



spring 2001 **learnnow** @ Continuing Education

"The instructor showed lots of enthusiasm for the topic. She was thoughtful and organized and I gained valuable information from the course."

Management Skills for Supervisors, page 9



"We had everything we needed, including a field trip to the Sirius diamond cutting factory in Victoria. The program has an excellent reputation; it has really prepared me for a career in the field."

Gemmology, page 5



"The open discussions during the workshops were wonderful, I'm feeling very inspired and focused as a result."

Electronic Publishing and Graphic Design, page 3



VANCOUVER COMMUNITY COLLEGE

March to August 2001

INSIDE THIS ISSUE:

Courses Offered in the West End

A new centre is now open on Alberni Street at Thurlow

For a list of courses offered this term, see page 2

Information Sessions

See page 18 for a complete listing

Are you Bilingual?

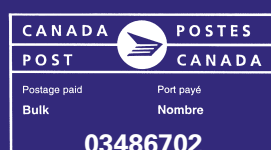
you are looking for a new career, the Interpreting Programs at Vancouver Community College may be for you

Full story on page 2

Non-Profit Management

More courses are now offered on-line

See page 20



Arts & Design	3
Applied Design Program.....	3
Electronic Publishing & Graphic Design.....	3
Fashion Arts	4
Floral Design	4
Gemmology	5
Interior Design	5
Jewellery	5
Automotive	6
Building Services	6
Building Manager (Residential) Certificate Program	6
Business, Career & Law	6
Business & Technical Writing Certificate Program.....	6
Business English Skills.....	6
Career Success: Nurturing the Working Spirit.....	6
Administrative and/or Customer Service Success.....	7
Leadership Certificate Program	7
Associate Certificate in Leadership Coaching	8
Legal Assistant Certificate Program	8
Mediation	9
Management Skills for Supervisors Certificate Program....	9
Office Administration Certificate Program.....	9
Accounting/Bookkeeping.....	9
Administration & Supervision	9
Business English.....	9
Communication/Work Skills.....	10
Computers/Keyboarding	10
Legal	10
Medical	10
Records Management	10
Project Management	11
Registry Officer Development Program.....	11
Small Business.....	11
Worksafe Education.....	11
Computers	11
Oakridge Computer Lab	11
City Centre Computer Lab.....	15
Culinary-Hospitality	16
Professional Cook Training	16
Drafting	16
Technical Drawing.....	16
Health	16
Professional & Allied Health Care	16
Clinical Practice	
Hospice/Palliative Care Certificate Program	17
Critical Care.....	17
PAR Certificate Program	17
Gerontology	17
Dental.....	17
Health Teaching	17
Health Care Management	18
Nursing Management Certificate Program	18
Allied Health Care.....	18
Renal Dialysis Technician Certificate Program	18
LPN Upgrading	18
Personal & Professional Development	18
Holistic Health	18
CPR & First Aid.....	18
Foodsafe	18
Worksafe Education.....	18
Human & Social Services	18
Counselling Skills	18
Substance Abuse Counselling Skills.....	19
Working with Children & Youth.....	19
Early Childhood Care and Education Level I	19
Infant-Toddler Educator Certificate Program.....	19
School Age Child Care Certificate Program.....	19
Leadership, Administration and Mgm't in Child Care ..	19
Continuing Studies in Early Childhood Care.....	19
Family Child Care.....	19
Interpreting&Translation	20
Court Interpreting Certificate Program	20
Health Care Interpreting Certificate Program.....	20
Court Interpreting - Distance Education	20
Language	20
Spanish.....	20
Mandarin Education	20
Non-Profit, Voluntary & Fund Raising	20
Non-Profit Sector Management Certificate Program ...	20
Telecommunications Management	21
Telecommunications Management Certificate Program	21
Teaching English to Speakers of Other Languages ...	22
College Closed	3
Instructors	12-13
Destinations Information	17
Free Information Sessions	18
Non-Profit Management: on-line courses	20
Registration Form, General Information.....	23

Calendar Design/Layout • Keith Parker
Photography • Lauch McKenzie

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

Director's Message



Continuing Education is a vital part of today's workplace.

Job-oriented training programs are the foundation of Continuing Education. Vancouver Community College has many corporate, government and agency partners. Together, we ensure

our courses and programs prepare graduates for the demands of today's workplace.

We also understand that our students need flexibility and options that allow them to study while working part or full-time. In some cases, courses can be taken by correspondence.

Some of the courses in our Non-profit Sector Management Program are now offered online (see courses page 20). Our business programs grow and change continually to meet the needs of today's employers.

VCC's Continuing Education Division has been serving students for close to 40 years. Over that time, we have helped hundreds of thousands of students get promotions, change careers or better manage their work and personal lives.

With this experience behind us, we have been able to change with changing market demands. We invite you to take a closer look at Continuing Education.

Connie Gibbs, Director, Continuing Education

Courses Held in the West End at 1080 Alberni St. (at Thurlow Street) at VCC's International Education Centre - a new facility for Continuing Education courses, complete with state-of-the art labs and city views.

Coaching for High Performance (100323)

Coaching is unlocking a person's potential to maximize his or her own performance. At the end of this session, participants will be able to identify when to coach and which type of coaching is required, describe essential steps in the coaching process, and conduct a coaching discussion to improve and sustain performance. (Lewis) \$165

1 day - Fr. Apr 20, 09:00-16:30 - IEC and 1 day - Fr. Sep 21, 09:00-16:30 - IEC

Hiring the Right Person (100309)

Interviewing and selecting the best candidates for hire can be a difficult and time-consuming task. Employee turnover, costly hiring expenses and the constantly changing job market make the role of an interviewer an important one. This course is designed to enhance the interviewing skills for individuals in any organization. (Lewis) \$165

1 day - Fr. May 4, 09:00-16:30 - IEC

Creative Thinking at Work (100316)

People today are being asked to do more with less and to find innovative ways to save money. Creative thinking is a tool you can use to accomplish both of these. It can help you solve problems, save money and make do with less @ all things required in today's business environment. This course covers the fundamentals of creative thinking and its applications. (Dean) \$165

1 day - Fr. Jun 22, 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. This course will demonstrate how to increase productivity, improve work quality and enhance team morale. (Lewis) \$165

1 day - Fr. Oct 12, 09:00-16:30 - IEC

The Coach's Toolkit (100327)

This course focuses on tools and skills that are the building blocks of leadership coaching. Each tool and skill will be demonstrated and then practised in short exercises involving coaching situations. You will learn to create the coaching environment and build support in the workplace. (Hannah/Lewis) \$165

1 day - Fr. Jun 1, 09:00-15:00 - IEC

Mediation: Alternate Dispute Resolution (104521)

Participants will gain an understanding of the process of mediation and how it may help in both business and personal relationships. This session focuses on alternate ways for resolving disputes to avoid going through the courts or grievance procedures. Join us for a session on win/win solutions. (Sharp) \$135

1 day - Fr. May 11, 09:00-15:00 - IEC

Vision, Values and Corporate Integrity (104522)

One of the greatest investments a company can make is to clearly define its core purpose and core values. By taking this important step, you move solidly in the direction of greater organizational cohesion, improved motivation and stronger alignment. This workshop integrates key concepts from leaders in the organization effectiveness. (Dean) \$135

1 day - Fr. Apr 27, 09:00-15:00 - IEC

For more information on the above courses, contact Anne Tolstam at atollstom@vcc.bc.ca or 443-8668

Competitive Intelligence (106121)

Are You Bilingual?

The need for professionally trained and certified interpreters has never been greater.

Programs offered through the Continuing Education Division include: Court Interpreting Certificate Program; Health Care Interpreting Program and Community Services Interpreting Certificate Program. A number of other introductory and specialized courses are also offered periodically.

The three-month, part-time Community Services Interpreting program is a pre-requisite for the Health Care and Court programs. All courses are offered in a classroom setting. Court Interpreting is also offered by distance education, making it available to people living in all communities in BC and Canada.

The programs prepare students to work in many interpreting situations, such as the courts, hospitals and health care agencies, the Ministry of Social Services, Workers Compensation Board and the Motor Vehicle Branch. These employers as well as many other agencies give preference to VCC Interpreting graduates.

Most successful applicants speak English as a second language and possess a first university degree from Canada or their home country. Some have obtained a MA or PhD, and a small number possess two years of post-secondary education.

In support of the programs, the BC Law Foundation recently awarded funding to expand key areas such as curriculum development and on-line legal glossaries in seven languages.

Here is what graduates have to say:

"I have no doubt that I owe my career and professional reputation to this program. The program also serves as a spring board to other related courses such as Health Care Interpreting, for which the Court Interpreting program is a pre-requisite."

"The fact that graduates of this program are deemed to be accredited court interpreters by the BC Attorney General's Court Services Branch is a clear plus. Graduates are also eligible for the higher accredited interpreter rates."

"My experience working as a professional translator and interpreter in various institutions and countries is a highly cherished asset the translator and interpreter program has given me, and commands my deep appreciation of Vancouver Community College."

The Interpreting Certificate Programs were developed under the leadership of program coordinator Dr. Silvana Carr. For more information about entrance exams, program dates and languages being offered, contact the program assistant ce-interpret@vcc.bc.ca or 443.8661.

Competitive Intelligence is the leading-edge tool for success in today's business market. By applying this process your company will be successful in either gaining valuable operational information on competitors or protecting your company's business secrets. (Vonas) \$130

1 day - Tu. May 15, 09:00-16:00 - IEC

Managing Business Growth (106124)

This intensive course will give you the skills and resources to objectively analyze all your business activities and follow through with a viable plan for renewal and financial success. Through the application of real case studies and hands-on analysis, you will develop evaluation tools and apply them to real business situations, and an understanding of the critical control points of a profit-generating plan. (Vonas) \$495

5 day - Th. May 17, 09:00-16:00 - IEC

Consulting as a Career Option (106113)

A step-by-step program for the beginning or potential consultant. This program will provide essential information and practical guidelines in starting and developing a successful consulting business. (Vonas) \$225

3 day - Mo. May 28, 09:00-16:00 - IEC

Introduction to Visio for Telecommunications (102277)

Visio is a standard tool for the telecommunications professional. In this course you will be introduced to the program and its specialized tools. You will learn to create network, cable, and wiring diagrams, using equipment representations from all the major vendors, your own shape icons, stencils and work with layered diagrams. (Connolly) \$335 (includes book)

4 eve - We. May 2, 15:00-18:00 - IEC

For information on above, contact Peggy Worobetz at 443-8663.

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. Each student will have a personal workstation equipped with high-speed Internet access. Prerequisite: experience with Windows. Textbook included. \$95

3 eve - Th. Apr 26, 18:00-21:00 @ IEC

Mandarin Conversation in Business (505833)

An introductory course with a focus on practical, work-related communication emphasizing pronunciation and conversation. Lessons include an explanation of customs and manners in doing business with native Mandarin speakers, the "Hanyu Pinyin" phonetic system, grammar and basic Chinese writing. The course is ideally suited to non-Chinese speakers. \$160

10 eve - Tu. Apr 24, 18:30-21:00 - IEC

For more information on the above courses, contact Brian Pink at bpink@vcc.bc.ca or 443-8388

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. May 3, 18:00-20:30 - IEC

For more information on the above courses, contact Marilyn Smith at msmith@vcc.bc.ca or 443-8663

Applied Design Program

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

**Information Session: Tuesday,
May 2, 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. May 25-Jul 27, 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, 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.

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.

Professional Development Workshops

Introduction to New Media (050477)

Are you puzzled over 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. Apr 21, 09:30-16:30 - CC

Assessing Digital Design Software:

Differences and Similarities (050484)

This introductory course enables students, through class discussions and demonstrations, to gain a better understanding of the various digital imaging software that is being currently marketed for professional and home-based design companies. This course will address what various software packages are capable of achieving in basic terms and what the basic differences are in relationship to other market products. This course demystifies design software and may aid the student in future educational goals, such as software development. Topics will address, among other issues, the mandates and differences between current photo imaging, vector, layout and type editors and managers. (Nikolic) \$130

3 eve - Mo. Apr 23, 18:30-21:30 - CC

History of Typography (050485)

Examining the emergence of type from antiquity to medieval and renaissance arts and from the industrial revolution to the present, script, moveable type, and digital forms will be equally addressed in relationship to their relevance and context within time and place. Font anatomy, type families, text flow, font terminology (picas, points) and their relationship to graphic design and layout will be explored in depth. The course will also focus on an analysis of the people behind today's font design industries and the concepts of image/type branding. This course will provide students with a unique background in typographical design and will benefit those interested in publishing for digital or print media. (Nikolic) \$275

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

Colour Theory (050486)

This survey course examines the relationship of colour and its perceived uses through art history and modern day graphic design. The psychology of colour is a pervasive tool used by designers to market products and concepts. Learn design by knowing how to apply both the vocabulary and practical applications of colour theory from greyscale and colour wheels to tints and hues to produce successful visual communication campaigns. Through demonstrations, hands-on projects and lectures, students will understand colour analysis and its relationship to design concerns encountered both in print and on-line media. (Nikolic) \$175

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

Intro to Flash (050478)

You can design, animate, and create interactive rich media using one of 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 dynamic. Mac experience required. (Toews) \$295

6 eve - Fr. Apr 27, 18:30-21:30 - CC

Business for Freelancers (050468)

Learn the key business basics required to operate your business smoothly and efficiently. Learn what you need to know about business planning, financial management, file management, record keeping, calculating rates, legal contracts, collecting and remitting taxes, time management and telephone etiquette. (Johnston) \$95

1 day - Sa. Apr 28, 09:00-16:00 - DS

Creative Solutions for Advertising Challenges (050483)

Learn how graphic designers conceptualize original ideas to meet clients' needs with effective visual communication strategies. Learn the analytical processes needed to reject mediocre ideas and how to develop award-winning ideas! This creativity workshop explores brainstorming and conceptual development as it applies primarily to print media. Topics include magazine and newspaper advertising, outdoor advertising, logos and package design, newsletters, and direct mail. If you want to learn more about the design process or need a creative boost, this is the course to take. (Pearson) \$295

8 day - Sa. Apr 28, 12:30-15:30 - DS

Refresher to Digital Management and Output: File Size Compression/Types (050489)

In preparing for various projects - digital management - a thorough knowledge of computer hardware, software and output color requirements and file formats, needs understanding and mastering.

By studying hardware requirements of various commercial and domestic scanners from low to high end models (home office to commercial drum scanning and CD burning); software colour management and its relationship to the optimization of Macintosh operating systems; and the various modes of digital output - like docutech, Fiery, dye sublimation, and other related media - one can securely anticipate the appearance and costing of a project from pre- to post- production. Experience through demonstrations, lab assignments, and class discussions, the ins and outs of digital management under the direction of an experienced graphic designer/art director. Mac and Photoshop experience required. (Nikolic) \$130

3 eve - Mo. May 28, 18:30-21:30 - CC

Marketing for Freelancers (050467)

How you market yourself and your services will contribute to your success. Learn how to find clients and keep them. You will explore marketing strategies

and the issues to consider when designing your innovative marketing approach. (Johnston) \$95

1 day - Sa. May 5, 09:00-16:00 - DS

Preparing Web Graphics (050488)

Producing a successful web site is dependent on having graphics that are visually dynamic and load with speed. Photoshop 5.5 has introduced new web standards - learn how to manage and create web graphics by in-class demonstrations and class projects. Course will concentrate on web saving features, banner ad production, JavaScript rollovers and dynamic web site structure by utilizing Photoshop 5.5 and Adobe Image Ready. (Borda) \$180

4 day - Sa. Jun 2, 12:30-16:30 - CC

The CD ROM Portfolio: Director (050487)

Students with basic knowledge of Photoshop and flatbed scanning will be introduced to the concepts and techniques required in producing their own CD-ROMs. Students will produce their own promotional disks based on their photo documents and/or through digital works created in class. The project will be composited together using the authoring program Macromedia Director. Mac and Photoshop experience required. (Borda) \$275

8 eve - Tu/Th. Jun 5/7, 18:30-21:30 - CC

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 from the simplest of ideas to the most complex and demanding of sites. This introduction course will get you up and running way to developing a content-rich site easily and quickly. Mac and Photoshop experience required. (Borda) \$130

3 eve - Fr. Jun 8, 18:30-21:30 - CC

Coming in September

- Planning Successful Corporate Identities
- New Media Content Design
- New Media Practicum for Non-Profits
- Intro to Aftereffects
- Professional Practices for Digital Media

Software Courses

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, you 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 eve - Tu. Apr 24, 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. Apr 25, 18:30-21:30 - CC

Introduction to Computers - Macintosh (050441)

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

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

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

Electronic Prepress (050475)

This course is ideal for those individuals who are comfortable with Photoshop, QuarkXPress and Illustrator and are, or would like to be, responsible for supplying final film to clients. Freelance designers will find this course an invaluable tool to create good, printable design. Industry design professionals who are

paying service bureaus to prepare their final film will benefit tremendously. Individuals seeking work in the prepress industry will gain a better understanding of the preparation of files in the final stages. Prerequisites: Adobe Illustrator (050440), Photoshop - Level I (050443), QuarkXPress (050447). (Thiessen) \$365

5 day - Sa. Apr 28, 09:00-16:00 - CC

Adobe Illustrator II (050446)

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

Offered September 2001 term

QuarkXPress II (050466)

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

Offered September 2001 term

Graphic Design

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 - Tu. Apr 24, 18:30-21:30 - DS

10 eve - Th. Apr 26, 18:30-21:30 - DS

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) \$130

3 eve - Mo. Apr 30, 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 - We. Apr 25, 18:30-21:30 - DS

Portfolio Preparation and Professional Presentation (050449)

This course provides an organized and systematic approach to preparing a portfolio including the importance of self-promotion, professional image and communications by analyzing methods of presentation, composition of content, and other important factors. Areas covered include building a winning portfolio, your stationery package, preparing a resume, writing proposals, handling interviews and more. Prerequisite: 050408 or equivalent. (Lyn) \$325

10 eve - We. Apr 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

College CLOSURE dates:

April 13, 14, 15, 16 - Easter

May 19, 20, 21 - Victoria Day

June 30, July 1, 2 - Canada Day

August 4, 5, 6 - BC Day

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. Participants also have the option of completing 150 hours of either the software courses or design courses to receive an associate certificate.

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 Associate Certificate - 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 Associate Certificate - 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.

Building a Brand (050975)

This course provides important information pertinent to the different elements of fashion marketing. Successfully market your company by using in-store promotions, sales promotions, special events, trade shows, advertising, publicity, direct mail, web page, and other creative methods. Methods and strategies used by fashion giants such as The Gap, Roots, Calving Klein, Tommy Hilfiger, and local designers and retailers will be analyzed and discussed. Individual marketing plans will be developed by students. (Choy) \$185

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

Exploring Fashion Careers (050973)

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

4 eve - Th. May 24, 18:30-21:30 - DS

Computer Aided Drafting (050960)

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

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

Costuming in Theatre and Film (050966)

An overview of the structure of the costume department in theatre and film production companies including job descriptions and duties, employment opportunities,

and career paths in this unique and growing industry. (Bothen) \$65

2 eve - Mo. May 7, 18:30-21:30 - DS

Dress Form Workshop (050947)

Learn to make your own individual dress form with a professional custom fit from an instructor who has taught this unique method for 15 years. Apply this method to create perfectly fitting dress forms for your clients. Supplies and preparation will be discussed during the preliminary evening session. This class meets both times listed. (East) \$75

*2 sessions: 1 eve - We. Apr 25, 19:00-21:00
AND 1 day - Sa. May 5, 10:00-15:00 - CC*

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. Apr 23, 18:30-21:30 - DS

Merchandising Strategies for Fashion (050958)

This course involves the study of techniques and procedures used to develop and produce a fashion product line for a manufacture or retail environment. Topics include sourcing colour and style trends, step-by-step methods to find raw materials, time management, and merchandising principles. Students will become familiar with the buying practices of retailers and develop interpretive skills for product development using sales records and buying trends. (Richardson) \$165

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

Personal Pattern Making (050924)

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

4 day - Sa. May 12, 09:00-16:00 - CC

Improve Your Image (050976)

You have only one chance to make a great first impression whether it is at a job interview or in a new social situation. Your Saturday will be well-spent discovering the colours and styles that will maximize your potential. Improved "visual resume" will help you achieve your career and personal goals. Why look good when you can look sensational! (Rootman) \$60

1 day - Sa. May 12, 09:30-16:00 - CC

Professional Practices Program

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

Fashion Arts Professional Practices I (050964)

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

(Green/Richardson/Vaillancourt) \$305

12 eve - Offered in September term only

Fashion Arts Professional Practices II (050965)

In this second 12-week course, the students finalize line plans and cost sheets, determine pricing, and study strategies for merchandising their products. Topics include: information essential for the preparation of a business plan, development of marketing tools and selling aids for the student's sample product, review of federal and provincial business resources and support programs. An opportunity to test your product line and receive invaluable feedback is included. Prerequisite: 050964. (Green/Johnson/Richardson/Vaillancourt) \$305

12 eve - Offered in April term only

Application Deadline

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

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

Fashion Arts Certificate Program

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

Note

All terms are not offered each semester

Fashion Design Certificate

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

Pattern Making Certificate

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

Garment Construction Certificate

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

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

Fashion Arts Certificate

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

Application Deadline

The Fashion Arts Certificate Program has two entries per year. Applications for the Spring entry (April) must be received by February 28, 2001. Deadline for the Fall entry (September) is June 15, 2001. Early application is advised. Interviews scheduled after each application deadline. To request a Fashion Arts Certificate Program brochure and application form, call 443-8484.

Entry Requirements

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

Floral Design

Vancouver's professional floral design program

Program Coordinator: Joyce Jackson, 871-7462

Information: 443-8335

**Information Session:
Tuesday, April 17, 17:30-18:30
CC Room 113C**

The Floral Design Certificate Program is for individuals seeking entry into the floral industry and for individuals wanting to learn and apply professional flower arranging techniques for personal use. Professional florists teach all courses and workshops to industry standards. The first course, Introduction to Floristry, is open to anyone wanting to learn the basics while exploring their creativity. Each subsequent course within the program is designed to increase knowledge and progressively develop designing and flower

arranging skills. Learn to select, prepare and design with fresh flowers; everything from hand-tied bouquet basics to creating memorable theme events. Business basics and self promotion are also included. The program can be completed in three semesters, subject to minimum enrollment requirements. On completion of this program participants can apply to write the Flowers Canada Professional Accreditation Program examinations.

Our Demonstration Series Continues . . .

Learn from the Experts (250129)

See how the pro's create stunning flower arrangements and get inspired! Professional designers will share their tricks of the trade. Get tips on selecting and caring for flowers and greens, choosing and preparing containers, creating special effects with colour and texture and styling characteristics that make an impact. Bring your notebook and camera. Arrangements made during the class by the instructors will be for sale to the class participants. Take all three sessions for \$55. (Discount available to April 12 only.)

Planning Wedding Flowers (250136)

This is the one event when everything has to be picture perfect! Whether you are planning a small intimate affair or the grand event, you will want your flowers to be a memorable part of your day. Our wedding specialist will take you through the floral planning process with her detailed checklist and share some creative and economical suggestions to stretch your budget. Bring your questions. (Coughlin) \$19

1 mng - Sa. Apr 28, 10:00-12:00 - CC

Country Style (250139)

Country Style is not a long drive through suburbia; it is just outside your door. Mother Nature has prepared everything for you. With the expertise of Mother Nature, coupled with this talented instructor, you will see how to maximize your creative floral talents by using unusual botanicals that are readily available. You will be surprised how quickly and easily you can create your own Country Style in the City. (Laing) \$19

1 mng - Sa. May 5, 10:00-12:00 - CC

Simply Made (250140)

The foundation of sophistication is simplicity. Using simple items and a few refined techniques, the instructor shows you how to enhance floral elements and to reflect your personal sense of style. Explore your creativity and impress your party guests by using simple materials to give that extra WOW to your space. (Laing) \$19

1 mng - Sa. May 12, 10:00-12:00 - CC

Floral Design Challenge (250104)

For individuals with previous training and/or experience who wish to be exempt from Introduction to Floristry (250105). Participants are required to construct two arrangements and successfully complete a written examination. The Floral Design Challenge is held before the start of the program. Pre-registration by April 20 is required. (Jackson) \$150

1 aft - Sa. Apr 21, 13:00-16:00 - CC

Floristry

Introduction to Floristry (250105)

For anyone wanting to learn flower arranging basics. This course introduces the art and design of floristry including: identifying and selecting flowers, using tools and techniques to construct arrangements that have impact, and making decorative and seasonal displays suitable for celebrating special events. On successful completion, you will have acquired the basic knowledge and skills required to prepare and personalize a variety of floral pieces. This course can be taken independently from the certificate program. This course is also the foundation course for the Floral Design Certificate. No previous experience required. The required text is available from the College Bookstore. Please purchase your text prior to the start of the program or be prepared to purchase it on the evening of the first class. (Davis) \$475

10 eve - Mo/Tu/We. Apr 23, 18:30-21:30 - CC

Floral Design III (250107)

During this course participants apply advanced design principles, construction techniques and formats appropriate to creating wedding and sympathy tributes and also custom floral arrangements. Individual creativity and developing a personal design style are emphasized. Both Eastern and Western traditions are explored. Prerequisite: Floral Design II (250106). (Portice) \$650

15 eve - Tu/We/Th. May 22, 18:30-21:30 - CC

Floral Design Portfolio Preparation (250110)

Individuals often invest a great deal of time creating fabulous floral arrangements and installations only to have their hard work and creativity under-represented by an inadequate presentation portfolio. A professional presentation is necessary for seeking employment and selling your design services to potential clients. Learn marketing techniques and the elements required to begin creating an effective floral design portfolio. Required for certificate. Prerequisites: Introduction to Floristry (250105), Floral Design II (250106), Floral Design



III (250107) or equivalents or permission of instructor.
(Woodburn) \$180

3 day - Sa. Jun 9, 09:30-15:30 - CC

Available September 2001

Introduction to Floristry (250105)
Floral Design III (250107)
Business of Floristry

Floral Design Certificate Program

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

- Interested in acquiring floristry knowledge and skills
- Upgrading their floristry knowledge and skills
- Seeking entry into the floral industry
- Planning to continue with full-time studies

Content

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

Note

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

Application Procedures

Individuals interested in the Floral Design Certificate Program are required to complete and submit the Floral Design Certificate Program application form by January 19. This program is open to anyone interested in acquiring competent floral design skills on a part-time basis. Individuals requesting exemption from Introduction to Floristry (250105), based on prior learning experience, are required to successfully complete the Floral Design Course Challenge (250104). To request a Floral Design Certificate Program application form and program guide, contact the City Centre Continuing Education office in person or by calling 443-8484.

Fees

Fees cover the cost of tuition, including flowers and most floral supplies. The required text, *The Art of Floral Design*, is available at the College Bookstore (telephone 443-8363). Participants are expected to supply some decorative accessories and basic tools, including a floral knife and cutters, which can be purchased from the Bookstore, the evening of the first class. All fees are subject to periodic revision.

Gemmology

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

Information: 443-8335

Professional Studies

Upgrade your professional skills with these widely recognized Gemological Institute of America (GIA) courses. These courses are taught by GIA instructors and are designed for sales people, managers, owners, buyers, appraisers, wholesalers, designers, graders and gem lab personnel. GIA will issue a Letter of Completion after you have completed either of these stand-alone courses. These courses also count toward GIA’s Graduate Gemologist Diploma.

Class size is limited to 20 participants. Full payment is expected upon registration. No refunds will be issued if you withdraw within 30 days prior to class start date. If you cancel before 30 days of class start date, a cancellation fee of \$30 will be levied. Payment must accompany registration. For further information contact 443-8335.

Gem Identification (051184)

Learn how GIA’s renowned experts identify natural, synthetic imitation gemstones and study the latest gem treatments. Find out how to identify 60 gem species using the latest gem testing instruments and identification procedures. Gain confidence in using the microscope, refractometer, polariscope and dicroscope. \$1,495

5 day - Mo/Tu/We/Th/Fr. Apr 30-May 4, 09:00-16:00

Diamond Grading (051115)

The creators of the International Diamond Grading System teach you the art and science of diamond grading so you can grade diamonds consistently and accurately. \$1,495

5 day - Mo/Tu/We/Th/Fr. May 7-11, 09:00-16:00

Rough Diamond Grading (051180)

Discover how to grade rough diamonds during this five-day intensive course. You will learn the art and science of rough diamond grading and valuation. Students receive approximately 40 hours of training over the five days, and have the opportunity to grade over 100 cts of rough diamonds. The course includes a manual, book on diamond cutting, 10x loupe and Moe gauge. Class maximum is 8 participants. Upon completion participants receive a Rough Diamond-Grading Certificate from the Diamond Education and Consulting Center of Johannesburg, South Africa. Registration deadline April 30, 2001. (Raath) \$2,895

5 day - Mo/Tu/We/Th/Fr. May 14-18, 09:00-17:00

Gemmology Certification

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

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

Preliminary year classes begin September 10 and run Mondays, 18:30-21:30 to June 2002.

Diploma year classes begin September 11, Tuesdays and Thursdays, 18:30-21:30 to June 2002.

Applications for the next entry (September 2001) are now being accepted.

Note

Fees are subject to periodic revision. Current fees include membership in the Canadian Gemmological Association and all course notes. Full tuition is expected upon registration.

Preliminary year (051109) - \$1,250

Diploma year (051113) - \$2,135

Examination fees are collected in March by the Canadian Gemmological Association. Preliminary year exam fee is \$200. Diploma year exam fee is \$450.

Preliminary year students will be required to purchase some basic equipment. Approximate cost is \$275.

Individuals who have successfully completed the Preliminary year of either the Canadian or British Gemmological Association programs are invited to apply for admission to the Diploma year at VCC. Documentation of successful completion is required for admittance. Call for details.

Interior Design

Program Coordinator: Edith Saatkamp, 980-5767 ediths@telus.net

Information: Cherie Spence, 443-8335 cspence@vcc.bc.ca

Information Session: Tuesday, April 17, 18:00-19:00 - DS

Registration: 443-8484

Did you know?

Home improvement is now one of the largest industries in North America! If you have an interest and creative flair, learn how you can turn your decorating challenges into innovative design solutions. Our Interior Design Certificate Program focuses on residential design and is delivered in a flexible format so you can take the 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.

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 April 12) 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 living 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. Apr 28, 10:0-13:00 - 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 well with others might be avoided. Learn about the latest in paint technology from an expert, including tough new paints for kitchen counters and odourless paints for trims. This information applies to faux finishing as well. (Bell) \$25

1 day - Sa. May 5, 10:00-13:00 - DS

Fabric Magic (051641)

Fabrics can be fun, sumptuous, elegant or homey. Well chosen fabrics can create style and comfort at home. We provide a whole new look for your home décor. We show 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. May 12, 10:00-13:00 - DS

Interior Design 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. (Saatkamp) \$320

10 day - Tu. Apr 24, 09:30-12:30 - DS

10 eve - Tu. Apr 24, 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 - We. Apr 25, 09:30-12:30 - DS

10 eve - We. Apr 25, 18:30-21:30 - DS

Drawing for Design Applications (051631)

The basic concepts of drawing and two-dimensional language includes the expressive use of media and how to effectively manipulate line, space, volume, form, proportion and value to effectively communicate ideas in a variety of visual formats. (Phillips) \$320

10 eve - We. Apr 25, 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 - Th. Apr 26, 18:30-21:30 - DS

Kitchen and Bath Design (051635)

Although the basic issues involved in interior design are the same for every space, the areas of food preparation and personal hygiene merit special attention. Topics include design and planning, identifying and assessing needs and tastes, contracts and agreements, and how to develop productive relationships with various trades. (Beally) \$220

5 day - Sa. Apr 28, 10:00-14:00 - 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

Basic Drafting Concepts (051610)
Space Planning I (Residential Projects) (051609)
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 Foundation Studies

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

Interior Design Certificate

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, distributors to 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: Maciek Walentowicz, 443-8571

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

Registration: 443-8484

Jewellery Techniques II (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 (Brechault) \$375

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

Jewellery Techniques I (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 (Brechault) \$375

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

Registration: 443-8484

Course advice: Fred Grimann, 871-7397, fgrimann@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 auto mechanics, this course will explain the basic operation, repair and adjustment of automobiles. Students will use hand tools and learn techniques to service ignition systems, the drive train, brake, wheel, electrical, cooling, fuel and lubrication systems. The course is equally divided between theory, demonstration and shop 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. Apr 25, 18:30-21:30 - KEC Room 1042

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. Upon successful completion, students will be issued a transcript and a College Statement of Completion. (Dallas) \$200

5 day - Sa. Apr 21, 09:00-16:00 - CC

Building Service Management (109036)

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

10 day - Sa. Apr 21, 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

Available September 2001 term

Law and Tenant Relations (109001)

Learn to manage residential tenancies through a study of landlord-tenant law, proper record keeping and practical guidelines for dealing with tenants. The course examines screening steps, tenancy applications, tenancy contracts, handling evictions, dispute resolution, landlord/tenant rights, the Residential Tenancy Act, and arbitration hearings at the Residential Tenancy Branch. Condominium law is also covered. (Chauvin) \$180

Available September 2001 term

Bidding and Estimating for Cleaning Contractors (109037)

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

1 day - Sa. Jun 9, 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: Paul Sekhon, 443-8381

Information Session: Tuesday, April 17, 17:30 - CC Room 218B

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

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

Information Session

What about Technical Writing?

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

1 eve - Tuesday, April 17, 17:30 - CC Room 218B

Program Courses

Technical Communication (100350)

Editing (100352)

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)

Proposal Writing (100354)

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

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

Designing and Writing Manuals (100357)

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

1 day - Sa. May 26, 09:00-16:30 - CC

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.

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

Information Design and Human Factors (100360)

A step-by-step guide to effective audience-centred information design for print and web-based media. Although the on-line industry is now almost ten years old, there are still few models of effective design to follow - this session explores some principles and processes of effective design you can successfully

apply to the electronic medium, as well as human issues for consideration and analysis. This is not a computer course. (Dean) \$150

1 day - Sa. Sep 22, 09:00-16:30 - CC

Document Project Management (100353)

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

1 day - Sa. Oct 20, 09:00-16:30 - CC

On-line Documentation (100356)

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

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

Technical Communication (100350)

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

Available January 2002 term

Editing (100352)

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

Available January 2002 term

Current Issues in Technical Writing (100351)

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

Available January 2002 term

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 percent 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.

Business English Skills

Program Coordinator: Anne Tollstam, 443-8668

Program Assistant: Lynda Boothby, 443-8383

Polish Your Business English!

The following four classes are offered on Saturdays. Enroll individually at the regular price of \$80 or register for all four courses for a total of \$285 - a saving of \$35. This is not an ESL course. It is recommended that students register in Grammar Review for Productive Business Writing (104407) prior to enrolling in Writing Dynamic Business Letters (104406).

All Four Courses Listed Below: (104419) \$285

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

Grammar Review for Productive Business Writing (104407)

Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. 6 hours (Rogers) \$80

2 eve - We. Apr 25/May 2, 18:30-21:30 - CC

1 day - Sa. Apr 28, 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. May 9/16, 18:30-21:30 - CC

1 day - Sa. May 12, 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. May 23/30, 18:30-21:30 - CC

1 day - Sa. May 26, 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. Jun 6/13, 18:30-21:30 - CC

1 day - Sa. Jun 9, 09:30-15:30 - CC

Note

Business English Skills Test (104539)

Sa. Jun 16, 09:30 - CC

We. Jun 20, 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 more clearly, as well as read and comprehend more effectively. You will learn to take notes and participate in discussing content. You will practise expressing your ideas orally and in writing. Written in-class assignments, such as letters, memos, outlines, etc., will be checked and revised for correct grammar and sentence structure. Class size limited. Bring dictionary. 18 hours. (Gossen) \$145

6 eve - Mo. Sep 24, 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. A 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.

These courses may serve as elective credit in the Administrative/Supervisory and Legal Skills specialty areas of the Office Administration Certificate Program.

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

Course Package (104594)

These innovative and participatory career success seminars give you skills and ideas you can apply at work. Register for the complete package of four Spring courses for \$285, a saving of \$35.

Time to Talk (104506)

Maximizing the power and influence of the spoken and written communication, this new course examines the psychological impact of verbal communication and the messages that are "encoded" into apparently simple statements, both written and spoken. Learn how to detect hidden agendas, foresee (and prevent) future difficulties or conflicts, put forward your views effectively and create the best impression with every word! (Cressey) \$80

1 day - Sa. May 5, 09:30-15:30 - CC

Only Human (104519)

A great many psychological factors are neglected in the workplace: how we handle rejection and responsibility, how we change roles, how we cultivate friendships with co-workers and how our self-esteem, life events and mood can drastically influence our performance. This unique course recognizes and celebrates diversity in the workplace, and provides the skills to become more sensitive to the personality types of work colleagues and gain an insight into advanced inter-personal skills to become a people-responsive individual so as to enhance working relationships. The course also provides techniques to improve self-esteem or attacks of panic/self-doubt, and to learn how to create a healthy distinction between work and play! (Cressey) \$80

Business, Career & Law

1 day - Sa. May 26, 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) \$80

1 day - Sa. Jun 9, 09:30-15:30 - CC

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

What can you do to make your physical office environment as pleasant as possible? How can changing aspects of your own working environment allow you to feel more relaxed, comfortable and productive? How can the physical working environment affect your mood, and what can you do to ensure that any negative effects are minimized. A useful introduction to the field of environmental psychology that employers and employees alike will benefit from. (Cressey) \$80

1 day - Sa. Jun 16, 09:30-15:30 - CC

Public Skills: Persuading, Meeting, Speaking and Interviewing (104518)

This 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) \$80

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

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

Includes listening skills; the art of response; dimensions and principles of interpersonal relationships; initiating, establishing, escalating, maintaining and terminating relationships; cultural, gender and individual diversity. (Cressey) \$80

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

Office Politics - How to Survive and Succeed (104597)

Why do rivalries, feelings of "exclusion" or "inclusion" and different "atmospheres" dominate the office environment? How might this be influenced (and dealt with) by men and women differently, and how can issues such as favouritism, bullying or prejudice be identified and tackled effectively? This workshop provides straightforward practical advice and skills to help make the office a harmonious place to work, and how to deal with difficult situations if they arise. (Cressey) \$80

1 day - Sa. Nov 17, 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) \$80

1 day - Sa. Dec 1, 09:30-15:30-15:30 - 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) \$80

Available Winter 2002 term

Administrative and/or Customer Service Success

Program Coordinator: Anne Tollstam, 443-8668

Program Assistant: Lynda Boothby, 443-8663

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:

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

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 Murphy) \$95

1 day - Sa. Oct 20, 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 Murphy) \$95

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

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 Murphy) \$95

1 day - Sa. Nov 24, 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 Murphy) \$95

1 day - Sa. Dec 8, 09:30-15:30 - CC

Leadership

Leadership Certificate Program

Program Coordinator: Anne Tollstam, 443-8668

Program Assistant: Lynda Boothby, 443-8383

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

Leadership positions are complex. A new leader requires many new skills as well as an understanding and acceptance of new roles. Preparation and training 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 training will receive a Certificate in Leadership.

Core Courses

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

Elective Courses

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

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

Credit Transferability

Graduates of the Leadership Certificate Program may 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.

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. Apr 20, 09:00-16:30 - IEC

1 day - Fr. Sep 21, 09:00-16:30 - IEC

Finding Time for Results (100320)

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

- Analyzing your day
- Setting goals and priorities
- Delegating
- Creating productive meetings
- Handling interruptions
- Understanding your self-motivation to complete your day and projects. (Cuzzetto) \$150

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

Hiring the Right Person (100309)

Interviewing and selecting the best candidates for hire can be a difficult and time-consuming task. Employee turnover, costly hiring expenses and the constantly changing job market make the role of an interviewer an important one. This course is designed to enhance the interviewing skills for individuals in any organization. During the course participants will increase their awareness of the role of an interviewer, apply a simple five-step process to prepare for an interview, follow a seven-point system when conducting the interview; and practise and obtain written and verbal feedback on their interviewing skills. Each participant is asked to bring to the course a job description of an open position within his or her organization (if possible). These materials allow for immediate application of new skills. (Lewis) \$165

1 day - Fr. May 4, 09:00-16:30 - IEC

Thinking on Your Feet (100315)

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

1 day - Sa. May 12, 09:00-16:30 - CC

Managing Change (100304)

Change is constant nowadays. Employees are tired of hearing that another change is on the way, especially since they are still adjusting to the last one. Organizations need to consider both the business side of change as well as the human side. This course will help managers learn how to address employees' emotions as they manage the change process. During the course participants will recognize how they personally react to change, come to understand their role in the change process, apply five steps to communicating change to employees, deal with employee resistance, and increase team commitment to change. (Lewis) \$150

1 day - Sa. May 26, 09:00-16:30 - CC

Facilitation Skills for Team Leaders (100311)

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

1 day - Sa. Jun 9, 09:00-16:30 - CC

Performance Management: Goals and Reviews (100308)

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

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

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

Creative Thinking at Work (100316)

People today are being asked to do more with less and to find innovative ways to save money. Creative thinking

is a tool you can use to accomplish both of these. It can help you solve problems, save money and make do with less - all things required in today's business environment. This course covers the fundamentals of creative thinking and its applications. The program is taught using examples, exercises and applications for creative thinking. Topics covered include: what is creative thinking, opening mental locks, soft and hard thinking, the creative process, and challenging the rules. (Dean) \$165

1 day - Fr. Jun 22, 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. Sep 29, 09:00-16:30 - CC

Building a Productive Team (100319)

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

- Understand the importance of team building
 - Identify the characteristics of an effective team
 - Apply measures and techniques to build synergy in the workplace
 - Use skills to identify and resolve key team concerns
- The net result? Increased work productivity, improved work quality and enhanced team morale. (Lewis) \$165

1 day - Fr. Oct 12, 09:00-16:30 - IEC

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 completion of 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 managing the job done. (Stene) \$150

1 day - Sa. Oct 27, 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. Nov 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. 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) \$150
1 day - Sa. Dec 1, 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. Dec 8, 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.

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 six Coaching courses from the list below may apply for the Associate Certificate in Leadership Coaching. In addition, up to two Coaching courses can serve as elective credits towards the Leadership Certificate Program.

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:

- The Coach's Toolkit (100327)
- Coaching for High Performance (100323)
- Coaching: Bridging the Motivation Gap (100324)
- Coaching: Skill Coaching (100325)
- Coaching: Taking your Leadership Coaching to the Next Level (100326)
- Team Coaching (100328)

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. Apr 20, 09:00-16:30 - IEC
1 day - Fr. Sep 21, 09:00-16:30 - IEC

The Coach's Toolkit (100327)

This course focuses on tools and skills that are the building blocks of leadership coaching. Each tool and skill will be demonstrated and then practised in short exercises involving coaching situations. Specific tools and skills will include: creating the coaching environment, building support in the workplace and a selection of practical resources to support the coaching partnership. (Hannah/Lewis) \$165
1 day - Fr. Jun 1, 09:00-15:00 - IEC

Taking Your Leadership Coaching to the Next Level (100326)

Prerequisites: three Leadership Coaching courses. 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/Lewis) \$150
1 day - Sa. Jun 9, 09:00-16:30 - CC

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. 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. Oct 13, 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. Oct 26, 09:00-16:30 - CC

Team Coaching (100328)

Will be available Winter 2002 term

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 percent 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 with withdrawals received at less than 48 hours notice.

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, April 4, 17:30, City Centre Campus, Room 240

Program Structure

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

We can provide you with the 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:

- Litigation Certificate
- Conveyancing Certificate
- Corporate and Commercial Certificate
- 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.

Commercial Litigation (104814)

Learn to manage a commercial litigation file, the usual complications and additional steps required. (Barbour) \$240
8 eve - Tu. Apr 10, 18:0-21:00 - CC

Advanced Corporate Administration (104822)

Learn to do corporate alterations, roll-overs, amendments, changes in share structure, amalgamations, continuations, extra-provincial registrations and federal incorporation. Includes New Company Act. (Cofman) \$240
8 eve - Tu. Apr 17, 18:00-21:00 - CC

Expert Witness Reports I (104887)

Discuss the Evidence Act, Rule 40A and choice, language, content, and service requirements of reports by experts in personal injury case. (Case) \$60
1 eve - Th. Apr 19, 18:00-21:00 - CC

Bills of Costs and Assessments Before the Registrar 104886

Examines the documents, procedures and back-up cases used for preparation, review and assessment of a Bill of Costs. (Barzo) \$80
1 mng - Sa. Apr 21, 09:30-13:30 - CC

Contracts (104820)

An introduction to contract law, including formation, capacity, breach and remedies. (Wellman) \$170
6 eve - Mo. Apr 23, 18:00-21:00 - CC

Estate Administration (104881)

Examines the process and documents for Probate and Administration applications, types of grants, asset gathering and distribution, and resealing. (Rodiuk) \$240
6 eve - Mo. Apr 23, 18:00-21:00 - CC

Commercial Conveyances (104808)

Covers commercial conveyancing matters, special issues in commercial conveyances, commercial sales,

subdivisions and commercial leases. (Baylis) \$240
8 eve - We. Apr 25, 18:00-21:00 - CC

Expert Witness Reports II (104890)

Continuing from Expert Witness Reports I, this course covers how to assess various experts' reports from both the plaintiff and defence perspectives; how to recognize when an expert has become an advocate; when rebuttal evidence is required. (Case) \$60
1 eve - Th. Apr 26, 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. (Dattilo) \$170
6 eve - Tu. May 1, 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. (Dean) \$130
4 eve - Mo. May 7, 18:00-21:00 - CC

Canadian Legal Process (104816)

An introduction to Canada's legal system, legal institutions, and basic legal principles. Examines the sources of law and the structure of the court system. (Wellman) \$110
4 eve - We. May 16, 18:00-21:00 - CC

Family Law Precedents and Procedure (104856)

Covers Provincial and Supreme Court documents and relevant procedures in bringing issues of custody, access, maintenance and property to resolution using the legal system. (Harasym) \$240
6 eve - Tu. May 15, 18:00-21:00 - CC

Interviewing for Legal Assistants (104870)

Learn skills and techniques for client and witness interviews. Class discussion and role playing interviews. (Case) \$240
4 eve - Th. May 31, 18:00-21:00 - CC

Securities (104874)

Covers securities law and practice in corporate administration, filing requirements, CDNX listings, due diligence, BCSC policies, public financing and related matters. (Insley/Anderson) \$180
4 eve - We. Jun 6, 18:00-21:00 - CC

What's New in Personal Injury Practice (104885)

Covers recent changes in practice and procedures. Includes new Rule 51A. (Windwick) \$60
1 eve - Th. Jun 20, 18:00-21:00 - CC

Practicum I (104824)

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

Practicum II (104888)

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

Directed Study (104880)

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

Register by arrangement with instructor and program advisor.

Available September 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)

Available January 2002

Legal Research (104817)
Chambers Practice (104812)
Property Law (104811)
Personal Property Security (104855)
Commercial Transactions (104806)
Family Law Procedures and Precedents (104856)
Will and Estate Planning (104877)
Small Claims Practice (104865)
Mortgages (104809)
Legal Communications (104818)
Torts (104819)
Contracts (104820)

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)
Real Estate Litigation (104890)
Administrative Law (104876)

Mediation

Mediation: Alternate Dispute Resolution (104521)

Participants will gain an understanding of the process of mediation and how it may help in both business and personal relationships. This session focuses on alternate ways for resolving disputes to avoid going through the courts or grievance procedures. Join us for a session on win/win solutions. (Sharp) \$135
1 day - Fr. May 11, 09:00-15:00 - IEC

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:
- 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. Sep 25, 18:30-21:30 - CC

Group Skills - Part II (100116)

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

8 eve - Tu. Apr 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. (Stene Murphy) \$310

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

Office Administration

Office Administration Certificate Program

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

Information Session: Tuesday, April 10, 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.

Challenge exam available for Electronic Office (104502)
Exemptions permitted for Keyboarding (104404) or (104402)

Specialization Courses

Option 1 Administration and Supervision

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

- Records Management I (104509) - 30 hours
- Effective Oral Communication (104546) - 18 hours
- Any elective course/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)

For small business owners and payroll personnel who wish to learn how to prepare hourly, salaried and commission payroll. Learn payroll law, record maintenance, pay cheque and statement preparation, T4 preparation, and how current source deduction rules affect payroll preparation. WCB, Revenue Canada Taxation, Records of Employment and Stats Canada reporting are covered, as well as Employment Standards. (Kaye) \$160

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

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

Introduction to Bookkeeping (104511)

This introductory course will deal with the procedures that make up the accounting cycle for a service business. You will be introduced to transactions, journals, general ledgers, trial balanced, as well as preparing simple financial statements. The text/kit is Accounting Fundamentals, Fifth Edition, Hoffman Pacy Flashner, This text should be purchased from City Centre Bookstore before the first class. 24 hours (Huston) \$165

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

Administration and Supervision Supervisory/Management and Decision Making (104507)

This course will focus on the techniques and skills required to manage effectively within today's organization. Topics covered include communication, decision making and leadership skills, all vital skills for an effective supervisor/manager. Textbook: Management, to be purchased from the City Centre Bookstore prior to class. 24 hours (Dean) \$155

8 eve - Mo. Apr 23, 18:30-21:30 - CC

Vision, Values and Corporate Integrity (104522)

One of the greatest investments a company can make is to clearly define its core purpose and core values. By taking this important step, you move solidly in the direction of greater organizational cohesion, improved motivation and stronger alignment. This workshop is an opportunity to define your company's or department's core purpose and values. The workshop will integrate some of the key concepts from leaders in the organization effectiveness field including Stephen Covey and Peter Senge. (Dean) \$135

1 day - Fr. Apr 27, 09:00-15:30 - IEC

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

Available January 2002 term



Business English Package

Business English Skills Package (104419)

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

- 1. Grammar Review for Productive Business Writing (104407)
- 2. Building a Powerful Vocabulary
- 3. Writing Dynamic Business Letters
- 4. Effective Memo and Report Writing

Grammar Review for Productive Business Writing (104407)

Review points of grammar and basic sentence structure. Bring your questions and concerns to share in this workshop. 6 hours (Rogers) \$80

2 eve - We. Apr 25, May 2, 18:30-21:30 - CC
1 day - Sa. Apr 28, 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. May 9/16, 18:30-21:30 - CC
1 day - Sa. May 12, 09:30-15:30 - CC

Writing Dynamic Business Letters (104406)

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

2 eve - We. May 23/30, 18:30-21:30 - CC
1 day - Sa. May 26, 09:30-15:30 - CC

Effective Memo and Report Writing (104414)

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

2 eve - We. Jun 6/13, 18:30-21:30 - CC
1 day - Sa. Jun 9, 09:30-15:30 - CC

Note



Business English Skills Test (104539)

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

Sa. Jun 16, 09:30 - CC
We. Jun 20, 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. Sep 24, 18:30-21:30 - CC

Communication/Work Skills

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 - Mo. Sep 24, 18:30-21:30 - CC

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 saving of \$30.

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

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 Murphy) \$95

1 day - Sa. Oct 20, 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 Murphy) \$95

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

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 Murphy) \$95

1 day - Sa. Nov 24, 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 Murphy) \$95

1 day - Sa. Dec 8, 09:30-15:30 - CC

Working with Difficult People (104570)

This course is designed to foster teamwork and cooperation in your organization. Learn who are the difficult people in your life and why. Discuss the cast of characters and problems involved. Find solutions and learn how to overcome attitude problems. 6 hours (Dean) \$80

1 day - Sa. May 5, 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 on computers with a keyboarding text and exciting Windows software. Textbook: College Keyboarding to be purchased at City Centre bookstore prior to first session. 18 hours. (Wong) \$110

6 eve - Mo. Apr 23, 18:30-21:30 - CC

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

Keyboarding for Speed Building (104402)

This course is designed to help students increase speed and accuracy on the computer. Each session consist of skill building exercises and timings. Textbook: College Keyboarding to be purchased at City Centre Bookstore prior to first session. 18 hours (Wong) \$125

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

6 eve - Tu/Th. Jun 12, 18:30-21:30 - CC

Medical Office Billing - Computerized (104520)

For description, see Medical, this page.

Legal Package**Introductory Legal Office Program Package (104425)**

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

1. Introduction to the Legal Office Program
2. Civil Litigation
3. Corporate
4. Family Law
5. Conveyancing

Introduction to the Legal Office Program (104426)

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

(Komorowska) \$45

1 eve - Tu. Sep 25, 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 (Seddon) \$85

3 eve - Th. Sep 27, 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. Oct 2, 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. Oct 18, 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. Oct 23, 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. Nov 13, 18:30-21:30 - CC

Legal - Non-Package Courses**Legal Terminology (104530)**

This course covers the rules of legal language and terminology unique to each area of law. This course consists of mini-workshops to familiarize students with the main areas of law. Handouts included. Please bring a dictionary. 9 hours (Seddon) \$105

3 eve - We. Oct 3, 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 2002. 15 hours (Szabo) \$125

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

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 2002. 15 hours (Seddon) \$125

5 eve - Th. Apr 26, 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 2002. 15 hours (Komorowska) \$125

3 day - Sa. Apr 28, 09:30-15:30 - CC

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. Apr 25, 18:30-21:30 - CC

Legal Ethics and Confidentiality (104532)

This program will cover legal ethics as they apply to support staff in the various areas of law. Using case studies reviewed by the Bar Association, how the ethics of the profession bind you will be discussed. Emphasis will be placed on the importance of confidentiality. 9 hours (Dean) \$105

3 eve - We. Oct 31, 18:30-21:30 - CC

Wills and Estates (104430)

Learn the importance of having a will, taking client instructions and setting up simple wills. The course will guide you through the necessary steps and legal forms leading to Grant of Letters, probate and Letters of

Administration. 12 hours (Komorowska) \$120

2 day - Sa. Nov 24/Dec 1, 09:30-16:30 - CC

Medical**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. Apr 24, 18:30-21:30 - 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

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. Apr 26, 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 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 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 and computer diskette. Textbook to be purchased from bookstore prior to first class. (Wong) \$145

6 eve - We. Sep 26, 18:30-21:30 - CC

Records Management**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 - We. Apr 25, 18:30-21:30 - CC

Records Management I (104509)

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

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

Records Management - Advanced (104556)

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

Available January 2002 term

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

Project Management

Program Coordinator: Brian Pink, 443-8388

Information: Pat Cooper, 443-8428 pcooper@vcc.bc.ca

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

Fundamentals of Project Management (100168)

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

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

Registry Officer Development Program

Program Coordinator: Anne Tollstam, 443-8668

Program Advisor: Katherine Wellman, 443-8649

Program Assistant: Paul Sekhon, 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 - 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, a total of \$395 for all five courses for a saving of \$100. Participants attending all five courses will receive a Statement of Completion. \$395

How to Start a Business (106039)

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

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

Identifying and Marketing Business Opportunities (106040)

Tuesday - Finding Business Opportunities

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

Thursday - Marketing and Advertising



Business, Career & Law / Computers

11

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

Week 2 - Tu/Th. May 8, 19:00-22:00 - CC

Bookkeeping from Start to Finish (106042)
This course will explain in easy to understand terms the five basic steps of bookkeeping, from recording the transactions to producing financial statements. (Vonas) \$105

Week 3 - Tu/Th. May 15, 19:00-22:00 - CC

Financial Statements - Forecasting and a Cash Budget (106043)

Tuesday - Understanding Financial Statements
Making the right decisions depends on your knowledge of financial statements. This course teaches you how to read them and what needs to be controlled.
Thursday - Forecasting and Cash Budgeting
Preparing a realistic forecast and using it as a basis for your budget to measure how well the business is doing and keeping it in line. (Vonas) Both parts \$105

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

Financing and Business Strategy (106041)
Tuesday - How to Win Funds and Influence Your Banker
Communication is a two-way street: from your banker and to your banker. Learn how to present yourself and your request for operating credit and term loans. Understand the criteria lenders use in making decisions on loans.

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

Week 5 - Tu/Th. May 29, 19:00-22:00 - CC

Competitive Intelligence (106121)
Competitive Intelligence is the leading-edge tool for success in today's business market. By applying this process your company will be successful in either gaining valuable operational information on competitors or protecting your company's business secrets.

Now Your Business Will Benefit from Competitive Intelligence

Learn the many ways of creating, collecting and analyzing information; disseminating competitive intelligence and engaging decision-makers in a productive dialogue that creates organizational advantage.

Cloaking - The Process of Protecting Sensitive Competitive Information

What is cloaking and how will it protect your business? This segment examines the many ways of limiting the amount of sensitive information available to those outside the company and slow the progress of competitive intelligence directed against your company. (Vonas) \$130

1 day - Tu. May 15, 09:00-16:00 - IEC

Managing Business Growth (106124)
This intensive course will give you the skills and resources to objectively analyze all your business activities and follow through with a viable plan for renewal and financial success. Through the application of real case studies and hands-on analysis, you will develop evaluation tools to be applied to real business situations, and an understanding of the critical control points of a profit-generating plan. Specific evaluation tools cover the five critical areas of your business that impact your bottom line: management, operations, cost controls, finance and marketing. This program is intended for owners, managers or decision-makers of a small-to-medium-sized business. The instructor will assume that all participants are experienced in business operations. (Vonas) \$495

5 day - Th. May 17, 09:00-16:00 - IEC

Consulting as a Career Option (106113)
A step-by-step program for the beginning or potential consultant. This program will provide essential information and practical guidelines in starting, promoting and developing a successful and profitable consulting business. (Vonas) \$225

3 day - Mo. May 28, 09:00-16:00 - IEC

Please see also courses under Leadership Skills and Management Skills, pages 7 and 9.

Worksafe Education

Program Coordinator, 443-8674

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

Offered September 2001 term

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

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

1 day - We. May 23, 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 - Fr. May 25, 09:00-17:00 - CC

Supervisor Safety Management (201084)

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

1 day - Th. May 24, 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 15 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 - Mishele Mathern or Pat Austin (261-2806), e-mail: mmathern@vccoaklab.com

What do you wish to learn?

An Introduction to Computers

Courses available are listed on page 11 & 15

How to Operate a Specific Software Program

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

Internet and Web Publishing

Courses are available on page 14

Desktop Publishing

Courses available are listed on page 15

Networking and LAN Management

Courses available are listed on page 14

Programming

Courses available are listed on page 15

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 - Sa. Apr 7, 09:00-17:00 - Oak

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

1 day - Sa. May 26, 09:00-17:00 - Oak

1 day - Tu. Jun 19, 09:00-17:00 - Oak

1 day - Tu. Jul 17, 09:00-17:00 - Oak

1 day - Th. Aug 16, 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 - Tu. Mar 27, 09:00-17:00 - Oak

1 day - Su. Apr 8, 09:00-17:00 - Oak

1 day - Mo. May 14, 09:00-17:00 - Oak

1 day - Su. May 27, 09:00-17:00 - Oak

1 day - Mo. Jun 11, 09:00-17:00 - Oak

1 day - We. Jun 27, 09:00-17:00 - Oak

1 day - We. Jul 11, 09:00-17:00 - Oak

1 day - Sa. Jul 21, 09:00-17:00 - Oak

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

1 day - Sa. Aug 25, 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. Apr 24, 09:00-17:00 - Oak

1 day - Sa. Jun 2, 09:00-17:00 - Oak

1 day - Th. Aug 9, 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)

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. Apr 21, 09:00-17:00 - Oak

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

1 day - Mo. Jun 4, 09:00-17:00 - Oak

1 day - Th. Aug 9, 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 - Tu. Apr 24, 09:00-17:00 - Oak

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

1 day - Fr. Jun 8, 09:00-17:00 - Oak

1 day - Mo. Aug 13, 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 - Th. May 3, 09:00-17:00 - Oak

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

1 day - Tu. Jun 12, 09:00-17:00 - Oak

1 day - Mo. Aug 20, 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 - We. May 9, 09:00-17:00 - Oak

1 day - Sa. Jun 2, 09:00-17:00 - Oak

1 day - Th. Jun 14, 09:00-17:00 - Oak

1 day - We. Aug 22, 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 - We. May 16, 09:00-17:00 - Oak

1 day - We. Jun 13, 09:00-17:00 - Oak

1 day - We. Aug 15, 09:00-17:00 - Oak

Intermediate Windows NT Server (101151)

As a continuation of Introduction to Windows NT Networking, this course explores Windows NT skills

...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 workroom for six years. Currently she designs for a private clientele here in Vancouver and teaches seminars on couture and pattern design locally and in Europe.

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

Kim Bothen has been a professional costumer for over 20 years in both theatre and film productions. Having studied at The Theatre School at Ryerson Polytechnical Institute, show credits include productions by The Vancouver Playhouse; The Arts Club; Live Entertainment Showboat; Ragtime; and the Stratford Festival. Recent film industry credits include Beautiful Joe; The Sixth Day; The Voyage of the Unicorn; and Snow White.

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, AA Fashion Merchandising, BS Business Administration/Fashion Marketing and MBA, has worked in Los Angeles and Vancouver. Currently, she is a part-time business instructor at UCFV and University of Phoenix.

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.

Erin Coughlin is currently a member of CPFD (Canadian Professional Floral Designers) and working as a manager of a floral company. She has been in the industry for ten years and has participated in a variety of shows including Floral Daze, and Rocky Pollitz, Here Comes the Brides design show. She spent some time in Holland working and designing for the Aasler Auction.

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.

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.

Brigitte Kirmis 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 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.

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.

Misa Nikolic is a graduate from the Alberta College of Art and Design, and has recently completed his MFA at the University of British Columbia. Acting both as graphic designer and art director, Misa has had the opportunity to work in print, web based and DVD design. Currently, he specializes in producing print material for the visual arts community.

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

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

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

John Louis Raath has been in the diamond industry for 32 years with extensive training at one of the largest diamond polishing factories in South Africa. He studied diamond polishing for five years before being promoted to learn rough diamond grading, marking and quality control. He started his own company over 20 years ago, trading in rough and polished diamonds.

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

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

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

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

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.

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

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

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.

Steve Toews is a graduate of Vancouver Community College's Digital Graphic Design Program and specializes in marketing and graphic design management for new media projects. With a diverse background in Macromedia Flash, Director and web programming languages, Steve is well versed in producing dynamic projects for youth markets for both on-line and kiosk distribution.

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 Woodbum 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 six 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 16 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 20 years' experience as a legal assistant in plaintiff and defence areas of civil litigation.

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.

Maurizio Dattilo, LLB, is a graduate student at UBC and crown counsel.

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.

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, an MBA in managerial and organizational leadership, and is a certified professional coach. She designs and conducts training and follow-up coaching for leaders, teams and coaches. Her industry experience includes positions in both operations and corporate services.

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.

Barbara Insley, LLB, has practised securities and corporate law as both issuer's and underwriter's counsel and is a corporate financial analyst and in-house counsel at the Canadian Venture Exchange.

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

Gabrielle Komorowska has over 20 years' experience as a legal assistant.

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

Barbara Kyle is a small business consultant. She has written and delivered a variety of courses in numerous small business programs.

Jenny Lewis is the president of Lewco Performance-Based Solutions, which specializes in the training and development of management skills, selling in a service environment and customer service skills. Prior to founding Lewis Consulting, Jenny was responsible for management training and development at Royal Trust.

Don Mainland, BA, LLB, supervises corporate services for a major law firm.

Susan Mogan is a senior product manager for Telus Communications, responsible for the development and implementation of public access Internet terminals throughout B.C. and Alberta. She was previously manager of International Marketing for Stentor Resource Centre Inc. Susan is a Project Management Institute graduate and holds an MA in education from UBC.

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

Linda Parsons, LLB, is a partner of Davis and Co. and practices corporate and commercial law. She heads the firm's Corporate Services Department.

Dian Patterson is a True Colors(tm) Trainer, Level Two. Dian has been in the hospitality and training arena for ten years. She just recently left her co-manager position at Pride Centre to join Destinations recruiting team as an employment coordinator.

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, an experienced legal assistant currently attending UBC..

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.

Robyn Seddon is a legal assistant, currently working in a law office in Vancouver.

Barbara Sharp, currently the Mayor of the City of North Vancouver, has over 20 years' experience in labour relations with the past eight years working directly as a professional mediator.

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

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.

Karen Kline, RN, MScN, is a 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.

Carolyn Knill, RN, MSN, is the clinical nurse specialist at Canuck Place Children's Hospice. Carolyn has extensive experience in the clinical, educational, and program planning aspect of palliative care.

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.

Laurel Magri, RN, BSN, has 11 years' experience in post anesthesia nursing and critical care at Vancouver General Hospital. She is a preceptor for nurses, nursing students and paramedics in critical care and peri-anesthesia care.

Maribeth Mainer, RN, BSN, has extensive experience

as a clinical educator, providing workshops for nurses working in various clinical settings including acute and long term care. She currently works at Burnaby Hospital's cardiac step-down unit.

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.

Caroline Murphy, RN, BSN, is a registered massage therapist, graduating from the West Coast College of Massage Therapy in 1997. Caroline has a private massage therapy practice and also teaches at the West Coast College.

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.

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 Safyan, 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.

Jill Schroder, BA, AMIC, has developed, coached and presented sessions in conflict resolution, mediation and negotiation, assertiveness and communication skills for diverse groups including the Justice Institute of B.C.

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

Beverly Spring, BA, MD, is the Medical Director of the Vancouver Home Hospice Program and a physician in the Palliative Care Program at Vancouver General Hospital. She has extensive experience in providing and teaching palliative care.

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 CTIC 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.

Lorraine Gerard, Director, Support Services Association of Neighbourhood Houses of Greater Vancouver.

Daniel Legault, CFRE, Director of Annual Programs, Corporate and Community: BC Children's Hospital 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

Clay Connolly is the president of a consulting company. His specialty is providing training services in telecommunications and computer fields.

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 with Bell Intrigna and brings many years of voice and data experience to the classroom.

Ian McNee is an account manager with Williams Communications Canada Inc. He has 27 years of varied experience in the telecommunications industry.

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

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

Teaching English to Speakers of Other Languages

Chris Clark, BA, 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.



...continued from page 11

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

1 day - Tu. May 22, 09:00-17:00 - Oak

Advanced Windows NT Server (101152)
This course builds on concepts and skills from Intermediate Windows NT Server. Understand how built-in groups and rights manage administrative control. Create and manage custom groups. Understand and use policies to customize security requirements. Understand and manage NTFS file and directory permissions. Create shares and control share permissions. Intermediate Windows NT Server (101151) is the recommended prerequisite. \$190

1 day - Th. May 24, 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 - Th. May 31, 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 - Fr. Mar 23, 09:00-17:00 - Oak

1 day - Mo. Apr 9, 09:00-17:00 - Oak

1 day - Su. Apr 29, 09:00-17:00 - Oak

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

1 day - We. Jun 6, 09:00-17:00 - Oak

1 day - Su. Jun 24, 09:00-17:00 - Oak

1 day - Th. Jul 12, 09:00-17:00 - Oak

1 day - Mo. Aug 13, 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 onto more advanced topics. Improve your search strategies. Find different places to search. Learn to find and download free software on the Internet such as helper applications for your Web browser, anti-virus software and specialty software. Experience with the Internet is a prerequisite; Introduction to the Internet (101141) is strongly recommended. \$190

1 day - Fr. Mar 30, 09:00-17:00 - Oak

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

1 day - Th. Jun 21, 09:00-17:00 - Oak

1 day - Th. Jul 19, 09:00-17:00 - Oak

1 day - Fr. Aug 24, 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 - Su. Apr 1, 09:00-17:00 - Oak

1 day - We. Apr 18, 09:00-17:00 - Oak

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

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

1 day - We. Jun 13, 09:00-17:00 - Oak

1 day - Mo. Jul 16, 09:00-17:00 - Oak

1 day - Sa. Aug 11, 09:00-17:00 - Oak

1 day - Mo. Aug 20, 09:00-17:00 - Oak

Intermediate Web Publishing (101156)
This course is designed for those who know the basics of HTML, can create basic Web pages, and want to take their work to a higher level. Learn how to use tables and frames to control page layout. Add forms to your Web site so users will be able to submit their comments. Learn to create image maps. Register and promote your Web site for maximum exposure. Experience with publishing Web pages is essential. Introduction to Publishing Web Pages (101143) is recommended. \$190

1 day - Mo. Mar 26, 09:00-17:00 - Oak

1 day - Mo. Apr 23, 09:00-17:00 - Oak

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

1 day - Su. Jun 3, 09:00-17:00 - Oak

1 day - Tu. Jun 26, 09:00-17:00 - Oak

1 day - Fr. Jul 20, 09:00-17:00 - Oak

1 day - Sa. Aug 25, 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 (101156) is strongly recommended as a prerequisite. \$190

1 day - Sa. Mar 31, 09:00-17:00 - Oak

1 day - Mo. Apr 30, 09:00-17:00 - Oak

1 day - Tu. May 29, 09:00-17:00 - Oak

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

1 day - Mo. Jul 23, 09:00-17:00 - Oak

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

1 day - Sa. May 12, 09:00-17:00 - Oak

1 day - Fr. Jun 15, 09:00-17:00 - Oak

1 day - Tu. Aug 14, 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 - Sa. Mar 24, 09:00-17:00 - Oak

1 day - Tu. Apr 10, 09:00-17:00 - Oak

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

1 day - Fr. Jun 1, 09:00-17:00 - Oak

1 day - Mo. Jul 9, 09:00-17:00 - Oak

1 day - Fr. Aug 10, 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 - Th. Apr 19, 09:00-17:00 - Oak

1 day - Mo. Jun 4, 09:00-17:00 - Oak

1 day - Sa. Jul 7, 09:00-17:00 - Oak

Intermediate FrontPage (101160)
This course is designed for those who understand the basics of FrontPage, can create basic Webs, and want to take their work to a higher level. Intermediate topics include how to use tables, frames, and forms. Add animations, hover buttons, banner ads, other graphics, and sound to liven up your Web pages. Explore hit counters and image maps. Learn how to register and promote your Web site for maximum exposure. Experience with FrontPage is essential. Introduction to FrontPage (101159) is recommended. \$190

1 day - Mo. May 7, 09:00-17:00 - Oak

1 day - Mo. Jun 11, 09:00-17:00 - Oak

1 day - Sa. Jul 14, 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 - Th. Apr 12, 09:00-17:00 - Oak

1 day - Th. May 10, 09:00-17:00 - Oak

1 day - Th. Jun 7, 09:00-17:00 - Oak

1 day - Sa. Jun 23, 09:00-17:00 - Oak

1 day - We. Jul 18, 09:00-17:00 - Oak

1 day - Sa. Aug 11, 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 - We. Apr 25, 09:00-17:00 - Oak

1 day - We. May 30, 09:00-17:00 - Oak

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

1 day - Sa. Jun 9, 09:00-17:00 - Oak

1 day - We. Aug 15, 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 - Tu. May 8, 09:00-17:00 - Oak

1 day - Sa. Jun 16, 09:00-17:00 - Oak

1 day - We. Aug 22, 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 - We. Apr 4, 09:00-17:00 - Oak

1 day - Su. Apr 22, 09:00-17:00 - Oak

1 day - Th. May 10, 09:00-17:00 - Oak

1 day - We. May 30, 09:00-17:00 - Oak

1 day - Mo. Jun 18, 09:00-17:00 - Oak

1 day - Th. Jul 19, 09:00-17:00 - Oak

1 day - We. Aug 15, 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 - Sa. Mar 24, 09:00-17:00 - Oak

1 day - We. Apr 11, 09:00-17:00 - Oak

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

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

1 day - Fr. Aug 17, 09:00-17:00 - Oak

Advanced Excel (100799)
Understand and use Excel’s built-in database features to manage lists. Use forms for data-entry. Filter or copy records based on one or more search conditions. Analyze data with database functions and pivot tables. Sort records for easier access and more. Experience with Excel is essential; Intermediate Excel (100798) is

recommended. \$190

1 day - Sa. Mar 31, 09:00-17:00 - Oak

1 day - We. Apr 18, 09:00-17:00 - Oak

1 day - Fr. May 18, 09:00-17:00 - Oak

1 day - Mo. Jun 25, 09:00-17:00 - Oak

1 day - Tu. Aug 21, 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 - Th. May 3, 09:00-17:00 - Oak

1 day - Fr. Jun 1, 09:00-17:00 - Oak

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

Computer Accounting

ACCPAC for Windows - General Ledger (101170)
Learn how to use ACCPAC for Windows General Ledger to set up a general ledger system. Understand and use System Manager functions. Set GL options, create and enter codes, and enter the chart of accounts. Students will learn how to make journal entries, post transactions to the GL, create recurring entries, and print out financial reports. Knowledge of accounting principles and experience in Windows are prerequisites. \$190

1 day - Fr. Apr 6, 09:00-17:00 - Oak

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

1 day - Sa. Jul 7, 09:00-17:00 - Oak

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

ACCPAC for Windows - Accounts Receivable (101171)
Learn how to set up Accounts Receivable in ACCPAC for Windows. Create the A/R Company Profile, establish Account Sets, define billing cycles, receipt types and payment terms. Create and manage Customers and Customer Groups. Enter recurring charges and customer balances. Perform Invoice and Receipt processing. Process recurring and interest charges. Post A/R transactions to the General Ledger. Experience in ACCPAC for Windows General Ledger is essential. Introduction to ACCPAC for Windows - General Ledger (101170) is recommended. \$190

1 day - Fr. Mar 23, 09:00-17:00 - Oak

1 day - Fr. Apr 27, 09:00-17:00 - Oak

1 day - Su. Jun 24, 09:00-17:00 - Oak

1 day - Sa. Jul 21, 09:00-17:00 - Oak

ACCPAC for Windows - Accounts Payable (101172)
Learn how to set up Accounts Payable in ACCPAC for Windows. Create the A/P Company Profile, establish Account Sets, distribution information, and payment terms. Create and manage Vendors, Vendor Groups, Remit-To locations, and Payment Selection codes. Perform Daily and Periodic processing, enter prepayments and manual cheques, and post A/P transactions to the General Ledger. Experience in ACCPAC for Windows General Ledger is essential. Introduction to ACCPAC for Windows - General Ledger (101170) is recommended. \$190

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

1 day - Fr. Apr 20, 09:00-17:00 - Oak

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

1 day - Sa. Jul 14, 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 - Sa. Apr 14, 09:00-17:00 - Oak

1 day - Fr. May 18, 09:00-17:00 - Oak

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

1 day - Fr. Jul 6, 09:00-17:00 - Oak

1 day - Su. Aug 12, 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.

1 day - Su. Apr 22, 09:00-17:00 - Oak

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

1 day - Fr. Jul 13, 09:00-17:00 - Oak

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

Desktop Publishing

Windows Environment

Introduction to PowerPoint (101137)
PowerPoint combines desktop publishing capabilities

and graphic design management with tools to organize your work into professional presentations. Use PowerPoint to organize your presentation order and style. Create handouts, outlines, presentations, slides, overheads, and on-screen presentations. Previous computer experience with other Windows programs and familiarity with a mouse is required. Introduction to Windows (101138) is strongly recommended as a prerequisite. \$190

1 day - Fr. Apr 20, 09:00-17:00 - Oak
1 day - We. May 16, 09:00-17:00 - Oak
1 day - Su. Jun 10, 09:00-17:00 - Oak
1 day - Fr. Jun 22, 09:00-17:00 - Oak
1 day - Fr. Jul 13, 09:00-17:00 - Oak
1 day - Sa. Aug 18, 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 - Fr. Apr 27, 09:00-17:00 - Oak
1 day - Mo. May 28, 09:00-17:00 - Oak
1 day - Sa. Jun 23, 09:00-17:00 - Oak
1 day - Fr. Jul 20, 09:00-17:00 - Oak
1 day - We. Aug 22, 09:00-17:00 - Oak

Intermediate PageMaker Desktop Publishing (100766)

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

1 day - Th. Mar 29, 09:00-17:00 - Oak
1 day - Fr. May 4, 09:00-17:00 - Oak
1 day - We. Jun 6, 09:00-17:00 - Oak
1 day - Mo. Aug 27, 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 - Su. Mar 25, 09:00-17:00 - Oak
1 day - Th. Apr 19, 09:00-17:00 - Oak
1 day - We. May 9, 09:00-17:00 - Oak
1 day - Fr. Jun 8, 09:00-17:00 - Oak
1 day - Tu. Jul 10, 09:00-17:00 - Oak
1 day - Th. Aug 23, 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 - Th. Apr 5, 09:00-17:00 - Oak
1 day - Tu. May 29, 09:00-17:00 - Oak
1 day - Mo. Jul 16, 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 - Tu. Apr 10, 09:00-17:00 - Oak
1 day - Tu. Jun 12, 09:00-17:00 - Oak

For other desktop publishing courses see ELECTRONIC PUBLISHING, page ____

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. Apr 17, 09:00-17:00 - Oak
1 day - Sa. Apr 28, 09:00-17:00 - Oak
1 day - Mo. May 7, 09:00-17:00 - Oak
1 day - Fr. May 25, 09:00-17:00 - Oak
1 day - Su. Jun 3, 09:00-17:00 - Oak

1 day - Fr. Jun 15, 09:00-17:00 - Oak
1 day - We. Aug 8, 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 - We. Apr 25, 09:00-17:00 - Oak
1 day - Sa. May 12, 09:00-17:00 - Oak
1 day - Tu. Jun 5, 09:00-17:00 - Oak
1 day - Fr. Aug 10, 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. May 1, 09:00-17:00 - Oak
1 day - Sa. May 26, 09:00-17:00 - Oak
1 day - Th. Jun 7, 09:00-17:00 - Oak
1 day - Tu. Aug 14, 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 - Tu. May 8, 09:00-17:00 - Oak
1 day - Sa. Jun 9, 09:00-17:00 - Oak
1 day - Th. Aug 16, 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 - Tu. May 15, 09:00-17:00 - Oak
1 day - Sa. Jun 16, 09:00-17:00 - Oak
1 day - Sa. Aug 18, 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 - Th. Apr 26, 09:00-17:00 - Oak
1 day - Th. May 17, 09:00-17:00 - Oak
1 day - Th. Jun 14, 09:00-17:00 - Oak
1 day - Fr. Aug 17, 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. Apr 21, 09:00-17:00 - Oak
1 day - Th. May 24, 09:00-17:00 - Oak
1 day - We. Aug 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. Apr 28, 09:00-17:00 - Oak
1 day - Th. May 31, 09:00-17:00 - Oak
1 day - Tu. Aug 21, 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. May 5, 09:00-17:00 - Oak
1 day - Tu. Jun 5, 09:00-17:00 - Oak
1 day - Th. Aug 23, 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 success in virtually every career. Because keyboarding is a skill, to be successful you must apply proper techniques and meaningful practice in each class. Textbook to be purchased at City Centre Bookstore prior to first session. (Wong) \$110

6 eve - Mo. Apr 23, 18:30-21:30 - CC
6 mng - Sa. Apr 28, 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. Apr 25, 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. Apr 28, 09:30-13:30 - 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 short-duration courses.

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

2 mng - Sa. Apr 28, 09:30-13:30 - CC
3 eve - Th. Apr 26, 18:00-21:00 - IEC

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

Available September 2001 term

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 an Internet company, commerce security, market counters, registering with Internet search engines and File Transfer Protocol. Every student will have a personal computer. Manual included (\$75 value). Participants must be familiar with the Internet. \$295

3 day - Sa. Apr 28, 09:30-16:00 - 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. Apr 25, 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. (1) 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. (2) Designing a Professional Web Page - Students will further develop their knowledge of page design and layout, graphics (jpg, gif), tools and utilities, tables and frames. On completion of this section, students will have a professional-looking and functioning web page. (3) Programming JAVA into your Web Site - Students will enhance their web page by adding CGI and JAVA scripting features. Topics such as working with CGI, selection lists, programming objects, creating on-line forms, JAVA scripting, variables and data items will be discussed. On completion of this section, students will have an interactive web site that will accept on-line user data and questionnaires. Textbook included. (Barber) \$395

10 eve - Tu. May 8, 18:30-21:30 - CC
10 eve - Th. May 10, 18:30-21:30 - CC

Note

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

Java Programming (100438)

This course provides an introduction to the Java language and explains distributed objects programming. Major topics include: fundamentals of Java computing, concepts of object-oriented development, anatomy of Java classes, messaging mechanisms, proper object construction and initialization, encapsulation, inheritance and polymorphism. Other topics include: program flow, exception handling, event handling and creating end-user interfaces. Recommended prerequisite: knowledge of a programming language. \$325

8 day - Sa. Apr 21, 09:00-14:00 - 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. Apr 26, 18:30-21:30 - CC

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 and 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 are also discussed. Class limited to 14. Tuition includes \$100 discount voucher for certification exams. Textbook included. \$550

12 eve - Tu. Apr 24, 18:30-21:30 - CC
12 eve - Th. May 17, 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

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
Next intake TBA

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. (Brown) \$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 29, 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. Chef jacket required - student must provide. \$350
10 day - Sa. Apr 28, 08:00-13:30 - CC

Technical Drawing

Information: Bill West, 443-8536
Registration: 443-8484

Advanced Steel Detailing (050810)
If you work within the steel fabrication industry and wish to upgrade your knowledge base and skills, call for our part-time (150 hours) evening course.
September 2001 to May 2002

Call 443-8484 to place your name and address on the list of interested students and we will keep you informed of course details.

Professional & Allied Health Care

Registration 443-8484
These courses are for nurses and health professionals, dental personnel, and health care workers. Most of these courses can be used by nurses and other health professionals who are required to provide evidence of continuing competency or continuing education to their professional registration, licensing or certification bodies. Signed, dated Statements of Completion are provided for this purpose.

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

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

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

Clinical Practice
Program Coordinator, 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. May 25, 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. Jun 1, 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. Jun 8, 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. May 26, 08:30-16:30 - KEC
1 day - Sa. Jun 30, 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 - Fr/Sa/Su. Jun 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, heart failure, seizures, hypo- and hyperglycemia, and acute confusion (delirium), and to prioritize your assessment and actions to the presenting problem. (Macfarlane) \$105
1 day - Fr. Jun 15, 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

Heart Failure: Changing Concepts, Changing Care (202315)
This clinically-oriented course is designed for nurses in medical-surgical, palliative, long term and home care settings. Components of heart failure care in adults will be addressed using an assessment/action/advocacy format. To maintain the standard of evidence-based practice, each offering will be based on the most recent clinical practice guidelines for heart failure. Scenarios from clinical settings relevant to participants will be explored. (Mainer) \$105
1 day - Fr. May 25, 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
Offered September 2001 term

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
Offered September 2001 term

Advanced Hospice Nursing (202797)
This course provides registered nurses with up-to-date knowledge and strategies to approach complex situations in palliative care, including pain and symptom management, palliative care emergencies, cultural, ethical and spiritual dimensions, family and staff grief, and hospital-home interaction. Taught by an experienced team of clinical nurse specialist, social worker and family physician from the Hospice Program of the Vancouver-Richmond Health Board, this course is for experienced palliative care or home care nurses, or nurses who have completed the course Palliative Care for Health Professionals (202772). (Spring/Knill) \$105
1 day - Fr. Jun 15, 09:00-16:00 - KEC

Hospice/Palliative Care Certificate Program

Program Coordinator, 443-8673
Program Assistant: Sara Mokaber, 443-8635

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 443-8635 for application.

Courses offered this term:
Psychosocial Caring (202840)
4 day - Apr 6/7/27/28, 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, 2001, 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

Basic 12 Lead ECG (202607)
Introductory level interpretation of 12 lead ECG including axis deviation, right and left bundle branch block, chamber enlargement, ischemia, inferior and anterior MI. Prerequisite 201612, 202603 or equivalent. (Cooper) \$85
1 day - Fr. May 11, 10:00-17:00 - KEC

PAR Certificate Program
For information regarding the Post Anaesthesia Nursing Correspondence course and the PAR Distance Certificate Program, please call the program assistant at 443-8635. For further courses pertinent to Critical Care, see Clinical Practice section.

Gerontology
Medications and Older Adults
Increase your clinical knowledge of safe, effective drug therapy with older adults and how to reduce the risks for adverse reactions or drug-induced delirium. Courses may be taken as a series or individually. Taught by clinical geriatric pharmacist, R. Malyuk, DPharm.

Principles of Medication Use with Older Adults (200718)
1 mng - Fr. Apr 27, 09:00-12:00 - KEC \$50

Medications for Psychological and Neurological Disorders (202777)
2 mng - Fr. May 11/18, 09:00-12:00 - KEC \$105

Medications for Chronic Pain in Older

Adults (202775)

1 mng - Fr. Jun 22, 09:00-12:00 - KEC \$50

Delirium in Older Adults (203610)

Delirium is an emergency and major risk for disability in older adults, especially the cognitively impaired. For nurses in all settings that care for older adults, this vital course will assist you to prevent or assess delirium and obtain prompt action through knowledge of the causes, risk factors, signs, and behavioural changes. You will also gain practical ways to communicate with the delirious older adult and to involve the family in the immediate care. (Shaw) \$55

1 aft - Fr. Apr 27, 13:00-16:00 - KEC

Nursing Assessment of the Older Adult (202784)

This overview course will help you to select and use assessment tools and clinical practice guidelines, assess significant patterns and changes in client's behaviour, identify priority focuses for care and prevention, and choose effective, individualized interventions. (Earthy) \$105

1 day - Fr. Apr 20, 09:00-16:00 - KEC

Clinical Decision-Making and Care Planning in Gerontological Nursing (202793)

Advance your ability to make sound clinical decisions that are based on current nursing knowledge and systematic nursing assessment, and to communicate these decisions effectively using nursing care plans. Participants complete a self-study module, client assessment and care plan (7-10 hours) in preparation for the course. Register by three weeks in advance. (TBA) \$125 (module included)

1 day - Sa. Apr 21, 09:00-16:00 - KEC

Gerontological Nursing II (203606)

Using a theory/research-based approach to clinical practice, this course focuses on psychosocial assessment and intervention for social isolation, delirium, depression, dementia, and behavioural distress. Special focus on the Enablement Approach to assessing and enhancing abilities of cognitively-impaired older adults. Course open to non-certificate applicants. (Kline) \$350

6 day - Fr. May 4/11/18/25, Jun 8/15, 09:00-16:00 - KEC

Pain in Cognitively Impaired Older Adults (202304)

For nurses in acute care, long term care, and home care; you will increase your ability to recognize and reduce pain through up-to-date knowledge on common myths and pain in older adults, age-related changes in signs and symptoms of pain, language cues and behavioural changes that may signal unrelieved pain, and a four-step assessment process. (Shaw) \$55

1 aft - Fr. Jun 22, 12:30-16:30 - 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 - Th. Apr 19, 09:00-16:00 - KEC

Gerontology Certificate Program - Nursing

Program Coordinator, 443-8674

Program Assistant, 443-8672

This progressive, clinically relevant, part-time certificate program will increase nurses competency in the assessment and care of older adults. Completion of courses within this program may be used in preparation for writing the CNA certification exam. Additionally, Vancouver Community College courses may be used as transfer credits to the UBC and UVIC BSN programs, or SFU Gerontology Program. One intake per year. This specialty program is available to RNs, RPNs, BSNs and MSNs working in any community, acute or long term care setting involving older adults. Course open to non-certificate participants on approval of program coordinator. Program currently being revised.

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

Participants must successfully complete:

- Orientation courses comprising three fundamental prerequisite courses that provide nurses with a strong base and facilitates the transition to the core courses and practicum. Based on prior learning assessment/experience, one or more courses may be challenged
- Core and clinical courses that provide nurses with a solid foundation in the specialty of gerontological nursing
- Practicum component which enables nurses to apply classroom learning and refine or expand gerontological nursing skills through field experience in an approved clinical setting
- Elective option

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.

Courses offered this term:

Writing Skills - Preparing Clinically Focused Assignments (202314)

1 day - Th. Apr 19, 09:00-16:00 - KEC \$105

Nursing Assessment of the Older Adult (202784)

1 day - Fr. Apr 20, 09:00-16:00 - KEC \$105

Clinical Decision-Making and Care Planning in Gerontological Nursing (202793)

1 day - Sa. Apr 21, 09:00-16:00 - KEC \$125

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. Feb 6, 18:30-21:30 - KEC

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) \$70

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

Offered January 2002 term

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

Offered September 2001 term

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

Offered September 2001 term

Health Care Management

Nursing Management Certificate Program

Program Coordinator, 443-8673

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

Information Session: Wednesday, April 4, 18:30 - 19:30

Please register with program assistant if planning to attend information session

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.

Allied Health Care

Renal Dialysis Technician Certificate Program

Program Assistant, 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 one year; 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. Apr 20/27, May 4/11/18, Jun 1/8, 09:00-13:00 - KEC

For Sterile Supply Technician students: May 25

For Renal Technician students: May 24

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. Apr 21/28, May 5/12/26, 09:00-16:00 - KEC (No class May 19)

Course 2 - Renal Technician

(7 1/2 weeks full time, with integrated theory and clinical). \$2985. Offered once a year. Next offering: May 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. Apr 3, 18:30-21:00

AND 1 day - Sa. Apr 28, 08:00-17:00 - CC Nursing Lab

Theory, Lab and Clinical (201102, 201104 and 201105)

For those requiring clinical component. (Boll) \$275

Lab 2 sessions: 1 eve Tu. Apr 3, 18:30-21:00

AND 1 day - Sa. Apr 28, 08:00-17:00 - CC Nursing Lab

Clinical 2 days - Mo/Tu. Apr 30, May 1 OR We/Th. May 2/3, 07:00-15:30 - Minoru Residence

Clinical (201105)

Destinations: Government - Funded Training



Courses marked with the Destinations logo are part of a job retraining program for BC's tourism and hospitality fields. To qualify for these government-funded courses, participants must meet the eligibility requirements noted below.

In partnership with Destinations, an employment agency for BC's tourism industry, Vancouver Community College's Continuing Education Division offers two Destinations programs especially designed for individuals receiving provincial income assistance.

Every second Tuesday, VCC offers a day-long, no-fee Destinations workshop called Orientation to Tourism and Hospitality Careers. This workshop is designed for individuals who are just coming on to assistance, and prepare participants for a new career in the tourism and hospitality industry.

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

If you have been on income assistance for seven months or more, VCC Continuing Education offers a week-long course in Destinations "Work-based Training Program." This five-day, no-fee week course includes a one-day SuperHost training.

The course is informational with no formal testing.

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 dest_vancouver@telus.net or 893-8566, or Peggy Worobetz at 434-8670.

For those requiring clinical only. Does not include theory or lab. (Boll) \$110

*Clinical 2 days - Mo/Tu. Apr 30, May 1 OR
We/Th. May 2/3, 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. Apr 3, 18:30-21:00
AND 1 mng - Sa. Apr 21, 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 - Sa. Apr 7, 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 - Sa. Apr 7, 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. (Schroder) \$105

1 day - Fr. Jun 22, 09:00-16:00 - CC

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. (Shroder) \$105

1 day - Fr. Apr 6, 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. (Shroder) \$105

1 day - Fr. Jun 29, 09:00-16:00 - CC

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 - Th. Apr 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. Recommended for adults of all ages. (Osteoporosis Society of BC). Maximum 15 persons. \$25

1 mng - Sa. Apr 21, 09:30-12:00 - KEC

Acupuncture (NADA) (200739)

NADA Training Protocol is geared to train practicing acupuncturists to meet basic standards as acupuncture detoxification specialists in multidisciplinary drug and alcohol treatment facilities. Consists of 30 hours of classroom and 40 hours of clinical activities. (Moncrieff) \$350 (\$275 for students)

4 day - Sa/Su. Mar 31, Apr 1/7/8, 08:30-17:00 - 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. (Murphy) \$135 (\$200 for both Level I and II). Maximum: 16 persons.

2 day - Sa/Su. May 5/6, 09:00-16:00 - KEC

Massage - Level II (200740)

Prerequisite - Level I (200737). Practice 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. Jun 2, 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 - Tu/Th. Apr 24/26, 18:00-22:00 - CC

Standard First Aid (202038)

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

2 day - Sa/Su. Jun 9/10, 09:00-17:30 - KEC

Foodsafe

Program Assistant: Catherine Leong, 443-8677 for information

Call 443-8484 to register.

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

Foodsafe - Level I (Basic) (250201)

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

1 day - Sa. Apr 7, 09:00-18:00 - CC

1 day - Sa. Apr 21, 09:00-18:00 - CC

1 day - Sa. Apr 28, 09:00-18:00 - CC

1 day - Sa. May 5, 09:00-18:00 - CC

1 day - Sa. May 12, 09:00-18:00 - CC

1 day - Sa. May 26, 09:00-18:00 - CC

1 day - Sa. Jun 2, 09:00-18:00 - CC

1 day - Sa. Jun 9, 09:00-18:00 - CC

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

1 day - Sa. Jun 23, 09:00-18:00 - CC

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

This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. \$80

1 day - Sa. May 5, 09:00-16:00 - CC

Foodsafe - Level II (Advanced) (250202)

For owners, managers, chefs and supervisors in restaurants or health care food services. Prerequisite: Successful completion of Foodsafe - Level I; must be in supervisory or management position. Topics include: major types of food-borne illnesses not discussed in Level I, i.e., Hamburger disease; design and maintenance of a food service establishment; managing sanitary practices in a food service establishment; implementing a Hazard Analysis Critical Control Point System (HACCP). \$100

2 day - Sa. Jun 16/23, 09:00-16:00 - CC

Worksafe Education

Program Coordinator, 443-8674

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.

Program Coordinator: Joanne Rykers, 443-8392

Program Assistant, 443-8381

Attend a Free Information Session

**Counselling Skills/Substance Abuse:
1 eve - Tuesday, April 3 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

11 sessions: 10 eve - We. Apr 11, 18:30-21:30

AND 1 day - Sa. Apr 21, 09:30-16:30 - CC (Shamai)

12 eve - Th. Apr 12, 18:30-21:30 - CC (Pierce)

12 sessions: 11 mng - Fr. Apr 20, 09:30-12:30

AND 1 aft - Fr. Apr 27, 13:30-16:30 - KEC (Menzel)

Summer session: 12 eve - Tu/Th. Jul 3, 18:30-21:30 - CC (Laird)

Counselling Skills Certificate Program

Program Coordinator: Joanne Rykers, 443-8392

Program Assistant: Craig McKenzie-Cook, 443-8381

**Information Session: 1 eve -
Tuesday, April 3, 18:00-19:00 - CC**

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

Entry Requirements

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

Certificate Requirements

- Individual Counselling Skills (101831) - 36 hours
- Counselling Theories (101830) - 36 hours
- Assessment and Referral (101838) - 36 hours
- Personal/Professional Development (101842) - 18 hours

Two of the following four courses:

- Group Counselling Skills (101832) - 36 hours
- Family Counselling Skills (101833) - 36 hours
- Vocational Counselling Skills (101839) - 36 hours
- Cross-Cultural Counselling Skills (101841) - 36 hours

As well as:

- Counselling Practicum (101836) - 112 hours

Course Fees

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

Application

Call 443-8484 for brochure and application form.

Start dates: January, April, September each year

Note

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

Individual Counselling Skills (101831)

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

Offered September 2001 term

Counselling Theories (101830)

This course is an overview of the counselling field in terms of theory and practice. Content includes

the major theories of counselling, 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. (Cohen) \$325

12 eve - We. Apr 11, 18:30-21:30 - CC

Group Counselling Skills (101832)

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

11 sessions: 10 eve - Th. Apr 12, 18:30-21:30 AND 1 day - Sa. Apr 21, 09:30-16:30 - CC

Family Counselling Skills (101833)

This course examines the knowledge and skills required in family counselling. Content includes: family dynamics and the Bowenian systems approach, indications for using a systemic approach, the impact of the extended family, family systems assessment, formulating goals with a family, and an introduction to appropriate techniques and strategies. An exploration of legal/ethical issues, counsellor competency, and appropriate record keeping is also included. (Pierce) \$325

Offered September 2001 term

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. May 2, 18:30-21:30 - CC (Menzel)

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. (Shamai) \$325

11 sessions: 10 eve - Tu. Apr 10, 18:30-21:30

AND 1 day - Sa. May 12, 09:00-16:30 - CC

Cross-Cultural Counselling (101841)

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

Offered September 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.

Information Sessions

Applied Design Program

- Tuesday, May 2, 16:00-17:00 - DS

Business and Technical Writing

- Tuesday, April 17, 17:30 @ CC Room 218B

Counselling Skills

- Tuesday, April 3, 18:00-19:00 - CC

Floral Design

- Tuesday, April 17, 18:30 - 19:30 CC Room 113C

Health Care Management

- Wednesday, April 4, 18:30-19:30 - DS

Interior Design

- Tuesday, April 17, 18:00-19:00 - DS

Interpreting and Translation

- Tuesday, May 9, 19:30 - CC

Legal Assistant Certificate Program

- Wednesday, April 4, 17:30, CC Room 237

Non-Profit Sector Management Certificate Program

- Tuesday, April 3, 18:00-19:00 - CC.

Nursing Management Certificate Program

- Tuesday, April 4, 18:30 - CC

Office Administration Certificate Program

- Tuesday, April 10, 17:45 - CC Room 218B

Substance Abuse Certificate Program

- Tuesday, April 3, 18:00-19:00 - CC

Telecommunications Management

- Thursday, April 5, 17:00-18:30 - CC

This course is aimed primarily at those in the field of employment/career counselling. It may also be used to fulfill the requirements for the Counselling Skills Certificate. Prerequisite: Basic Counselling Skills I (101805) or equivalent training with permission of program coordinator. Text: Career Counselling: A Psychological Perspective, Yost and Corbishilty, available at campus bookstore. (Coomber, Koopman) 36 hours \$325

Offered January 2003 term

Practicum (101836)

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

Practicum information meeting: Mo. Apr 23, 18:30-20:30 - CC

Substance Abuse Counselling Skills Certificate Program

Program Coordinator: Joanne Rykers, 443-8392

Program Assistant: Craig McKenzie-Cook, 443-8381

Information Session: 1 eve - Tuesday, Apr 3, 18:00-19:00 - CC

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

Entry Requirements

- Successful completion of Grade 12 or equivalent.
- Good knowledge of English, both oral and written.
- Relevant experience in social services. (Volunteer experience is credited, providing it is in a structured, supervised setting. Work or volunteer experience must include use of counselling skills.)
- Satisfactory documented completion of Vancouver Community College Basic Counselling Skills - Level I (101805) or equivalent.
- Three years of successful recovery for those candidates affected by chemical dependency.
- Maturity and emotional stability.
- Completion of satisfactory entrance interview.

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

7 eve - Tu. Apr 17, 18:30-21:30 - CC

Drugs and Human Behaviour (200127)

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

7 eve - Th. May 17, 18:30-21:30 - CC

Individual Counselling Skills for Substance Abuse (200115)

This course examines the skills of counselling as they relate to the counselling relationship and the personal and professional development of the counsellor. It emphasizes skills and strategies used by counsellors working in the area of substance abuse. Content areas build on those covered in Basic Counselling Skills I

(101805) and Introduction to Substance Abuse (200112), and includes motivational interviewing. (Barker) \$325

Offered September 2001 term

Group Counselling for Substance Abuse (200116)

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

11 sessions: 10 eve - Tu. Apr 17, 18:30-21:30

AND 1 day - Sa. Apr 28, 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. (Rypkema) \$325

12 eve - Mo. Apr 9, 18:30-21:30 - CC

Please note: Classes for Mo. Apr 16, May 21 will be held on Tu. Apr 17, May 22

Personal/Professional Development (101842)

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

6 eve - We. May 2, 18:30-21:30 - CC

Assessment and Referral for Substance Abuse (200126)

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

Offered September 2001 term

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. Apr 23, 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 enter the child care profession.

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: Applications are now being accepted for September 2001. Application deadline is May 31, 2001.

Infant-Toddler Educator Certificate Program

This newly revised POST-BASIC program for already qualified ECCE graduates offers specialized skills and knowledge to supervise infant and toddler group day care settings. 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 185 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 Children Needing Extra Support (150651) *
- Leadership and Organization (150650) *

**These two core courses are available ONLY to thosewho are already registered in this program.*

Please call for information regarding next September's program.

Leadership, Administration and Management in Child Care

Designed for experienced child care staff, this popular 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 our September 2001 offering.

Continuing Studies in Early Childhood Care and Education

These one-evening workshops offer enrichment, upgrading and continuing professional development for child care staff and are also open to parents and others in the community. Please note that these workshops do NOT qualify individuals to work with young children in preschool or day care settings. Please call 443-8428 for our spring term offerings.

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 families for quality child care. Recommended by Community Care Licensing, this 30-hour course offers you the information and skills you will need to ensure the best possible child care.

Introduction to Family Child Care: Good Beginnings (103801)

This course offers an introduction to a variety of issues related to quality family child care. It provides an overview of child development, health and nutrition, activity planning, guiding behaviour and administration. Please note: This course meets eight evenings AND one Saturday. Course fee includes a workbook. (Hung) \$175

8 eve - Tu. Apr 24-Jun 12, 18:45-21:45

AND 1 day - Sa. May 12, 09:30-15:30

Note

Classroom attendance is recommended for Lower Mainland residents. This course is also offered for home study through Distance Education. 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: Tuesday, May 29, 19:30 - CC

In our programs, individual bilingual instructors with extensive language skills will instruct in each of the various language combinations selected. The language combinations are determined by the suitability of applicants and the needs of the community, courts and health care services.

Court Interpreting Certificate Program

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

Entrance Requirements

Successful completion of the Certificate Program in Community Interpreting. Please see note following Health Care Interpreting.

Offered September 2001-May 2002. For brochure and application, please call 443-8661.

Application Deadline

Application deadline for graduates of the Community

Interpreting Program - August 1, 2001.

Health Care Interpreting Certificate Program

The certificate from this program will enable you to work as a professional interpreter in hospitals, clinics 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 for graduates of the VCC Community Interpreting or Court Interpreting Programs -

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

Please note

If you are currently experienced and working in interpretation, you may challenge the Community Services Certificate exit interpreting examination in order to enter the Court Interpreting or Health Services Interpreting Certificate Programs directly. Application deadline for challenge: May 31, 2001.

Court Interpreting Certificate Program - Distance Education

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.

Offered January 2002

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

**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)

8 eve - Tu. May 1, 18:00-20:30 - CC

8 mng - Sa. Apr 28, 09:00-11:30 - 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. May 3, 18:00-20:30 - IE

Mandarin Education

Adult Language Courses



Registration and General Information: 443-8484

Program Coordinator: Shirley Luk, 443-8696

Program Assistant: Rosie Jong, 443-8661

Mandarin Conversation in Business (505833)

An introductory course with a focus on practical, work-related communication emphasizing pronunciation and conversation. Lessons include an explanation of customs and manners in doing business with native Mandarin speakers. The “Hanyu Pinyin” phonetic system, grammar and basic Chinese writing are also covered. The course is ideally suited to non-Chinese speakers. Fee includes course materials. \$160

10 eve - Tu. Apr 24, 18:30-21:00 - IEC

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. (Ho) \$160

10 mng - Sa. Apr 21, 09:30-12:00 - KEC

10 eve - We. Apr 25, 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. (Ho) \$160

10 eve - Th. Apr 26, 18:30-21:00 - KEC

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. (Guan) \$160

10 mng - Sa. Apr 21, 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 will find this most suitable. Fee includes course materials. **NEW!**

10 mng - Sa. Apr 21, 09:30-12:00 - KEC

Mandarin School for Children and Youth

Program Coordinator: Shirley Luk, 443-8696

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.

Three ways to register:

1. Pre-registration for spring classes will be held at King Edward Campus on April 7 and 21 (Saturday) from 09:30 to 14:00.
2. Call 443-8661 (English only) or 443-8677 (Cantonese or Mandarin). Phone registrations are by VISA or MasterCard only.
3. Use the fax/mail-in form at the rear of this calendar.

Mandarin Provincial Examination Preparation (505832)

This intensive course will prepare students to achieve a high score on the BC Provincial Mandarin Examination. The course is suitable for students completing Grade 11 or 12 Mandarin. The course covers Provincial Examination topics along with an explanation of previous exam papers. Techniques for writing the Provincial Examination are also taught. Fee includes materials and GST. \$160

8 aft - Sa. Apr 21, 12:30-15:00 - KEC

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 September 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 4 (505804)

Grade 5 (505805)

Grade 6 (505806)

Grade 10 (505810)

Grade 11 (505811)

Grade 12 (505812)

Mathematics

Classes are offered for Grades 1-12. Mathematics courses have 16 sessions. Classes are held on Saturdays from 12:30-13:30 at King Edward Campus. Courses begin September 2001. Fee is \$100 per course (GST applicable for students age 15 years and older - fee \$107).

Fine Arts

Children’s fine arts courses have 16 sessions. They are held on Saturdays at King Edward Campus. Courses begin September 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, April 3, 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 seeking to launch or advance their management career in the not-for-profit sector. Courses will be of interest to volunteers and individuals in entry to middle management positions who want to enhance their knowledge, skills and leadership potential.

This program consists of five 30-hour core courses and a choice of four specialty streams: Community Development, Non-Profit, Fundraising and Volunteer Management. You may take individual courses or pursue a certificate.

Future plans - all of the 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)

1. Fundamentals and Ethics of Non-profit Management (101902) \$290 - on-line continuously
 2. Interpersonal Communications (101903) \$290 - on-line September 2001
 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-line January 2002
- 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 to assist with our evaluation of the on-line program. 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. Apr 3, 18:00-19:00 - CC

I Core Courses On-Site

The in-class program is under review. No core courses will be offered on-site this term.

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. Advise us when you register if you wish to take e-learn.

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

Offered continuously

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

April, May, June 2002

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. (Gerard) \$290

April/May/June 2001

Specialty Courses

Advocacy, Government Relations and Lobbying for Community Groups (101943)

Gain the skills required by community groups to advocate on behalf of individuals, how to approach government to change legislation, policy, programs, systems and/or funding. Techniques for building membership or allies, garnering support from related groups, working with the media, government staff and politicians are discussed. (O’Loughlin) \$110

2 day - Fr/Sa. Apr 27/28, 09:00-16:00 - CC

Major Gifts and Donor Relations (101963)

Effective fundraising campaigns do more than raise money for your organization. They enhance your stature in the community, create pride among staff and volunteers, as well as build team spirit within the organization. This course examines major gift programs including gift planning, capital campaigns and donor relations. (Legault) \$160

4 sessions: 2 eve - Mo. May 7/14, 18:30-21:30

AND 2 day - Sa. May 5/12, 09:00-16:00 - 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

4 sessions: 2 day - Sa. Jun 2/9, 09:00-16:00

AND 2 eve - Mo. Jun 11/18, 18:30-21:30 - 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

4 eve - Mo. Jun 4, 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

4 day - Mo/Tu/We/Th. Jun 4, 09:00-16:00 - CC

Program Coordinator: Peggy Worobetz, 443-8670

Program Assistant: Lynda Boothby, 443-8383

Information Session: Thursday, April 5, 17:00-18:30 - CC

Telecommunications Management Certificate Program

This program offers you the opportunity to enhance your telecommunications knowledge and improve your management skills in this constantly changing field. All course instructors are practicing telecommunications professionals providing you with up-to-date “real life” experience 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)

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. (McNee) \$285

10 eve - We. Apr 25, 18:00-21:00 - CC

Telecommunications Technology (102261)

Builds upon Understanding Telecommunications. The areas of voice, data, video, and emerging technologies are addressed, preceded by a general introduction to

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

12 eve - Th. Apr 19, 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. Apr 17, 18:00-21:00 - CC

Application 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. Apr 18, 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. Apr 19, 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 - Tu. Apr 10, 18:30-20:30 - CC

Telecommunications Technology (102266) \$185

2 hrs - Tu. Apr 10, 18:30-20:30 - CC

Voice/Data Integration (102267) \$185

2 hrs - Tu. Apr 10, 18:30-20:30 - CC

Fee Allocation for Challenge Examinations

1. Participants must pay \$185 BEFORE writing any examination.
2. Eighty dollars (\$80) of the \$185 is charged for writing an examination.
3. At the end of the examination, participant will advise invigilator if he/she wishes examination marked.
4. If the examination is marked, the balance (\$105) will be charged as a marking fee.
5. If the participant chooses not to have the examination marked, he/she may:
 - a) request a "deferred fee credit" for 100 per cent of the balance of \$105 (valid for one year); b) request a refund of the balance of \$105 which will be subject to an administrative charge of 20 per cent.

Other Telecommunication Courses . . .

Introduction to Visio for Telecommunications (102277)

Visio is a standard tool for the telecommunications professional. In this course you will be introduced to the program and its specialized tools. You will learn to create network, cable, and wiring diagrams, using equipment representations from all the major vendors. You will learn to create your own shape icons, stencils and work with layered diagrams. (Connolly) \$395 (includes book)

4 eve - We. May 2, 15:00-18:00 - IEC

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), Application Management (102293), and Integrated Office Management (102294) are available in a correspondence 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.

xDSL - Technology, Applications and Issues (102274)

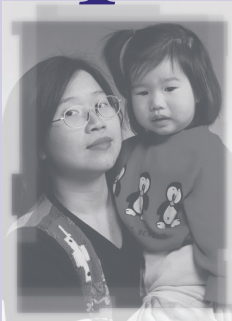
In the later half of the 1990s, new technological solutions for telecommunications seemed to proliferate at a never-ending pace. One particular technology that has demand far outstripping supply, is ADSL (Asymmetric Digital Subscriber Line) the highest profile technology from a family of DSL schemes such as GSHDSL, VDSL, etc. In addition, we have cable modems and wireless DSL (LMDS/MMDS) in the wings, not to mention IEEE 802.11b. Presented by Richard Parkinson, vice president of Infotel Systems, Corp., a consulting firm specializing in voice and data communications, systems design and management, this in-depth, technical seminar will acquaint you with the terminology, technology, applications, competitive position, and impact of these technologies and services for those planning how to connect to the various networks in the coming years. (Parkinson) \$745

2 day - Mo/Tu. Jun 4/5, 08:30-16:30 - LIS

Note

1. **Price subject to change without notice.**
2. **Special cancellation policy in effect.**
3. **All seminars are non-credit and non-transferable to the Telecommunications Management Certificate Program.**

Their success...is your reward!



Your contribution to the Vancouver Community College Foundation provides scholarships and bursaries for deserving students, as well as equipment and technology to prepare students for the competitive work world. It's an investment in British Columbia...expanding educational opportunities and helping build a stronger, more productive Canada.



For more information please call the Executive Director of the VCC Foundation at 871-7237.

Vancouver Community College Foundation

1155 East Broadway, Box 24620, Station "F", Vancouver, BC V5N 5T9

Vancouver Community College serves over 27,000 adults each year by providing educational opportunities which promote employability, lifelong learning and personal development. Over 100 programs are available through full-time, part-time and continuing education options.



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

Vancouver Community College is recognized internationally for excellence in English language teacher training and is home to the largest program of its kind in Canada. This achievement is due to our faculty who are respected for their expertise in both English language teacher training and English language instruction as well as 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 internationally 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 the ESL literacy level to 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 the TESOL Diploma from Vancouver Community College, and also qualify for the TEAL Professional Certificate: Level One from the provincial Association of BC Teachers as an Additional Language (BC TEAL).

Admission Requirements for the TESOL Diploma Program:

- 1. An undergraduate university degree.
- 2. Successful completion of the prerequisite course, An Overview of TESOL 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, writing skills, reading skills, 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. \$295

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. The Program of Studies include 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 TESOL Elective Courses. On successful completion, graduates are awarded the International TESOL Diploma from Vancouver Community College.

The International TESOL Diploma Program has three application deadlines. The next fall program begins in September 2001 and ends in June 2002. The next winter program begins in January 2002 and ends in November 2002. The next spring program begins in April 2001 and ends in March 2002. There are no classes for international students in July or August 2001.

Fees for International TESOL Diploma Program

- Application Fee (non-refundable) \$100
- Program Fees \$5495

TESOL Inservice Diploma Program

Senior Program Coordinator: Jennifer Pearson Terrell
Program Coordinator: Patricia Fahrni

The TESOL Inservice Diploma 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 for each course, and is provided with a comprehensive study package. On successful completion of the TESOL Inservice Diploma Program, graduates receive the TESOL Inservice Diploma from Vancouver Community College and qualify for a Professional Certificate: Level Two from the provincial Association of BC Teachers of English as an Additional Language (BC TEAL).

The TESOL Inservice Diploma Program has three terms. The Fall term began in September 2000 and ends in December 2000. The Winter term begins on January 8, 2001 and ends on March 31, 2001. The application deadline is November 30, 2000. 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 focus on 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. This 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 receive the Tutoring ESOL Certificate from Vancouver Community College.

Admission Requirements for the Tutoring ESOL Certificate Program

- 1. An undergraduate university degree or documented proof of 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, writing skills, reading skills, 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 six-hour course examines the instructional methodology used to teach/tutor conversation skills. The workshop will include strategies for planning conversation lessons, unit plans, as well as topics for developing conversation skills. \$90

Tutoring ESOL Practicum (151709)

This 32-hour course focuses on the practical application of the theory of tutoring ESOL in real life tutoring situations. The principles of lesson planning and the effective use of instructional aids in tutoring sessions will also 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 are: 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 ESL (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 and documented proof of completion of Grade 12 for entry into this program. Applicants whose first language is not English may be required to submit an English Language Assessment score. The 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, writing skills, reading skills, 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 information on 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, 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 for a minimum of 31 hours and complete the TEFL In-class Assignment. \$125

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 countries. The program is 125 hours in length and takes one term to complete. The required courses are 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

Intensive TEFL Certificate Program for International Students

The Intensive TEFL Certificate Program is designed for international students wishing to teach English in their home countries. The Program is scheduled over a four-week period and is 100 hours long. The program of studies offers a balanced curriculum of both the theory and the practice of English language instruction, and also examines the instructional methodology for teaching grammar, pronunciation, writing, reading and communication skills, as well as opportunities for micro teaching and classroom observations. The Intensive TEFL Certificate Program is taught by professional teacher trainers who are considered to be among the finest in Canada. The Intensive TEFL Certificate from Vancouver Community College is awarded to all successful graduates.

Admission Requirements

International students are required to have one of the following language proficiencies:

- A minimum of 480 on the TOEFL test
- A minimum of 650 on the TOEIC test
- A minimum of 108/200 on the English Language Assessment test at Vancouver Community College

Fees for the Intensive TEFL Certificate Program

- Application Fee (non-refundable) \$100
- Program Fee \$1250

The next Intensive TEFL Certificate Program will start on April 30, 2001 and will end on May 25, 2001.

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
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

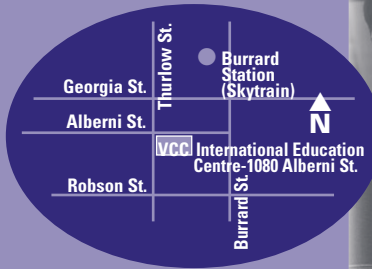
Unless otherwise stated in course advertising, requests for refunds must be received in writing by Vancouver Community College, Continuing Education before the second session of the class. Written requests for refunds must state reasons and be accompanied by your original receipt.
A different refund 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.

spring 2001

VCC's International Education Centre

A new school for visitors to Canada and International Students



For more information

Phone: 604.871.7537 or 604.628.5900

Email: intered@vcc.bc.ca

Web: www.vcc.bc.ca/ie

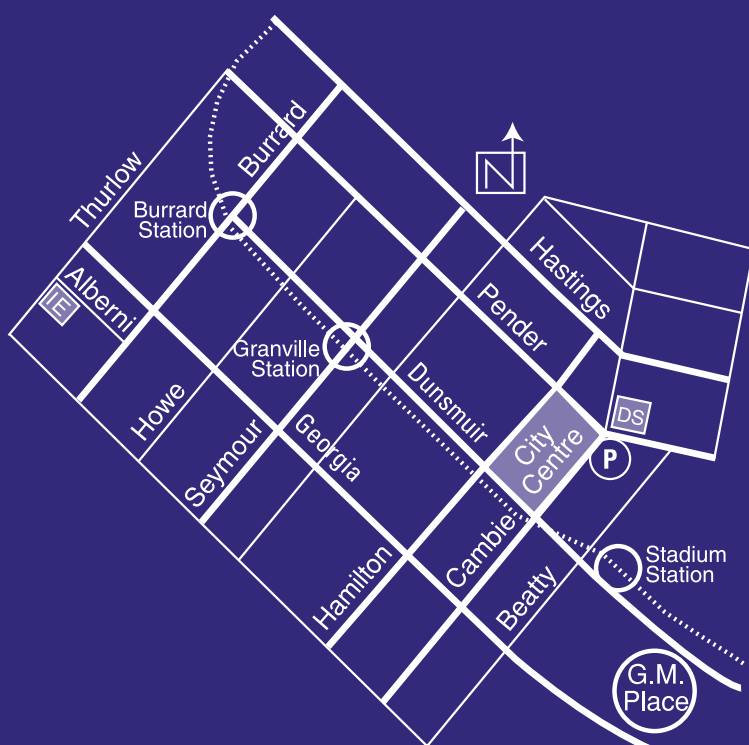
See page 2 for Continuing Education courses at the new centre



604.443.8484

www.vcc.bc.ca/ce

VANCOUVER COMMUNITY COLLEGE



International Education Centre
1080 Alberni Street
Vancouver, BC V6E 1A3

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

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

