Specialty Stream
Courses are offered in-class. In the future they will be offered on-line. Adults interested in ONLY the specialty stream courses are NOT required to follow the certificate application process. Please register directly with the CE office for specialty courses. Specialty courses will be offered each term. Costs vary according to the specialty. Choose from one or more of the following specialty streams:
1. Non-Profit Management

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

Application Process
Submit an application form and a statement of motivation (approximately 250 words). Register for Information Session (101901)

Information Session - Non-Profit Management Certificate Program (101901)
All interested students are encouraged to register in advance and attend an information session at no cost to the student. On-line courses will be demonstrated.

1 eve - Tu. Jan 9, 18:00-19:00 - CC

I Core Courses On-Site
The in-class program is under review. One or two core courses will be offered each term.

Marketing and Public Relations (101905)
You will be provided with a foundation of skills and the practical knowledge of the marketing concepts and principles. The role of public relations in achieving marketing goals will be examined. (Johnstone) \$290
10 eve - Tu. Jan 23, 18:30-21:30 - CC

II Core Courses On-line
These courses are hosted on the WebCT platform. VCC has designed e-learn, a seven-session on-line course at no cost to the student to train you to work with WebCT.

See feature article on page 2
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
January/February/March 2001

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
April/May/June 2001

Specialty Courses
Basic Tools for Financial Reporting (101944)
This course is designed as a prerequisite for Financial Management (101941). It is directed to those individuals who need the basics or a refresher to the basic bookkeeping tools in non-profit financial management. (Stevens) \$60
2 eve - Th. Jan 25, Feb 1, 18:30-21:30 - CC

Financial Management for Non-Profit Organizations (101941)
This course is designed for students in the Non-Profit Management Specialty Stream. In addition, interested individuals who are currently managers or volunteers in the non-profit sector are encouraged to register. This course provides an overview of the financial management skills needed to plan, monitor, report and evaluate a non-profit organization's resources. The operational and decision-making implications of charitable tax status along with policies and procedures for accepting gifts. Participants should have knowledge of basic bookkeeping. Prerequisite: 101944. (Stevens) \$145
3 sessions - 2 day: Sa. Feb 3/17, 09:00-16:00; AND 1 day: Sa. Feb 24, 09:00-13:00 - CC

Effective Annual Fundraising Programs

(101962)
This course, previously called Effective Fundraising Techniques, is designed for students in the Fundraising Specialty Stream. The course is also available to interested individuals who are working and/or volunteering in a fundraising capacity. This course explores individual, corporate and foundation sources of donors. Students examine a broad spectrum of strategies and techniques currently practised in annual campaigns. Topics include direct mail programs, personal solicitation and special events. Prerequisite: Principle of Fundraising (101961), or relevant management experience - call coordinator. (Ellis-Perry) \$160
2 eve - Mo. Mar 5/12, 18:30-21:30 AND 2 day - Sa. Mar 3/17, 09:00-16:00 - CC

Training Volunteers (101952)
This interactive workshop enables you to prepare, facilitate, and implement orientation, education, and training sessions for small or large groups of volunteers. You will learn how and where training fits into the overall volunteer management process. In addition, you will have the opportunity to see how you fare as a trainer! (McIntosh) \$110
1 day - Sa. Feb 10, 09:00-16:00 - AND 2 eve - Th. Feb 15/22, 18:30-21:30 - 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 - Th. Feb 8, 18:00-21:00 - CC
Program Coordinator: Peggy Worobetz, 443-8670
Program Assistant: Lynda Boothby, 443-8383
Information Session: Tuesday, January 9, 17:00-18:30 - CC

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

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



"I really appreciated the fact that most of the resources were on-line, which made material really accessible and less time consuming than attending class and doing research in the library," she says. "This was my first on-line course and it turned out to be an incredibly valuable learning experience."

Jeri-Lyn Ratzlaff, Non-Profit Sector Management

Understanding Telecommunications (102260)
This introductory course is designed as an overview for the newcomer to telecommunications who has little or no experience in the field. The various aspects of telecommunications will be explored at an introductory level giving the student the basic knowledge needed to progress to the next level. (Clark) \$285
10 eve - We. Jan 24, 18:00-21:00 - CC

Telecommunications Technology (102261)
Builds upon Understanding Telecommunications. The areas of voice, data, video, and emerging technologies are addressed, preceded by a general introduction to basic technical theory and industry standards. A broad range of technologies encountered at the management level by suppliers, service-providers and users of telecommunications are introduced. Prerequisite: Understanding Telecommunications (102260). (Giles) \$335
12 eve - Th. Jan 18, 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). (Holt) \$335
12 eve - Tu. Jan 16, 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). (TBA) \$335
12 eve - We. Jan 17, 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 (Osborne)
12 eve - Th. Jan 18, 18:00-21:00 - CC

Challenge Examinations
Challenge examinations are available for the Understanding Telecommunications, Telecommunications Technology and Voice/Data Integration courses. These examinations are for students who feel they are very knowledgeable with

the material covered in the courses. A program guide, which includes a detailed outline for each course, may be obtained by telephoning 443-8670. Students will have ONE opportunity to pass the examination.

Understanding Telecommunications (102265) \$185
2 hrs - We. Jan 10, 18:30-20:30 - CC
Telecommunications Technology (102266) \$185
2 hrs - We. Jan 10, 18:30-20:30 - CC
Voice/Data Integration (102267) \$185
2 hrs - We. Jan 10, 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 a refund of the balance of \$105 which will be subject to an administrative charge of 20 per cent.

Distance Education
Understanding Telecommunications is available in an eight-module distance education package (course 102290). See course description under Classroom Program. \$285
Telecommunications Technology (102291), Voice/Data Integration (102292), Applications Management (102293), and Integrated Office Management (102294) are available in distance education package. Each course is 11-modules in length. See course description under classroom program. \$335 each course.
A Distance Learning Information package is available. Please call 443-8670.

Telecommunications Seminars
For detailed seminar information please call the program coordinator.
Corporate Networking with TCP/IP (102268)
More organizations are now using TCP/IP for corporate internetworking than any other network architecture. This in-depth, technical seminar has been developed by Infotel Systems Corporation, a consulting firm specializing in voice and data communications, systems design and management, and will be presented by Gary Zielke. Learn how to maximize your Intranet resources by becoming proficient in the implementation, administration and troubleshooting of these popular protocols. You will leave this seminar with a binder containing approximately 400 pages of notes. \$850
3 day - Mo/Tu/We. Feb 12/13/14, 08:30-16:30 - LIS

Note

- Price subject to change without notice.
- Special cancellation policy in effect.

3. All seminars are non-credit and non-transferable to the Telecommunications Management Certificate Program.

Program Coordinator: Marilyn Smith, 443-8663
msmith@vcc.bc.ca
Information: Call Am Johal, 408-2714,
e-mail am.johal@gems1.gov.bc.ca
The Urban and Community Studies Certificate Program will begin in September 2001. It will offer students a case study approach to understanding modern urban and community issues with a focus on building practical and theoretical knowledge.
The program consists of five 20-hour core courses. This pilot will begin with two core courses available in January 2001. You will receive credit towards the certificate for the pilot courses.

Urban Dilemmas: A Case Study Approach to Modern, Urban Issues (101550)
You will examine and debate complex social issues facing urban environments and the political, economic and social contexts in which they originate. You will explore trends and a range of approaches in dealing with such issues as homelessness, gentrification, density, drug addition, accessible education, empowerment zones and community organizing. (Johal, Mauboules) \$190
10 eve - Th. Jan 25, 18:30-20:30 - CC

Introduction to Urban Studies (101551)
You will gain an understanding of the theoretical structures which define and exercise power in

environment. (Green/Learey) \$190
10 eve - Mo. Jan 22, 18:30-20:30 - CC

NEW!
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 instructing English to Speakers of Other Languages in Western Canada. Applicants may be planning to teach overseas or at post-secondary educational institutions, community agencies or international schools in Canada. The program is 330 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 BC Association of Teachers as an Additional Language (TEAL).

Admission Requirements for the TESOL Diploma Program:

Develop New Skills with a Coach

• **Free Information Session February 1 •**

Personal coaching is one of the newest and fastest-growing professions today. People in many different fields are taking charge of their lives with the help of professionally trained coaches. Now individuals in the mental health sector can get an introduction to personal coaching at an information session and one-day workshop offered through VCC Continuing Education's Counselling Skills Certificate Program.
The free one-hour information session takes place on Thursday, February 1, from 1800 -1900, followed by the one-day workshop, Coaching Skills for Mental Health Professionals, on Saturday, February 24.
"Coaching helps individuals overcome blocks in their personal and professional lives, make the most of their abilities, and improve their quality of life," explains instructor Juliet Austin. "Although it is sometimes similar to counselling, it is different in that it tends to be more focused on specific goals and taking action, rather than the inner focus on emotional healing that many types of counselling have."
Austin, a personal coach and student of Coach University with a Masters in Counselling Psychology from the University of Victoria, presented the workshop for the first time during the Fall term. Bett Robinson, RCC, a participant at the last workshop, was so impressed that she has decided to become a coach herself. "Ms. Austin provided a clear and concise framework for counsellors to apply their counselling skills to this innovative technique of life coaching," she says. "I found her to be most informative, motivational and available to assist me during and after the course completion."
This workshop will be highly interactive. Participants will have ample opportunity for discussion and practising skills. Prerequisite: practicing counsellor/social worker/helper or current student/graduate in the VCC counselling certificate programs.
Coaching courses for business are also offered at VCC. Please see Associate Certificate in Leadership Coaching on page 7.

We have grown!

A new school for visitors to Canada & international students has opened in the heart of beautiful downtown Vancouver, BC

New, exciting programs:

- ◆ English as a Second Language
- ◆ Speaking Canadian English
- ◆ Computer Skills
- ◆ TOEFL/TOEIC
- ◆ ...and more!

Featuring:

- ◆ ESL Bookstore and Student Centre
- ◆ State-of-the-art computer and audio labs
- ◆ Tutoring in the Learning Centre...no extra cost

For more information contact:
VCC International Education
email: intered@vcc.bc.ca
Tel: (604) 871-7537
Fax: (604) 682-2857
web: www.vcc.bc.ca

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

1. An undergraduate university degree.
2. Successful completion of the prerequisite course, An Overview of TESOL at VCC or an equivalent university course at UBC, SFU or other recognized universities.
3. A standard of spoken English equivalent to that of an educated native speaker as well as a good command of grammar, usage, spelling and punctuation in written English. Applicants whose first language is not English may be asked to submit an English language proficiency test score.
4. A successful interview with program staff.

Program of Studies

An Overview of TESOL (150802)

This 30-hour course provides an overview of the teaching methodology and instructional resources used to teach English language. The course examines the instructional methodology for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, grammar, pronunciation, oral testing and lesson planning. \$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. \$295

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 include the IPA, vowel dimensions, consonants, contractions and reductions, stress and intonation. \$285

Teaching Listening and Speaking (150817)

This 36-hour course focuses on the theory, resources and instructional methodology used for teaching oral communication and listening skills. This course will also examine grammatical, situational, functional and thematic approaches to integrated English language teaching. \$335

Teaching Reading (150818)

This 30-hour course focuses on the theory and instructional methodology used to teach reading in an English language class, as well as the instructional resources used to develop a reading program. \$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. The course will examine techniques for integrating all language skills, generating ideas, revising, editing and assessing writing. \$285

Teaching English for Academic Purposes (150819)

This 30-hour course focuses on the specific instructional techniques and resources for teaching advanced English language students planning to study at a post-secondary level. This course examines the instructional approaches for teaching reading, composition, literature and study skills at a college preparatory level. \$285

TESOL Internship (150824)

The TESOL Internship is a 50-hour course. It consists of 20 hours of compulsory workshops and 30 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 Programs at Vancouver Community College. Thirty hours of TESOL Elective Courses are required to successfully complete the TESOL Diploma Program.

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 countries. The Program is 370 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 application deadlines. The fall program began in September 2001 and ends in June 2002. The winter program begins in January 2001 and ends in November 2001. The spring program begins in April 2000 and ends in March 2001. The application deadline is February 1, 2001. There are no classes for international students in July or August 2001. On successful completion of the International TESOL Diploma Program graduates will receive an International TESOL Diploma from Vancouver Community College.

Fees for International TESOL Diploma Program

- Application Fee (non-refundable) \$100
- Program Fees \$5455

TESOL Inservice Diploma Program

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Patricia Fahrni

The TESOL Inservice Certificate Program is a program for experienced English language instructors who do not have a recognized TESOL credential. The Program consists of six courses 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 BC Association of Teachers of English as an Additional Language.

The TESOL Inservice Diploma Program has three terms. The Fall term began in September 2001 and ends in December 2001. The Winter term begins on January 8, 2001 and ends on March 31, 2001. The Spring term begins on April 2, 2001 and ends on June 30, 2001. The application deadline is March 1, 2001.

Admission Requirements for the TESOL Inservice Diploma Program

1. An undergraduate university degree
2. Two teaching references from past employers
3. A minimum of 600 hours of documented classroom teaching in a recognized English language educational institution.
4. 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 an English language proficiency test score.

Foundations for English Language Instruction (150202)

This course examines the foundations for English language instruction. The course will examine the adult English language learner, cultural awareness and cross-cultural communication, and a range of instructional approaches to English language instructional methodology. \$200

Teaching Grammar (150203)

This course examines the instructional methodology used to teach grammar to English language learners. \$325

Teaching Listening and Speaking (150204)

This course examines the instructional methodology used to teach listening and speaking skills to English language learners. \$325

Teaching Pronunciation (150207)

This course examines the instructional methodology used to teach pronunciation to English language learners. \$325

Teaching Reading and Writing (150205)

This course examines the instructional methodology used to teach reading and writing skills to English language learners. \$325

Practicum (150206)

This course focuses on the practical application of the theory of English language instruction in an English language classroom. \$400

Tutoring ESOL Certificate Program

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Jayeson Van Bryce

The Tutoring ESOL Certificate Program is for people who wish to tutor English to adults or school-aged children. The unique program is recognized as the finest of its kind in Canada. It is 120 hours long and consists of 96 hours of core courses and 24 hours of elective courses. On successful completion of the program, graduates will receive a Tutoring ESOL Certificate from Vancouver Community College.

Admission Requirements for the Tutoring ESOL Certificate Program

1. An undergraduate university degree or documented completion of Grade 12.
2. Applicants must have a standard of spoken English equivalent to that of an educated native speaker of English. A good command of grammar, usage, punctuation, and spelling is also required for entry into this program of studies. Applicants whose first language is not English may be asked to submit an English language proficiency test score.
3. A current criminal record search document.

Program of Studies

An Overview of TESOL (150802)

This 30-hour course provides an overview of the teaching methodology, and instructional resources used to teach English language. The course examines the instructional methodology for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, grammar, pronunciation, as well as oral testing, and lesson planning. \$205

ESOL Tutoring (150844)

This practical six-hour course examines ESOL tutoring skills. The course focuses on a range of topics including how to get started, how to lesson plan for tutoring sessions and how to prepare and select tutoring materials. \$90

Tutor/Teach Grammar (151708)

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

Tutor/Teach Pronunciation (151707)

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

Tutor/Teach Conversation Skills (151731)

This is a six-hour course designed to prepare those tutoring or teaching ESOL students who want to improve their conversation skills. The workshop will include strategies for planning conversation topics, several student-prepared unit plans, as well as resources for accessing further ideas and topics for developing conversation skills. \$90

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, students must complete 24 hours of elective credits. Examples of the elective courses that are offered include Tutoring ESOL Elementary School Students (151713), Tutoring ESOL Secondary School Students (151715), An Introduction to Tutoring Business English (150795), Tutoring for the TOEFL (150797), Resources for Teaching and Tutoring ESOL (151794), Using Art in the Teaching of ESOL (151743), The Lesson is in the Song (150794), and An Introduction to CALL (150883).

TEFL Certificate Program

The TEFL Certificate Program is a 100-hour 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. 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 methodology, 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 useful teaching resources and teaching strategies for an EFL classroom. \$135

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 teaching conversational skills. The course will include strategies for planning conversation topics, several student-prepared unit plans, as well as teaching resources. \$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 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 TEFL 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 \$1450**

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

Fax & Mail-in Registration

Fax 443-8393
for VISA or MASTERCARD use only

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

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

☐ Mr. ☐ Mrs. ☐ Miss. ☐ Ms.

Surname Given Names

Address City/Municipality Province

Postal Code Home Phone Business Phone Local

	Course Number (6 digits)	Course Name	Location	Start Date	Time
1					
2					
3					
4					

	Tuition Fees	Method of Payment	Credit Card Information	<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.
KEC • Vancouver Community College
King Edward Campus
1155 East Broadway, Vancouver
BCC • BC Cancer Agency
600 West 10th Avenue, Vancouver
DS • Design Studio
440 Cambie Street, Vancouver
FCO • Federal Court of Canada
700 West Georgia Street, Vancouver
GPC • George Pearson Centre
700 West 57th Avenue, Vancouver
HSA • Henry Schein Arcona
1619 Fosters Way, Delta

IEC • International Education Centre
1080 Alberni Street, Vancouver
LIS • Listel Vancouver Hotel
1300 Robson Street, Vancouver
MIN • Minoru Residence
6111 Minoru Blvd., Richmond
OAK • Oakridge Shopping Centre
#320 (North Tower)
650 West 41st Avenue, Vancouver
ROB • Robson Square Conference Centre
800 Robson Street, Vancouver
VBG • Van Dusen Botanical Garden, Education Ctr.
4900 Hudson Street, Vancouver
VV • Volunteer Vancouver
301 – 3102 Main Street, Vancouver



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.

Payment of Fees

Course fees are due at the time of registration. Payment can be by cash, cheque or money-order made payable to Vancouver Community College. MasterCard or VISA is also accepted. Post-dated cheques are not accepted. A \$15 fee is charged for non-sufficient funds.

Citizenship Requirements for Admission

Canadian citizens, including permanent residents in Canada (landed immigrants), are eligible for enrollment at Vancouver Community College.
By exception, those whose status in Canada falls within one or more of the following categories may be considered for enrollment as though they were Canadian citizens or permanent residents in Canada, including:
A. A foreign domestic worker with valid employment authorization permit.
B. An individual who is in Canada to carry out official duties as a diplomatic or consular officer, or as a representative or official of a country other than Canada, or of the United Nations or any of its agencies, or of any intergovernmental organizations in which Canada participates; or as a dependent or a member of the staff of any such diplomat, consular officer, representative or official and is able to substantiate with an identity card issued by External Affairs which gives his/her position, date of issuance and date of validity.

C. An individual who is in Canada, who has applied for Permanent Resident/Landed Immigrant status and who can provide evidence of the "letter of approval in principle" to the institution for admissions purposes.
D. Any person who has been determined under the Immigration Act to be a Convention Refugee and can present a letter from Employment and Immigration Canada confirming this.
E. A person under an international exchange, scholarship or fellowship agreement where there has been joint approval by the receiving institution and by the Ministry of Advanced Education, Training and Technology.
F. An individual with a valid full-time employment authorization permit and his/her dependants, excluding a person on a working holiday authorization, or a refugee claimant who has yet to be determined a Convention Refugee.
G. A legal dependent of a Canadian citizen or permanent resident of Canada providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for exemption.

Withdrawals, Refunds & Course Cancellations

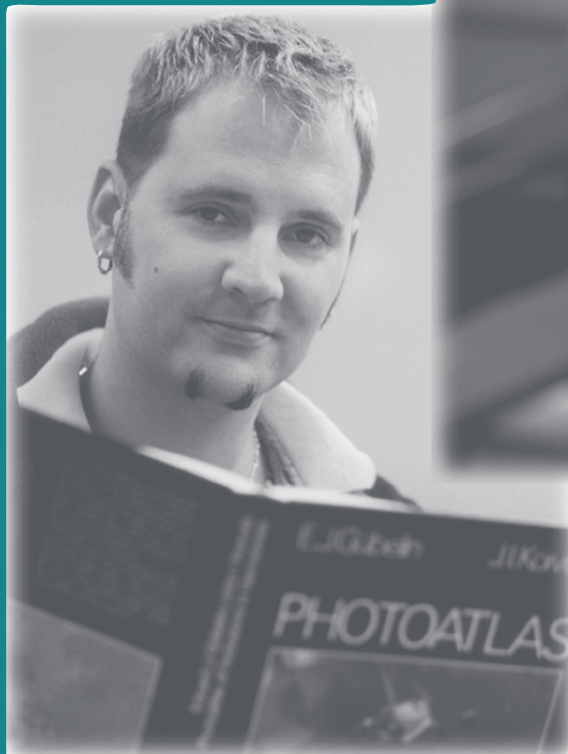
Unless otherwise stated in course advertising, requests for refunds must be received in writing by Vancouver Community College, Continuing Education before the second session of the class. Written requests for refunds must state reasons and be accompanied by your original receipt.
A different refund policy may apply for some courses and events: e.g. courses of five sessions or less require refund requests 24 hours before the start date; Nursing and Health courses and some Business seminars require refund requests either five or ten business days before the course start date.

REFUNDS ARE SUBJECT TO AN ADMINISTRATIVE CHARGE OF 20 PERCENT OF COURSE FEES OR A MINIMUM OF \$10 AND TO A MAXIMUM OF \$30.
As an alternative, we would be pleased to issue a "deferred fee credit" for 100 percent of the course registration fee. Fee deferred credits are valid for up to one year only. Deferred fee credits are not refundable. Please allow three weeks for processing any refunds. Fee payments made by credit card are refunded by means of a credit to your account. All other refunds are made by cheque. The College reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrollment. Should a course be cancelled, a FULL refund will be made.

winter 2001

"The courses offered a comprehensive overview of all the issues related to working in the non-profit sector."

▼ Cheeying Ho, Non-profit Sector Management



▲ *"The calibre of the instructors was great, the lab classes amazing, and the books and materials excellent."*

Eric Matheson, Gemmology



◀ *"I loved the program and found all of the instructors incredibly interesting."*

Sandra Jones, Interior Design



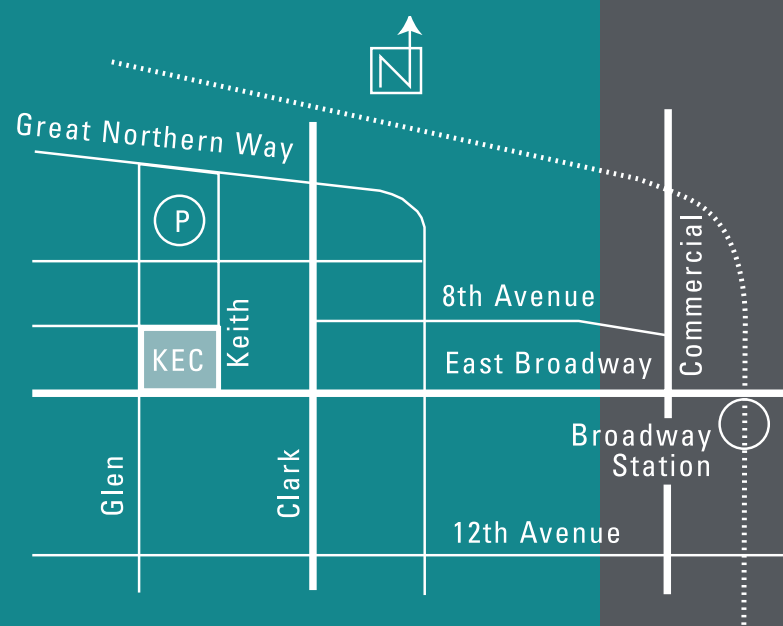
604.443.8484

www.vcc.bc.ca/ce

VANCOUVER COMMUNITY COLLEGE



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250 West Pender
Vancouver, BC V6B 1S9



King Edward Campus
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Vancouver, BC V5N 5T9