VANCOUVER
COMMUNITY
COLLEGE

**PART-TIME
STUDIES**

September 2001

learn now
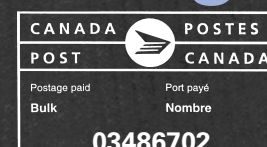## @ Continuing Education

**September to
December 2001**

INSIDE
THIS
ISSUE:

**Associate
Certificate in
New Media and
On-line Publishing**
*See page 6 for this exciting
Saturday Certificate Program*

**Vancouver Centre
for Counsellor
Development**
*See page 27 for our new
program serving experienced
counsellors, educators
and consultants.*

**Information
Sessions**
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complete listing*

Vancouver
Community
College

Calendar Design/Layout • Keith Parker
Photography • Lauch McKenzie
Thanks to the many VCC students who helped with this calendar.

Courses Held in the West End at 1080 Alberni St. (at

Making the Best Impression: Modern Business Etiquette (104581)   NEW!
A valuable course for students in the Leadership Certificate Program. Does the very thought of a business or social event put you on edge? What to say? What to wear? How to make that quick exit back to the office? Although formal etiquette may appear to have lost favour in today's "dot com" casual business environment, the teamwork, cooperation and marketing so prized by the corporate world depend on people with great social skills. Comfortable networking is an essential element in your career success. Join Elizabeth for a full day of brushing up on introductions, greetings, mannerisms, deportment, entertaining, gift giving and restaurant etiquette, confidence building and lots of fun! Elizabeth Burnett had a successful career in general management, consulting and training before devoting herself entirely to coaching others in appropriate behaviour for today's corporate environment. She continues the family tradition started by her great aunts in London and Geneva, advising others in the world of etiquette. (Burnett) $85

1 day - Fr. Oct 19, 09:00-15:00 - IEC
1 day - Sa. Nov 3, 09:00-15:00 - 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

Finding Time for Results (100320)
There never seems to be enough time in a day? Learn how to get daily results through practical techniques. Manage your day, your projects and yourself. In this course you will learn the following time "diet" techniques:
• Analyzing your day   • Setting goals and priorities   • Delegating
• Creating productive meetings   • Handling interruptions
• Understanding your self-motivation to complete your day and projects. (Cuzzetto) $165
1 day - Fr. Feb 1, 09:00-16:30 - IEC

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. This course will help managers learn how to address employees' emotions as they manage the change process. 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) $165
1 day - Fr. Mar 1, 09:00-16:30 - IEC

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. Sep 21, 09:00-16:30 - IEC
1 day - Sa. Jan 26, 09:00-16:30 - IEC

Team Coaching (100328)
1 day - Fr. Feb 15, 09:00-16:30 - IEC

The Coach's Toolkit (100327)
Prerequisites: Coaching for High Performance (100323) and Bridging the Motivation Gap (100324). 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. Mar 15, 09:00-16:30 - IEC

The Vancouver Centre for Counsellor Development   NEW!

Designed to meet the needs of professionals in the counselling community, we offer a variety of topical courses and workshops. These professional development opportunities are offered at both our City Centre Campus and International Education Centre.

Applied Design Program

Information and Application: Cherie Spence, 604.443.8335

Information Session: Wednesday, September 12, 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. (Caponga) $765

10 day - Fr. Sep 28-Nov 30, 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 604.443.8335. Applicants will be interviewed to determine eligibility.

Fashion Arts

> # College CLOSURE dates:
>
> **Sept. 3 (Monday) Labour Day**
>
> **Oct. 8 (Monday) Thanksgiving**
>
> **Nov. 12 (Monday) Remembrance Day**

Program Coordinator: Evelyn May, 604.443.8387

Register early by calling 604.443.8484

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.

Pants that Fit (050977)

Design and draft a pant pattern that actually fits you! Expert advice will be given on measuring, fitting, and fabric selection for your own pant design. Please note: Basic sewing skills are required for this course. Bring to class: HB pencil, eraser, 30 cm clear plastic ruler, metric tape measure, paper and fabric scissors, notebook. (Samet) $80

2 aft - Sa. Sep 22, 12:30-16:30 - CC

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

6 mng - Sa. Oct 13, 10:00-13:00 - 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. (Fanzega) $395

10 eve - We. Sep 26, 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. Oct 15, 18:30-21:30 - DS

Fashion Illustration (050915)

Interested in entering the Fashion Arts Certificate Program? This course will improve your skills, update your style of drawing, and help you prepare a portfolio of illustrations. The workshop format enables you to work at your own level and pace. Study the work of well-known illustrators, view the current international fashion videos and draw from the live fashion model at each session. Bring to the first class: Beginners - newsprint sketch-pad (approx. 18" x 24"), conte crayon (black or brown), 4B pencil; Students with experience in fashion illustration - paper, sketch-pads and media of your choice. (Johnson) $275

10 eve - Mo. Sep 24, 18:30-21:30 - DS

Introduction to Fashion Design (050971)

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

10 aft - Sa. Sep 22, 13:00-16:00 - DS

Personal Pattern Making (050924)

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

6 aft - Sa. Oct 13, 12:30-16:30 - CC

Professional Practices Program

This comprehensive, 16-week, "hands-on" program gives you the important strategies you need to improve the success rate of launching and running your own fashion business. This course offers 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, 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 (050964)

A successful fashion business must have a solid concept backed by market research and feasible financing. The development of initial and final 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 product and market development strategies necessary to form a viable fashion-related business.

(Green/Richardson/Vaillancourt) $395

16 eve - Tu. Sep 25-Nov 27, Jan 9-Feb 13, 18:30-21:30 - CC

Fashion Merchandising Associate Certificate Program

When you select a career in fashion merchandising, you enter the dynamic and fast-paced worlds of retail and wholesale marketing. Merchandisers are "people-persons" who have an eye for colour, a flair for fashion, and an aptitude for management.

This comprehensive core program is offered on a part-time evening basis. It takes a multi-dimensional approach in educating students for careers in the fashion industry by combining studies in business fundamentals with fashion theory. Curriculum is delivered from both a theoretical and practical perspective, depending on subject content.

Note

All courses are not offered each semester.

Fashion Merchandising (050969)
Textiles (050904)
Retail Sourcing and Buying (050967)
History of Fashion (050905)
Fashion Retailing and Management (050977)
Fashion Merchandise Analysis and Evaluation (050978)
Fashion Marketing (050979)

Merchandising Fashion (050969)

From initial concept to consumer demand, students will explore the merchandising process. Topics include: trends, top designers, social influences on fashion, the necessity of higher-priced apparel, and the timing of fashion. This course is ideal for those who are looking for a career in the field of fashion

merchandising (design, manufacturing, and retail) for those who want to advance their careers in the fashion industry. (Pearson) $285

12 eve - Mo. Sep 17, 18:30-21:30 - CC

Retail Buying and Sourcing (050967)

Learn to effectively manage the planning and buying of appropriate merchandise for a retail department or boutique. This course emphasizes the coordination of the buyer's varied responsibilities, buying terminology, mathematical equations for retail buying, plan projections and stock planning, and domestic and foreign resources. (Choy) $285

12 eve - We. Sep 19, 18:30-21:30 - CC

Textiles (050904)

This course provides the designer with the information necessary for the selection of suitable fabrics for specific designs and for the production of realistic designs for specific fabrics. Students study the development, characteristics, use and care of natural, synthetic and semi-synthetic fabrics; as well as textile law and regulations. (Sustersich) $280

12 eve - Tu. Sep 18, 18:30-21:30 - CC

Available January 2002

History of Fashion (050905)
Fashion Retailing and Management (050977)

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 (3 credits)
Term Two - Fashion Design (3 credits)
Term Three - History of Fashion (3 credits)
Term Four - Collection Design (3 credits)
Term Five - Textiles (3 credits)

Pattern Making Certificate

Term One - Block Construction (3 credits)
Term Two - Design Drafting Theory (3 credits)
Term Three - Design Drafting Practical (3 credits)
Term Four - Designer Patterns/Draping (3 credits)
Term Five - Production Patterns/Grading (3 credits)

Garment Construction Certificate

Term One - Sewing Techniques (3 credits)
Term Two - Industrial Sewing (3 credits)
Term Three - Tailoring (3 credits)
Term Four - Couture (3 credits)
Term Five - Collection Toiles (3 credits)
After graduation from these three certificate programs the student is eligible for the Fashion Arts Certificate.

Fashion Arts Certificate

Term Six

Fashion Graphics (1 1/2 credits)
Collection Portfolios (2 credits)
Collection Manufacture (3 credits)
Fashion Show Preparation (1 1/2 credits)
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, 2002. Deadline for the Fall entry (September) is June 15, 2002. Early application is advised. Interviews will be scheduled subsequent to each application deadline. To request a Fashion Arts Certificate Program brochure and application form, call 604.443.8484.

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

The Floral Design Program is under review. Please call 604.443.8386 for details.

Gemmology

Coordinator: 604.443.8386

Information: 604.443.8335

Information Session:
Tuesday, August 28, 18:30-19:30
Room 164 - CC

Become an educated consumer

Learn What You Need to Know About Diamonds (051165)

If you are planning a diamond purchase or want to find out more about this sparkling gem, then you need to know how cut, clarity, colour and carat affect both quality and price. After this session you will become an informed consumer, secure with your investment. (Wallace) $30

1 eve - We. Sep 26, 18:30-21:30

Ask Our Estate Jewellery Expert (051185)

Is the red stone in your grandmother's locket a ruby? Do you have old or odd pieces of jewellery and want to know more about them? Bring your old treasures to this workshop and find out just what you have. Limit five pieces per person. This is not an appraisal session for insurance purposes. (Devine) $30

1 eve - We. Oct 3, 18:30-21:30

Professional Studies

NEW!

Master(r)Valuer Program (051135)

This is the appraisal program approved by the Canadian Jewellers Association. This five-day workshop includes: jewellery appraising, principles of valuation, nomenclature and appraisal definitions, research techniques, understanding market values, accurate report writing, identifying manufacturing methods, metals testing, valuation of diamonds and coloured gemstones, value factors in phenomenal gems, valuing synthetic and treated gemstones, hallmarks, understanding provenance and how it

affects value, valuing contemporary, antique and estate jewellery, writing antique jewellery appraisals, valuing for insurance appraisals and more! The registration deadline is August 30, 2001. Previous experience is not required. (Miller) $1,050.

5 day - Mo/Tu/We/Th/Fr. May 27-31, 2002, 19:00-16:00 - CC

2002 ALERT to all gem and Jewellery pros!

Plan ahead and book your calendars now! Several important Gemology Institute of America (GIA) classes will be held during April 2002. Advanced registration is required. Course fees will be confirmed in January and are payable by March 1, 2002. Don't miss out on these professional presentations. Call 604.443.8386 to put your name on the class list.

Synthetic and Treatment Update (051185)

Be aware of fakes and modifications. Learn the secrets to recognizing heat-treated, diffusion treated, oiled, fracture-filled and dyed gems. Familiarize yourself with the unique characteristics of treated gemstones including: diamond, emerald, ruby, sapphire and jadeite. You will be able to recognize key inclusions and other features of numerous synthetics including moissanite. **NEW!**

1 day - Apr 4, 2002 09:00-17:00

Pearl Grading (051181)

Learn more about one of the most popular jewellery consumer items - pearls! Discover how the experts instantly discern the quality of akoya, fresh water, South Sea and Tahitian pearls and learn to recognize pearl value factors. Capitalize on the booming pearl market and transfer your new knowledge into consumer benefits.

1 day - Apr 5, 2002, 09:00-17:00

Gem Identification (051184)

Learn how GIA's renowned experts identify natural and synthetic gemstones while studying the latest gem treatments. You will find out how to identify 60 gem species using the latest gem testing equipment and procedures. Gain confidence in using the microscope, refractometer, polariscope and dicroscope.

5 day - Mo/Tu/We/Th/Fr. Apr 8-12, 09:00-17:00

Diamond Grading (051180)

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

5 day - Mo/Tu/We/Th/Fr. Apr 15-18, 2002, 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 2002) 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) - $1,350

Diploma year (051113) - $2,235

Examination fees are collected in March by the Canadian Gemmological Association. Preliminary year exam fee is $250. Diploma year exam fee is $525.

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, 604.980.5767 ediths@telus.net

Information: Cherie Spence, 604.443.8335 cspence@vcc.bc.ca

Information Session: Tuesday, September 11, 18:00-19:00 - DS

Registration: 604.443.8484

Interior Design Foundation Studies and Certificate Program

The Interior Design Certificate Program focuses on developing the skills required in the practice of residential design. The program is delivered in a flexible format so you can take the courses that interest you or you can complete the entire program. It is offered downtown in an inspiring studio setting, with small class sizes, a well-stocked sample room and access to an extensive library. The program provides training and guidance in all aspects of residential interior design and encourages individual creativity. The curriculum has been developed in close cooperation with the design and related industries, and every effort is made to provide support with job placement. The program is part-time (2-3 years) and full-time (one year). It includes Foundation Studies, Design Studies, and Professional Development Workshops for a total of 400 hours (32.5 credits). **NEW!**

During the past two years the program has undergone extensive changes to tailor it to the needs of the ever-growing home building and renovation industry, and to make it compatible with the Interior Design Certificate Program offered at the British Columbia Institute of Technology (BCIT). We are pleased to announce that many of our courses are now accepted by the BCIT program (see courses marked * below).

Foundation Studies

* Design Basics (051650)	36 hrs	3 credits
* Furniture Design and Style (051602)	30 hrs	2.5 credits
* Design Drawing (051651)	36 hrs	3 credits
* Colour Theory and Application (051615)	30 hrs	2.5 credits

Design Studies

Basic Drafting Concepts (051610)	30 hrs	2.5 credits
* Graphic Presentation (051652)	36 hrs	3 credits
* Space Planning I (Residential) (051609)	30 hrs	2.5 credits
Space Planning II (Home Work Spaces) (051634)	30 hrs	2.5 credits
* Introduction to Business Practices (051612)	18 hrs	1.5 credits
Portfolio Project (051654)	24 hrs	2 credits

Professional Development Workshops

* Materials and Finishes (051630)	20 hrs	1.5 credits
* Lighting (051637)	20 hrs	1.5 credits
* Textiles (051636)	20 hrs	1.5 credits
* History of Contemporary Interiors (051632)	20 hrs	1.5 credits
* Kitchen and Bath Design (051635)	20 hrs	1.5 credits
TOTAL	400 hrs	32.5 credits

* These courses have been articulated with the equivalent courses in the BCIT Interior Design Program, subject to portfolio review and 65 percent GPA. For details please request the VCC Interior Design Program Guide.

Interior Design Studies

Design Drawing (051651)

The basic concepts of freehand drawing and two-dimensional language include the expressive use of media and how to manipulate line, space, volume, form, proportion and value to effectively communicate ideas in a variety of visual formats. 3 credits. (TBA) $365

12 mng - Mo. Sep 17, 09:30-12:30 - DS
12 eve - Mo. Sep 17, 18:30-21:30 - DS

Design Basics (051650)

This course forms an introduction to the field of interior design. It covers design theory, the design process and space-planning techniques and provides an overview of colour, lighting and drafting.

Students with Special Needs

Services including interpreting, note-taking and brailling, for students with disabilities who are registered in CE certificate programs may be arranged. City Centre and King Edward Campuses and many other CE locations are wheelchair accessible and provide parking for the disabled.
For further information, please call Counselling at
604-443-8596

The focus is on design principles and elements, their practical application and the development of problem-solving skills. Required text: Inside Today's Home, available at the College Bookstore. 3 credits (Saatkamp) $365

12 mng - Tu. Sep 18, 09:30-12:30 - DS
12 eve - Tu. Sep 18, 18:30-21:30 - DS

Space Planning I, Residential (051609)
Based on the concepts introduced in Design Basics (051650), this course focuses on design development and programming, space planning, presentation techniques, and creative problem solving related to residential environments. Topics also include the behavioural aspects of design, psychological and social needs, ergonomics and anthropometrics. Prerequisites: Design Basics (051650) and Basic Drafting Concepts (051610). 2.5 credits (Saatkamp) $320

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

Colour Theory and Application (051615)
This course introduces a variety of colour systems, traditional and contemporary colour theory, and explores colour mixing, relationships and applications. 2.5 credits (Bell) $320

10 mng - We. Sep 19, 09:30-12:30 - DS
10 eve - We. Sep 19, 18:30-21:30 - DS

Furniture Design and Style (051602)
This course provides the essential information and background required to identify and distinguish a variety of furniture styles originating with the classics through to the 20th century. Periods include: Byzantine, Romanesque, Gothic, Renaissance, Baroque, Rococo, Neo-classical, Georgian, Empire, and Arts and Crafts. 2.5 credits (Thomson/TBA) $320

10 mng - Th. Sep 20, 09:30-12:30 - DS
10 eve - Th. Sep 20, 18:30-21:30 - DS

Graphic Presentation (051652)
This course focuses on colour-rendering techniques for plans, elevations and perspectives. Topics have been chosen to develop the student's ability to present their work graphically, to encourage experimentation and develop a portfolio. Instruction is by lecture, demonstration and studio time, with weekly assignments to reinforce the topics taught. 3 credits (TBA) $365

12 eve - Th. Sep 20, 18:30-21:30 - DS

Saturday Workshops
Materials and Finishes (051630)
This course introduces a variety of interior finishes and materials. Topics include: environmental issues and their impact on design; wood furniture and flooring, carpet, stone and tile, glass, metal and plastics. Participants will study and research characteristics, installation and maintenance. 20 hours, 1.5 credits (Saatkamp) $220 **NEW!**

5 day - Sa. Sep 22, 10:00-14:00 - DS

Textiles (051622)
Participants will become familiar with the history, properties, production, maintenance and specialized uses of textiles in designing interiors. The course will also cover the use of appropriate fabrics for soft home furnishings such as window treatments, upholstery and bedding. 20 hours, 1.5 credits (Kramer) $220

5 day - Sa. Oct 27, 10:00-14:00 - DS

Ask Our Experts (051638)
If you want to inject new life into your surroundings with paint, fabric and new floors, you will find this series both informative and stimulating. You will meet colour specialists, a fabric wizard and an expert in oriental rugs. Each will provide valuable information from their area of expertise. This workshop on oriental rugs is the first in a series on floor materials,

to be offered in January. You can take all three sessions for $75 (up to September 15) or register for individual sessions only.

Unraveling Oriental Rugs (051656)
The alternatives to wall-to-wall carpeting: let our expert do the research and save you the legwork. This workshop focuses on hand-woven rugs - from Iran, Nepal, Turkey, India, China and other carpet-weaving centres. What makes a rug precious - number of knots or age, or origin? How long will it last? Should you look for synthetic or natural dyes; for tribal or "city" rugs? How much should you expect to pay? These are some of the questions this workshop will deal with; plus: did Cleopatra really roll herself into Persian silk rug to surprise Julius Caesar? Join us for this fascinating and informative session and find out! $30

1 day - Sa. Oct 6, 10:0-13:00 - DS

Colour Schemes and Paint Technology (051640)
This session is what you need to know if you're **NEW!** planning to paint any part of your home or want to know more about the advancements in paint applications. Learn how and why some colours harmonize while others might be avoided. Learn about the latest in paint technology, including tough new paints for kitchen counters and odourless paints for trims. This information applies to faux finishing as well. (Bell) $30

1 day - Sa. Oct 13, 10:00-13:00 - DS

Fabric Magic (051641)
Fabrics can be fun, sumptuous, elegant or homey. Well chosen fabrics can create style and comfort and can provide a whole new look for your home dÈcor. Learn how to purchase wisely and how to choose the ideal fabric for any home application. Find out where the pros buy ready-made items and where to purchase interesting fabrics by the yard. (Kramer) $30

1 day - Sa. Oct 20, 10:00-13:00 - DS

Coming next term
Art Tour to California (051655)
Treat yourself to a long weekend. Join our art historian and other art enthusiasts on this four-day art history intensive to California. You will visit several museums and galleries in the San Diego and Los Angeles area to study original works of art. Pre and post tour lectures are part of this package. Trip includes roundtrip airfare, accommodation and ground transportation. (Wnorowska) $TBA

Tour dates: Feb 21-24, 2002
Lecture dates: Mo. Feb 10/17, Mar 4/11, 2002, 18:30-21:30

Jewellery
Merging Technique with Design **NEW!**
Program Coordinator: Maciek Walentowicz, 604.443.8571
Information: 604.443.8386
Registration: 604.443.8484

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 - Mo. Sep 17, 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. Sep 19, 18:30-21:30 - CC

Jewellery Design Introduction (051169)
This course introduces students to the latest in contemporary jewellery design. Through slides and videos students will be presented with current trends in studio craft. Simple exercises and assignments will enable participants in this workshop to familiarize themselves with methods and processes of jewellery design development. Bring a sketchbook and pencils to the first class. 12 hours (Brechault) $185

2 day - Sa. Oct 20/27, 10:00-16:30 - CC

New Media, Electronic & On-line Publishing
Program Coordinator: 604.443-8386
Information: 604.443.8335
Registration: 604.443.8484

Orientation Session: New Media, Saturday, September 15, 10:00-12:00 - CC Room 721 Register for this free event Course #050515

Become the Future!
Vancouver Community College is committed to meeting the changing dynamics of new media and on-line publishing by offering up-to-date courses in applied and creative technologies. Become the future at VCC!

Our facilities include G3 and G4 Macintosh labs, design studios, excellent teacher student ratios, study labs, bookstore, library and audio visual access. Courses are designed to be cross-platform compatible - PC users are welcome!

Become certified in Electronic and Print Publishing, Software, Design and New Media and On -line Publishing. Successful design is dependent on how content is delivered and layered, and ultimately on you! Whether you enroll in a certificate, associate certificate program or take a single course, let VCC's Digital Design Centre help you reach your potential; after all, design reflects all of us. We want you to be at your best so we can be at ours. Learn from practicing industry designers applied and conceptual strategies for New Media, Electronic and on-line Publishing.

Saturday Certification
The Associate Certificate in New Media and On-line Publishing challenges students to further refine visual thinking in terms of dynamic interface and media planning for web and CD-ROM delivery. Students undertake a vigorous course of study, learning flexible approaches to past and current media practices through lectures and in-classroom lessons. Candidates will also learn to analyze, study, and critique different design methodologies, as well as to research, develop, and produce their own expressive and interactive modules in their medium of choice. To complete this Associate Certificate program students must deliver a complete project (i.e. website) or research report in one of the media studied. Maximum enrollment is 15.

The Saturday Associate Certificate Program will hold an end of year exhibition and Open House to

4 ways to Register

1 By Mail
Fill in the registration form on page 35 and mail it with your cheque or credit card information. Sorry, no post-dated cheques.
Mail to:
Vancouver Community College Continuing Education 250 W. Pender St., BC   V6B 1S9

2 By Phone
Charge to your MasterCard or VISA card.
City Centre Campus, 604-443-8484.

3 In Person
Register at CE, 250 W. Pender St.
Pay by cash, cheque or credit card.

4 By Fax
Use the registration form on page 35 and Fax to 604-443-8393. 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

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604-443-8677

display the work of graduating students, and many an opportunity for the public and private sectors to participate and to engage with the students.

Saturday Certification requirements:

Students must have basic Mac skills and demonstrate flexibility, commitment and a willingness to experiment and work with others throughout the program. Candidates must complete the tri-semester program successfully with an overall minimum average of 68 percent in three or more modules, in addition, to completing a course elective, graduation project and end of year exhibition. Students may repeat, augment or modify their study direction with courses available from the evening course schedule with prior approval from the Program Coordinator.

Saturday Associate Certificate Registration and Fees

Register for the Associate Certificate in New Media Publishing and On-line by course number 050510. The fees for the tri-semester program required courses are $2,450 with a down payment of $800 to reserve a place in the class. This fee pays for the first semester. Additional payments of $825 each are due two weeks prior to the commencement of each new term. Elective courses are priced separately and are subject to availability. Maximum enrollment is 15.

9-month intensive Program:

Associate Certificate in New Media and On-line Publishing (050510)

10 Saturdays - 3 semesters 8:30am-12:30pm; 13:30-16:30pm

Design Fundamentals (050511)
10 sessions - Fall semester (Sep-Dec)
AM 08:30-12:30

Intro to Photoshop and Visual Communication (050512)
10 sessions - Fall semester (Sep-Dec)
PM 13:30-16:30

Graphic User Interface, Web Image Prep, Dreamweaver (050474)
9 sessions - Winter semester (Jan-Mar)
AM 08:30-12:30

Photoshop II (050444)
10 sessions - Winter semester (Jan-Mar)

PM 13:30-16:30

Intro to Flash (050478)
5 sessions - Spring semester (Apr-Jun)
AM and PM 08:30-12:30; 13:30-16:30

Intro to Sound Editing (050513)
1 session - Spring semester (Apr-Jun)
AM and PM 08:30-12:30; 13:30-16:30

Director CD-ROM Portfolio (050487)
5 sessions - Spring semester (Apr-Jun)
AM and PM 08:30-12:30; 13:30-16:30

Elective course(s) - Example courses
See list on page 7

to be taken during tri-semester system
Minimum of 17 instructional hours

The Associate Certificate in New Media and On-line Publishing is intended to allow for the broadest learning opportunities to be gained by working and educational professionals interested in pursuing and/or re-training in careers related to new media, electronic, print and on-line publishing. The program consists of approximately 210 hours of classroom instruction, in addition to, another 40 hours of combined studio work and independent study per term semester.

Computer Lab Access (050500)
Macintosh lab access is now available on a first come basis to students registered in Mac Intro, Photoshop, Illustrator, QuarkXpress, New Media, Electronic and On-line Publishing. Register early to ensure your space! The one-time fee allows you to have access throughout the term to a Macintosh lab - practice or complete assignments under the guidance of a lab assistant. (Nguyen) $25

8 eve - Fr. Sep 28, 18:00-20:00 - CC

Intro to 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) $365

10 eve - Mo. Sep 17, 18:30-21:30 - CC
10 eve - We. Sep 19, 18:30-21:30 - CC

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. Sep 17, 18:30-21:30 - CC

Copywriting and Editing (050476)

Copy is the core of the advertising business and copy delivers a powerful message. As a result, good copywriters are always in demand. Learn the techniques and trade tips in this 18-hour hands-on workshop. Learn how to write brilliant headlines and bright, tight body copy. You will participate in a brainstorming session and develop a multimedia advertising campaign. Progressive creative ideas will be explored and portfolios examined. You will learn to work with an art director and how to find copywriting jobs. (Johnston) $185

6 eve - Mo. Sept 17, 18:30-21:30 - DS

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: Intro to Macintosh (050441). (Thiessen) $410

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

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) $325

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

Graphic Design - An Introduction (050408)
This non-computer, introductory course examines the many aspects of the graphic design industry with an emphasis on creativity and problem solving. Participants explore a wide variety of processes and techniques, and gain a sound understanding of basic typography and design concepts. (Lyn) $325

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

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. Sep 19, 18:30-21:30 - CC

History of Typography (050485)
Examining the emergence of type from antiquity to the 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 - Th. Sep 20, 18:30-21:30 - CC

Preparing Web Graphics (050488)
Producing a successful website 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 website structure by utilizing Photoshop 5.5 and Adobe Image Ready. (Borda) $180

4 eve - Th. Sep 20, 18:30-21:30 - CC

Intro to Flash (050478)
You can design, animate, and create interactive web-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. Sep 21, 18:30-21:30 - 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. The 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 students in future educational goals, such as software development. Topics will address, among other issues, the differences between current photo imaging, vector, layout and type editors and managers. (Nikolic) $130

3 eve - Fr. Sep 21, 18:30-21:30 - CC

Internet and Webpage Design for Artists and Designers (050474)
Upon completion of this course, participants will have gained a solid foundation and skill set to analyze, create and manage basic textural and visual content for the World Wide Web and will become conversant with navigational and HTML architecture. Participants will create their own website during the course, utilizing Dreamweaver software. Macintosh and Photoshop experience is mandatory. Prerequisites: 050440, 040443. (Borda) $425

9 mng - Sa. Sep 22, 09:00-13:00 - CC

Intro to Photoshop and Visual Communication (050512)
Learn Photoshop skills in conjunction with visual communication theory. Master PhotoShop's montage possibilities while studying visual information structures. (Benson) $ 410

10 day - Sa. Sep 22, 13:30-16:30 - 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 ROM and floppy disk promotional presentations. 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) $425

8 day - Sa. Sep 22, 13:30-17:00 - CC

Design Fundamentals (050511)
This course provides an overview on developing design awareness from both historical and contemporary models. Emphasis is placed on learning creative possibilities and problem solving skills from within a defined remit. Students learn to research, discuss; critique visual and verbal vocabularies by exploring design as an applied and communication research tool. The creative potential of the design process will be approached through studio discussions and in class projects utilizing conceptual and production methods. On completion, students will be prepared to render and evaluate basic design challenges and will produce a set of samples to demonstrate their learning. Full participation in the design process and class discussions is expected. (Lyn/Arnold) $435

10 day - Sat. Sept 22, 8:30-12:30 - DS

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 in a simple command. Macintosh experience mandatory. Prerequisite: 050441. (Thiessen) $410

5 day - Sa. Sep 22, 09:00-15:30 - CC

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 applies primarily to print media. Topics include magazine and newspaper advertising, outdoor advertising, logos and package design, newsletters, and direct mail. (Pearson) $295

8 day - Sa. Sep 22, 13:30-16:30 - DS

Introduction to Radio Journalism from Print to Audio (050506)
If you have ever wondered what it would be like to work as a radio/news media journalist, then this course is for you! Learn how to write for newscasts and information-driven radio shows by understanding the interdisciplinary approaches of media management. How do writers extract core facts and balance these between story lines and factual narrative? Through practical exercises, students will gain proficiency in media writing, learning basic journalism skills such as news writing and interview techniques while gaining a better understanding of the differences between public vs. private sector news media organizations. Attention will be paid to both on-air work, as well as the jobs existing "behind-the-scenes" in the industry. $195

6 day - Sa. Sep 29, 09:30-12:30 - DS

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. Sep 29, 09:00-16:00 - DS

Marketing for Freelancers (050467) NEW!
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. Oct 13, 09:00-16:00 - DS

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 greyscales 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 - Mo. Oct 15, 18:30-21:30 - CC

Intro to Print Buying (050472)
Quality design work requires printing knowledge. Learn about printing and paper options, colour basics, prepress requirements, how to prepare your print job, costing, proofing and how to communicate with print shops. You will tour a printing facility on fourth session. (Riley) $175

4 eve - Mo. Oct 15, 18:30-21:30 - DS

History of Digital Audio: An Overview (050507)
This survey course has been designed to inform the creative multimedia student about the historical development and progression of aesthetic styles in the realm of digital audio production from past to present. These trends will be discussed in relation to historical movements relevant to other media such as installation, sculpture, and on-line platforms from Flash to artist websites. In this course, students will learn about analog precedents and how these have influenced contemporary audio design. Sessions will involve applied or practical exercises in relation to audio design and production. (Turner) $195

6 eve - Th. Oct 18, 18:30-21:30 - CC

Coming to VCC
Copyright Workshop for Artists and Designers
Recent changes to the Canadian Copyright Act affect everyone who creates and uses copyright protected material. The digital explosion is making copyright a hot topic! Keep pace and learn the details at our copyright workshop coming soon to the VCC Digital Design Centre. Please call 604.443.8386 for details.

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

1. Demonstrate and apply the basic principles of graphic design as related to the electronic publishing industry.
2. Effectively manipulate computer hardware and software programs suitable to graphic design applications.
3. Display individual style, creativity and visualization skills.

4. Understand and apply the fundamental skills required for the production of various print materials.
5. Understand and apply professional practices appropriate to the electronic publishing industry.
6. Prepare a self-marketing portfolio suitable for career or educational advancement.

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

Associate Certificate in New Media and On-line Publishing

can be accomplished by completing the Saturday

Certificate tri-semester program or through part-time studies. The following requirements must be met:
Required Courses (196 hours)
Design Fundamentals (050511) - 40 hours
Intro to Photoshop and Visual Communication (050512) - 30 hours
Webpage Design (050474) - 36 hours
Photoshop II (050444) - 30 hours
Intro to Flash (050478) - 18 hours
Sound Editing (050513) - 6 hours
Director to CD-ROM Portfolio (050487) - 36 hours
Elective Courses (17+ hours)
Colour Theory (050486) - 12 hours
Preparing Web Images (050488) - 12 hours
History of Typography (050485) - 24 hours
Copy Editing and Writing (050476) - 15 hours
Business for Freelancers (050468) - 5 hours
Marketing for Freelancers (050467) - 5 hours
Creative Solutions for Advertising Solutions (050482) - 24 hours
Flash Design II (050505) - 15 hours
Assessing Digital Design Software (050484) - 18 hours
History of Digital Audio (050507) - 18 hours
Introduction to Radio Journalism (050506) - 18 hours
Total hours for certificate - 208 hours

Challenge Exams NEW!
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 604.443.8385 prior to September 5 to arrange your exam session.

Challenge - Introduction to Macintosh (050450) $180

Challenge - Introduction to Graphic Design (050452) $180

Arts & Design Instructors
Grant Arnold is currently curator at the Vancouver Art Gallery, where he works with both contemporary and historical art. He studied art and art history at the University of Saskatchewan, the Banff School of Fine Arts and the University of British Columbia, and has previously worked at the Mendel Art Gallery, Saskatoon, and the Art Gallery of Windsor.

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.

Karen Benson has extensive educational experience with electronic publishing and new media in both Mac and PC platforms. She has also studied fine art and has taught many art-related courses in China, Thailand and Canada.

Sylvia Grace Borda, BFA, MFA, specializes in content and interactive design for multimedia and print production. She has over five years of management and production experience in multimedia development and has worked for larger cultural institutions defining their visual presence for the web, CD-ROM, kiosk interactives and print formats.

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.

Nan Capogna, MFA, taught for seven years at the Schools of Architecture and Design in Wellington, New Zealand. She was also the Education Curator for the contemporary City Gallery in Wellington and is currently the Cultural Programmer for Richmond Art Gallery.

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.

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.

Linda Devine, BA, FCGmA, graded from the Canadian Gemmological Association Program in 1990 and has taught gemmology for VCC since 1993. Bygone Antiques is her company and her passion is antique jewellery.

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.

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.

Donna Hawrelko, FGA, FCGmA, has been instructing in the part-time VCC Gemmology Program since 1993 and is also teaching gemmology in the Jewellery Art and Design Program. Donna is also the chief examiner for the Canadian Gemmological Association and has chaired two international Gemmology conferences which have generated student scholarships. She has assisted Aurora College, NWT with curriculum development and has been recently appointed to the Diamond Council of Canada.

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.

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.

Frances Lew is a journalist with CBC Radio. She has worked for CBC since 1993 in different jobs including associate producer, researcher and reporter and has been based at different times in Vancouver, Prince Rupert, Prince George and Kelowna. Frances has worked in both public and private radio. She has a BA in English and a diploma in broadcast journalism.

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.

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

Wilma McKenzie, BA, BEd, FGA, FCGmA, graduated from the Canadian Gemmological Association in 1996 and since has devoted her energy to teaching gemmology at VCC.

Anna Miller, GG, is a full-time jewellery appraiser, course developer and educator. She has an extensive list of international clients, is routinely published in trade journals and is highly regarded by the jewellery and gem industries.

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.

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.

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.

Kian Samet received her training in dressmaking and design in the European school of designing from French and Italian couturiers, and for many years has created beautiful fashions from her design studio. She has taught design and dressmaking for Continuing Education at UBC and Kwantlen College, and other adult education agencies. She is currently designing costumes with the film industry.

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

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

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

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

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.

Jeremy Turner graduated to the level of bachelor of arts in art history and music composition (University of Victoria). Turner has studied with John Celona, Christopher Butterfield, and John Cole. Turner is a proficient digital composer, curator, and writer (Western Front). He has produced over 100 digital recordings and has provided digital audio in the last year for new media events in New York and Vienna, Austria.

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.

James Wallace, GG, is a noted gemstone broker whose work experience includes wholesale, retail, design, manufacturing and appraisal of fine jewellery items.

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.

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

Business & Technical Writing Certificate Program

Program Coordinator: Anne Tollstam, 604.443.8668

Program Advisor: Katherine Wellman, 604.443.8649

Program Assistant: Catherine Leong, 604.443.8677

Information Session:

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 courses. Each course is one day in length. 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, September 11, 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)

CONTINUING EDUCATION
Locations

CC • **Vancouver Community College City Centre Campus, 250 W. 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 701 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 Centre 4900 Hudson Street, Vancouver**

VV • **Volunteer Vancouver #301 – 3102 Main Street, Vancouver**

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) $155

Available April 2002 term

Designing and Writing Manuals (100357)
Review the document development process for producing effective manuals and training guides. You will learn techniques for increasing the usability of your manuals through reader analysis and peer reviews. Learn techniques of information design and considerations for internationalizing your document. (Dean) $155

Available April 2002 term

Industry Specific Report Writing (100358)
This course focuses on the structure, content, format, audience, purpose, and style of reports. Topics covered include understanding the components of the report format and using these in a manner that facilitates reader access and comprehension; communicating effectively and clearly with reader(s) as a result of addressing leader concerns, needs, and interest; and analyzing and developing a clear and appropriate structure to facilitate reading and comprehension. (TBA) $155

Available April 2002 term

Information Design and Human Factors (100360)
A step-by-step guide to effective audience-centred information design for print and web-based media. Although the on-line industry is now almost ten years old, there are still few models of effective design to follow - this session explores some principles and processes of effective design you can successfully apply to the electronic medium, as well as human factor issues for consideration and analysis. This is not a computer course. (Dean) $155

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 through to delivery. Learn how to produce a document plan and how to monitor project process. Topics include: what is project management. the project development process and document flow, preparing for the project, planning the project, conducting the project, completing the project and delivering the final project. (Dean) $155

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

On-line Documentation (100356)
This session provides an overview of tips and success strategies for writing on-line documentation. This session focuses on the principles of good writing and design in an on-line environment. Topics include: what is "on-line", determining project scope and terms of reference, standards of the development process, developing a document plan or storyboard, principles of on-line writing and design, creating a prototype, user-testing and delivering the final project. (Dean) $155

1 day - Sa. Dec 1, 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. (TBA) $155

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 and plain language usage. This course focuses on the use of editing skills to improve writing. Practise the three levels of editing, as well as peer review and group editing. Topics include: grammar, plain language, conceptual and stylist editing, proofreading, peer and group editing, interpersonal issues in editing, and computerized document checkers. (TBA) $155

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 the technical communication profession and growth in the application of on-line writing. Discuss the development of a work portfolio and its use as an employment aid. Review the key characteristics necessary for success in this field. (Dean) $155

1 day - Sa. Jan 26, 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 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 less than 48 hours notice.

Business English Skills

Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Lynda Boothby, 604.443.8383

Polish Your Business English!
The following four classes are offered on Saturdays and Wednesday evenings. 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. Sep 26, Oct 3, 18:30-21:30 - CC
1 day - Sa. Sep 29, 09:30-15:30 - CC

Building a Powerful Vocabulary (104411)
No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing

study and give a large number of new words and meanings. Please bring a dictionary. 6 hours (Rogers) $80

2 eve - We. Oct 10/17, 18:30-21:30 - CC
1 day - Sa. Oct 13, 09:30-15:30 - CC

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

2 eve - We. Oct 24/31, 18:30-21:30 - CC
1 day - Sa. Oct 27, 09:30-15:30 - CC

Effective Memo and Report Writing (104414)
Get results! Learn the standard formats for memoranda and reports and review the modern and powerful language of business writing. 6 hours (Rogers) $80

2 eve - We. Nov 7/14, 18:30-21:30 - CC
1 day - Sa. Nov 17, 09:30-15:30 - CC

Note

Business English Skills Test (104539)
We. Nov 21, 18:30 - CC
Sa. Nov 24, 09:30 - CC

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

English Elective

Business English Skills: You Asked for More! (104574)
Improve business-writing skills and build your vocabulary! The course is designed to help you write more clearly, as well as read and comprehend more effectively. You will learn to take notes and participate in discussing content. You will practise expressing your ideas orally and in writing. Written in-class assignments, such as letters, memos, outlines, etc., will be checked and revised for correct grammar and sentence structure. Class size limited. Bring dictionary. 18 hours. (Gossen) $145

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

Career Success: Nurturing the Working Spirit

Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Catherine Leong, 604.443.8677

Making the Best Impression: Modern Business Etiquette (104581)
A valuable course for students in the Leadership Certificate Program. Does the very thought of a business or social event put you on edge? What to say? What to wear? How to make that quick exit back to the office? Although formal etiquette may appear to have lost favour in today's "dot com" casual business environment, the teamwork, cooperation and marketing so prized by the corporate world depend on people with great social skills. Comfortable networking is an essential element in your career success. Join Elizabeth for a full day of brushing up on introductions, greetings,

mannerisms, deportment, entertaining, gift giving and restaurant etiquette, confidence building and lots of fun! Elizabeth Burnett had a successful career in general management, consulting and training before devoting herself entirely to coaching others in appropriate behaviour for today's corporate environment. She continues the family tradition started by her great aunts in London and Geneva, advising others in the world of etiquette. (Burnett) $85

1 day - Fr. Oct 19, 09:00-15:00 - IEC
1 day - Sa. Nov 3, 09:00-15:00 - CC

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

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

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.

Course Package (104594)
These innovative and participatory career success seminars give skills and ideas you can apply now. Register for the package of four spring courses only for $285 for a saving of $35.

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 conducing successful meetings and interviews - whether as interviewer or interviewee. A wide range of examples and tools will be introduced and demonstrated from the worlds of business and psychology. (Cressey) $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, 604.443.8668

Program Assistant: Lynda Boothby, 604.443.8383

A series of seminars for best practices for administrative success.

These seminars are designed for those working in an administrative and/or customer service role. Learning more about what is happening in the workplace will help you determine the "best practices" for a successful and efficient workplace team and learn the "best practices" for dealing with your clients/customers.

Course Package (104504)
The following four seminars are offered on Saturdays. Enroll individually at the regular price of $95 or register for all four seminars for a total of $350 - a savings of $30.

All four courses listed below:

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 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, 604.443.8668

Program Assistant: Lynda Boothby, 604.443.8383

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

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

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. Sep 21, 09:00-16:30 - IEC
1 day - Sa. Jan 26, 09:00-16:30 - CC

Stepping up to Leadership (100317)
Becoming a leader is not an easy transition. It requires a whole new set of skills, as well as an understanding and acceptance of new roles, from "doer" to "delegator." At the end of this course you will understand the skills required to effectively supervise by:

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

Interactive lectures, individual work, group discussion and skill-practice sessions will be used. Participants will write a "back-home" personal plan for applying their newly acquired skills. (Hannah) $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 the completion of this course, participants will:

• Understand the communication process in organizations
• Have improved awareness of key problems in organizational communication
• Understand the impact of perception on the communication process

• Have analyzed communication styles in organizations, to assist in more effectively getting the job done. (Stene) $150

1 day - Sa. 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. In this course you will:

• Define the causes of conflict
• Understand conflict management concepts and styles
• Assess your current strengths and areas for improvement in resolving conflicts
• Use specific communication skills to clarify and understand issues, interests and concerns
• Apply the conflict resolution process to 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

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

• Analyzing your day
• Setting goals and priorities
• Delegating
• Creating productive meetings
• Handling interruptions
• Understanding your self-motivation to complete your day and projects. (Cuzzetto) $165

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

Thinking on Your Feet (100315)
In this 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. Learn more about how your audience sees YOU, and how to make your presentation more memorable through practice and constructive feedback. (Swankey) $150

1 day - Sa. Feb 9, 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) $150

1 day - Sa. Feb 23, 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) $165

1 day - Fr. Mar 1, 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. 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) $150

1 day - Sa. Mar 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. Mar 23, 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

Available April 2002 term

Making the Best Impression: Modern Business Etiquette (104581)
A valuable course for students in the Leadership Certificate Program. Does the very thought of a business or social event put you on edge? What to say? What to wear? How to make that quick exit back to the office? Although formal etiquette may appear to have lost favour in today's "dot com" casual business environment, the teamwork, cooperation and marketing so prized by the corporate world depend on people with great social skills. Comfortable networking is an essential element in your career success. Join Elizabeth for a full day of brushing up on introductions, greetings, mannerisms, deportment, entertaining, gift giving and restaurant etiquette, confidence building and lots of fun! Elizabeth Burnett had a successful career in general management, consulting and training before devoting herself entirely to coaching others in appropriate behaviour for today's corporate environment. She continues the family tradition started by her great aunts in London and Geneva, advising others in the world of etiquette. (Burnett) $85

1 day - Fr. Oct 19, 09:00-15:00 - IEC
1 day - Sa. Nov 3, 09:00-15:00 - 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, 604.443.8668

Program Assistant: Lynda Boothby, 604.443.8383

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, Coaching for High Performance (100323) plus one other Coaching course may 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:
1. Coaching for High Performance (100323)
2. Coaching: Bridging the Motivation Gap (100324)
3. Coaching: Skill Coaching (100325)
4. Coaching: Taking your Leadership Coaching to the Next Level (100326)
5. The Coach's Toolkit (100327)
6. 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. Sep 21, 09:00-16:30 - IEC
1 day - Sa. Jan 26, 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. In this workshop you will learn how to use a systematic approach in skill coaching to achieve performance results. Specifically, you will learn how to:

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

1 day - Sa. 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 disappoi[ntments]; deal with blind spots that detract from [their] otherwise outstanding performance
- Create a leadership coaching action plan - apply leadership coaching skills to work situations. (Hannah) $150

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

Team Coaching (100328)
1 day - Fr. Feb 15, 09:00-16:30 - IEC

The Coach's Toolkit (100327)
Prerequisites: Coaching for High Performance (100323) and Bridging the Motivation Gap (100324). 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 skills will include: creating the coaching env[ironment], building support in the workplace and a selection of practical resources to support the coaching partnership. (Hannah/Lewis) $165

1 day - Fr. Mar 15, 09:00-16:30 - IEC

Taking Your Leadership Coaching to the Next Level (100326)
Prerequisites: Coaching for High Performance (100323) and Bridging the Motivation Gap (100324). 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

Available April 2002 term

Withdrawal and Refund Policy
Courses held at VCC campuses: Withdrawals received 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. The College will accept substitutes.

Legal Assistant

Legal Assistant Certificate Program
Program Coordinator: Anne Tollstam, 604.443.8668

Program Advisor: Katherine Wellman, 604.443.8649

Program Assistant: Yan Yan Wang, 604.443.8711

Information Session: Monday, September 10, 17:30,

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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. Destinations have access to QUICKLAW for computer research.

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

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

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

Entrance Requirements

All program courses are designed for persons currently employed as legal secretaries or legal assistants who wish to improve their skills and career positions. To take any course a student must:

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

Legal Assistant Certificate Requirements

Core Courses (required by all certificate students)
Canadian Legal Process - 12 hours
Legal Research - 18 hours
Legal Communications - 12 hours
Torts - 18 hours
Contracts - 18 hours
Agency, Partnership and Incorporation - 18 hours
Total - 96 hours

Practice Area Courses

1. Litigation

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

2. Conveyancing

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

3. Corporate and Commercial

Company Law - 24 hours
Advanced Corporate Administration - 24 hours
Personal Property Security - 12 hours
Commercial Transactions - 12 hours
Total - 72 hours

4. Family and Estate Law

Family Practice Essentials - 18 hours
Family Law Precedents and Procedures - 18 hours
Will and Estate Planning - 18 hours
Estate Administration - 18 hours
Total - 72 hours

Elective Courses

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

Practicum

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

Total Certificate Requirements

Classroom Courses - 200 hours

Practicum - 500 hours (four months)

Location

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

Legal Research (104817)
An introduction to legal research techniques. Students can do hands-on research in a library and by computer. (Dattilo) $170
5 day - Sa. Sep 8, 10:00-15:00 - CC

Canadian Legal Process (104816)
An introduction to Canada's legal system, legal institutions, and basic legal principles. Examine the sources of law, the structure of the court system, and the role of a legal assistant. (Wellman) $110
4 eve - Mo. Sep 17 18:00-21:00 - CC

Personal Injury Practice (104815)
Covers relevant statutes, Supreme Court Rules, relevant substantive law governing procedure, and procedures and skills required to manage a personal injury file. (Rogers) $215
8 eve - Tu. Sep 18, 18:00-21:00 - CC

Company Law (104807)
Legal principles and statutory regime under BC Company Act, choice of business organizations and jurisdiction, shareholders' agreements, trust agreements, corporate governance and alterations. (Cofman) $240
8 eve - Tu. Sep 25, 18:00-21:00 - CC

Family Practice Essentials (104882)
Examines Family Relations Act and Divorce Act and introduces procedures, statutes and case law. Reviews Rules of Court dealing with family cases. (Halkett) $240
6 eve - We. Oct 3, 18:00-21:00 - CC

Agency, Partnership and Incorporation (104821)
Explains agency relationships and liabilities, formation of partnerships and general concepts underlying incorporation including limited liability, corporate structure and duties of directors and officers. (Wellman) $170
6 eve - We. Oct 3, 18:00-21:00 - CC

Legal Drafting (104864)
General introduction to drafting legal documents.

Includes essential elements, organization methods, style issues, rules of interpretation and construction, and consistency in language, structure and style. Learn how to use definitions, checklists and precedents. (Stephens) $110
1 day - Sa. Oct 13, 10:00-16:00 - CC

Buying and Selling a Business (104871)
Covers legal and procedural issues in buying assets or shares, including due diligence searches and drafting necessary documentation. (Barbour) $180
4 eve - Tu. Oct 16, 18:00-21:00 - CC

Chambers Practice (104812)
Describes and explains all the rules and procedures for bringing a Chambers application; how to prepare Notice of Motion, Affidavits and orders (includes drafting workshop on Affidavits). Learn about common applications in motor vehicle litigation and the evidence needed to succeed. Learn about Rule 51A, the jurisdiction of Masters vs. Judges, and Consent Orders. (Windwick) $180
4 eve - We. Oct 17, 18:00-21:00 - CC

Criminal Law and Procedures (104866)
Explains substantive law and procedures in the criminal law system. (Hamerton) $180
4 eve - We. Nov 14, 18:00-21:00 - CC

Creditor's Remedies (104813)
Covers law and procedure, including Federal Court, applicable statutes, creditor's remedies, debtor's remedies and defences, pre-judgement and execution proceedings. (Barbour) $180
4 eve - Tu. Nov 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

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)

Available April 2002

Commercial Transactions (104806)
Commercial Conveyancing (104808)
Commercial Litigation (104814)
Canadian Legal Process (104816)
Legal Communications (104818)
Torts (104819)
Agency Partnership and Incorporation (104821)
Securities (104874)
Estate Administration (104881)
Bills of Costs (104886)
Expert Witness Reports I (104887)
Expert Witness Reports II (104889)
Interviewing for Legal Assistants (104870)

Dates TBA

Labour Law for Legal Assistants (104868)
Persuasive Legal Writing for Litigation (104872)
Criminal Appeals Process (104873)
Environmental Law (104875)
Real Estate Litigation (104890)
Administrative Law (104876)

Management Skills for Supervisors Certificate Program

Program Coordinator: Anne Tollstam, 604.443.8668

Information: Program Assistant, Lynda Boothby, 604.443.8383

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. (Roberts) $310
8 eve - We. Jan 23, 2002, 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. Sep 26, 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, 604.443.8668

Information: Program Assistant, Lynda Boothby, 604.443.8383

Information Session: Thursday, September 13, 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 Procedures (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 Procedures(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 (104558)

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, the Career Success section 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/Payroll

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: Accounting: Nanci Lee, 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 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

Available January 2002 term

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 Pacsy Flashner, This text should be purchased from City Centre Bookstore before the first class. 24 hours (Huston) $165

Available January 2002 term

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. 24 hours (TBA) $155

8 eve - Mo. Jan 21, 18:30-21:30 - CC

The Electronic Office (104502)

This course analyzes the tasks and responsibilities of the administrative assistant within the context of today's business office. In this course you will learn to better understand how to handle business information and learn how technology can enhance productivity. Discussions and assignments will focus on interpersonal skills and written communication, scheduling and organizing work activities, processing information, and organizing and

managing manual and electronic records. Text: The Electronic Office. Purchase at City Centre Bookstore prior to class. 18 hours (Close) $140

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

Business English

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. These are not ESL courses. It is recommended that students register in Grammar Review for Productive Business Writing (104407) prior to enrolling in Writing Dynamic Business Letters (104406). $285

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

Grammar Review for Productive Business Writing (104407)

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

2 eve - We. Sep 26, Oct 3, May 2, 18:30-21:30 - CC
1 day - Sa. Sep 29, 09:30-15:30 - CC

Building a Powerful Vocabulary (104411)

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

2 eve - We. Oct 10/17, 18:30-21:30 - CC
1 day - Sa. Oct 13, 09:30-15:30 - CC

Writing Dynamic Business Letters (104406)

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

2 eve - We. Oct 24/31, 18:30-21:30 - CC
1 day - Sa. Oct 27, 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. Nov 7/14, 18:30-21:30 - CC
1 day - Sa. Nov 17, 09:30-15:30 - CC

Note

Business English Skills Test (104539)

Must have 100 percent attendance in order to write Business English Skills Test. Administered at the end of the Business English Skills Package (four courses). No charge.

We. Nov 21, 18:30 - CC
Sa. Nov 24, 09:30 - CC

Business English - Non Package

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

Improve business-writing skills and build your vocabulary! 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) $150

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. You will become a more successful communicator with family, friends, colleagues, clients and supervisors. 18 hours (TBA) $190

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

Administrative and 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. 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

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evaluate your progress. 6 hours (Stene Murphy) $95

1 day- Sa. Dec 8, 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 to key letters, numbers and symbols. The classes are taught 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) $115

6 mng - Sa. Sep 22, 09:30-12:30 - CC
6 eve - Mo. Sep 24, 18:30-21:30 - CC

Keyboarding for Speed Building (104402)
This course is designed to help students increase their speed and accuracy on the computer. Each session will 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 aft - Sa. Sep 22, 13:00-16:00 - CC

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

Legal

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 relation 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. (TBA) $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 (TBA) $125

Available April 2002 term

Litigation II (104565)
This course is designed for junior litigation secretaries and/or those who require an adjunct to the Litigation (104427) course. Course content will focus primarily on a step-by-step document review of the court forms used in a standard civil proceeding. Emphasis will be made on proper format, common errors that may result in rejection at the Court Registry and time management skills for your litigation desk. This course is a prerequisite to the Legal Assistant Certificate Program and will be offered again in fall 2002. 15 hours (Seddon) $125

Available April 2002 term

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

Available April 2002 term

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 (Cheng) $110

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4 eve - We. Feb 6, 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 (Halkett) $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. Sep 25, 18:30-21:30 - 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: Medical Transcription, to be purchased from bookstore prior to first class. (Wong) $145

6 eve - We. Sep 26, 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. Sep 27, 18:30-21:30 - CC

Clinical Procedures (104579)
Introduction to basic clinical procedures and tests performed in medical offices or settings. Basic theory and practical hands-on teaching methods used. Textbook: Medical Office Assistant Handbook. 6 hours (Hay) $95

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

Medical Office Procedures/Administrative Assistant (104424)
Learn administrative and clinical duties to effectively manage a medical office. Topics covered: scheduling appointments and receptionist duties, patient records management, classification of drugs and routes of medication, intro to billing and booking of surgery

and diagnostic procedures. Medical Office Assistant Handbook to be purchased from the City Centre Bookstore. 24 hours (Wong) $165

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

Medical Office Billing - Computerized (104520)
Prerequisite: Medical Office Procedures (104424) or current experience working with a non-computerized medical billing system. Become familiar with data processing tasks required to bill for medical office visits, surgical procedures, diagnostic procedures as well as WCB/ICBC and out-of-province billing. 12 hours (Wong) $145

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

Records Management

Records Management I (104509)
A valuable course for anyone working with records and information systems in business or government. Important contemporary issues around freedom of information and privacy are among the topics covered. As the volume of information being processed by business has increased, so has the need for a systematic approach to creating, classifying, storing, retrieving and disposing of that information. Textbook to be purchased from City Centre Bookstore prior to class, Information and Image Management, Ricks, Swafford & Gow. This course is supported by the Association of Records Managers and Administrators. This course is offered once a year. 30 hours (Bradley) $185

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

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

Records Management - Specialized Functions (104557)
This course will introduce you to specialized functions within records/information management. You will explore several functions such as forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. 24 hours (Bradley) $175

Available April 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, 604.443.8388

Information: Pat Cooper, 604.443.8428 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) $210

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

Registry Officer Development Program

Program Coordinator: Anne Tollstam, 604.443.8668

Program Advisor: Katherine Wellman, 604.443.8649

Program Assistant: Yan Yan Wang, 604.443-8711

In cooperation with the Federal Court of Canada, this program is offered to students who wish to pursue employment in a court environment or work in a legal office that specializes in immigration, patent, trademark, tax, admiralty, citizenship and tribunal matters within the jurisdiction of the Federal Court of Canada. Courses in this program may also be used as electives in the Legal Assistant Certificate Program and the Legal Skills section of the Office Administration Certificate Program. In addition to receiving a certificate in office administration or as a legal assistant, students who successfully complete this program will be awarded a document of completion by the college and a certificate from the Federal Court of Canada.

The program is offered at the City Centre Campus and at theVancouver office of the Federal Court of Canada, 701 West Georgia Street, Vancouver, and will be conducted by staff of the Federal Court. Students may enroll in an individual course or may register for the program as a package at a discounted price. No Federal Court completion certificates will be issued for individual courses. Registration is limited to 15 students, and students who register for the program package will get priority. Because some classes are conducted in the offices of the Federal Court, and students must undergo an RCMP security check, registration must be completed seven days before the first day of class. Forms for the security checks are available in the Vancouver Community College, City Centre Continuing Education office. Prerequisite for the course is admission to the Legal Assistant Certificate Program or the Office Administration Certificate Program.

Courses offered are:

Registry Officer Development Program Package (104589)
Includes all five courses listed below. $400

General Rules Orders and Directives (104585)
This course covers Jurisdiction, Genesis of Registry and Rules, General Administration, Interpretation, Definition of Terms, Calculation of Time Limits, Organization of the Rules, Administrator's Directives, Actions, Applications, Appeals and enforcement of Orders. $85

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

Court Administration (104599)
This course reviews the historical background of the court, its jurisdiction, constitutional basis, the role of

the Registry and the Judiciary, the Rules Committee and the Administrator, and the appointment of judges, prothonotories and judicial administrators. It will also cover communications to the court, setting matters down for hearing, and the Registry Officer's authority for filing, certifying and issuing legal documents in the Federal Court. $85

2 eve - Mo/Tu. Nov 5-6, 18:00-21:00 - CC

Admiralty Proceedings (104587)
This course covers the historical concepts of marine law, jurisdiction of the court, issuance of Warrant for arrest of property, bail applications, release of arrested property, caveats, judicial sale of property, preliminary acts and motions. $85

1 eve - We. Nov 7, 18:00-21:00 - CC

Immigration Proceedings (104586)
This course examines the Federal Court Immigration Rules 1993, filing documents related to Applications for Leave and Judicial Review, and will look at types of motions common to immigration proceedings. Judicial Review process is included under General Rules Orders and Directives (104585). $85

1 eve - Th. Nov 8, 18:00-21:00 - CC

Court Registrar (104588)
This course covers the origins, role and responsibilities of a Court Registrar in preparation for, during and following hearings including opening and closing court, administering oaths and swearing in witnesses. $85

1 day - Sa. Nov 10, 09:00-16:00 - FCO

Small Business

Program Coordinator: Peggy Worobetz: 604.443.8670

Registration and general information: 604.443.8484

How to Start a Business Package (106038)
This step-by-step, five-week program guides you through information on all pertinent topics required to successfully begin your own small business. Each course is six hours of instruction offered on two evenings for three hours per night. $105 per course or a total of $395 for all five courses for a saving of $130. Participants attending all five courses will receive a Statement of Completion. $395

How to Start a Business (106039)
Running your own business doesn't have to be just wishful thinking - it's all in the planning. Learn the seven key steps to developing your successful new business. (Vonas) $105

Week 1- Tu/Th. Sep 25, 19:00-22:00 - CC

Identifying and Marketing Business Opportunities (106040)
Tuesday - Finding Business Opportunities
Starting a successful business frequently centres on finding an opportunity overlooked by others. This course concentrates on how and where to look, sources of information and accessing ideas for new ventures. Relate your customers' needs to products, prices, promotion and distribution to create your marketing plan.
Thursday - Marketing and Advertising
Learn to answer the questions to create effective

advertising: the when, where, what and how, by concentrating on the market, media and message. (Vonas) Both parts $105

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

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

Week 3 - Tu/Th. Oct 9, 19:00-22:00 - CC

Financial Statements - Forecasting and a Cash Budget (106043)
Tuesday - Understanding Financial Statements
Making the right decisions depends on your knowledge of financial statements. This course teaches you how to read them and what needs to be controlled.
Thursday - Forecasting and Cash Budgeting
Preparing a realistic forecast and using it as a basis for your budget to measure how well the business is doing and keeping it in line. (Vonas) Both parts $105

Week 4 - Tu/Th. Oct 16, 19:00-22:00 - CC

Financing and Business Strategy (106041)
Tuesday - How to Win Funds and Influence Your Banker
Communication is a two-way street: from your banker and to your banker. Learn how to present yourself and your request for operating credit and term loans. Understand the criteria lenders use in making decisions on loans.
Thursday - Developing Your Business Plan and Strategy
Developing your business plan includes all of the factors to create a successful venture - markets, your resources, financing and the competition. Know how to assess the competitor's strengths and weaknesses and build on your advantages. Learn to create a business character to stand out in the haze of competition. (Vonas) $105

Week 5 - Tu/Th. Oct 23, 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.

How 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. Oct 2, 09:00-16:00 - CC

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. Oct 18, 09:00-16:00 - CC

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. Oct 15, 09:00-16:00 - CC

Professionally Organize Your Small Business (106126)
Investigate the seven major topics pertaining to organizing your small business: ergonomics/office setup/dÈcor, office outfitting, telephones and other tools, how to get the work done, fearless filing, the financial side and the human resource side of small business. Learn how to generate and satisfy clients in whatever field you choose to enter. Remember: organization and time management equal financial success. $135 (O'Keefe)

2 eve - We. Oct 10, 18:00-21:00 - CC

Please see also courses under Leadership Skills and Management Skills, pages 10 and 11.

Telecommunications Management

Program Coordinator: Peggy Worobetz, 604.443.8670
Program Assistant: Lynda Boothby, 604.443.8383

Information Session: Thursday, September 6, 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. (Clark) $290

10 eve - We. Sep 26, 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) $340

12 eve - Th. Sep 20, 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) $340

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

Applications Management (102263)
Applications Management reviews a new industry-specific application each week. The macro view of a company's telecommunications needs will be reviewed and the student will learn to mix and match technologies to solve business issues for several industries. Building on the previous courses, this course will investigate the integration of voice, video and multimedia as it progresses. Prerequisites: Understanding Telecommunications (102260), Telecommunications Technology (102261) and Voice/Data Integration (102262). (Turchan) $340

12 eve - We. Sep 19, 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). Available January 2002 term

Challenge Examinations
Challenge examinations are available for the Understanding Telecommunications, Telecommunications Technology and Voice/Data Integration courses. These examinations are for students who feel they are very knowledgeable with the material covered in the courses. A program guide, which includes a detailed outline for each course, may be obtained by telephoning 604.443.8670. Students will have ONE opportunity to pass the examination.

Understanding Telecommunications (102265) $190

2 hrs - Tu. Sep 11, 18:30-20:30 - CC

Telecommunications Technology (102266) $190

2 hrs - Tu. Sep 11, 18:30-20:30 - CC

Voice/Data Integration (102267) $190

2 hrs - Tu. Sep 11, 18:30-20:30 - CC

Fee Allocation for Challenge Examinations
1. Participants must pay $190 BEFORE writing any examination.

2. Ninety dollars ($90) of the $190 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 ($100) 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 $100 (valid for one year); b) request a refund of the balance of $100 which will be subject to an administrative charge of 20 per cent.

Distance Education
Understanding Telecommunications is available in an eight-module distance education package (course 102290). See course description under Classroom Program. $290

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. $340 each course.

A Distance Learning Information package is available. Please call 604.443.8670, or 604.443.8380.

Telecommunications Seminars
For detailed seminar information please call the program coordinator.

MPLS and Next Generation Switching (102279)
There is little doubt that packet switching will be the switching technology of choice for multimedia networks of the future. Multi-Protocol Label Switching is a technique which may decide which of the two contenders, IP or ATM, will dominate in corporate and telephone operator backbones. This in-depth technical seminar has been written and will be presented by Gary Zielke, president of Infotel Systems Corporation and is targeted at planners, implementers and advanced users who need to make decisions regarding this new twist to IP routing and ATM switching. A binder of reference material will be provided. (Zielke) $745

2 day - Nov 15/16, 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.

Business, Career & Law Instructors
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.
Don Clark is the managing director, Operations, Telus Management Services. Don's varied experience spans many years in the telecom environment.
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.
Susan Copland, BCom, LLB, is the manager of policy at the Vancouver office of the Canadian Venture Exchange. She takes an active role in educating industry members and the public about the Exchange, developing and teaching courses, seminars and forums for various industry groups.
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. He was BC's first ombudsman.
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.
Jennifer Gossen, BA, has several years teaching English in private language colleges in BC.
Ann Halkett is a graduate of the VCC Legal Assistant Certificate Program. Ann is vice president of BC Association of Legal Assistants and works for a major Vancouver law firm.
David Halkett, LLB, has practised law in Vancouver for nine years. For the last five years he has been practising predominately in the family law field with the firm of Tim Louis & Co.
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.
Janet Hay, RN, MSCEd, lecturing in nursing and adult education. She has 25 years' teaching experience and is the author of a medical textbook.
Brian Holt is a technical sales support specialist with Bell Intrigna and brings many years of voice and data experience to the classroom.
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.

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 BC 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.

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

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

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

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

Melanie Rodiuk, BA, 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.

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.

Kurt Turchan has 15 years of telecommunications industry experience, and has worked primarily for Nortel networks in their R&D labs in Ottawa in the areas of switching, access, and optical transport. He has considerable experience in the field of network management, high-speed networks, CLEC operations, and software design.

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.

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

Vancouver Community College offers a wide range of courses - from beginners to advanced - at both the Oakridge Computer Lab and the City Centre Computer Lab. See page 21 for City Centre courses which have expanded this year.

Oakridge Computer Lab

Course Location

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

Please call 604.261.2806 for directions or visit our website at **www.vccoaklab.com**

Registration: 604.443.8484

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 604.261.2806.

Counselling

Oakridge courses only - Mishele Mathern or Pat Austin (604.261.2806), e-mail: mmathern@vccoaklab.com

What do you wish to learn?
An Introduction to Computers
Courses available are listed on this page
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 this page
Desktop Publishing
Courses available are listed on page 20
Networking and LAN Management
Courses available are listed on this page
Programming
Courses available are listed on page 20

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 604.261.2806 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:

1. Introduction to Computers
2. Windows 95/98, Windows Me, Windows 2000 Professional, and Windows NT
3. Local Area Networks - LAN Management
4. Internet and Web Publishing
5. Computer Applications: Microsoft Office, Word Processing, Worksheets/Charts, Database Management, Accounting, Desktop Publishing and Personal Information Managers
6. Programming in Visual Basic and Visual Basic for Applications (VBA) in Excel and Access

Introductory courses at the Oakridge Lab are designed to give you a "running start" in the software programs of your choice. Other classes are available to further round out your skills. Our classes provide maximum benefit when you have access to practice

Maureen Hannah, *our coaching instructor, is a professional co-active coach certified from* **The Coachs' Training Institute in San Raphael, California.**

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 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.

See our Associate Certificate for Leadership Program for details.

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. Sep 8, 09:00-17:00 - Oak
1 day - Tu. Sep 25, 09:00-17:00 - Oak
1 day - Su. Oct 28, 09:00-17:00 - Oak
1 day - Fr. Nov 16, 09:00-17:00 - Oak
1 day - Mo. Dec 3, 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 - Sa. Aug 25, 09:00-17:00 - Oak
1 day - Mo. Sep 10, 09:00-17:00 - Oak
1 day - Su. Sep 23, 09:00-17:00 - Oak
1 day - Th. Oct 4, 09:00-17:00 - Oak
1 day - Mo. Oct 22, 09:00-17:00 - Oak
1 day - Th. Nov 8, 09:00-17:00 - Oak
1 day - Fr. Nov 23, 09:00-17:00 - Oak
1 day - Su. Dec 9, 09:00-17:00 - Oak
1 day - Mo. Dec 17, 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 - Th. Sep 13, 09:00-17:00 - Oak
1 day - Sa. Oct 20, 09:00-17:00 - Oak
1 day - Th. Nov 29, 09:00-17:00 - Oak
1 day - Sa. Dec 15, 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 - Tu. Sep 4, 09:00-17:00 - Oak
1 day - Sa. Sep 15, 09:00-17:00 - Oak
1 day - We. Oct 10, 09:00-17:00 - Oak
1 day - Th. Nov 1, 09:00-17:00 - Oak
1 day - Sa. Dec 8, 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 Activity Directory for managing network resources. Introduction to Networking (100920) is strongly recommended as a prerequisite. Familiarity with Windows is essential. $190

1 day - We. Sep 12, 09:00-17:00 - Oak
1 day - Sa. Sep 29, 09:00-17:00 - Oak
1 day - Tu. Oct 16, 09:00-17:00 - Oak
1 day - Tu. Nov 6, 09:00-17:00 - Oak
1 day - Sa. Dec 15, 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 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 - Mo. Aug 20, 09:00-17:00 - Oak
1 day - Tu. Sep 18, 09:00-17:00 - Oak
1 day - Sa. Oct 20, 09:00-17:00 - Oak
1 day - Fr. Nov 23, 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 delegation manage administrative control. Create and manage custom groups. 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. Aug 22, 09:00-17:00 - Oak
1 day - Tu. Sep 25, 09:00-17:00 - Oak
1 day - Sa. Nov 3, 09:00-17:00 - Oak
1 day - Tu. Nov 27, 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 UNCs and mapping network drives. Introduction to Networking (100920) is strongly recommended as a prerequisite. Familiarity with Windows is essential. $190

1 day - Th. Sep 20, 09:00-17:00 - Oak
1 day - We. Nov 21, 09:00-17:00 - Oak

Intermediate Windows NT Server (101151)
As a continuation of Introduction to Windows NT Networking, this course explores Windows NT skills for administrators. Understand and install client software. Create and maintain logon scripts to set drive mappings. Create and use local and roaming profiles. Understand the differences between profiles for NT workstations and profiles for Windows 95/98 workstations. Create and manage user accounts, set and change account properties. Introduction to Windows NT Networking (101150) is the recommended prerequisite. $190

1 day - Th. Sep 27, 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. Oct 4, 09:00-17:00 - Oak

Windows NT Server Management (101153)
Understand, troubleshoot, and customize the NT Server boot sequence. Create and use a boot floppy and ERD. Use NT Server utilities for managing services. Install and manage RAS (Server side Remote Access Service) and DUN (Client side Dial-Up Networking). Use the Disk Administrator to set up primary and extended partitions, logical drives, create and extend volume sets, and create and break mirror sets. Experience with Windows NT Server is essential. Advanced Windows NT Server (101152) is strongly recommended. $190

1 day - We. Oct 17, 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 - Mo. Sep 17, 09:00-17:00 - Oak
1 day - Fr. Oct 12, 09:00-17:00 - Oak
1 day - Su. Oct 28, 09:00-17:00 - Oak
1 day - Tu. Nov 13, 09:00-17:00 - Oak
1 day - We. Dec 5, 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. Aug 24, 09:00-17:00 - Oak
1 day - Fr. Sep 21, 09:00-17:00 - Oak
1 day - Mo. Oct 22, 09:00-17:00 - Oak
1 day - Su. Nov 25, 09:00-17:00 - Oak

1 day - Th. Dec 13, 09:00-17:00 - Oak

Introduction to Publishing Webpages (101143)
Learn how to create your own webpages 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 webpages. Use FTP (File Transfer Protocol) to upload your webpages to the Web server, so anyone in the world can view your webpages. Experience in Windows and the Internet are prerequisites. Introduction to the Internet (101141) is strongly recommended. $190

1 day - Mo. Aug 20, 09:00-17:00 - Oak
1 day - We. Sep 5, 09:00-17:00 - Oak
1 day - Su. Sep 16, 09:00-17:00 - Oak
1 day - Tu. Oct 9, 09:00-17:00 - Oak
1 day - We. Oct 31, 09:00-17:00 - Oak
1 day - Sa. Nov 17, 09:00-17:00 - Oak
1 day - Mo. Nov 26, 09:00-17:00 - Oak
1 day - Fr. Dec 14, 09:00-17:00 - Oak

Intermediate Web Publishing (101156)
This course is designed for those who know the basics of HTML, can create basic webpages, 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 webpages is essential. Introduction to Publishing Webpages (101143) is recommended. $190

1 day - Sa. Aug 25, 09:00-17:00 - Oak
1 day - Fr. Sep 14, 09:00-17:00 - Oak
1 day - Su. Oct 14, 09:00-17:00 - Oak
1 day - Mo. Nov 5, 09:00-17:00 - Oak
1 day - Tu. Dec 18, 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 webpages. Learn how style sheets can make writing and managing webpages 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 webpages is essential. Intermediate Web Publishing (101156) is strongly recommended as a prerequisite. $190

1 day - Tu. Aug 28, 09:00-17:00 - Oak
1 day - Mo. Sep 24, 09:00-17:00 - Oak
1 day - Su. Oct 21, 09:00-17:00 - Oak
1 day - Mo. Nov 12, 09:00-17:00 - Oak

Introduction to Dreamweaver (101174)
This course is designed for those who know how to create webpages 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 webpages 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. Sep 8, 09:00-17:00 - Oak
1 day - Tu. Oct 2, 09:00-17:00 - Oak
1 day - Su. Nov 4, 09:00-17:00 - Oak
1 day - Th. Nov 29, 09:00-17:00 - Oak

Introduction to Flash (101177)
Macromedia flash is the key to creating, designing and delivering low-bandwidth animations, presentations and exciting, interactive websites. Students will become familiar with the Flash

interface, customize movie properties, and explore Timeline Events. Learn to work with symbols and text effects, create and organize layers and import graphics. Produce exciting animations with motion and shape tweening, using tweening effects to produce natural-looking motion. Learn how to export and publish your movies, and incorporate them into your webpages. Previous experience with creating webpages is useful. $190

1 day - Th. Nov 1, 09:00-17:00 - Oak
1 day - Th. Nov 15, 09:00-17:00 - Oak
1 day - Sa. Dec 1, 09:00-17:00 - Oak
1 day - We. Dec 19, 09:00-17:00 - Oak

Understanding Java and JavaScript (101173)

This course is designed for those who want to spice up their webpages without learning to program. Understand the differences between Java and JavaScript. Modify basic Java "applets" and write simple JavaScripts, then incorporate them into your webpages. 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 - Sa. Sep 22, 09:00-17:00 - Oak
1 day - Th. Oct 25, 09:00-17:00 - Oak
1 day - Tu. Nov 27, 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 - Tu. Sep 11, 09:00-17:00 - Oak
1 day - Th. Oct 18, 09:00-17:00 - Oak
1 day - Fr. Nov 9, 09:00-17:00 - Oak
1 day - Sa. Nov 24, 09:00-17:00 - Oak
1 day - Mo. Dec 17, 09:00-17:00 - Oak

Fast Track Microsoft Word (101119)

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

1 day - Fr. Sep 21, 09:00-17:00 - Oak

1 day - We. Oct 24, 09:00-17:00 - Oak
1 day - We. Nov 28, 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 - Fr. Sep 28, 09:00-17:00 - Oak
1 day - Fr. Oct 26, 09:00-17:00 - Oak
1 day - Fr. Nov 30, 09:00-17:00 - Oak

Advanced Microsoft Word (101115)

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

1 day - We. Aug 22, 09:00-17:00 - Oak
1 day - Fr. Oct 5, 09:00-17:00 - Oak
1 day - We. Nov 7, 09:00-17:00 - Oak
1 day - Th. Dec 6, 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. Sep 12, 09:00-17:00 - Oak
1 day - Th. Sep 27, 09:00-17:00 - Oak
1 day - Th. Oct 11, 09:00-17:00 - Oak
1 day - Su. Oct 21, 09:00-17:00 - Oak
1 day - Tu. Nov 6, 09:00-17:00 - Oak
1 day - We. Nov 21, 09:00-17:00 - Oak
1 day - Fr. Dec 7, 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 - Tu. Sep 18, 09:00-17:00 - Oak
1 day - Mo. Oct 15, 09:00-17:00 - Oak
1 day - Sa. Oct 27, 09:00-17:00 - Oak
1 day - Tu. Nov 13, 09:00-17:00 - Oak
1 day - We. Dec 12, 09:00-17:00 - Oak

Advanced Excel (100799)

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

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

1 day - Mo. Sep 24, 09:00-17:00 - Oak
1 day - Sa. Nov 10, 09:00-17:00 - Oak
1 day - Tu. Nov 20, 09:00-17:00 - Oak
1 day - Tu. Dec 18, 09:00-17:00 - Oak

Excel Programming - Level 1 (101167)

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

1 day - Fr. Aug 24, 09:00-17:00 - Oak
1 day - We. Sep 26, 09:00-17:00 - Oak
1 day - Th. Nov 22, 09:00-17:00 - Oak

Computer Accounting

ACCPAC for Windows - General Ledger (101170)

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

1 day - Fr. Sep 7, 09:00-17:00 - Oak
1 day - Su. Nov 4, 09:00-17:00 - Oak
1 day - Su. Dec 2, 09:00-17:00 - Oak

ACCPAC for Windows - Accounts Receivable (101171)

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

1 day - Su. Sep 30, 09:00-17:00 - Oak
1 day - Su. Dec 9, 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. Sep 23, 09:00-17:00 - Oak
1 day - Su. Dec 16, 09:00-17:00 - Oak

Introduction to Simply Accounting (101111)

Students will learn how to set up a company. This includes the Chart of Accounts, Vendors, and Customers. Enter historical information of outstanding invoices in the Payables and Receivables. Set up bank reconciliation and recurring entries. Enter purchases, payments, sales invoices and deposits. Adjust invoices. A basic understanding of accounting principles is required. Introduction to Windows (101138) is strongly recommended as a prerequisite. Basic mouse skills are essential. $190

1 day - Su. Sep 9, 09:00-17:00 - Oak

1 day - Fr. Oct 12, 09:00-17:00 - Oak
1 day - Su. Nov 18, 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. Sep 16, 09:00-17:00 - Oak
1 day - Fr. Oct 19, 09:00-17:00 - Oak
1 day - Sa. Dec 1, 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 - Th. Sep 13, 09:00-17:00 - Oak
1 day - Su. Sep 30, 09:00-17:00 - Oak
1 day - Th. Oct 25, 09:00-17:00 - Oak
1 day - Mo. Nov 12, 09:00-17:00 - Oak
1 day - Tu. Dec 4, 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 - We. Aug 22, 09:00-17:00 - Oak
1 day - Th. Sep 20, 09:00-17:00 - Oak
1 day - We. Oct 17, 09:00-17:00 - Oak
1 day - Sa. Nov 17, 09:00-17:00 - Oak
1 day - Fr. Dec 14, 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 - Mo. Aug 27, 09:00-17:00 - Oak
1 day - Fr. Sep 28, 09:00-17:00 - Oak
1 day - Fr. Nov 2, 09:00-17:00 - Oak
1 day - Su. Nov 25, 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

Computers

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 - Th. Aug 23, 09:00-17:00 - Oak
1 day - Su. Sep 9, 09:00-17:00 - Oak
1 day - Mo. Oct 1, 09:00-17:00 - Oak
1 day - Fr. Oct 26, 09:00-17:00 - Oak
1 day - Su. Nov 18, 09:00-17:00 - Oak
1 day - Mo. Dec 10, 09:00-17:00 - Oak

Introduction to CorelDRAW! (101103)
Explore various CorelDRAW! concepts and commands such as tools, colour palette, the editing window and status line. Learn object manipulation: stretching, rotating, scaling, skewing and other on-screen alignment aids. Explore curve and node control, and how to set and customize typefaces. Familiarity with a mouse and experience with other Windows programs is essential. $190

1 day - Tu. Oct 2, 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 - We. Oct 10, 09:00-17:00 - Oak

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 - Th. Sep 6, 09:00-17:00 - Oak
1 day - Sa. Sep 22, 09:00-17:00 - Oak
1 day - We. Oct 3, 09:00-17:00 - Oak
1 day - Fr. Oct 19, 09:00-17:00 - Oak
1 day - Mo. Nov 5, 09:00-17:00 - Oak
1 day - Th. Nov 22, 09:00-17:00 - Oak
1 day - Tu. Dec 11, 09:00-17:00 - Oak

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

1 day - Tu. Sep 11, 09:00-17:00 - Oak
1 day - Sa. Oct 13, 09:00-17:00 - Oak
1 day - Tu. Oct 23, 09:00-17:00 - Oak
1 day - We. Nov 7, 09:00-17:00 - Oak
1 day - Th. Dec 13, 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 - Fr. Sep 14, 09:00-17:00 - Oak
1 day - Sa. Oct 27, 09:00-17:00 - Oak
1 day - Fr. Nov 9, 09:00-17:00 - Oak

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

1 day - We. Sep 19, 09:00-17:00 - Oak
1 day - Tu. Oct 30, 09:00-17:00 - Oak
1 day - Sa. Nov 10, 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 - We. Sep 26, 09:00-17:00 - Oak
1 day - Fr. Nov 2, 09:00-17:00 - Oak
1 day - Sa. Nov 24, 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 - We. Sep 19, 09:00-17:00 - Oak
1 day - Tu. Oct 30, 09:00-17:00 - Oak
1 day - We. Dec 12, 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. Sep 15, 09:00-17:00 - Oak
1 day - Tu. Oct 9, 09:00-17:00 - Oak
1 day - Th. Nov 8, 09:00-17:00 - Oak
1 day - Tu. Dec 4, 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 - Tu. Aug 21, 09:00-17:00 - Oak
1 day - Sa. Sep 29, 09:00-17:00 - Oak
1 day - Th. Oct 11, 09:00-17:00 - Oak
1 day - Fr. Dec 7, 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 - Th. Aug 23, 09:00-17:00 - Oak
1 day - Sa. Oct 13, 09:00-17:00 - Oak
1 day - Tu. Dec 11, 09:00-17:00 - Oak

City Centre Computer Lab

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

General Information and Registration: 604.443.8484

Course Advice: Rhyon Caldwell, 604.443.8544, 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. You will learn to key letters, numbers and symbols. The classes are taught on computers with a keyboarding text and exciting Windows software. Textbook to be purchased at City Centre Bookstore prior to first session. (Wong) $115

6 mng - Sa. Sep 22, 09:30-12:30 - CC
6 eve - Mo. Sep 24, 18:30-21:30 - CC

Computer Foundations (100401)
A broad introduction to computers for the beginning computer user. Topics include: Windows operating system; applications in word processing and spreadsheets using Microsoft Word and Excel; and an introduction to the Internet. This is a practical, hands-on course with one computer per student using the latest high- speed computers (maximum 18). An excellent foundation for the general computer user. Textbook included. (Kathwaroon) $325

12 eve - We. Sep 26, 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. $110

2 mng - Sa. Sep 22, 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 a short-duration course for immediate application in the workplace.

E-Commerce, Internet & Webpages
Building an E-Commerce Site (100419)
This introductory course will give you the knowledge, resources and tools to run your business on the Internet. The course covers basic e-commerce concepts and practical considerations in designing, building and operating an e-commerce enabled website. Topics covered also include e-marketing, e-payments, security as well as legal and ethical issues. Upon completion of this course, you will be able to map out an e-commerce strategy for your business. Manual included. Participants must be familiar with the Internet. $295

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

Webpage Design (100429)
Learn how to design and build a multi-page website with user interaction. There are three sections in this course. (1) Putting Your Webpage on the Internet - This first section will show the learner how to design and build a basic webpage 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 webpage on-line. (2) Designing a Professional Webpage - 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 webpage. (3) Programming JAVA into your Website - Students will enhance their webpage 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 website that will accept on-line user data and questionnaires. Textbook included. (Barber) $395

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

See page 18 for more Web course offerings.

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 investment strategy. Every student will have a personal workstation. Prerequisite: students must have a basic understanding of the securities market and experience with the Internet. (Caldwell) $195

3 eve - Th. Sep 20, 18:30-21:30 - CC

Java, MCP and Project

Management

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. $385

12 eve - Tu./Th. Sep 25, 18:30-21:30 - CC

MCP Preparation (100440)
This course will prepare students to write the Microsoft Certified Professional (MCP) exams to achieve this industry certification. The MCP designation covers the first two exams of the seven-exam MCSE track. Instruction will focus on Windows 2000 Professional and Windows 2000 Server. Upon successful completion of this course, students will be prepared for employment in positions such as network technician, user/customer support, helpdesk, etc. Instructor will advise class on course text - available at the City Centre Bookstore. $525

20 eve - Tu./Th. Sep 18, 18:30-21:30 - CC

IT Project Management (100441)
This course is designed to prepare students for project management work in an IT department or other project-based environment. Emphasis is placed on working in a team environment. Students will learn project management issues related to time, cost, human resources, communication, risk management, planning cycles and executing systems. Microsoft Project is used throughout the course. Projects will be managed on-line and scheduled by the instructor. The course involves 60 hours of lab instruction plus approximately 60 hours of Internet lab time to complete course work. It is recommended that students have their own Internet access for on-line work. This course provides excellent preparation for the PMI (Project Management Institute) certification exam. The course text Information Technology Project Management is available in the City Centre Bookstore. $895

20 eve - Tu./Th. Sep 25, 18:30-21:30 - CC

Note
IT Project Management and MCP Preparation are courses in a series of five that may apply to the future Information Technology Specialist Diploma now under development. For details, contact Rhyon Caldwell at 604.443.8544 or rcaldwell@vcc.bc.ca

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. Students enrolled in this course may purchase A+

Certification Exam vouchers at a reduced rate. Details provided in class. Textbook included. $595

12 eve - Tu. Sep 18, 18:30-21:30 - CC
12 eve - We. Sep 19, 18:30-21:30 - CC
12 eve - Th. Sep 20, 18:30-21:30 - CC

Cisco Certified Network Associate (CCNA)

Registration and General Information: 604.443.8484

Course Advice: Jostein Indbryn, 604.443.8561 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. $975

Next intake TBA

Note
To be notified before the next intake of Level I, please give your name and telephone number to Pat Cooper at 604.443.8428 or pcooper@vcc.bc.ca

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

Next intake TBA

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. (Brown) $1,075

10 day - Sa. Oct 20, 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. (Brown) $1,075

10 day - Sa. Feb 2, 09:00-17:00 - CC

Computers Instructors

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.

Personal & Professional Development

Program Coordinator, 604.443.8674

Program Assistant, 604.443.8635

Conflict Resolution Series
($125 each; $225 for two courses; $350 for series)

Conflict Resolution - Level I (202802)
This course combines theory with practice to help you recognize the positive functions of conflict and to deal with it as a normal part of everyday life and work. Become aware of your own reactions to conflict and gain a variety of communication techniques to resolve conflict more successfully. (Hilliard) $125

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

Assertiveness Skills (202715)
Constructive assertiveness is essential for effective communication and interpersonal relationships. Learn methods for effectively expressing your thoughts, feelings, opinions and beliefs to others; how to be assertive in situations of strong emotion; and constructive strategies which can lead to positive changes in your life and work. (Hilliard) $125

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

Anger Management/Conflict Resolution - Level II (202828)
For persons who have completed Conflict Resolution - Level I (202802) or Assertiveness Skills (202715) or the equivalent. Strengthen and expand your skills of active listening, self-disclosure, and assertion in conflict situations. Emphasis is on managing anger and defensiveness in oneself and others. (Hilliard) $125

1 day - Fr. Nov 23, 09:00-16:00 - KEC

Writing Skills - Preparing Clinically-Focused Assignments (202314)
A practical course for RNs and RPNs wanting to enroll in clinical nursing courses or programs who have not had experience in writing clinical nursing papers/assignments at the college or university level. Recommended prerequisite for registrants in the Gerontology Nursing, Nursing Management, and Palliative Care Certificate Programs. Content includes practical writing skills, grammar, using APA format, composition of the paper, using citations and references, making links between ideas. (Christie-Sembhi) $125

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

Teaching in the Health Field (202719)
Health professionals teach in a wide scope of settings for a variety of learners, including clients, residents, patients, families, staff, volunteers, peers, students, and the public. Whether embarking on new teaching responsibilities or 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. You will examine the key steps for effective planning, delivery and evaluation and apply these to the teaching challenges that are most pertinent to your role now. Prior to the course, you will receive six modules to be completed before class. A supplementary module for teaching in the clinical setting is included. (Moore) $385

5 day - Mo/Tu/We/Th/Fri. Oct 22-26, 09:30-16:30 - CC

On the Spot Teaching: Maximizing the Teachable Moment (202896)
Maximize your teaching impact by making the most of spontaneous questions that arise on the job or when you are leading an educational session. For health professionals involved in teaching, coaching or preceptoring staff or students in a variety of settings. (Moore) $75

1 mng - Fr. Oct 12, 09:00-12:00 - KEC

Energize Your Teaching (202847)
In this energetic workshop you will experience a wide range of activities to adapt to any adult learning session. They are designed to stimulate the mind and body, lift spirits, add fun, and thereby increase learning. In this short workshop you'll learn how to enhance learning by making it pleasurable, no matter what the challenges of your student group or your subject matter. Bring your problems; we'll work with them. (Moore) $75

1 day - Fr. Oct 12, 13:00-16:00 - KEC

Case Method Teaching (202705)
$75

1 day - Th. Nov 8, 13:00-16:00 - KEC

Transformative Learning (202305)
Transformative learning is the foundation of accountable, reflective practice and innovative problem solving in our complex and changing health care system. In this leading-edge course, you will learn about the purposes and processes of transformative learning, and strategies that you can incorporate in your teaching and mentoring roles. (Moore) $75

1 day - Th. Nov 8, 09:00-12:00 - KEC

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. $35

1 mng - Sa. Nov 3, 09:30-12:00 - KEC

Massage - Level I (200737)
This 12-hour course introduces you to basic relaxation massage techniques. Wear shorts and tank top or loose, comfortable clothing, and come prepared to practise massage techniques. Bring two sheets, two small towels, two pillows, unscented oil, a blanket, and light exercise mat. (Murphy) $150 ($225 for both Level I and II). Maximum: 16 persons.

2 day - Sa/Su. Oct 27/28, 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) $95 ($225 for both Level I and II)

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

Aim High (200753)
Job interviewing can be one of the most stressful of life's experiences, probably because it's one of the most significant. Designed for Health Care Professionals, this workshop will give you the tools, experiential learning and expert feedback to get ready . . . and get HIRED! Bring an ad or job description for a job you'd like, a resume if you have one, a blank videotape and a lunch. (Fero) $125

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

Seeing in Focus, Living on Purpose (...)
Do you read about the profiles of local people changing their lives to reflect their values and think, "I'd love to do that, but I don't know where to begin"? This session for Health Professionals will help you understand the core beliefs and habits of mind that have brought you to where you are, assist you in uncovering the values and passions that you really care about, and support you in developing an effective action plan to bring to life what is best about you so your authentic self can thrive in the world. (Fero) $125

1 day - Sa. Nov 3, 09:00-17:00 - CC

A Day Has a Million Heartbeats (200754)
Managing your time well and on your terms is the secret to managing your life. In the end, our lives are defined by how we spend our time. Let a professional coach and personal success strategist help you with understanding time in "blocks" and "zones," Develop an organizational system that reflects your true values and priorities and fits your life. Designed for Health Professionals. (Fero) $125

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

Child Safe (202024)
No prerequisite. Of particular interest to daycare and preschool workers and parents. Meets all provincial licensing requirements for daycare. Course has strong focus on prevention and includes obstructed airway management for infant and child, CPR for infant and child, and basic first aid. Bring blanket. (Clark) $65

2 eve - Th. Sep 20/27, 18:00-22:00 - CC

Foot Care for Older Adults (200711)
For RNs, LPNs, home support workers, and resident care attendants, this course focuses on the structure and function of the foot, common nail and skin conditions, preventive measures, and foot care for older adults with diabetes and peripheral vascular diseases. Wear comfortable clothing, and shoes/socks that can be easily removed for assessment demonstration. Bring towel. (Olson) $90

1 day - Fr. Oct 19, 09:30-16:30 - KEC

Tube Feeding (200743)
For RNs, LPNs, dieticians and health professionals in acute, long term and home care settings. An introduction to the purposes, types and potential complications of tube feeding, the physical, psychological and social implications for the individual and family, and effective education for caregivers, including tube placement, formula, medications by tube, clean technique, feeding progression, self-monitoring, supplies and resources. Does not include practice in tube procedures. (Schlenker/Ford) $75

NEW!

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

CPR & First Aid
Program Assistant, 604.443.8672

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 - We. Oct 10/17, 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. Nov 3/4, 09:00-17:30 - KEC

Childsafe (202024)
No Prerequisite. Of particular interest to daycare and preschool workers and parents. Meets all provincial licensing requirements for daycare. Course has strong focus on prevention and includes obstructed airway management for infant and child, CPR for infant and child, and basic first aid. Bring blanket. (Clark) $65

2 eve - Tu/Th. Sep 20/27, 18:00-22:00 - CC

Foodsafe
Program Assistant: Evonne Fong, 604.443.8672 for information
Call 604.443.8484 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. $85

1 day - Sa. Sep 8, 09:00-18:00 - CC
1 day - Sa. Sep 15, 09:00-18:00 - CC
1 day - Sa. Sep 22, 09:00-18:00 - CC
1 day - Sa. Sep 29, 09:00-18:00 - CC
1 day - Sa. Oct 6, 09:00-18:00 - CC
1 day - Sa. Oct 13, 09:00-18:00 - CC
1 day - Sa. Oct 20, 09:00-18:00 - CC
1 day - Sa. Oct 27, 09:00-18:00 - CC
1 day - Sa. Nov 3, 09:00-18:00 - CC
1 day - Sa. Nov 10, 09:00-18:00 - CC
1 day - Sa. Nov 17, 09:00-18:00 - CC
1 day - Sa. Nov 24, 09:00-18:00 - CC
1 day - Sa. Dec 1, 09:00-18:00 - CC
1 day - Sa. Dec 8, 09:00-18:00 - CC
1 day - Sa. Dec 15, 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. $85

1 day - Sa. Sep 22, 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. Oct 6/13, 09:00-16:00 - CC

Worksafe Education
Program Coordinator, 604.443.8674
Program Assistant: Sarah Mokaber, 604.443.8635

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. Courses scheduled for January 2002 term.

Clinical Competencies
Program Coordinator, Leslie Stuart, 604.443.8673
Program Assistant, 604.443.8635

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. $125 per course ($110 per course if you register for more than one in the series)

Basics of Physical Assessment (202710)

This workshop will provide a systematic method of assessing clients in any acute care setting. You will have the opportunity to practice the assessment taught or incorporate portions of process into your own system of assessment. Please bring a stethoscope and dress comfortably. (Jones)

1 day - Fr. Sep 22, 09:00-16:00 - KEC

Cardiovascular Assessment and Intervention (202702)
Participants in this workshop will review anatomy, physiology, cardiac assessment and the common pathophysiological presentations experienced by clients. Basic review of cardiac A&P would prepare you to participate fully in this workshop. Please bring a stethoscope. (Jones)

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

Respiratory Assessment and Intervention (202718)
This workshop will focus on the concept of oxygenation and apply this physiological deficit to the myriad of respiratory diseases and complaints we encounter. The components of a thorough respiratory assessment will be reviewed and practiced. Basic review of respiratory A&P would prepare you to participate fully in this workshop. Please bring a stethoscope. (Jones)

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

Abdominal Assessment and Intervention (202311)
Abdominal discomfort is one of the most common and difficult complaints to priorize in the client population. How do we decide whether the complaint is benign or serious? This workshop will provide you with the foundation of a thorough system of abdominal assessment in conjunction with the concepts of inflammatory, infectious, obstructive and hemorrhagic process used to delineate abdominal complaints. Please bring a stethoscope. (Jones)

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

Neurological Assessment and Intervention (202712)
Attend this workshop to help gain a clearer understanding of the process of intracranial pressure in a simplified manner that will make neurological assessment more practical and applicable. (Jones)

1 day - Fr. Dec 7, 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) $135

1 day - Sa. Sep 8, 08:30-16:30 - KEC
1 day - Sa. Nov 3, 08:30-16:30 - KEC
1 day - Sa. Dec 1, 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) $275

3 day - Th/Fr/Sa. Nov 15/16/17, 09:00-16:00 - CC

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

VANCOUVER COMMUNITY COLLEGE

in adults will be addressed using an assess action/advocacy format. To maintain the state 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) $125

1 day - Fr. Sep 21, 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) $60

1 day - Fr. Oct 19, 09:00-13:00 - CC

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. $65

1 mng - Nov 2, 09:00-12:30 - GPC

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/Roberts) $125

1 day - Fr. Dec 7, 09:00-16:00 - KEC

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. Sep 28, 09:00-12:00 - KEC $75

Medications for Psychological and Neurological Disorders (202777)
2 mng - Fr. Oct 12/26, 09:00-12:00 - KEC $125

Medications for Chronic Pain in Older Adults (202775)
1 mng - Fr. Nov 16, 09:00-12:00 - KEC $75

Functional Assessment of the Frail Elderly (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) $125

1 day - Fr. Nov 30, 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) $140 (module included)

1 day - Sa. TBA, 09:00-16:00 - KEC

Basic Arrythmia Interpretation (201612)
Introductory course for lab assistants, cardiology technologists, paramedics, and health professionals. Learn to interpret the ECG complex and calculate rate; basic sinus, atrial, junctional and ventricular arrhythmias; the effects of drugs on ECG pattern; and appropriate reporting actions. (Nurses: See Cardiac Monitoring (202603). $125

1 day - Fr. Sep 28, 09:00-17:00- KEC

Basic Pacemaker ECG Interpretation (202604)
(Cooper) $125

1 day - Fr. Nov 16, 09:00-17:00 - KEC

Basic 12 Lead ECG Interpretation (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) $125

1 day - Fr. Oct 12, 09:00-17:00 - KEC

LPN Upgrading
The following courses are for practical nurses who require these components for BC 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 Skills Evaluation Lab (201102)
For those not requiring clinical component. (Boll) $175

Theory component: 1 eve - Tu. Sep 25, 18:30-21:00 - CC Room 918
Skills Evaluation Lab: 1 day - Sa. Oct 13, 08:00-17:00 - CC

Clinical (201104)
This course provides hands-on practice in a clinical setting. Students must have taken both the Pharmacology Theory (201102) and Skills Evaluation Lab (201102) prior to registration for the Clinical course. $125

Clinical 2 days - Mo/Tu. Oct 15/16, 07:00-15:30 - Minoru Residence

Subcutaneous Injection and Insulin Administration (201009)
Self-study component requires 2-3 weeks to complete. For LPNs currently giving meds. (Boll) $125

1 eve - Tu. Oct 2, 18:30-20:30 AND
1 mng - Sa. Oct 27, 08:00-13:00 - 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. Sep 15, 08:00-13:00 - CC Nursing Lab

Dental
Program Coordinator: Jadina Yip, 604.443.8676

Program Assistant: Sarah Mokaber, 604.443.8635

Registration: 604.443.8484 / 604.443.8635

Dentin Hypersensitivity Complex Causes and Successful Treatment (203460)
This course is designed to provide oral health professionals with the most up-to-date information on dentin hypersensitivity. You will have the opportunity to review the anatomy and physiology of dentin, the causes of dentin sensitivity and how to assess and distinguish it from other dental conditions. Discussion will include choosing the ideal desensitizing agent and understanding the application of in-office, at-home and combination therapies. (Supeene) $70

1 eve - Mo. Oct 15, 18:30-21:30 - CC

Cottage Remedies and Old Wives Tales (203459)
Maybe Grandma wasn't so wrong . . . Learn how old remedies have been and can be integrated into health and healing. (Milton) $65

1 eve - Tu. Oct 16, 18:30-21:30 - CC

The Causes and Prevention of Repetitive Strain Injuries (203436)
This course is designed for dental hygienists to learn about upper body repetitive strain disorders. Learn what these injuries are, what causes them, and how to prevent them. There will be a practical session of identifying risk factors analyzing body mechanics, and looking at work style and set up. The goal is to help you make changes to decrease your risk of developing this type of injury. (Please note that this is not a diagnostic or treatment advice session). (Kuo) $60

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

Radiation Reconnaissance (203429)
Discuss the issues concerning x-ray radiation exposure to patients and staff in dentistry. Review exposure ranges, radiation protection, safety guidelines during pregnancy, effects of naturally occurring and man-made radiation and the effects of darkroom and film types on radiation reduction. (Ascencio) $60

1 eve - Mo. Oct 29, 18:30-21:30 - CC

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. Limited enrollment. (Safyan) $75

1 eve - Tu. Oct 30, 18:30-21:30 - KEC

The Computer Managed Dental Practice (203428)
Enhance career skills and improve understanding of the whole administrative aspect of the dental practice with this hands-on computer course. Develop the ability to open accounts, process treatment, post payments and adjustments, prepare treatment plans, manage recalls, etc. using the DIALOG DENTAL software program. (Simmons) $90

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

Acupuncture Application in Dentistry (203451)
Discover the uses for acupuncture in dentistry. This

session will discuss traditional Chinese medicine, the development of acupuncture, basic theory of acupuncture and how acupuncture works. (Jiang) $60

1 eve - Mo. Nov 5, 18:30-21:30 - CC

Staying Focused Under Pressure (203458)
In this workshop, learn the tools to increase the probability that you will be able to deal more easily with common personality problems you may encounter at work such as the chronic complainer, the emotional person and the explosive person. There will be an opportunity to practice responses to these difficult situations. (Rogers) $100

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

Changing Concepts of Ultrasonics (203550)
This 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 in this workshop. Limited enrollment. (Supeene - Dentsply Canada Clinical Educator) $70

1 eve - Mo. Nov 19, 18:30-21:30 - CC

Career Development (203432)
This workshop will be of interest to all dental professionals considering a career change, but wanting to stay within dentistry. Explore and learn how to enter many diverse dental career opportunities. Take charge, motivate yourself, develop and work through a plan, build confidence and prepare for career success! (Preissl) $65

1 mng - Sa. Nov 24, 09:30-12:30 - CC

Provisional Prosthodontic Module: Theory (203583)
Advance your clinical practice by learning how to fabricate, try-in, and cement provisional restorations. This program is for 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) $290

Provisional Prosthodontic Module: Clinical (203584)
It is anticipated that a clinical session will be scheduled for February 2002 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) $1,250

Health Certificate Programs

Hospice/Palliative Care Certificate Program
Program Coordinator, 604.443.8673

Program Assistant: 604.443.8672

For experienced personnel or those new to the hospice/palliative care field, this clinical specialty

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 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, journalling, 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. Updated program being offered January 2002.

Courses offered this term:
Practicum

October/November 2001 $485

Seminar Oct 5, 2001, 09:00-16:00 - KEC

Applications are being accepted now.

Nursing Management Certificate Program

Program Coordinator, 604.443.8673

Program Assistant: 604.443.8672.
Call for application form.

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.

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) $455

Next offered: Sa. Sep 15/29, Oct 6/20, Nov 3/17, Dec 1. Registrations being accepted now.

Renal Dialysis Technician Certificate Program
Program Assistant, 604.443.8672

Call for application

This program prepares participants to work as hemo-dialysis 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 Interpersonal Skills while waiting entry into Rental Technician Theory and Clinical course. It is strongly recommended that the ELA (English Language Assessment) be completed before taking Medical Terminology or Interpersonal Skills courses. Updated immunizations will be necessary before starting course 201092/201093.

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. The required textbook for this course is Language of Medicine and can be purchased at the City Centre Bookstore for approximately $80. (Hay) $175

8 eve - Th. Sep 27, 18:30-21:30 - KEC
8 day - Fr. Sep 28, 09:00-13:00 - KEC
For Sterile Supply Technician students: Sep 28
For Renal Technician students: Sep 28

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. Sep 22-Oct 27, 09:00-16:00 - KEC

Renal Technician
(7 1/2 weeks full time, with integrated theory and clinical). $2,985.

Offered once a year. Next offering: May 2002.

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.

Gerontology Certificate Program - Nursing
Program Coordinator, 604.443.8674

Program Assistant, 604.443.8672

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 and will be available January 2002.

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.

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.

Post Anaesthesia Care Unit Distance Certificate (202610)
Revised and Expanded

Program Assistant, 604.443.8372

General and regional anaesthetics for adults, children, older adults and high risk groups; admission, assessment, care and discharge of PACU patients; and management of clinical challenges, including inadequate air exchange, altered cardiac output, and ventilated patients. Theory only $225, Theory and Clinical Preceptorship $360

Health Instructors

Ray Assencio, RT (R), was the senior radiology technologist at the University of BC, Faculty of Dentistry, and is currently consulting for the Ministry of Health, Radiation Protection Branch.

Marie Brazier, RN, MSN, 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, MA, is an instructor at VCC Dental Assisting/Reception Program. She has worked in dentistry for over 20 years and has written a number of articles for the American Association for Adult CE.

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.

Alanna Fero, MA, owner/operator of enCOMPASS Communications, is a certified professional life skills coach and personal success strategist with over 12 years of experience teaching and facilitating groups for adults.

Ting-Ting Jiang, DTCM, graduated from Nanjing University of Traditional Chinese Medicine and practiced in the Nanjing Chinese Medicine hospital for several years. She has taught at the International College and Canadian College of Traditional Chinese Medicine. She has lectured in Canada, U.S. and China and is a frequently invited speaker for both TV and radio. She has a private practice in Vancouver and is also currently involved in the MS study at UBC.

Catherine Jones, RN Med, has been associated with nursing education and clinical practice for over 20 years. She has been in independent practice as a nurse consultant for the past 15 years. She holds specialties in emergency and neurological practice and the myriad of certifications associated with both specialties. Catherine participants in provincial health-related research projects and provides educational sessions for diverse groups such as international staff on cruise ships, correctional facilities and paramedical staff.

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.

Margot Kuo, BSc (Micro); BSc (PT) has worked the last five years working in rehabilitation programs with adults from early intervention to interdisciplinary chronic pain settings. She provides assessment and treatment for clients with upper body repetitive strain injuries through the ASTD program and has done worksite ergonomic and risk analysis through ACES program. She is currently working on a Masters of Public Health at the University of Washington in adult education.

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.

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.

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

Pru Moore, BA, MEd, excels in experiential learning and practical application of adult education principles. Her innovative, positive teaching style makes her an excellent role model for adult educators.

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.

Debbie Preissl, CDA, has 18 years of experience in the dental profession. She has developed curriculum and has instructed in the Dental Assisting/Reception programs at VCC. Currently, she is the educational coordinator at the College of Dental Surgeons of BC.

Trudy Rey, DDS, is a graduate of biochemistry from the University of Victoria and a graduate of UBC Faculty of Dentistry. Currently, she is instructing the first year restorative courses in the Faculty of Dentistry at UBC, and has completed the Prosthodontic Instructor's Module.

Denise Rogers, CDA, has a diploma in Marketing Management and a diploma in Counseling. She teaches Professional Conduct and Communication Skills for the Dental Reception Program at VCC and is a training consultant with over 20 years experience in corporate, educational and non-profit environments.

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.

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

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

Kathleen Christie Sembhi, RN-MN(Ed) is a clinical nurse specialist who has developed, implemented and consulted in hospice programs around the world.

Mavis Simmons. Recognizing achievement nurtures success. Mavis has been guiding dental teams to achieve fulfillment through knowledge, participation and encouragement for over 15 years.

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.

Lisa Supeene, Dip DH, RDH, BDSC, is the Dentsply Canada clinical educator for Western Canada.

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.

Counselling Skills

Program Coordinator: Sara Menzel, 604.443.8392

Program Assistant, 604.443.8381

Information Session: Wednesday, September 12, 18:30-19:30 - CC

Since 1987, VCC has offered certificate courses and programs which are well respected in the community. They are designed for adults who have initial experience or training in the social services field. Please attend a free information session on Wednesday, September 12, 18:30-19:30 to learn more about our programs.

Basic Counselling Skills I (101805)

Prerequisite course for those applying to the Counselling Skills and Substance Abuse Certificate Programs. 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. Text: Choices, Bob Shebib, available at campus bookstore. $340

12 eve - Tu. Sep 18, 18:30-21:30 - CC (Pierce)
12 eve - We. Sep 19, 18:30-21:30 - CC (Shamai)
12 sessions: 11 mng - Fr. Sep 21, 09:30-12:30
AND 1 aft - Fr. Sep 28, 13:30-16:30- KEC (Rungta)

Counselling Skills Certificate Program

Program Coordinator: Sara Menzel, 604.443.8392

Program Assistant: 604.443.8381

*Information Session:
1 eve - Wednesday,
September 12, 18:30-19:30 - CC*

The Counselling Skills Certificate Program teaches knowledge and practical skills in counselling to enable participants 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) - 24 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

24 hours - $215; 36 hours - $340, Practicum - $300

Application

Call 604.443.8484 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. $340

*12 eve - Mo. Sep 17, 18:30-21:30 - CC (Menzel)
(No class Mo. Oct 8 and Nov 12)
12 eve - Tu. Sep 19, 18:30-21:30 - CC (TBA)*

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) $340

Will be offered January 2002 term

Group Counselling Skills (101832)

This course examines the knowledge and skills required when counselling in a group setting. Content includes types of groups, group effectiveness, group structure and organization, roles and responsibilities of group leaders, stages of group development, evaluating change. An exploration of legal and ethical issues, particularly competence is included. The experiential component of this course includes an extended group experience and the opportunity to lead structured exercises. Attendance in Saturday class is required for course credit. 36 hours (Laird) $340

*11 sessions: 10 eve - Tu. Sep 18, 18:30-21:30 AND
1 day - Sa. Sep 29, 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) $340

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

Personal/Professional Development (101842)

This course provides an opportunity for students to continue their personal and professional development, especially as they apply to ethical principles. Content areas will build upon and expand the knowledge of ethical principles, as they apply to practice issues. Case studies, small and large group discussion and journal writing will be featured. A large component of this required course will be

CE Certificate and Associate Certificate (and Diploma) Programs

Applied Design

Building Manager (Residential)

Business and Technical Writing

CGA Diploma (Canadian Gemmology Association)

Coaching

Community Interpreting

Counselling Skills

Court Interpreting

Early Childhood Care and Education

Fashion Arts

Fashion Design

Garment Construction

Gerontology-Nursing

Health Interpreting

Hospice/Palliative Care

Infant-Toddler Educator

Interior Design

Leadership

Legal Assistant

Management Skills for Supervisors

New Media, Electronic and On-line Publishing
- Associate Certificate in New Media and On-line Publishing
- Design Applications Associate Certificate
- Software Applications Associate Certificate

Non-Profit Management

Nursing Management

Office Administration

Pattern Making

Post Anaesthetic Recovery

Renal Dialysis Technician

School Age Child Care

Sterile Supply Technician

Substance Abuse Counselling Skills

Telecommunications Management

Teaching English to Speakers of Other Languages Inservice DIPLOMA

International Teaching English to Speakers of Other Languages DIPLOMA

Teaching English to Speakers of Other Languages (TESOL) DIPLOMA

Teaching English as a Foreign Language (TEFL)

International Teaching English as a Foreign Language

Tutoring English to Speakers of Other Languages

process-oriented, involving the sharing of students' self-exploration and the individual examination of values and personal limitations. (Yasin) $215

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

Assessment, Referral and Community Resources (101838)
This course examines the role of assessment and referral in counselling. Content includes: the purpose of assessment, how to conduct an assessment, the components of an assessment, assessing issues which require specialized referral, the referral process, how to make a good referral, community counselling resources, the legal/ethical issues involved. (Rosen) $340

*12 eve - We. Sep 19, 18:30-21:30 - CC
(No class We. Oct 10)*

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: Student/graduate of a counsellor training program and/or interest/ experience working with a culturally diverse population. (Klassen) $340

*11 sessions:
10 eve - Mo. Sep 17, 18:30-21:30 AND
1 day - Sa. Nov 17, 09:00-16:00 - CC*

Vocational Counselling (101839)
This course examines vocational counselling with particular reference to the needs of diverse populations. Participants examine the process of how clients make vocational decisions and how the counselling relationship facilitates this process. This course is aimed primarily at those in the field of employment/career counselling. It may also be used to fulfill the requirements for the Counselling Skills Certificate. Prerequisite: Student/graduate of a counsellor training program and/or interest/experience working in the field of employment counselling. Text: Career Counselling: A Psychological Perspective, Yost and Corbishilty, available at campus bookstore. (Coomber, Koopman) 36 hours $340

*5 day - Sa. Oct 20/27, Nov 3/17/24, 09:30-16:30 AND
2 eve - Tu. Oct 30, Nov 27, 18:30-21:30 - CC*

Practicum (101836)
The practicum provides an opportunity to master and display the knowledge and skills which have been covered during the classroom component of the Counselling Certificate Program. Emphasis is placed on gaining counselling experience in an appropriate setting. Continuous liaison with the program will be maintained throughout the practicum, through a series of seminars. Objectives will be written on an individual contract basis. This contract will be negotiated by the student, the practicum site and the program administrator. (Laird) $300

*Practicum information meeting:
We. Sep 26, 18:30-20:30 - CC*

Substance Abuse Counselling Skills Certificate Program
Program Coordinator: Sara Menzel, 604.443.8392
Program Assistant: 604.443.8381

*Information Session:
1 eve - Wednesday,
September 12, 18:30-19:30 - CC*

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

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

Certificate requirements for students starting program September 2001
- Introduction to Substance Abuse (200112) - 21 hours
- Drugs and Human Behaviour (200127) - 21 hours
- Individual Counselling Skills for Substance Abuse (200115) - 36 hours
- Substance Abuse Within the Aboriginal Context (200153)
- Personal/Professional Development (101842) - 24 hours

One of the following two courses:
- Group Counselling Skills for Substance Abuse (200116) - 36 hours
- Family Counselling Skills for Substance Abuse (200117) - 36 hours

As well as:
- Counselling Practicum (101836) - 112 hours

Course Fees
21 hours - $190; 24 hours - $215
36 hours - $340; Practicum - $300

Application
Call 604.443.8484 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) $190

7 eve - Tu. Sep 18, 18:30-21:30 - CC (No class Tu. Oct 16)

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) $190

7 eve - Th. Nov 1, 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) $340

12 eve - We. Sep 19, 18:30-21:30 - CC

Substance Abuse - The Aboriginal Context (200153)
This course examines substance abuse and healing from an Aboriginal point of view. Considering historical and traditional perspectives, course discussion will focus on cultural approach to recovery, including values and identity; giving participants an understanding of Aboriginal counselling and healing practices. Through examination of texts, class discussions and activities; students will explore how cultural expression and identity provide the basis for healing in a First Nation treatment setting. Opportunities to participate in specific Aboriginal healing methods will be part of the course curriculum. Prerequisite: Student/ graduate of a counsellor training program and/or experience working in the field of substance abuse. **Attendance for the Saturday field trip is required for course credit.** (Waboose) $340

*11 sessions: 10 eve - Mo. Sep 17, 18:30-21:30 AND
1 day - Sa. Oct 27, 09:30-16:30 - CC*

Group Counselling for Substance Abuse (200116)
This course examines the knowledge and skills required, when counselling in a group setting, individuals affected by substance abuse. Content includes an exploration of group dynamics, stages of group development, leadership styles, member roles, types of groups, and specific skill applications when working with substance abuse populations. The experiential component of the course includes an extended group experience and the opportunity to lead structured group exercises. 36 hours (Laird) $340

Will be offered in January 2002 term

Family Counselling for Substance Abuse (200117)
This course examines the knowledge and introductory skills required when counselling the family presenting substance abuse concerns. This course will explore substance abuse in families using a family systems theoretical perspective. Three specific approaches to counselling families will be explored: family of origin, narrative, and solution-focused counselling. Content areas will include: theoretical assumptions, family assessments, counter transference, and ethical issues. (Robinson) $340

*12 sessions:
11 eve - Th. Sep 20, 18:30-21:30 AND
1 mng - Sa. Sep 29, 09:30-12:30 - CC (No class Sep 27)*

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. (Yasin) $190

8 eve - Tu. Sep 18, 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) $340

12 eve - We. Sep 19, 18:30-21:30 - CC

Substance Abuse Practicum (200119)
The practicum provides an opportunity to master and display the knowledge and skills covered during the classroom component of the Substance Abuse Certificate Program. Emphasis is placed on gaining counselling experience in a setting for substance abuse clients. Continuous liaison with the certificate program will be maintained throughout the practicum through a series of seminars. Objectives for the practicum will be written on an individualized contract basis. This contract is negotiated by the participant, the practicum site and the practicum coordinator. (Laird) $300

*Practicum information meeting:
We. Sep 26, 18:30-20:30 - CC*

Vancouver Centre for Counsellor Development at VCC

Program Coordinator: Sara Menzel, 604.443.8392

These courses provide ongoing professional development for educators, consultants or counsellors working in social services area. Courses are also open to students/graduates of a university/college counsellor training program and/or experience in the field. **In appreciation of your early registration, a $15 discount on some courses will be given to those who enroll 14 calendar days prior to start date.**

Body-Centred Approaches to Counselling (101814)
As our understanding of the holistic relationship between mind, heart and body has deepened, interest in body-centred approaches to counselling and therapy has increased. Such approaches give voice to the body, encouraging it to speak through its own language of movement, evoking the landscape of the psyche in ways more direct and powerful than solely verbal approaches allow. This workshop is designed to give participants a glimpse into the body-centred world and offer ways of applying its insights. We will explore the seven-character structures, develop body-reading skills, practise exercises for healing and change, and discover some of the countless gifts that work with the body offers. (Laird) $210

*3 sessions: 1 eve - Fr. Nov 30, 18:30-21:30 AND
2 day - Sa. Dec 1, Dec 8, 09:30-16:30 - IEC*

Couple Counselling (101816)

Couples often find they are in a power struggle that leaves them feeling disappointed, hurt and disillusioned, because unfinished childhood business gets activated in intimate relationships. Relationship counselling uses strategies and skills that help couples transform old, defeating behaviour patterns into more aware and responsible ways of being together. This two-day workshop is for those who face the challenge of supporting couples and families in difficult relationships. The content will emphasize helper self-awareness and practical strategies for supporting couples. (Adilman) $175

2 day - Sa. Sep 22/29, 09:30-16:30 - IEC

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. (Klassen) $340 (excluded from discount

12 eve - Mo. Sep 17, 18:30-21:30 AND
1 day - Sa. Nov 17, 09:00-16:00 - CC

Ethics: Explore Your Practice Issues (101852)

This course provides an opportunity for participants 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 course will be process oriented, including participants' self-examination of values and personal limitations. There will be limited enrollment to allow for self-exploration (Menzel/Yasin) $175

2 day - Sa. Oct 27, Nov 3, 09:30-16:30 - IEC

The Aboriginal Context (200153)

This course examines substance abuse and healing from an Aboriginal point of view. Considering historical and traditional perspectives, course discussion will focus on cultural approach to recovery, including values and identity; giving participants an understanding of Aboriginal counselling and healing practices. Through examination of texts, class discussions and activities; students will explore how cultural expression and identity provide the basis for healing in a First Nation treatment setting. Opportunities to participate in specific Aboriginal healing methods will be part of the course curriculum. Prerequisite: Student/graduate of a counsellor training program and/or experience working in the field of substance abuse. Attendance in Saturday class is required for course credit. (Waboose) $340 (excluded from discount)

11 sessions: 10 eve - Mo. Sep 17, 18:30-21:30 AND
1 day - Sa. Oct 27, 09:30-16:30 CC

Vocational Counselling (101839)

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

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$340 (excluded from discount)
5 day - Sa. Oct 20/27, Nov 3/17/24, 09:30-16:30 AND
2 eve - Tu. Oct 30, Nov 27, 18:30-21:30 - CC

Working with Children & Youth

Program Coordinator: Gyda Chud, 604.443.8416

Information: Pat Cooper, 604.443.8428 or Jane Jimison, 604.443.8660

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 2002. Application deadline is May 31, 2002.

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

In September 2001 the following courses will be offered in the School Age Programs. Please note both these courses meet six evenings and one Saturday each.

Introduction to School Age Child Care (150697)
(Forfellow) $135

6 eve - Tu. Sep 11-Oct 16, 18:45-21:45 AND
1 day - Sa. TBA, 09:30-15:30 - CC

Working with 5-Year Olds (150655)

(Donovan) $135
6 eve - Tu. Oct 23-Nov 27, 18:45-21:45 AND
1 day - Sa. TBA, 09:30-15:30 - CC

Leadership, Administration and Management in Child Care

Designed for experienced child care staff, this popular new program began in September 2000 and met with great success. 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 604.443.8428 for our Fall 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 seven evenings AND two Saturdays. Course fee includes a workbook. $175

7 eve - Mo. Sep 17-Nov 5 AND
2 Sa. Sep 29, 09:30-12:30, Nov 3, 09:30-15:30 - CC

Note

While classroom attendance is recommended for Lower Mainland residents, this course is also offered for home study through Distance Education. This

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course is offered on a continual intake basis from September to May each year to provide a self-paced correspondence program for adult learners. Please call 604.443.8428 for details.

Human & Social Services Instructors

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

Lisa Barker, MA counselling psychology, has worked with children, adolescents and adults primarily in the area of addiction and trauma, both privately and with non-profit agencies. She is currently working with adults in an outpatient alcohol and drug clinic, in addition to consulting on accreditation and assisting in research on trauma.

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.

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

Lorraine Klassen, MEd counselling psychology, is a counsellor and trainer working with individuals, families and organizations specializing in cross-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.

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 BC's "School Based Prevention Services,"

was its former Vancouver director and currently works as an addiction prevention specialist.

Sara Menzel, MEd counselling psychology, has experience in counselling and education. She has worked with youth, adults and couples for government, non-profit agencies and employee assistance programs. Currently, she is the program coordinator for the Counselling Skills and Substance Abuse Certificate Programs and has a private practice.

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.

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.

Bill Waboose, an Ojibway, is a graduate of VCC's Counselling Certificate Program. He is a counsellor, educator and consultant who works with Aboriginal and non-Aboriginal agencies around issues of substance abuse and trauma.

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.

Program Coordinator: Silvana E. Carr, 604.443.8389

Program Assistant: Rosie Jong, 604.443.8661 ce-interpret@vcc.bc.ca

Information Sessions: Wednesday, October 10, 2001 and January 10, 2002, 19:30-21:00 - CC Room 240

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.

Community Interpreting Certificate Program

Are you bilingual? If you have a very good knowledge of English and another language, turn this asset into qualifications enabling you to be an effective interpreter working in social services and other community agencies. This part-time program enables bilingual men and women to obtain practical training in interpreting techniques, terminologies and procedures in preparation for an interesting and satisfying career. Individuals who have successfully completed all program and entrance requirements may choose to go on to do the Certificate Program in Health Care Interpreting or the Certificate Program in Court Interpreting. Transfer credit between programs is being reviewed. 72 hour $600

Classes will be conducted March-May 2002

Program Outline

Introduction to Interpreting as a Profession (150190)
This course will give an understanding of the process of interpretation, the role of interpreters in various settings, the skills required, professional ethics and problem-solving strategies. 12 hours

Overview of Community Services (150191)
This course will familiarize interpreters with the various community service settings in which they will be working: various systems, procedures and terminologies. 12 hours

Interpreting Skills I (105192)
This course is designed to develop oral/aural skills, memory, language transfer skills, and terminology research in preparation for bilingual interpreting. 24 hours

Interpreting Skills II (150193)
This course will focus on sight translation and consecutive interpretation practice using social services documents and simulated interpreting sessions, and development of bilingual terminologies (in sessions for each language of specialty). 24 hours

Application Deadline
January 15, 2002. Late applications may be accepted subject to space availability. Call 443-8661 for brochure and application form.

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

The following programs are available to graduates of the Certificate Program in Community Interpreting.

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.

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.

Court Interpreting Certificate Program - Distance Education
Offerings to be determined for 2002. Curriculum under revision.

Intensive Interpreter Training (Cambodian, Kurdish, Somali, Vietnamese (150195)
This 10-month full time training program is designed for individuals with a strong command of English and one of the above languages, who are interested in a career in interpreting. Persons currently on provincial or EI benefits are eligible to apply. Assessment will take place in early September, with classes scheduled for October-June, 15:30-21:30. Interested people must attend an information session. Please phone N. Staddon at 604.251.2956 for times and locations.

Localization for Technical Writers/Web Designers (150169)
This session is designed for technical writers, web designers, and software developers to highlight the problems translators encounter in the process of localizing English written documents and manuals. Clarity needs to be the main concern when presenting information to an international audience. Problems discussed will relate specifically to Romance languages (French, Spanish, Portuguese, etc.). Please bring with you a section of a manual or webpage that you are considering having translated for a Canadian or foreign market. (Laterman) $150

1 mng - Sa. Oct 20, 09:30-12:30 - CC

Interpreting & Translation Instructors
Wendy Hilliard, 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 BC.

Yolanda Hobrough is a conference and court interpreter, certified by CTIC and the US Federal Courts Administration, and in BC 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.

Building Manager (Residential) Certificate Program
Program Coordinator: Brian Pink, 604.443.8388

Registration: 604.443.8484

This program is designed for on-site managers of

CONTINUING EDUCATION
Locations

CC • Vancouver Community College **City Centre Campus, 250 W. 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 **701 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 Centre **4900 Hudson Street, Vancouver**

VV • Volunteer Vancouver **#301 – 3102 Main Street, Vancouver**

Students with Special Needs
Services including interpreting, note-taking and brailling, for students with disabilities who are registered in CE certificate programs may be arranged. City Centre and King Edward Campuses and many other CE locations are wheelchair accessible and provide parking for the disabled. For further information, please call Counselling at **604-443-8596**

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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 **NEW!** 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 (604.443.8388) 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 under Trades & Technology 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.

Property Management

Managing a Strata Corporation (109015)

This seminar will deal with the duties/responsibilities involved in managing a strata corporation. Topics include: handling general meetings; dealing with developers; handling complaints from strata lot owners; council meetings; insurance and drafting of bylaws. The instructor will assume that all participants are involved in the management of condominiums and possess a basic knowledge of the Condominium Act. Bring your copy of the Condominium Act. $65

1 day - Sa. Sep 29, 09:00-13:00 - CC

Law and Tenant Relations (109001)

Learn to manage residential tenancies through a study of landlord-tenant law, proper record keeping and practical guidelines for dealing with tenants. The course examines screening steps, tenancy applications, tenancy contracts, handling evictions, dispute resolution, landlord/tenant rights,, the Residential Tenancy Act, and arbitration hearings at the Residential Tenancy Branch. Condominium law is also covered. $200

8 eve - Tu. Sep 25, 19:00-21:30 - CC

The following course is offered in cooperation with Kwantlen University College. This course may be taken for credit towards the Property Management Diploma at Kwantlen University College. A minimum grade of 60 percent is required for credit transferability. For details, contact Brian Pink at 604.443-8388.

Property Management - Residential (109101)

Property managers require specialized NEW! knowledge, communication skills and technical expertise to generate the greatest possible net income for owners of investment properties. This introductory course focuses on rental management and condominium management as two components of the property management profession. Rental topics include: property types, the Residential Tenancy Act and Regulations, financial management, insurance, physical maintenance, communication, promotion and tenant selection. Condominium topics include: types of condominiums and strata legislation, management techniques, fiscal procedures, insurance, property maintenance and people management skills. $325

10 mng - Sa. Sep 22, 09:30-13:30 - CC

NEW!

Program Assistant: Yan Yan Wang, 604.443.8711 rjong@vcc.bc.ca

Registration: 604.443.8484

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

Spanish

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 mng - Sa. Sep 29, 09:30-12:00 - CC
8 eve - Tu. Oct 2, 18:30-21:00 - CC
8 eve - We. Oct 3, 18:30-21:00 - CC

For students who plan to register in Spanish Level II or Level III and who are new to VCC Spanish courses, Lucila Gonzalez-Cirre (instructor) will conduct a brief phone assessment to assist you in selecting the correct level. Please call Rosie and she will take your name and phone number and a convenient time you can be contacted. You can register once the phone assessment is done.

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. Oct 4, 18:30-21:00 - IE

Spanish Conversation - Level III (502037)
Bravo! You have made it to Level III! This course is a fun and cultural journey of vocabulary building that will get you talking quickly and creatively for everyday situations. $150 (includes GST)

8 eve - Mo. Oct 1, 18:30-21:00 - CC

Mandarin Education

Adult Language Courses
Registration and General Information: 604.443.8484

Program Coordinator: Shirley Luk, 604.443.8696

Program Assistant: Rosie Jong, 604.443.8661

Mandarin Conversation - Level I (505821)
This course will introduce the official spoken language of China and Taiwan to people who are new to this vital and widely-used language. The use of the "Hanyu Pinyin" phonetic system will make learning simple. Grammar and basic Chinese writing are taught to strengthen the student's understanding and confidence in speaking Mandarin. Fee includes textbook. (Ho) $160

10 mng - Sa. Sep 22, 09:30-12:00 - KEC
10 eve - We. Sep 26, 18:30-21:00 - KEC

Mandarin Conversation - Level II (505822)
This course is designed to improve Mandarin conversational skills for daily use. Reading and writing directly from Chinese characters is encouraged to strengthen understanding. Interesting topics concerning Chinese custom and culture are interwoven into the classroom lessons. Fee includes textbook. $160

10 mng - Sa. Sep 22, 09:30-12:00 - 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. (Ho) $160

10 eve - Th. Sep 27, 18:30-21:00 - KEC

Mandarin Conversation for Speakers of Other Chinese Dialects (505824)
The focus of this course is on pronunciation and conversation. The "Hanyu Pinyin" phonetic system is used to facilitate easier learning. Students who have some knowledge of the Chinese written language are most suitable. Fee includes course materials. $160

10 mng - Sa. Sep 22, 09:30-12:00 - KEC

Speaking English Effectively - Adult (505839)
Designed for adult Chinese speakers, this course will teach you, step by step, how to speak English effectively in business and daily life. You will learn how to make presentations and express your ideas, captivate your audience, develop listening skills and be comfortable and confident when speaking English to groups or individuals. Special emphasis is placed on basic Canadian social customs and using your cultural background as a strength. A valuable course taught in a fun and relaxing atmosphere. $160

6 mng - Sa. Sep 22, 09:30-12:00 - KEC

Mandarin School for Children and Youth
Program Coordinator: Shirley Luk, 604.443.8696

Program Assistant: Rosie Jong, 604.443.8661 (English only)

Mandarin School Voicemail: 604.871.7530

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 fall classes will be held at King Edward Campus on August 18 (Saturday) from 09:30 to 14:00.**
2. **Call 604.443.8661 (English only) or 604.443.8677 (Cantonese or Mandarin). Phone registrations are by VISA or MasterCard only.**
3. **Use the fax/mail-in form on page 35 of this calendar.**

Pre-School to Grade 12
Each course has 16 sessions. Classes are held on Saturday from 09:30-12:00 or 12:30-15:00 at King Edward Campus. Courses begin September 8, 2001. The fee is $110 per course. 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 1 (505801)
Grade 2 (505802)
Grade 3 (505803)
Grade 4 (505804)
Grade 5 (505805)
Grade 6 (505806)
Grade 7 (505807)
Grade 8 (505808)
Grade 9 (505809)
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 or 13:45-14:45 at King Edward Campus. Courses begin September 8, 2001. Fee is $110 per course.

Course numbers and description:

505816-01 Grade 1
505816-02 Grade 2
505816-03 Grade 3
505816-04 Grade 4
505816-05 Grade 5
505816-06 Grade 6
505816-07 Grade 7
505816-08 Grade 8
505816-09 Grade 9
505816-10 Grade 10
505816-11 Grade 11
505816-12 Grade 12

Fine Arts
Children's fine arts courses have 16 sessions. They are held on Saturdays at King Edward Campus. Courses begin September 8, 2001. The fee is $110 per course. There is a small supply fee for the Pencil and Charcoal Drawing course.

Course numbers and subjects:

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

Mandarin Examination Preparation

Mandarin Challenge Examination Preparation (505837)
This intensive course will prepare students to write the Grade 11 and/or Grade 12 Mandarin Challenge Examination to earn transfer credits. The course is suitable for students who have an equivalency of Grade 11 or 12 Mandarin proficiency and would prefer to write the Mandarin Challenge Examination instead of completing the relevant level of Mandarin education in high school. The course covers Grade 11/12 topics in the Mandarin Education Syllabus. Techniques for writing the Challenge Examination are also taught. Fee includes course materials. $160

10 aft - Sa. Sep 8, 12:30-15:00 - KEC

Note

The Mandarin Provincial Examination Preparation Course (505832) will be scheduled in January 2002.

Specialty Language Skills

Reading and Writing in English (505836)
This course will help students increase their vocabulary and learn basic grammar. Word usage

and grammar practice will be emphasized through reading and working on passages. Techniques on writing skills are taught and supplemented by immediate practice. The teacher is a native English speaker. $110

16 aft - Sa. Sep 8, 12:30-13:30 - KEC
16 aft - Sa. Sep 8, 13:45-14:45 - KEC

Mandarin Conversation (505835)
This course is suitable for Cantonese speakers who do not speak Mandarin but have a basic knowledge of Chinese written characters. This course helps students to grasp Hanyu Pinyin's four tones and pronunciation. Students learn correct words and phrases in Mandarin conversation. Interesting and practical topics are taught to facilitate listening and speaking. This course can be considered a bridging course to fit students into Mandarin courses of different grades according to their Mandarin standard. $110

16 mng - Sa. Sep 8, 09:30-12:00 - KEC
16 aft - Sa. Sep 8, 12:30-15:00 - KEC

Speak English Effectively - Teen (505838)
In this course, teens will learn, step by step, how to speak English effectively in school and daily life. Students will learn how to make presentations, express ideas, captivate an audience, develop listening skills and be comfortable and confident when speaking English to groups or individuals. Special emphasis is placed on basic Canadian social customs and using your cultural background as a strength. A valuable course taught in a fun and relaxing atmosphere. $160

6 aft - Sa. Sep 22, 12:45-15:15 - KEC

China Study Tour for Youth - Summer 2002
The Mandarin Education Program at VCC is planning a Summer Study Tour in Shanghai, Hangzhou, Suzhou, Wuxi and Beijing (July 2002) designed for youth aged 16 to 20. The tour will focus on the study of Chinese language and culture, giving students a deeper understanding of China and its society as well as improving student's oral and written Mandarin language skills. For complete details, contact Shirley Luk, program coordinator at 604.443-8696 or sluk@vcc.bc.ca

College CLOSURE dates:

Sept. 3 (Monday) Labour Day

Oct. 8 (Monday) Thanksgiving

Nov. 12 (Monday) Remembrance Day

Non-Profit Sector Management Certificate Program

Program Coordinator: Ricky Ramdhaney, 604.443.8663
rramdhaney@vcc.bc.ca

Program Assistant: Rosie Jong, 604.443.8661 rjong@vcc.bc.ca. or non-profit@vcc.bc.ca

Information Session: Tuesday, September 11, 18:00-19:00 - CC Rm. 218B. Come and try an on-line course. Registration requested, 604.443.8484.

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 604.443.8663 or 604.443.8661 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 (101908) $295 - on-line continuously
2. Interpersonal Communications (101911) $295 - on-line January 2002
3. Planning and Evaluation (101909) $295 - on-line - TBA
4. Leadership and Human Resource Management (101910) $295 - on-line September 2001 term
5. Marketing and Public Relations (101912) $295 - on-line April 2002
   Practicum (101907) $150

Specialty Stream

Courses are 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. Sep 11, 18:00-19:00 - CC

I Core Courses On-Site
Fundamentals and Ethics of Non-Profit Management (101902)
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) $295
10 eve - Mo. Sep 24, 18:30-21:30 - CC (Classes on Oct 8 and Nov 12 will be held on the following Tuesdays, Oct 9 and Nov 13

Principles of Fundraising (101961)
You will learn the basic principles and concepts of fundraising, examine the role of fundraising, the readiness of the organization to succeed in their fundraising activities, and the essential steps for developing an effective fundraising plan. You are a professional or volunteer who overseas the fundraising process; not a full-time fundraiser. Prerequisite for 101962 and 101963. (Ellis-Perry) $150
3 day - Sa. Oct 20/27, Nov 17, 09:00-16:00 - CC

II Core Courses On-line
These courses are hosted on the WebCT platform. VCC has designed e-learn, a seven-session on-line course at no cost to the student to train you to work with WebCT. 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) $295
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) $295
Call 604.443.8661 for future dates

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) $295
September/October/November/December 2001

Specialty Courses On-line
Recruiting, Interviewing, Motivating and Recognizing Volunteers (101955)
This course is designed for students in the volunteer management specialty stream. In addition, interested individuals who are currently volunteer managers are encouraged to register. Participants will examine the current issues and trends affecting volunteerism and the impact on the volunteer manager.
October/November/December 2001

Principles of Fundraising (101965)
You will learn the basic principles and concepts of fundraising, examine the role of fundraising, the readiness of the organization to succeed in their fundraising activities, and the essential steps for developing an effective fundraising plan. You

are a professional or volunteer who oversees the fundraising process; not a full-time fundraiser. Prerequisite for 101962 and 101963. (Ellis-Perry) $160
September/October/November 2001

Related Opportunities
Overview of Volunteer Management (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. $250
8 eve - Th. Oct 4, 18:00-21:00 - TBA

Non-Profit, Voluntary & Fundraising Instructors
Barney Ellis-Perry is strategic external relations officer, Land and Building Services, UBC.
Ariela Freidman works in the public affairs and communications department at Children's and Women's Health Centre of BC.
Lorraine Gerard is Director, Support Services Association of Neighbourhood Houses of Greater Vancouver.
Diane Kirby, previous coordinator, Volunteer Management Certificate Program, Camosun College, Victoria.
Chloë O'Loughlin has 25 years' experience in all facets of the non-profit sector.
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.

Automotive

Registration: 604.443.8484

Course advice: Fred Grimann, 604.871.7397, 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. Sep 19, 18:30-21:30 - KEC Room 1042

Easy Auto Maintenance (100173)

A basic course to help you better understand how to maintain your vehicle. Instruction will focus on the need for regular maintenance, how to find a reputable shop, questions to ask before and after repairs, your legal rights, the do's and don'ts of vehicle maintenance and critical safety issues. Also covered are basic maintenance checks regarding fluid levels, tires, brakes, battery, the cooling system and exhaust system. While this is not a hands-on course, students will enter the shop to learn by demonstration. $120

4 eve - Mo. Sep 24, 18:30-21:30 - KEC Room 1042

Building Services

Professional Skills Make a Difference

General Information and Registration: 604.443.8484

Course Advice: Brian Pink, 604.443.8388

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) $220

5 day - Sa. Sep 22, 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) $325

10 day - Sa. Sep 22, 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 field trip session. $220

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

Law and Tenant Relations (109001)

Learn to manage residential tenancies through a study of landlord-tenant law, proper record keeping and practical guidelines for dealing with tenants. The course examines screening steps, tenancy applications, tenancy contracts, handling evictions, dispute resolution, landlord/tenant rights, the Residential Tenancy Act, and arbitration hearings at the Residential Tenancy Branch. Condominium law is also covered. (Chauvin) $200

8 eve - Tu. Sep 25, 19:00-21:30 - CC

Operating a Contract Cleaning Business (109035)

Designed for persons who want to operate a cleaning business, this course will review critical skill areas for the new or potential owner-manager. Specific topics include: establishing a business plan, sales and marketing strategies, bidding and estimating, work supervision, employment practices, insurance and financial control. $125

2 day - Sa. Nov 3, 09:00-13:00 - CC

Bidding and Estimating for Cleaning Contractors (109037)

Designed for persons with professional experience in contract cleaning. Topics include bidding on government and private-sector jobs, standard cost and cleaning time estimates, strategies for maximizing profit and minimizing labour costs, and quality control while serving

the contract. This course provides ideas and techniques for successful contract bidding and estimating. (Dallas) $45

1 day - Sa. Nov 24, 09:00-13:00 - CC

Drafting

Information: Bill West, 604.443.8536

Registration: 604.443.8484

CADD Technology I (AutoCAD)

This course enables experienced drafters, engineers and architects with little or no CAD training to obtain hands-on computer aided drafting experience. Prerequisite: drafting training. This course is offered four times per year at the City Centre Campus. This course is not administered by Continuing Education. For information and registration concerning this course only, call VCC Admissions at 604.443-8443.

AutoCAD II (050811)

This course is a continuation of the basic AutoCAD course, CADD Technology I. The student will be introduced to fundamentals beyond the basic scope

of computer aided drafting. Students will learn to work effectively with selection sets, reference files, raster images, drafting tools, dimension styles, layouts and attributes. Also covered are: advanced object types, reusing and sharing data and an introduction to 3D. Prerequisite: CADD Technology I or equivalent knowledge/experience. Fee includes manual. $495

16 sessions: 9 eve - We. Oct 10, 18:30-21:30 AND 7 mng - Sa. Oct 13, 09:00-12:00 - CC

AutoCAD III (050812)

Specific topics include: getting started in 3D, viewing 3D drawings, user coordinate systems in 3D, creating solid models, generating 3D drawings from SOLIDs and an introduction to rendering. Prerequisite: AutoCAD II or equivalent training/experience. Fee includes manual. $495

16 sessions: 9 eve - We. Mar 6, 2002, 18:30-21:30 AND 7 mng - Sa. Mar 9, 09:00-12:00 - CC

If you work within the steel fabrication industry and wish to upgrade your knowledge base and skills, watch for our upcoming part-time evening courses in:

Advanced Steel Detailing

Project Management in Structural Steel

To place your name on a list of interested students, send an e-mail to **pcooper@vcc.bc.ca.** We will notify you when a schedule is set for these courses

Trades & Technology Instructors

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

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

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.

Information Sessions • Fall 2001

Applied Design Program
• *Wednesday, September 12, 16:00-17:00 - DS*

Business & Technical Writing Certificate Program
• *Tuesday, September 11, 17:30 - CC Room 218B*

Counselling Skills
• *Wednesday, September 12, 18:30-19:30 - CC*

Gemmology
• *Tuesday, August 28, 18:30-19:30 - Room 164 - CC*

Interior Design
• *Tuesday, September 18, 18:00-19:00 - DS*

Interpreting & Translation
• *Wednesday, October 10, 2001 and January 10, 2002, 19:30-21:00 - CC Room 240*

Legal Assistant Certificate Program
• *Monday, September 10, 17:30, City Centre Campus, Room 240*

New Media, Electronics & On-line Publishing
• *Saturday, September 15, 10:00-12:00 - CC*

Non-Profit Management Certificate Program
• *1 eve - Tu. September 11, 18:00-19:00 - CC*

Office Administration Certificate Program
• *Thursday, September 13, 17:45 - CC Room 218B*

Substance Abuse Certificate Program
• *Wednesday, September 12, 18:30-19:30 - CC*

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 Terell

Program Coordinator: Jayeson Van Bryce

The TESOL Diploma Program is the premier teacher training program for instructing English to Speakers of Other Languages (TESOSL) 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 two formats - the Fast Track Program, and the Part Time 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 Association of BC Teachers as an Additional Language (BC TEAL).

Admission Requirements

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. $360

TESOL Elective Courses
The TESOL elective courses have been developed for teachers working in the field of English language instruction, as well as student teachers registered in the TESOL 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 Terell

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 2002 and ends in March 2003. 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 $5575

Program

Senior Program Coordinator: Jennifer Pearson Terell

Program Coordinator: Patricia Fahrni

The TESOL Inservice Certificate Program is a program for experienced English language instructors who do not have a recognized TESOL credential. The Program consists of six courses and is offered by distance education. Each student is assigned an experienced teacher trainer as a tutor/marker for each course, 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 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 4, 2001 and ends in December 15, 2001. The Winter term begins on January 11, 2002 and ends on March 30, 2002. The application deadline is November 30, 2001. The Spring term begins on April 1, 2002 and ends on June 28, 2002. The application deadline is March 1, 2002.

Admission Requirements

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. $235

Teaching Grammar (150203)
This course examines the instructional methodology used to teach grammar to English language learners. $335

Teaching Listening and Speaking (150204)
This course examines the instructional methodology used to teach listening and speaking skills to English language learners. $335

Teaching Pronunciation (150207)
This course examines the instructional methodology used to teach pronunciation to English language learners. $335

Teaching Reading and Writing (150205)
This course examines the instructional methodology used to teach reading and writing skills to English language learners. $335

Practicum (150206)
This course focuses on the practical application of the theory of English language instruction in an English language classroom. $425

Senior Program Coordinator: Jennifer Pearson Terell

Program Coordinator: Jayeson Van Bryce

The Tutoring ESOL Certificate Program is for people who wish to tutor English to adults or school-aged children in a one-to-one or small group teaching situation. 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

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 is a 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 that are Tutoring ESOL Elementary School Students (151713), Tutoring ESL 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).

TESOL Inservice Diploma

Tutoring ESOL Certificate Program

TEFL Certificate Program

Senior Program Coordinator: Jennifer Pearson Terell

Program Coordinator: Jayeson Van Bryce

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. $160

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. $135

International TEFL Certificate Program

Senior Program Coordinator: Jennifer Pearson Terell

Program Coordinator: Anne Sandor

The International TEFL Certificate Program is designed for international students planning to teach English in educational institutions in their home countries. The program is 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 $1600

Intensive TEFL Certificate

Working hard to achieve their goals...
Be a part of their success.

For over 35 years, Vancouver Community College has been training students to meet industry needs in Canada. Your contributions to the Vancouver Community College Foundation provides scholarships and bursaries for deserving students, as well as essential equipment and technology to prepare graduates for the competitive work world.

VANCOUVER COMMUNITY COLLEGE FOUNDATION

For more information on how you can contribute to a student's future, please call the Executive Director of the VCC Foundation at 871-7237.

www.vcc.bc.ca

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
- Application Fee (non-refundable) $100
- Program Fee $1250

Future Intensive TEFL Certificate Programs
- November 5 to November 30, 2001
- January 14 to February 8, 2002
- May 6 to May 31, 2002

Teaching English to

Speakers of Other Languages Instructors

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 Vice-President: Academic and Developmental Education 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.

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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 W. Pender St., BC   V6B 1S9

2 By Phone
Charge to your MasterCard or VISA card.
City Centre Campus, 604-443-8484.

3 In Person
Register at CE, 250 W. Pender St.
Pay by cash, cheque or credit card.

4 By Fax
Use the registration form on this page and Fax to 604-443-8393.
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

有關報名及查詢，請致電
中文熱線

604-443-8677

Fax & Mail-in Registration
Fax 604-443-8393 for VISA or MASTERCARD use only

Mail Registration to: VCC-Continuing Education, 250 W. Pender St., Vancouver, BC V6B 1S9 Phone: 604-443-8484

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 Fee	Method of Payment	Credit Card Information ❏ VISA ❏ MasterCard
1			
2		❏ Money Order	Name on Card
3		❏ Cheque	Credit Card Account Number
4		❏ Fee Credit	Expiry Date
		$ _____ 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.

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.

Vancouver Community College

PART-TIME STUDIES

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September 2001

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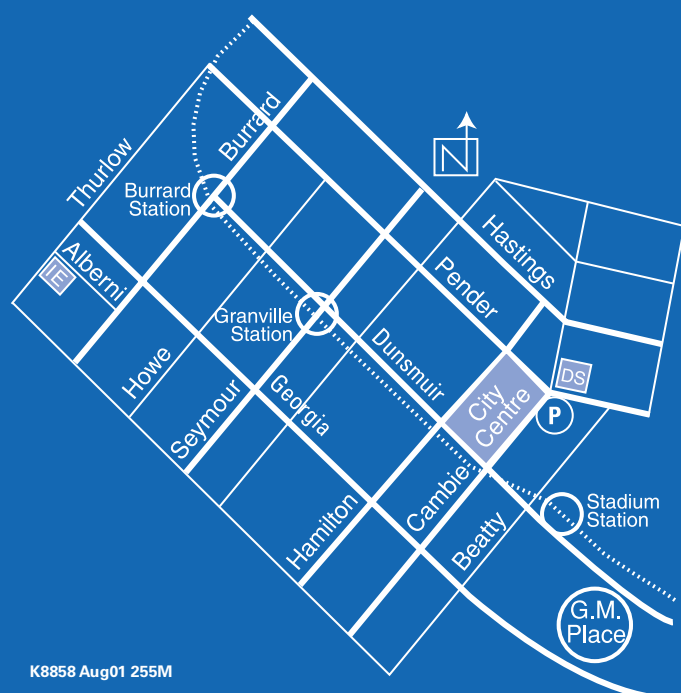
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Vancouver, BC V6B 1S9

King Edward Campus
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