Vancouver Community College
CONTINUING EDUCATION

604.443.8484 ◆ **www.vcc.ca**

January-April 2003

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VANCOUVER COMMUNITY COLLEGE

FREE Information Sessions January-April 2003

Office Administration Certificate Program *(pg 8)*
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City Centre, Rm 218B

Legal Assistant Certificate Program *(pg 14)*
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**Business & Technical Writing
Certificate Program** *(pg 7)*
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Telecommunications Management *(pg 16)*
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**Counselling Skills and Substance Abuse
Certificate Programs** *(pg 25)*
Wed., January 8, 18:30 or Thurs., April 3, 18:30
City Centre

Interpreting Certificate Programs *(pg 27)*
Tuesday, January 14, 19:00
City Centre, Rm TBA

CE Certificate and Associate Certificate (and Diploma) Programs

Creative Writing

Registration: 604.443.8484

Information and Program Assistant: 604.443.8335

Program Coordinator: 604.443.8386, cpineda@vcc.ca

Take your writing to a new level and make this your year for getting published! All courses are designed to assist you to develop specific skills to enhance your writing career.

Writing and Publishing Your Articles (CWRI 1120) *NEW!*

One of the most stimulating ways to work as a writer is to write short articles for a variety of newspapers, magazines, company newsletters, radio and other media. Composing articles that an editor will read and take seriously and the reader will enjoy is a skill that can be learned. You may want to write about travel, technology, animals, politics, human interest, your local famous person, problems, the environment or any of dozens of other topics, including promoting your own products and services. Learn from an instructor who has written and published many articles. $75

1 day - Sa. Feb 15, 10:00-16:00 - CC CRN 1471

Elements of Poetry (CWRI 1121) *NEW!*

Explore the craft of poetry by both reading and writing it. Examine the tools at the poets disposal and develop an ability to revise and polish your work. Emphasis on elements in poetry writing including: narrative, theme, sound, language, form and detail. There is no wrong way to write and a lot to learn to give your poetry the strength you intend. Bring some of your poetry to class for first session. (Harper) $220

10 eve - We. Jan 22, 18:30-21:00 - CC CRN 1506

Poetry Sweatshop (CWRI 1122) *NEW!*

You've written poetry - now bring it out into the open and involve yourself in a fast-paced workshop where you have your poetry critiqued by others, critique poetry, involve yourself in creativity exercises and push yourself to improve your work. Please e-mail 6-8 poems to sueheinz@yahoo.ca by February 3 so she can build your work into the workshop. (Heinz) $95

4 eve - Tu. Feb 18, 18:30-21:00 - CC CRN 1510

Infinity in the Palm of Your Hand: Writing From the Self (CWRI 1118)

Explore the creative potential in your daily life and craft your experiences into words on a page. Examine and practice the particular psychological and writing skills required to evoke wonder from the everyday: myths and metaphors, observation and association, the art of reflection. Practice listening for the voice of the self, reading and studying that voice in the work of essayists and poets, and looking within to discover your own creative impulses. No prior writing experience is required. (Laird) $295

8 eve - Mo. Feb 3, 18:30-21:30 - CC CRN 1518

Screenwriting: Developing the Story (CWRI 1119) *NEW!*

Interesting characters need good dialogue. Examine modern screenwriting from foundations to creating your own screenplay. Includes: script format and film language, story ideas, narrative structures, creating characters and dialogue, genres, getting in and out of scenes. Treatments and synopsis, pitching ideas, turning points and more fast-paced and dramatic read-throughs and debates. Recommended text: Screenwriting by Syd Field. Information night: January 14, 18:30-19:30. (North) $295

10 eve - Tu. Jan 28, 18:30-21:30 - CC CRN 1519

Note

see page 7 for Business & Technical Writing

Fashion Arts

Program Coordinator: Evelyn May, 604.443.8387

Register early by calling 604.443.8484. To ensure enrollment, please register at least three business days prior to course start date.

An exciting and comprehensive one-year, full-time program started in fall 2002. Response to this program offer was overwhelming. The Fashion Arts Advanced Certificate Program is accepting applications for its next entry. For more information, see details below.

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.

Introduction to Fashion Design (FASH 1178)

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

10 eve - Mo. Jan 13, 18:30-21:30 - DS CRN 1473

Computer Aided Drafting (FASH 1167)

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 - Tu. Jan 21, 18:30-21:30 - CC CRN 1494

Personal Pattern Making (FASH 1153)

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. Jan 25, 12:30-16:30 - CC CRN 1474

See page 4 for
Fashion Arts Certificate Programs
• *part-time and full-time* •

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.

No application is required. This is a flexible program allowing students to enrol in courses at their own pace. Upon successful completion of the program courses, it is the responsibility of the student to notify the program coordinator for certification.

Note

All courses are not offered each semester:

Fashion Merchandising (FASH 1176)
Textiles (FASH 2201)
Retail Sourcing and Buying (FASH 1402)
History of Fashion (FASH 1301)
Fashion Retailing and Management (FASH 1401)
Fashion Merchandise Analysis and Evaluation (FASH 1405)
Fashion Marketing and Promotion (FASH 1406)
Strategies for Effective Fashion Consultation (FASH 1403)
Visual Presentation (FASH 1404)
Textiles (FASH 2201)

This course provides the designer with the information necessary for the selection of suitable fabrics for production of specific designs. Students study the development, properties, use and care of natural, synthetic and semi-synthetic fabrics, as well as textile laws and regulations. (Sustersich) $290

12 eve - Tu. Jan 7, 18:30-21:30 - CC CRN 1490

Merchandising Fashion (FASH 1176)

From initial concept to consumer demand, students will explore the merchandising process. Topics include trends, top designers, social influence on fashion, the necessity of higher-priced apparel, and the timing of fashion. This course is ideal for those who are looking for a career in the field of fashion merchandising (design, manufacturing, and retail) or for those who want to advance their careers in the fashion industry. (Pearson) $290

12 eve - We. Jan 8, 18:30-21:30 - CC CRN 1472

Fashion Retailing and Management (FASH 1401)

Focusing directly on the strategic issues facing Canadian fashion retailers, this course covers the challenges faced by retailers, describes alternate ways to classify the retail structure, outlines steps involved in strategic retail planning, explains the strategic dimensions of the location decision, and determines store layout and merchandise presentation. Students will develop the essential skills necessary for professional sales and showroom management. This will be realized through understanding customer needs, greeting and approaching customers, presenting merchandise, handling objectives, and closing the sale in retail and wholesale situations. (Choy) $290

12 eve - Th. Jan 9, 18:30-21:30 - CC CRN 1484

...continued from previous page

Visual Presentation (FASH 1404)

Through lectures, discussions, demonstrations and projects, students will gain a solid knowledge of the theories and practical applications of display and visual merchandising for today's challenging retail market. In this intensive introductory course, students will learn merchandise planning and selection techniques and will develop the skills necessary to apply them in the workplace. The importance of signage and graphics as communication tools will be covered, including the correct selection of typeface, design and placement for optimum impact. (Israel) $290

12 eve - Mo. Jan 6, 18:30-21:30 - CC CRN 1491

Available April 2003

Merchandising Fashion (FASH 1176)
Strategies for Effective Fashion Consultation (FASH 1403)
History (FASH 1301)
Fashion Marketing and Promotion (FASH 1406)

Fashion Arts Certificate Program - Part Time

Now accepting applications for Spring entry

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 15, 2003. Deadline for the fall entry (September) is June 15, 2003. 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

Secondary school completion or equivalent;

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

Submit a letter with the application form, stating reasons for applying to the Fashion Arts Program;

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

Fashion Arts Advanced Certificate Program - Full Time

This fast-track, one-year program is designed to provide intensely focused training on a full-time, daytime basis. Based on the highly reputable, part-time program, this full-time program incorporates courses in four fields of study: Fashion Design, Pattern Making, Garment Construction, and an additional Fashion Business and Technology component. In general, it is necessary for students to complete the entire program over a one-year period to maximize the scope and depth of study in this highly structured and comprehensive program. Classes are offered 3.5-4 days per week, 09:00-16:00. Students can also expect at least six hours of Directed Study per week. Students who successfully complete this program will receive the Fashion Arts Advanced Certificate.

The Fashion Arts Advanced Certificate Program is designed for individuals entering the fashion industry and for those already in the industry who need to upgrade their skills. Planned by experienced educators and a professional advisory committee, the program is taught by experts in each subject who emphasize the development of technical skills and foster individual creativity. Program graduates are often sought by companies to work in design, pattern making and grading. Others work in the growing film and theatre industry, work in freelance, successfully launch their own companies, or become instructors. Many graduates make their mark on the local, national and international fashion/costuming scenes.

Program Content

Term One Courses

Fashion Drawing (FASH 1101) 3 credits
Block Construction (FASH 1102) 3 credits
Sewing Techniques (FASH 1103) 3 credits
Textiles (FASH 2201) 3 credits
History of Fashion (FASH 1301) 3 credits
Industrial Sewing (FASH 1201) 3 credits
Design Drafting Theory (FASH 1202) 3 credits
Fashion Design (FASH 1203) 3 credits

Term Two Courses

Tailoring (FASH 1302) 3 credits
Design Drafting Practical (FASH 1303) 3 credits
Technical Fashion Drawing (FASH 1251) 3 credits
Couture Sewing (FASH 2101) 3 credits
Collection Design (FASH 2103) 3 credits
Product Development (FASH 1252) 3 credits
Computer Aided Drafting (FASH 1253) 3 credits
FA Professional Practices I (FASH 1171) 3 credits

Term Three Courses

Designer Patterns Draping (FASH 2102) 3 credits
Collection Toiles (FASH 2202) 3 credits
Production Patterns Grading (FASH 2203) 3 credits
Collection Portfolio (FASH 2301) 3 credits
Collection Manufacture (FASH 1352) 3 credits
FA Professional Practices II (FASH 1172) 3 credits
Fashion Graphics (FASH 1351) 3 credits
Fashion Show Preparation (FASH 1353) 3 credits

Application Deadline

The Fashion Arts Advanced Certificate has one entry per year. Deadline for fall entry (September) is April 30. 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

Secondary school completion or equivalent;

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

Submit a letter with the application form, stating reasons for applying to the Fashion Arts Program;

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

Gemmology

Information: Program Assistant, 604.443.8335

Program Coordinator: 604.443.8386, cpineda@vcc.ca

Gemmology Certification Program

Canadian Certification

Gemmologists are certified in Canada by the Canadian Gemmological Association after an extensive program of study leading to a final exam. This is an intensive, part-time, two-year program which requires regular classroom attendance, considerable home study, weekly homework, and regular quizzes - all culminating in a final exam. On successful completion of the exam, you will be certified as an internationally recognized gemmologist.

You will obtain proficiency with a wide range of gemmological equipment and will learn to test and identify a wide variety of gemstones. In addition, you will learn to differentiate between natural and synthetic gemstones as well as treatments and enhancements. Diamond grading, coloured stone grading and appraisal formats are also studied.

Preliminary year classes (GEMM 1101)

Wednesday evenings from September to June.

Diploma year classes (GEMM 2101)

Tuesday and Thursday evenings from September to June. Tuesdays are theory classes and Thursdays are hands-on lab classes.

Entrance Requirements:

The Application for Admission to the Gemmology Program, which is found in the back of the Program Guide, must be submitted prior to acceptance into the program. A Program Guide may be obtained by dropping by the office at 250 West Pender Street or phoning the Program Assistant to have one mailed to you.

British Certification

We are also an Allied Teaching Centre for the Gemmological Association and Gem Testing Lab of Great Britain. Ask for details on how you may obtain your British certification.

GIA Certification

Each year we offer classes to assist those who are wishing to obtain certification through the Gemological Institute of America.

Offered in the spring will be:

GIA: Diamond Grading (GEMM 2111)

The creators of the International Diamond Grading System teach you the art and science of diamond grading so you can grade consistently and accurately. (GIA). Tuition TBA

5 day - Apr 28 - May 2, (M-F) 09:00-17:00 - CC

GIA: Colored Stone Grading (GEMM 2112)

Focusing on ruby, sapphires and emeralds, this workshop shows the latest treatments, synthetics and up-dates. Learn to detect treatments and the importance of treatment disclosure to clients. This field is ever-changing so if you haven't studied for awhile you most likely need this update. Tuition TBA

3 day - We/Th/Fr. Apr 23, 09:00-17:00 - CC

GIA: Detecting Synthetic Diamonds and Synthetic Moissanite (GEMM 2113) NEW!

You see and hear it in the news: "Florida company to produce gem quality synthetic diamonds for sale . . . jewelers fail to detect synthetic moissanite . . . undetectable process enhances diamonds." Learn how to detect synthetic diamonds and diamond simulants. Hear firsthand the latest on GIA's research to identify GE-processed diamonds and other diamond treatments. Tuition TBA

1 mng - Sa. May 3, 09:00-11:30 - CC

GIA: Advanced Diamond Grading Lab (GEMM 2114) NEW!

New synthetics and treatments are appearing on a regular basis. Protect yourself and your clients by ensuring your knowledge is up-to-date and accurate. Tuition TBA

1 aft - Sa. May 3, 13:00-16:00 - CC

For the Consumer

It has been said by some that many jewellery salespeople are not up-to-date on synthetics, treatments and other irregularities in this industry. It is up to you, as the consumer, to protect yourself if you are interested in purchasing a significant piece of jewellery. Come and thoroughly enjoy your presenter (who does understand the differences between high quality and synthetic or treated gems) and Let the Buyer Beware.

What You Need to Know Before Buying a Diamond (GEMM 2121) NEW!

Introduction to the world of diamonds and how they are mined and marketed. What is a Canadian diamond? Assessing the 4Cs - Clarity, Cut, Carat weight and Colour and learning how they affect the price of your diamond. Diamond Imitations and Diamond Certificates. (Dominy) $110

4 eve - Mo. Feb 3, 18:30-21:30 - CC CRN 1454

What You Need to Know Before Buying Jewellery (GEMM 2122) NEW!

Includes an introduction to precious metals and useful terminology. Hand fabrication versus casting. Judging the quality of jewellery. The types of appraisals and pricing. How to find a good buy and caring for your jewellery. $110

4 eve - Tu. Feb 18, 18:30-21:30 - CC CRN 1464

What You Need to Know Before Buying Coloured Gemstones (GEMM 2120) NEW!

A look at the world of rubies, emeralds and sapphires, their imitations and treatments. assessing Colour, Clarity and Cut and how they affect price. How to determine quality and how to care for your gemstones. (Dominy) $110

4 eve - Mo. Mar 3, 18:30-21:30 - CC CRN 1455

Interior Design

Registration: 604.443.8484

Information: Program Assistant: 604.443.8335

Senior Program Coordinator: 604.443.8386, cpineda@vcc.ca

Interior Design Certificate Program

A part-time program focusing on the development of the skills required in the practice of residential design. Tailored to the needs of the ever growing home building and renovation industry, this program will give you a solid foundation of skills which will prepare you for entry level employment in the industry or for further study if you wish to become a registered interior designer. Courses with an asterisk* have been articulated to BCIT's Interior Design program and may be used for credit with BCIT for further education in this area (subject to Portfolio review and 65 percent GPA). Not all courses are offered each term. The Interior Design Certificate is awarded when students have completed 400 hours (32.5 credits) of Foundation Studies, Design Studies and Professional Development Workshops. Ask for a Program Guide for details.

Foundation Courses for Interior Design

Design Basics* (INTD 1158)
An introduction to the field of Interior Design. Focuses on design theory, process, principles and elements, their practical application and the development of problem solving skills. Introduces you to space planning techniques, colour, lighting and drafting. Recommended text: available at City Centre Bookstore: Inside Today's Home. 3 credits (Fensom) $365

12 eve - Mo. Jan 20, 18:30-21:30 - CC CRN 1553
12 eve - Th. Jan 23, 18:30-21:30 - CC CRN 1554

Design Drawing* (INTD 1159)
Learn the basic concepts of expressing your ideas in freehand drawing. Develop skills in manipulating line, form, space, volume, proportion and value to effectively communicate ideas in a visual format. Useful for Interior Design as well as other design areas. 3 credits (Zalatnai) $365

12 eve - We. Jan 22, 18:30-21:30 - CC CRN 1555

Colour Theory and Application* (INTD 1114)
Colour is the foundation of the mood, style, feel and introduces a variety of colour systems, traditional and contemporary colour schemes, as well as colour mixing, relationships and applications. 2.5 credits (Hawkins) $320

10 eve - Tu. Jan 21, 18:30-21:30 - CC CRN 1556

Design Studies for Interior Design

Basic Drafting Concepts (INTD 1110)
Covers the principles of drafting for Interior Design, use of drafting instruments, terminology, scale, and lettering. Students will be introduced to conventions for presentation and construction drawing of floor plans, elevations, reading drawings, and prepare to use these techniques. Some supplies will be required. 3 credits (Fensom) $365

12 day - We. Jan 22, 18:30-21:30 - CC CRN 1557

Space Planning I (INTD 1109)
Focuses on design development and putting together skills you have learned in Foundation courses. Also includes behavioural aspects of design, psychological and social needs. Creatively plan spaces to meet the functional and aesthetic needs of your clients. Prerequisites Design Basics (INTD 1158), recommended: Basic Drafting (INTD 1110). $320

10 eve - Th. Jan 23, 18:30-21:30 - CC CRN 1558

Professional Development Workshops

Textiles* (INTD 1120)
Become familiar with the history, properties, production, Maintenance and specialized uses of textiles in designing interiors. Includes the use of appropriate fabrics for soft home furnishings such as window treatments, upholstery and bedding. 1.5 credits (Kramer) $275

5 day - Sa. Feb 22, 10:00 -14:30 - CC CRN 1559

Expert Series

Accessories (INTD 1156)
An exploration of the importance of interior accessories and the value of decorative features. Knowledge of sources. Attention is focused on Display Suites and the current trends and styles in the marketplace. $75

1 day - Sa. Mar 8, 09:30-16:30 - CC CRN 1560

Design in Small Spaces (INTD 1161)
You can make small spaces functional and beautiful. Includes: storage and multi-functional pieces, fooling the eye, colour, space planning furniture, tricks and tips. (Fensom) $75

1 day - Sa. Mar 1, 09:30-16:30 - CC CRN 1561

Coming in Spring Term
Graphic Presentation (INTD 1160), Intro to Business Practices (INTD 1112), Portfolio Project (INTD 1115)

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.

Jewellery

Registration: 604.443.8484

Program Assistant: 604.443.8335

Program Coordinator: 604.443.8386, cpineda@vcc.ca

Jewellery Techniques I (JEWL 1101)
Learn the basic techniques in jewellery making including piercing, filing, soldering, shaping, and forming, as well as design layout and application. Additional costs for tools and materials - approximately $150. List of supplies to be given at first class. $375

10 eve - Mo. Jan 20, 18:30-21:30 - CC CRN 1547

Jewellery Techniques II (JEWL 1124)
Further your knowledge and experience as you explore advanced jewellery projects, design, construction and detailing. Additional costs for tools and materials approximately $150. List of supplies to be given at first class. Prerequisite: Jewellery Techniques I or the equivalent. (Brechault) $375

10 eve - We. Jan 22, 18:30-21:30 - CC CRN 1550

Jewellery Design: Introduction (JEWL 1123)
The difference between magnificent and boring is design! Learn the latest in contemporary jewellery designs. Through slides and videos, students will explore current trends in studio craft. Simple exercises and assignments will assist you to become familiar with methods and processes of jewellery design development. Bring a sketchbook and pencil to first class. (Brechault) $150

2 day - Sa. Feb 15, 10:00-16:30 - CC CRN 1551

Fine Metal Lace Jewellery (JEWL 1102)
NEW!
Your award-winning instructor has revived the 500 year old technique of making lace with fine precious metal wires. Learn the techniques of creating jewellery patterned on European laces from the 15th century. Supplies extra. (Suchanek) $325

10 eve - Mo/Th. Feb 3, 18:30-21:30 - CC CRN 1552

Coming in Summer Term (July/August 2003)
Daytime Beginners' Jewellery Program. Full time for four weeks. Contact Program Coordinator for details.

New Media, Electronic & On-line Publishing (Mac)

Registration: 604.443.8484

Information: Program Assistant: 604.443.8335

Program Coordinator: 604.443.8386, cpineda@vcc.ca

Develop skills on Macintosh computers to assist you to work in the industry, to prepare your portfolio for further study or for other personal development reasons. Taught to industry standards our courses provide you with skills for a variety of print-based and on-line use.

Foundation Courses
The Foundation courses develop skills for further study, building portfolios or job entry and upgrading.

Graphic Design: Introduction (EPUB 1101)
A non-computer course examining the many aspects of the graphic design industry with an emphasis on creativity and problem solving. You will explore a wide variety of processes and techniques and gain an understanding of basic typography and design concepts. Industry says most potential employees need more design training. (Lyn) $325

10 eve - Tu. Jan 21, 18:30-21:30 - CC CRN 1440

Introduction to the Macintosh (EPUB 1102)
A broad overview of the Macintosh computer, its' operating system and use in the graphic design industry. Learn essential keyboard commands, file hierarchy and effective file management, three ways to create folders, moving and copying files, basic troubleshooting and shortcuts. It is essential that you learn to navigate efficiently and effectively before you go on to Photoshop, QuarkXpress and similar programs. Grades are given - you must obtain a C or better to pass. Independent access to a Macintosh is recommended. (Morse) $365

10 eve - Mo. Jan 20, 18:30-21:30 - CC CRN 1442

Photoshop 1 and 2 (EPUB 1120)
Photoshop is universally recognized as the leading edge in image editing and photo manipulation. Learn a range of features and terminology and through lecture, demonstration and assignments gain a solid foundation and skill set in Photoshop. Independent access to a Macintosh is necessary to complete assignments. Prerequisite: Intro to Macintosh. Quiz given at first class to ensure sufficient Mac knowledge prior to starting this class. $795

20 eve - Tu/Th. Jan 21, 18:30-21:30 - CC CRN 1443

QuarkXpress 2 (EPUB 1132)
The comprehensive page layout program that provides all the tools needed to produce effective, well-designed products. Learn second-level concepts including: advanced colour, style sheets, master pages, text flow, defaults, and preferences. Prerequisite: QuarkXpress 1. (Permien) $410

10 eve - Mo. Jan 20, 18:30-21:30 - CC CRN 1445

Beyond the Foundation

CD Rom Portfolio: Director (EPUB 1156)
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. Produce your own photo documents and digital works, and produce your promotional disk. Learn Macromedia Director and incorporate previous knowledge of Photoshop and other programs. $295

4 day - Sa. Feb 8, 09:30-16:30 - CC CRN 1448

Portfolio Preparation and Professional Presentation (EPUB 1118)
You've taken both design and computer courses (including Photoshop and Illustrator) and now you're ready to put it all together into a professional package for entrance into college or for presentation to an employer. Areas covered include: building a winning portfolio; your stationery package; preparing a résumé; writing proposals; handling interviews and more. You must have at least two software programs to enter this program, e.g. Photoshop/Illustrator/ QuarkXpress. (Lyn) $320

10 eve - Th. Jan 23, 18:30 - 21:30 - CC CRN 1453

Typography: Making it Work for You (EPUB 1108)
Nothing makes a project look more amateurish than inappropriate print - wrong fonts, too many kinds, too hard to read, etc. For those who are interested in publishing for digital or print media, a thorough understanding of typography is a must. Font anatomy, type families, text flow, font terminology, and their relationship to graphic design and layout will be explored in depth. Also provides some analysis of the people behind today's font design industries. Prerequisites: QuarkXpress 1 & Adobe Illustrator. (Permien) $250

6 eve - We. Jan 22, 18:30-21:30 - CC CRN 1452

Esthetics

Registration: 604.443.8484

Program Information: 604.443.8331, kgriffiths@vcc.ca

Become a Qualified Esthetician Studying Part Time

Esthetics (Skin Care) and Nail Technician Program

Complete your studies to become certified as a qualified esthetician during the evening. This program will provide you with both theory and practice in a fully operating salon to ensure your training is the best that it can be. The full program is 836 hours. Two major sections: 1) Skin Care (Facials) 2) Nail Technician. Classes run three evenings a week from 17:30-10:00. Register early! Next entrance date: February 2003. Prepares you to successfully write exams with BC Cosmetologists' Association.

Already certified? Call us about advanced-level courses.

Call for a Program Guide with full details about application and interview process, course content and other details.

Nail Technician Program

Develop the skills and prepare yourself for certification as a Nail Technician. Includes manicures, pedicures, artificial nails and beginning decorative nails. Please call for application process and a Program Guide. Start date: February 7, 2003. End date: June 7, 2003. Classes run Monday and Tuesday evenings (17:30-22:00) plus Saturdays.

Asian Cuisine, Baking & Pastry Arts

Professional Asian Cuisine

Registration: 604.443.8484

Information: Program Assistant: 604.443.8335

Program Coordinator: 604.443.8386, cpineda@vcc.ca

Dim Sum Cuisine: Introduction (CUIS 1130)

Skills upgrading for those who want to learn to prepare a delicious variety of dim sum recipes. Intended for professionals but also available to those who are serious about learning to cook like a professional. Conducted in a modern and excellently equipped kitchen which operates in conjunction with our college cafeteria and is open to the public. Must register by Feb. 8th to ensure adequate supplies are purchased. (Leung) $199

5 day - Sa. Feb 15, 08:00-13:00 - CC CRN 1574

Baking & Pastry Arts

Registration: 604.443.8484

Information: Program Assistant: 604.443.8335

Program Coordinator: 604.443.8386, cpineda@vcc.ca

Winter Term part time Baking and Pastry Arts courses for upgrading your skills in the food industry. For professionals and others who admire this world of exquisite treats.

All courses are held in the professional kitchens at Vancouver Community College and taught by professional bakers.

Sugar Craft and Display Pieces for Dessert Tables (CUIS 1115)

A demonstration and hands-on course including the cooking of sugar, sugar casting and sugar pulling. Includes special occasion cake toppers from casting sugar, pulled sugar flowers and a pulled sugar basket with flowers. Learn how to put display pieces together efficiently to impress your guests. Uniform deposit ($60 - fully refundable when uniform is returned) required the first night of class. Please register by February 18, 2003. $190

5 eve - Tu. Feb 25, 18:30-21:00 - CC CRN 1569

All courses include a take home recipe package.

Tantalizing Desserts (CUIS 1126)

Combine various flavours and textures to create delicious treats for your guests including lavender crÊme brulee, baked orange-ginger tarts with mascarpone parfait, and triple chocolate mousse cups. Then plate and decorate the desserts with appropriate garnishes and sauces. Finally - sit down and enjoy your creations to be sure they are appropriate for your most special guests! Please register by January 29, 2003. $75

1 eve - We. Feb 5, 18:30-21:30 - CC CRN 1571

Valentine's Chocolates (CUIS 1127)

Create your own chocolates for special guests or that special someone in your life. Use the finest chocolate and create a variety of delicious fillings. Includes making a chocolate box to take home your chocolate treats. Learn the skills to make these at work or at home. This class runs February 12 and 13. Please register by February 5, 2003. $115

2 eve - We/Th. Feb 12/13, 18:30-21:30 - CC CRN 1570

Pies, Pies, Pies! (CUIS 1128)

Professional bakers bake pies with tender and delicious crusts - do you? Learn to make a variety of different crusts and toppings suitable for the finest occasion. Understand the basics of pie dough and fruit fillings. Apple, tart-tatin, double crust bumble berry pie, poached pears and granola streussel are part of this enjoyable course. Take home samples of your creations. Please register by February 12, 2003. $75

1 eve - We. Feb 19, 18:30-21:30 - CC CRN 1572

Rustic Breads (CUIS 1125)

Country style rye, cranberry-pecan sourdough and fougasse will be demonstrated and created in this evening workshop. Of course you will take home samples of everything. Please register by February 19, 2003. $75

1 eve - We. Feb 26, 18:30-21:30 - CC CRN 1573

Building Management & Services

Program Coordinator - Peggy Worobetz 604.443.8670

Registration and course information - 604.443.8484

Building Cleaning - Methods, Equipment, Supplies and Safety (REAL 1103)

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. Jan 25, 09:00-16:00 - CC CRN 1148

Building Service Management (REAL 1110)

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 Administrative Housekeeping Association (CAHA) and the Canadian Building Servicing Association (CBSA) for Professional Certification credit. (Neuls) $325

10 day - Sa. Jan 25, 09:00-13:00 - CC CRN 1147

Building Maintenance and Cost Control (REAL 1102)

An introductory course in the physical maintenance of apartment buildings and other multi-unit residential 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. There is a field trip for the building inspection session. $220

10 eve - We. Jan 22, 18:30-21:30 - CC CRN 1146

Law and Tenant Relations (REAL 1101)

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. Jan 28, 19:00-21:30 - CC CRN 1145

Bidding and Estimating for Cleaning Contractors (REAL 1111)

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

1 day - Sa. Mar 1, 09:00-13:00 - CC CRN 1150

Janitorial Sales (REAL 1114)

Designed for persons in the cleaning industry who wish to improve their sales skills, this course covers a range of topics including finding clients, creating the selling climate, bidding and estimating, handling rejection and closing the sale. Students will learn specific techniques for successful sales in the janitorial field. Video presentations and manual included. $190

6 eve - Th. Jan 30, 18:30-21:30 - CC CRN 1149

Building Manager Certificate Program

Program Coordinator - Peggy Worobetz 604.443.8670

Registration: 604.443.8484

This program is designed for building managers who wish to improve their skills. Participants are trained in building service management and leadership, landlord-tenant law, basic building maintenance, fire safety and security matters, and about relevant office forms and record keeping. Supervisory skills covered include: goal setting, problem-solving techniques, staff supervision and tenant/owner relations. Graduates are prepared for building service supervisory roles in hospitals, schools and commercial buildings, as well as on-site manager positions in apartment buildings.

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.

The Canadian Administrative Housekeeping Association (CAHA) and the Canadian Building Services Association (CBSA) also support the program. The CBSA and CAHA recognize the Building Service Management course for Professional Certification credit.

Scholarships

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

Entry Requirements

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

Language Skills Requirement

The courses in Law and Tenant Relations and Building Service Management require a minimum proficiency in English at the Grade 10 level (English 059). As these courses cover legal and supervisory topics, a greater level of expression and comprehension is required to complete assignments and other written work. Persons with language difficulties should contact the program coordinator (604.443.8388) prior to course registration.

Certificate Requirements

The certificate program consists of four required courses:

Building Service Management

Law and Tenant Relations

Building Maintenance and Cost Control

Building Cleaning

See course descriptions under Building Management & Services. 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.

VCC Training and Consulting Services

Each organization is unique, so are your needs. We may offer courses and programs that interest you, but they may need modifications to suit your needs specifically. Our team of experts will work with you to create the most suitable program to serve your needs. We are confident that our facilities and services will meet your expectations.

We understand that quality service is what brings our clients back. With Vancouver Community College, you do more than hire trainers and consultants; you enter into a partnership with professionals committed to your success.

Please contact the
Director of Continuing Education (Gyda Chud: 604-443-8416)
or the following departments if you are interested in our customized training and consulting services.

English Communication (Marta Goodwin: 604-871-7012)

Teacher Training / Train the Trainer (David Tickner: 604-871-7514)

Hotel Management, Tourism, Business Management & Technology (Dave Donaldson: 604-443-8396)

Health Care Services (Pat Bawtinheimer: 604-443-8599)

Adult Literacy (Barbara Ash: 604-871-7008)

CONTINUING EDUCATION
Locations

CC • Vancouver Community College City Centre Campus, 250 W. Pender St. Vancouver

KEC • Vancouver Community College King Edward Campus 1155 East Broadway, Vancouver

DS • Design Studio (third floor) 440 Cambie Street, Vancouver

FCO • Federal Court of Canada 701 West Georgia Street, Vancouver

GPC • George Pearson Centre 700 West 57th Avenue, Vancouver

IEC • International Education Centre 1080 Alberni Street, Vancouver

OAK • Oakridge Shopping Centre #320 (North Tower) 650 West 41st Avenue, Vancouver

Business

Business & Technical Writing Certificate Program

Program Coordinator: Anne Tollstam, 604.443.8668
Program Advisor: Peggy Worobetz, 604.443.8670
Program Assistant: Crystal Kreschuk, 604.443.8711

Information Session:
Wednesday, January 8, 17:30 - City Centre Room 218B

What about Technical Writing? Join Janet Dean for an informal session exploring current issues and the growing demand for technical writing skills.

1 eve - We. Jan 8, 17:30 - CC Room 218B

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

Technical communication requires special skills. Today's professionals spend much of their time producing written documentation. Courses will be of interest to those in diverse fields, including science, health, technology, engineering, education, and all business occupations. Assignments are designed to build your professional portfolio.

This program consists of nine courses. Each course is one day in length. Participants may register for courses individually. Courses will be offered on Saturdays on a rotating basis.

Technical Communication (TECW 1101)
Examine the various forms and styles for producing effective technical writing. Content includes techniques for describing, defining and interacting in print. (Dean) $155

1 day - Sa. Jan 18, 09:00-16:30 CC CRN 1485

Current Issues in Technical Writing (TECW 1102)
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. (Metcalf) $155

1 day - Sa. Feb 15, 09:00-16:30 CC CRN 1488

Editing (TECW 1103)
Successful technical writers have good style and design skills built on a foundation of strong technical skills in writing mechanics, editing and plain language usage. This course focuses on the use of editing skills to improve writing. Practise the three levels of editing, as well as peer review and group editing. Topics include: grammar review, plain language, conceptual and stylist editing, proofreading, peer and group editing, interpersonal issues in editing, and computerized document checkers. (Vigna) $155

1 day - Sa. Mar 15, 09:00-16:30 CC CRN 1486

Proposal Writing (TECW 1105)
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 Spring 2003 term

Designing and Writing Manuals (TECW 1107)
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. (TBA) $155

Available Spring 2003 term

Industry Specific Report Writing (TECW 1108)
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. (Vigna) $155

Available Spring 2003 term

On-line Documentation (TECW 1106)
This session provides an overview of tips and success strategies for writing on-line documentation, and 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. (Vigna) $155

Available Fall 2003 term

Document Project Management (TECW 1104)
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. (TBA) $155

Available Fall 2003 term

Information Design and Human Factors (TECW 1110)
This course explores effective audience-centred information design for print and web-based media. Preview the principles and processes of effective information design, as well as human factor issues for consideration and analysis. This is not a computer course. (Dean) $155

Available Fall 2003 term

Withdrawal and Refund Policy
Courses held at VCC campuses: Withdrawals received by telephone, fax or in writing up to 48 hours before the course start date are subject to an administrative charge of $30. Alternatively, a "deferred fee credit" for 100 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.

Public Relations

Program Coordinator: Anne Tollstam, 604.443.8668
Program Assistant: Lynda Boothby, 604.443.8383

Public Relations: Getting the Word Out
Raising your organization's profile - publicizing an event - delivering a message - they're all part of public relations. It's a fast-paced, exciting field. Public relations practitioners often deal with their organization's highest levels of leadership because the work they do can be crucial to the organization's strategy.

These four 1-day workshops will introduce you to the principles and key tools of public relations. We'll look at how these tools can be used by organizations of all sizes, from a community group or small business to a large corporation or government ministry. And you'll work on real-world practical examples, to provide you with relevant, useful experience.

Public Relations Basics: It Starts with a Message (OACP 1176)
Sooner or later, every organization has to get a message out to the broader community. For many groups and companies, public relations are the difference between success and failure. Learn the key principles that guide every effective communications campaign, from lobbying your local city councillor to selling your products to the global marketplace. (Cottingham) $125

1 day - Sa. Apr 26, 09:00-16:00 - CC CRN 2105

Good News! Dealing with the Media (OACP 1177)
On TV, on the radio and in print, hundreds of thousands of people across the Lower Mainland will watch, hear and read dozens of stories today. Will yours be one of them? This workshop will help your organization make the most of the news media. You'll learn when and how to issue news releases, hold news conferences and handle interviews - whether the reporters are friendly, hostile, or indifferent. Successful media relations can make your campaign shine! (Cottingham) $125

1 day - Sa. May 10, 09:00-16:00 - CC CRN 2106

Writing to be Heard: Speechwriting Fundamentals (OACP 1178)
Few things can move an audience like a well-crafted, well-delivered speech. Learn how to make the most of this unique medium, and understand its immense strengths as well as its limitations. In this hands-on workshop, one of Canada's leading speechwriters will cover the basics of speech structure, audience dynamics, the use of humour and much more. You and your organization can stop seeing speaking engagements as a chore . . . and start seeing them as a chance to engage your audience. (Cottingham) $125

1 day - Sa. May 24, 09:00-16:00 - CC CRN 2107

Wired Words: Online Strategies (OACP 1179)
Online media, like e-mail and the World Wide Web have opened up dramatic opportunities for organizations to get their message out - and to hear from the people you want to reach. Find out how to connect with your audience at a whole new level . . . without a degree in computer science. We'll keep the geek-speak to a minimum, with the focus on how you can integrate online media into an effective communications strategy. (Cottingham) $125

1 day - Sa. Jun 7, 09:00-16:00 - CC CRN 2108

Business English Skills

Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Crystal Kreschuk, 604.443.8711

On-site Business Training
For further information on training opportunities to be offered at your business site, please call Anne Tollstam, 604.443.8668.

Polish Your Business English!
The following four courses are offered on Wednesdays or Saturdays. Enroll individually at the regular price of $80 or register for all four courses for a total of $285 - a saving of $35. This is not an ESL course. It is recommended that students register in Grammar Review for Productive Business Writing (OACP 1104) prior to enrolling in Writing Dynamic Business Letters (OACP 1103).

All Four Courses Listed Below: $285
Grammar Review for Productive Business Writing (OACP 1104)

Building a Powerful Vocabulary (OACP 1106)

Writing Dynamic Business Letters (OACP 1103)

Effective Memo and Report Writing (OACP 1107)

Grammar Review for Productive Business Writing (OACP 1104)
Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. 6 hours (Gossen) $80

2 eve - We. Jan 22/29, 18:30-21:30 - CC **CRN** *1391*
1 day - Sa. Jan 25, 09:00-16:00 - CC **CRN** *1390*

Building a Powerful Vocabulary (OACP 1106)
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 (Gossen) $80

2 eve - We. Feb 5/12, 18:30-21:30 - CC **CRN** *1389*
1 day - Sa. Feb 8, 09:00-16:00 - CC **CRN** *1388*

Writing Dynamic Business Letters (OACP 1103)
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 (Gossen) $80.

2 eve - We. Feb 19/26, 18:30-21:30 - CC **CRN** *1361*
1 day - Sa. Feb 22, 09:00-16:00 - CC **CRN** *1360*

Effective Memo and Report Writing (OACP 1107)
Get results! Learn the standard formats for memoranda and reports and review the modern and powerful language of business writing. 6 hours (Gossen) $80

2 eve - We. Mar 5/12, 18:30-21:30 - CC **CRN** *1359*
1 day - Sa. Mar 8, 09:00-16:00 - CC **CRN** *1392*

Note

Business English Skills Test
Sa. Mar 15, 09:00 - CC
We. Mar 19, 18:30-21:30 - 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! (OACP 1152)
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. Apr 28, 18:30-21:30 - CC **CRN** *2109*

Office Administration

Office Administration Certificate Program
Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Crystal Kreschuk, 604.443.8711

Information Session:
Monday, January 6, 2003, 17:45
City Centre, 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:

Administration and Supervision

Legal Office Skills

Medical Office Skills

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.

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:

Office Procedures - 18 hours

Business English Skills Package - 24 hours

Supervisory/Management Decision Making (OACP 1127) - 24 hours

One accounting, bookkeeping or payroll course (OACP 1129) or (OACP 1130) or (OACP 1105) - 18 or 24 hours

Keyboarding (Beginners or Speed building) (OACP 1102) or (OACP 1101) - 18 hours

Note
Office Procedures 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 Office Procedures (OACP 1126)

Exemptions permitted for Keyboarding (OACP 1102) or (OACP 1101)

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 (OACP 1128) - 30 hours

Effective Oral Communication (OACP 1145) - 18 hours

Any elective course/s from the Office Administration Program and the Professional Development 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 - 39 hours

Legal Terminology (OACP 1138) - 9 hours

Legal Office Procedures (OACP 1139) - 12 hours

Legal Ethics and Confidentiality (OACP 1140) - 9 hours

Any elective course/s from Office Administration Program and the Professional Development 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 (OACP 1108) - 30 hours

Medical Terminology II (OACP 1109) - 30 hours

Medical Office Procedures (OACP 1111) - 24 hours

Medical Office Billing II (OACP 1137) - 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 (OACP 1128) - 30 hours

Records Management Advanced (OACP 1146) - 30 hours

Records Management Specialized (OACP 1147) - 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 Professional Development: 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 (OACP 1129)
A management overview of accounting. Previous knowledge is not required. 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) $150

6 eve - We. Jan 22, 18:30-21:30 - CC **CRN** *1011*

Introduction to Payroll (OACP 1105)
For small business owners and payroll personnel who wish to learn how to prepare hourly, salaried and commission payroll. Learn payroll law, record maintenance, pay cheque and statement preparation, T4 preparation, and how current source deduction rules affect payroll preparation. WCB, Revenue Canada Taxation, Records of Employment and Stats Canada reporting are covered, as well as Employment Standards. 24 hours (Kaye) $160

8 eve - We. Apr 23, 18:30-21:30 - CC **CRN** *2111*

Introduction to Bookkeeping (OACP 1130)
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, Sixth Edition, Hoffman Pacsy Flashner, Text should be purchased from City Centre Bookstore before the first class. 24 hours (Huston) $165

8 eve - We. Apr 23, 18:30-21:30 - CC **CRN** *2112*

Administration and Supervision

Supervisory/Management and Decision Making (OACP 1127)
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 (Kaye) $155

8 eve - Mo. Apr 28, 18:30-21:30 - CC **CRN** *2114*

Office Procedures (OACP 1126)
Analyze the tasks and responsibilities of the administrative assistant within the context of today's business office. Learn to better understand how to handle business information and 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. Course offered in the January term of each year. Text: The Electronic Office. Purchase at City Centre Bookstore prior to class. (Close) $150

6 eve - Th. Jan 23, 18:30-21:30 - CC **CRN** *3534*

Other Administration, Supervision and Elective Courses
The following courses may be used as electives in the Office Administration Certificate Program.

Time Management (OACP 1185)
Effectively set and manage priorities! Topics will include: What is time management? Good stress versus bad stress; the potential sources of troubles at work, key assumptions about time; time management techniques, tips and traps, the impact of technology and change and cheating a personal time management plan. (Kaye) $110

1 day - Sa. Feb 1, 09:30-16:30 - CC **CRN** *1586*

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Effective Notes and Minutes (OACP 1122)
Effective note taking will contribute to the success of a meeting and enhance a company's productivity. Learn to separate the important from the unnecessary and how to use the role of a recorder to contribute to the success of a meeting. Learn to prepare an effective agenda, how to prepare for a meeting and how to follow up after the meeting. (Kaye) $110

1 day - Sa. Feb 15, 09:30-16:30 - CC **CRN** *1497*

Foundations of Behaviour (OACP 1182)
This session explores why we do the things we do. By examining the foundations for human behaviour, we can more easily adapt our working styles to improve our personal effectiveness at work. Topics include: social basis of power, the organic organization - common types of organizational cultures, understanding the working styles and needs of those you want to influence, the authority/skills matrix, the empowerment model, theories of motivation and international leadership behaviour. (Dean) $110

1 day - Sa. May 10, 09:30-16:30 - CC **CRN** *2115*

Stress Management (OACP 1183)
This session will help you understand and manage stressors at work and integrate stress management tools and techniques into your life. Through identifying your goals and using proven stress management techniques, you will create a stress management plan that enables you to manage responsibilities more effectively. (Kaye) $110

Available Fall 2003 term

Instructor Training

With one-third of the college instructors expected to retire in the next 5 years, teaching opportunities will be available to those with an area of expertise and instructor training.

The BC Provincial Instructor Diploma Program is offered by the Ministry of Advanced Education in more than 30 locations throughout the province including VCC.

You will learn to design adult education courses, deliver instruction, facilitate learning, understand how adults learn, design and use instructional media, evaluate learning and instruction.

For more information, phone: 604.871.7488 or visit us at www.instructordiploma.com

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Business English

Business English - Package
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.
Grammar Review for Productive Business Writing (OACP 1104)
Building a Powerful Vocabulary (OACP 1106)
Writing Dynamic Business Letters (OACP 1103)
Effective Memo and Report Writing (OACP 1107)
This is not an English as a Second Language group of courses. It is recommended that students register in Grammar Review for Productive Business Writing (OACP 1104) prior to enrolling in Writing Dynamic Business Letters (OACP 1103). $285

On-site Business Training
For further information on training opportunities to be offered at your business site, please call Anne Tollstam, 604.443.8668.

Grammar Review for Productive Business Writing (OACP 1104)
Review points of grammar and basic sentence structure. Bring your questions and concerns to share in this workshop. 6 hours (Gossen) $80

2 eve - We. Jan 22/29, 18:30-21:30 - CC **CRN** *1391*
1 day - Sa. Jan 25, 09:00-16:00 - CC **CRN** *1390*

Building a Powerful Vocabulary (OACP 1106)
No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and provide a large number of new words and meanings. Please bring a dictionary. 6 hours (Gossen) $80

2 eve - We. Feb 5/12, 18:30-21:30 - CC **CRN** *1389*
1 day - Sa. Feb 8, 09:00-16:00 - CC **CRN** *1388*

Writing Dynamic Business Letters (OACP 1103)
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 (Gossen) $80

2 eve - We. Feb 19/26, 18:30-21:30 - CC **CRN** *1361*
1 day - Sa. Feb 22, 09:00-16:00 - CC **CRN** *1360*

Effective Memo and Report Writing (OACP 1107)
Get results! Learn the standard formats for memoranda and reports and review examples of modern and powerful business writing. 6 hours (Gossen) $80

2 eve - We. Mar 5/12, 18:30-21:30 - CC **CRN** *1359*
1 day - Sa. Mar 8, 09:00-16:00 - CC **CRN** *1392*

Note

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

Sa. Mar 15, 09:00 - CC
We. Mar 19, 18:30-21:30 - CC

Business English - Non Package

Business English Skills: You Asked for More! (OACP 1152)
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. 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) $150

6 eve - Mo. Apr 28, 18:30-21:30 - CC **CRN** *2109*

Communication/Work Skills

Effective Oral Communication (OACP 1145)
Become a more effective communicator! Learn to express yourself with greater clarity, confidence and impact. Discover success strategies for impromptu speaking, delivering prepared speeches, speech evaluation, audience analysis, creative visualization, role playing, and evaluation of thinking and learning styles. The goals of the learning process are for you to become more knowledgeable of oral communication barriers and skills and be more confident and comfortable in the public forum. Become a more successful communicator with family, friends, colleagues, clients and supervisors. 18 hours (Kaye) $190

6 eve - Mo. Jan 20, 18:30-21:30 - CC **CRN** *3547*

Computers/Keyboarding

Keyboarding for Beginners (OACP 1102)
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. Jan 25, 09:30-12:30 - CC **CRN** *1177*
6 eve - Mo. Jan 27, 18:30-21:30 - CC **CRN** *1176*

Keyboarding for Speed Building (OACP 1101)
Increase 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 mng - Sa. Mar 8, 09:30-12:30 - CC **CRN** *1175*
Medical Office Billing - Computerized (OACP 1137)

For description, see Medical, page _____.

Legal

Legal Package
This five-course program package will introduce you to basic concepts and legal office routines. Gain an understanding of the value of discretion and confidentiality in the legal field, and familiarity with basic legal forms and procedures in respect to the four major areas of law. Introduction to the Legal Office Program (3 hours) is the first of five courses. 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 of $350:

Introduction to the Legal Office Program (OACP 1113)
Civil Litigation (OACP 1114)
Corporate (OACP 1115)
Family Law (OACP 1116)
Conveyancing (OACP 1117)

Introduction to the Legal Office Program (OACP 1113)
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. Jan 21, 18:30-21:30 - CC **CRN** *1199*

Civil Litigation (OACP 1114)
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 (Harrison) $85

3 eve - Th. Jan 23, 18:30-21:30 - CC **CRN** *1203*

Corporate (OACP 1115)
Outlines the steps to incorporate a British Columbia company, plus annual reports and filings, keeping minute books and extra-provincial registrations. 9 hours (Komorowska) $85

3 eve - Tu. Jan 28, 18:30-21:30 - CC **CRN** *1205*

Family Law (OACP 1116)
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 (Miller) $85

3 eve - Th. Feb 13, 18:30-21:30 - CC **CRN** *1501*

Conveyancing (OACP 1117)
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. (Cheng) $85

3 eve - Tu. Feb 18, 18:30-21:30 - CC **CRN** *1204*

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

1 eve - Tu. Mar 11, 18:30-21:30 - CC

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Legal - Non-Package Courses

Legal Terminology (OACP 1138)

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 (Komorowska) $105

3 eve - We. Jan 15, 18:30-21:30 - CC ***CRN*** *1002*

Legal Ethics and Confidentiality (OACP 1140)

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. Feb 5, 18:30-21:30 - CC ***CRN*** *1001*

Wills and Estates (OACP 1118)

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

4 eve - Tu. May 6, 18:30-21:30 - CC ***CRN*** *2116*

Legal Office Procedures (OACP 1139)

This course provides an overview of a law office, analyzes the structure of a law office and various types of legal practice and areas of law. It reviews the importance of effective systems and procedures and the various types of legal support staff and their specific responsibilities. 12 hours (Cheng) $110

4 eve - We. Apr 30, 18:30-21:30 - CC ***CRN*** *2122*

Medical

Medical Terminology I (OACP 1108)

This course approaches medical language through the study of word parts, prefixes, stems and suffixes. 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 to be purchased from City Centre Bookstore before the class. 30 hours (Hay) $185

10 eve - Tu. Jan 21, 18:30-21:30 - CC ***CRN*** *1179*

Medical Documentation/Transcription (OACP 1156)

A basic course in the production of medical documents and transcribing of medical reports. Prerequisite: Medical Terminology I (OACP 1108) and Medical Terminology II (OACP 1109), basic computer skills and typing speed of 35 wpm is recommended. Please bring Walkman-type earphones and computer diskette. Textbook: Medical Transcription, to be purchased from bookstore prior to first class. (Wong) 18 hours $145

6 eve - We. Jan 22, 18:30-21:30 - CC ***CRN*** *1016*

Medical Terminology II (OACP 1109)

Follows Medical Terminology I and offered in the September and January terms only. Continue with the terminology of selected body systems. 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 $185

10 eve - Th. Jan 23, 18:30-21:30 (Hay) - CC ***CRN*** *1178*
10 eve - Th. Jan 23, 18:30-21:30 (McConnachie) - CC ***CRN*** *1511*

Medical Office Procedures/Administrative Assistant (OACP 1111)

Learn administrative and clinical duties to effectively manage a medical office. Topics covered: scheduling appointments and receptionist duties, patient records management, classification of drugs and routes of medication, fundamentals of medical billing and laboratory procedures. 24 hours (McConnachie) $165

8 eve - We. Apr 23, 18:30-21:30 - CC ***CRN*** *2091*

Medical Office Billing - Computerized (OACP 1137)

Prerequisite: Medical Office Procedures (OACP 1111) or current experience working with a non-computerized medical billing system. Become familiar with data processing tasks required to bill for medical office visits, surgical procedures, diagnostic procedures as well as WCB/ICBC and out-of-province billing. 12 hours (Wong) $145

2 day - Sa. Jun 14, 09:30-16:30 - CC ***CRN*** *2093*

Clinical Procedures (OACP 1155)

Introduction to basic clinical procedures and tests performed in medical offices or settings. Basic theory and practical hands-on teaching methods used. Course offered in November and June. Textbook: 6 hours (Hay) $95

1 day - Sa. Jun 28, 09:30-16:30 - CC ***CRN*** *2092*

Records Management

Records Management - Advanced (OACP 1146)

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 22, 18:30 - 21:30 - CC ***CRN*** *1012*

Records Management - Specialized Functions (OACP 1147)

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

8 eve - We. Apr 23, 18:30-21:30 - CC *2090*

Records Management I (OACP 1128)

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 covered. As the volume of information being processed by business has increased, so has the need for a systematic approach to creating, classifying, storing, retrieving and disposing of that information. Textbook to be purchased from City Centre Bookstore prior to class, Information and Image Management, Ricks, Swafford & Gow. This course is supported by the Association of Records Managers and Administrators. This course is offered once a year. 30 hours (Bradley) $185

Available September term 2003

Note

Most certificate students are exempt from the computer skills 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.

Professional Development: Career Success

Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Crystal Kreschuk, 604.443.8711

We all want to realize our dreams, do work we love and enjoy working with rather than against others.

These interactive seminars provide down-to-earth, step-by-step approaches to help you prepare for and deal with the changes and demands of today's workplace while building your career success.

These courses may serve as elective credit in the Business Career section. Please contact program assistant for details.

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

Please see course descriptions under Office Administration Supervision and Elective Courses

Time Management (OACP 1185)
1 day - Sa. Feb 1, 09:30-16:30 - CC $110 ***CRN*** *1586*

Effective Notes and Minutes (OACP 1122)
1 day - Sa. Feb 15, 09:30-16:30 - CC $110 ***CRN*** *1497*

Foundations of Behaviour (OACP 1182)
1 day - Sa. May 10, 09:30-16:30 - CC $110 ***CRN*** *2115*

Career Exploration

Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Crystal Kreschuk, 604.443.8711

Career Exploration and Management (OACP 1184)

The purpose of a career consists of the following: a place to express character, talent and skills in an environment that aligns with values; means of supporting oneself financially and being self-reliant and the feeling of being involved in an activity that is meaningful. Through thought-provoking exercises and dynamic group discussions, the course will identify your preferences, values and needs and introduce you to the resources and tools necessary to help you develop a new career management plan or make a career change. This course is composed of three sessions that build on and refer to each one interchangeably. Each session meets for two weeks.

Learn More about Yourself

You will have the opportunity to explore your dreams, interests, temperament and skills. Explore what you like to do, how you like to do it, what you are able to do and what you would like to be able to do. Identify and prioritize your core values, a critical component in managing a purposeful career.

Understanding Today's World of Work

Understand the philosophy and trends of the new labour market and how to match your qualities, capabilities and skills to it. Research, network and market yourself effectively in order to be more successful in finding the right career for you.

Designing a Career Plan

Bridge what you have learned in the previous two sessions to help you set concrete goals and specific action steps to move forward with your career possibilities. Look at the fears that hold you back from making a career change and learn how to manage them by engaging in exercises that stimulate creative solutions and build self-esteem. (Newell) $195

6 eve - We. Jan 22, 18:30-21:30 - CC ***CRN*** *1393*

NEW!
Consulting Practice Management

Program Coordinator - Peggy Worobetz 604.443.8670

Registration and general information - 604.443.8484

These highly informative and interactive courses will provide you with key components of consulting and consulting practice management. Upon completion of these courses the practical tools and tips you have learned will give you self-confidence and business confidence towards creating a consulting career. If you want to be your own boss, you want financial freedom and flexible time to enjoy life and you have experience and expertise in a specific area then this program is for you!

Become a Topnotch Consultant (BUSI 1109)
Job loss, and career uncertainty due to mergers, downsizing, restructuring and closures many talented and experienced people are interested in becoming consultants and running their own consulting practice. If you are looking for career flexibility, financial independence, professional freedom and personal satisfaction this course is designed for you. This course will unlock your potential as a consultant. At the end of the session participants will be able to identify their consulting niche and potential. (Chandy) $165

4 eve - Mo. Jan 20, 18:00-21:00 CC CRN 1373

How to Build a Topnotch Consulting Practice (BUSI 1108)
Learn the key components of consulting practice management tools. Upon completion of this course, the practical tools and tips would provide increased self-confidence and business confidence to build a topnotch consulting practice. This course is designed for new consultants wanting to start a consulting practice or practicing consultants who what to enhance their practice. (Chandy) $295

8 eve - Tu. Jan 21, 18:00-21:00 CC CRN 1374

Customer Service for the 21st Century

Program Coordinator: Peggy Worobetz: 604.443.8670

Program Assistant: Lynda Boothby: 604.443.8383

Registration and general information: 604.443.8484

Quality Customer Service... beyond the smile (BUSI 1106)
This one-day workshop will provide you with an understanding of today's customers - what they expect and demand. We will look behind the scenes to ensure your organization is positioned to be able to deliver quality customer service. The face-to-face aspects are then incorporated providing a well-rounded approach that goes "beyond the smile." Learn how to identify a common model for viewing the delivery of quality customer service, understand the interdependencies and relationships between various departments and suppliers and their effect on the delivery of truly outstanding customer service, establish the most appropriate way to ensure there is minimum negative impact on the customer when service disruption is inevitable, and recognize each customer's true drivers and position products and/or services accordingly. (Clark) $150

1 day - Th. Feb 6, 09:00-16:00 - DS - CRN 1380

I'm on the Phone! ...customer service for the Call Centre (BUSI 1105)
Serving people's needs over the telephone can be different and often more challenging than communicating face to face. This workshop helps to identify what quality customer service is as well as providing many telephone techniques to help enhance your level of customer service. Topics covered are: identify what Quality Customer Service is, determine the types of questions to ask when identifying the customer's needs and expectation, understanding basic phone techniques required ensuring all calls are handled in an effective and professional manner, recognizing when a call is out of control and how to gain control, and identify how to manage a caller's objections. (Clark) $150

1 day - Th. Feb 20, 09:00-16:00 - DS - CRN 1381

NEW!
Knowledge Management

Program Coordinator - Peggy Worobetz 604.443.8670

Registration and general information - 604.443.8484

The power of collective knowledge is the groundbreaking movement currently taking place and adopted by smart and intelligent organizations globally. When Knowledge Management is understood, initiated and implemented properly organizations achieve their vision and mission. It adds value to service, product, reduces cost, increases profit and improves customer and staff satisfaction. This program is designed to benefit senior management to junior management, leaders, professionals, human resources personnel, business owners, and information and technology specialists, to help small, mid size and large organizations, to support profit and not for profit organizations and to help general staff - the knowledge worker.

Knowledge Management - ("Knowledge Workers make Smart Companies") (BUSI 1107)
Organizations are immersed in technology. Yet organizational wealth is knowledge. Knowledge Management is concerned with the entire process of discovery and creation of corporate knowledge, dissemination and utilization of that knowledge. Philosophers and scholars had studied knowledge and its management for many centuries. But there is an awakening of the corporate amnesia globally and many academicians and corporate pundits have been spending inordinate time on this subject recently. The hidden talents and knowledge within your knowledge worker and the collective corporate knowledge is the key to success. If you are interested in your company success, profits and or you are looking for a new and exciting career move this course is designed for you. (Chandy) $295

4 day - Fr. Jan 31, 09:00-16:00 - Design Studio CRN 1375

NEW!
Organization Development

Program Coordinator - Peggy Worobetz 604.443.8670

Registration and course information - 604.443.8484

Organization Development - Package
This four-module program offers an overview of the principles and practices of Organization Development. It demonstrates how Organization Development can increase the vitality and effectiveness of the organization and support business success. Participants will be asked to bring their business or organization issues with them and part of each evening will focus on particular issues or cases. $125 per course or a total of $420 for all four courses for a savings of $80. Participants attending all four courses will receive a Professional Studies Document Of Completion. See courses descriptions below. $420

Overview of Organization Development (BUSI 1115)
Learn about the values, principles and foundations of Organization Development and how developing your organization can improve organizational performance, team functioning, and employee satisfaction. (Reed) $125

1 eve - Th. Jan 30, 18:30-21:30 - CC CRN 1376

The Practice of Organization Development (BUSI 1116)
How do you make changes in your organization? How do you deal with issues and problems? How do you ensure that you're moving into the future and seizing opportunities? Learn how to identify key success factors and key challenges in your business. (Reed) $125

1 eve - Th. Feb 6, 18:30-21:30 - CC CRN 1377

Organization Development Interventions (BUSI 1117)
This module looks at specific OD interventions, both small and large-scale. You will learn about practical strategies that address the typical challenges that organizations face. (Reed) $125

1 eve - Th. Feb 13, 18:30-21:30 - CC CRN 1378

The Strategic Organization (BUSI 1118)
Step back and take a strategic look at your organization as a whole system and a system that is open to influence and change. This module focuses on whole system development and strategic interventions. You will also examine the dynamics of leadership and power. (Reed) $125

1 eve - Th. Feb 20, 18:30-21:30 - CC CRN 1379

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 12 courses (total of 72 hours); 6 core courses and 6 elective 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 12 courses will receive a Certificate in Leadership.

Core Courses
Stepping Up to Leadership (LEAD 1111)
Using Leadership Language (LEAD 1112)
Building a Productive Team (LEAD 1113)
Critical Thinking (LEAD 1101)
Managing Change (LEAD 1102)
Problem Solving and Action Planning (LEAD 1104)

Elective Courses
Choose six courses from the following OR choose five courses, plus one course from the Leadership Coaching Certificate Program.
Coaching for High Performance (LEAD 1115)
Creative Thinking at Work (LEAD 1110)
Facilitation Skills for Team Leaders (LEAD 1108)
Finding Time for Results (LEAD 1114)
From Conflict to Collaboration (LEAD 1105)
Hiring the Right Person (LEAD 1107)
Performance Management: Goals and Reviews (LEAD 1106)
The Science and the Art of Leadership (LEAD 1119)
Speak Up! (LEAD 1109)
Electives will vary each term. Additional elective courses may be offered in future terms.

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.

On-site Business Training
For further information on training opportunities to be offered at your business site, please call Anne Tollstam, 604.443.8668.

Stepping up to Leadership (LEAD 1111)
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 lead by: using leadership skills; coaching staff; giving performance feedback; creating a motivational workplace; delegating work; employing problem-solving techniques; writing a back-at-work plan for applying leadership skills. (Hannah) $150

1 day - Sa. Jan 25, 09:00-16:30 - CC CRN 1033

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Coaching for High Performance (LEAD 1115)

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)

1 day - Fr. Jan 31, 09:00-16:30 - IEC $165 **CRN** *1031*
1 day - Sa. Apr 12, 09:00-16:30 - CC $150 **CRN** *2094*

Critical Thinking Skills (LEAD 1101)

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

1 day - Sa. Feb 8, 09:00-16:30 - CC **CRN** *1034*

From Conflict to Collaboration (LEAD 1105)

This course provides practical information and skills to resolve conflict caused by differences in goals, employee performance and work habits. In this course you will: define the causes of conflict; understand conflict management concepts and styles; assess your current strengths and areas for improvement in resolving conflicts; use specific communication skills to clarify and understand issues, interests and concerns; apply the conflict resolution process to your everyday work situations; set goals for building competency in the use of conflict resolution skills and methods. (Hannah) $165

1 day - Fr. Feb 14, 09:00-16:30 - IEC **CRN** *1035*

Building a Productive Team (LEAD 1113)

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: 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. Feb 21, 09:00-16:30 - IEC **CRN** *1036*

Using Leadership Language (LEAD 1112)

"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. 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 Murphy) $150

1 day - Sa. Feb 22, 09:00-16:30 - CC **CRN** *1037*

Problem Solving and Action Planning (LEAD 1104)

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. (Brindle) $150

1 day - Sa. Mar 8, 09:00-16:30 - CC **CRN** *1038*

Finding Time for Results (LEAD 1114)

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. (Stene Murphy) $150

1 day - Sa. Mar 22, 09:00-16:30 - CC **CRN** *1039*

Managing Change (LEAD 1102)

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. Managers will 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. Apr 25, 09:00-16:30 - IEC **CRN** *2101*

Performance Management: Goals and Reviews (LEAD 1106)

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. May 3, 09:00-16:30 - CC **CRN** *2102*

Facilitation Skills for Team Leaders (LEAD 1108)

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. 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), 5 why's, SCAMPER, grouping, prioritizing, and decision-making tools. (Heath) $150

1 day - Sa. May 10, 09:00-16:30 - CC **CRN** *2100*

Hiring the Right Person (LEAD 1107)

You're hiring - but interviewing and selecting the best candidate is difficult and time-consuming. Employee turnover, costly hiring expenses and the ever-changing job market make the interviewer's role an important one. Enhance your interviewing skills with this hands-on course, which includes a simple five step process to prepare for and interview, along with a seven-point system to use during the interview. Participants will practise interviewing and receive detailed feedback. Bring a job description for a current vacancy in your organization, if possible, for use in class. (Lewis) $150

1 day - Sa. May 24, 09:00-16:30 - CC **CRN** *2104*

The Science and the Art of Leadership (LEAD 1119)

Creating the balance between science and art is integral to everyday leadership. This course will take you on a fast journey through the current science of leadership from systems thinking to appreciative inquiry. This taste of science will provide you with an overview of many of the ideas currently being used in organizations to create innovation and change. Then we will spend the balance of the day delving into the current thinking on the art of leadership and how personal values, beliefs and ideas create you as a leader. By the end of the day you will be able to see how you, as a leader, balance the science and the art in your work. (McArthur-Blair) $150

1 day - Sa. Jun 7, 09:00-16:30 - CC **CRN** *2103*

Creative Thinking at Work (LEAD 1110)

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 generating new ideas and options. Topics covered include: what is creative thinking, opening mental locks, soft and hard thinking, the creative process, and challenging the rules. (Dean) $165

1 day - Fr. Jun 20, 09:00-16:30 - IEC **CRN** *2099*

Speak Up! (LEAD 1109)

In this highly participatory course you will learn proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience, use visual aids, handle impromptu speaking situations, organize and practice for a business presentation, use non-verbal communication to reinforce the spoken message, and make the presentation more memorable. Participants will have the opportunity to make a presentation and receive constructive feedback in a supportive environment. (Swankey) $150

Available September term 2003

Withdrawal and Refund Policy

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Leadership Coaching

Leadership Coaching Certificate Program

Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Lynda Boothby, 604.443.8383

Leader 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. Leadership Coaching fosters a genuine partnership for building and creating success together.

This program consists of 60 hours of classroom instruction with a practicum requirement equivalent to 12 hours of classroom time. Each course is one day in length. To complete the certificate program, participants must complete all courses and practicum. Participants may register for individual courses. In addition, Coaching for High Performance (LEAD 1115) plus one other coaching course may serve as elective credits towards the Leadership Certificate Program.

Coaching courses will be offered on a rotating basis:

Coaching for High Performance (LEAD 1115)
Essential Leadership Coaching Skills (LEAD 1116)
Coaching: Dealing with Motivational Issues (LEAD 1124)
Skill Coaching (LEAD 1117)
Managing Change (LEAD 1102)
The Coach's Toolkit (LEAD 1120)
Taking your Leadership Coaching to the Next Level (LEAD 1118)
Building a Productive Team (LEAD 1113)
Team Coaching (LEAD 1121)
Coaching Through Team Development (LEAD 1123)

Coaching for High Performance (LEAD 1115)

This course is a prerequisite for the following: Coaching: Dealing with Motivational Issues (LEAD 1124); The Coach's Toolkit (LEAD 1120); Taking Your Leadership Coaching to the Next Level (LEAD 1118). 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, assess your coaching skills effectiveness and develop a coaching action plan. (Lewis)

1 day - Fr. Jan 31, 09:00-16:30 - IEC $165 **CRN** *1031*
1 day - Sa. Apr 12, 09:00-16:30 - CC $150 **CRN** *2094*

Building a Productive Team (LEAD 1113)

Prerequisite for the following: Team Coaching (LEAD 1121); Coaching Through Team Development (LEAD 1123). 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: 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. Feb 21, 09:00-16:30 - IEC **CRN** *1036*

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Skill Coaching (LEAD 1117)

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 employee feel satisfied with the coaching outcome. Skill coaching involves assessing performance, providing advice/instruction, modeling behaviours, and providing timely feedback to enable the employee 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. Learn how to: coach with different learning styles; develop a repertoire of coaching methods; use tools to prepare, conduct, and follow up skill coaching; check for understanding; commit to a personal action plan to enhance your skill coaching effectiveness. (Lewis) $165

1 day - Fr. Feb 28, 09:00-16:30 - IEC **CRN** *1043*

Essential Leadership Coaching Skills (LEAD 1116)

This course is a prerequisite for: Coaching: Dealing with Motivational Issues (LEAD 1124); The Coach's Toolkit (LEAD 1120); Team Coaching (LEAD 1121); Taking Your Leadership Coaching to the Next Level (LEAD 1118). Deepen your understanding of essential communications skills. Through demonstration and practice, participants strengthen their leadership coaching skills, learning how to apply in-depth levels of listening; ask questions that simulate employee insight/results and support employees to take responsibility for agreed-upon actions. Students who attended Coaching: Bridging the Motivation Gap prior to June 2002 will receive credit for Essential Leadership Coaching Skills. (Hannah) $165

1 day - Fr. Mar 7, 09:00-16:30 - IEC **CRN** *1611*

Coaching Through Team Development (LEAD 1123)

Prerequisite: Building a Productive Team (LEAD 1113). Teams don't automatically happen. It takes direction, guidance and the appropriate type of coaching to help teams reach a high level of performance. This course will show participants different types of interventions a coach can take during each stage of team development. Specifically, participants will learn: the coach's role during each stage of team development; to assess the team's strengths and weaknesses; to use coaching strategies to capitalize on team strengths; ways to help the team move forward; how to use coaching tools and techniques. (Lewis) $150

1 day - Sa. Mar 22, 09:00-16:30 - CC **CRN** *1045*

Managing Change (LEAD 1102)

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. Managers will 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. Apr 25, 09:00-16:30 - IEC **CRN** *2101*

Taking Your Leadership Coaching to the Next Level (LEAD 1118)

Prerequisites: Coaching for High Performance (LEAD 1115) and Essential Leadership Coaching Skills (LEAD 1116). 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. 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; develop skills in self-management, creative collaboration and accountability. (Hannah/Lewis) $165

1 day - Fr. May 9, 09:00-16:30 - IEC **CRN** *2137*

The Coach's Toolkit (LEAD 1120)

Prerequisites: Coaching for High Performance (LEAD 1115) and Essential Leadership Coaching Skills (LEAD 1116). This course focuses on tools and skills that are the building blocks of leadership coaching. Each tool and skill will be demonstrated and then practiced 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. May 30, 09:00-16:30 - IEC **CRN** *2097*

Coaching: Dealing with Motivational Issues (LEAD 1124)

Prerequisites: Coaching for High Performance (LEAD 1115) and Essential Leadership Coaching Skills (LEAD 1116). This course helps leaders coach employees who are not performing to their full potential due to factors such as motivational issues and self-limiting beliefs/ assumptions. After this course you will be able to: achieve shared agreement about the need for coaching; clarify and reach agreement on performance goals and outcomes; deal with blind spots that limit an employee's performance; gain mutual agreement on the employee's coaching action plan. (Hannah/Lewis) $150

1 day - Sa. Jun 14, 09:00-16:30 - CC **CRN** *2096*

Team Coaching (LEAD 1121)

Prerequisites: Building a Productive Team (LEAD 1113) and Essential Leadership Coaching Skills (LEAD 1116). This course focuses on the leader coaching the team on how to resolve team issues and business challenges. The leader-coach works with the team in creating a common vision, developing a strategy and agreeing on roles and responsibilities and ways of operating together. You will gain and practice: creating the team coaching environment; asking coaching questions so the team can gain understanding and take effective action; observing team dynamics and providing useful feedback; discussing the undiscussable; fostering team self-responsibility and accountability. (Hannah/Lewis) $165

1 day - Fr. Jun 27, 09:00-16:30 - IEC **CRN** *2098*

Coaching Practicum (LEAD 1125)

The Leadership Coaching Practicum provides an opportunity for participants to practice their leadership coaching in a business environment. After successful completion of eight Leadership Coaching courses, participants may start their practicum. The practicum consists of: conducting and logging two coaching sessions per month for four months, for a total of eight coaching sessions, either Skill Coaching or Performance Coaching, signed off by both coaching parties. This is in addition to the Leadership Coaching course assignments. The practicum must be completed within six months of commencement. (The practicum is equivalent to 12 hours of classroom time.) Learning outcomes for the practicum: using your leadership coaching skills on the job with employees; gaining confidence in a variety of situations; practicing performance and skill coaching, and; taking your leadership coaching skills to a higher level of competence. (Hannah/Lewis) $330

January 2003 **CRN** *1046*

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Associate Certificate in Ethical Leadership
NEW!

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 six courses in Ethics from the list below may apply for the Associate Certificate in Ethical Leadership. In addition, the Language of Ethics and Applied Ethics may serve as elective credits towards the Leadership Certificate Program.

Today's headlines underscore the need for ethical training for leaders. One scandal after another seems to rock our organizations and seize the attention of the media. Whether the Enron Corporation debacle or the questionable financial management practices of CEO's, ethical considerations seem to have fallen by the wayside, in both the public and corporate sectors. By learning to use ethical frameworks, ethical language, plus dialogue and analytical tools, and by applying ethical principles to real situations, we can begin to strengthen the ethical soundness of behaviour in ourselves and our organizations. This associate certificate program uses applied strategies to resolve ethical dilemmas and to build value-based leadership capacity while exploring effective ethical organizational/corporate, leadership styles.

Ethics courses will be offered each term on a rotating basis:

Framework for Ethical Thinking (LEAD 1130)

The Language of Ethics (LEAD 1131)

Balancing Rule-based and Care-based Ethics (LEAD 1132)

Applied Ethics (LEAD 1133)

Building Value Communities (LEAD 1134)

Corporate Ethics (LEAD 1135)

Framework for Ethical Thinking (LEAD 1130)

From corporate scandals to office politics, from conflicts of interest to daily dilemmas, ethical challenges abound in the working world. Get an edge by learning the basics of competing ethical frameworks. Spot and identify ethical conflicts in the work environment, and develop an informed vocabulary for framing and evaluating ethical claims and arguments. Analyze ethical thinking and get practice in articulating underlying values. Dialogue and inquiry techniques are used to illuminate different points of view, promote mutual understanding and resolve ethical dilemmas. Topics include noted ethical principles (golden rule, principle of harm, consistency) as well as basic ethical concepts in application (rights, duty, virtue, utility, care). (Picard) $150

1 day - Sa. Feb 1, 9:00-16:30 - CC **CRN** *1582*

The Language of Ethics (LEAD 1131)

Language can either trigger positive, motivated staff or can impair and negatively impact morale. To ensure compatibility with ethical strategies that value and maximize human potential, it is essential to examine, define and understand key ethics terms and make distinctions that explode fallacies. Judicious language choices can assist us in defining who we are and build meaning in our organizations. This course is designed to assist you in understanding how to use language effectively to link values to organizational goals and objectives and create vision statements that work. (Marcinkiewicz) $150

1 day - Sa. Feb 15, 09:00-16:30 - CC **CRN** *1583*

Balancing Rule-based and Care-based Ethics (LEAD 1132)

To minimize conflict and chaos, organizations have created utopian visions of idealized human behaviour. This is often outlined in professional standards, codes of honour and policies and procedures outlining acceptable behaviour. This course will explore when and why legislated behaviour breaks down. An examination of Kholberg's Levels of Morality will help us to better understand ourselves and others. The tools provided in this exploration will focus on ethical reasoning, logic and ethical decision-making. (Marcinkiewicz) $150

1 day -Sa. Mar 1, 09:00-16:30 - CC **CRN** *1585*

Applied Ethics (LEAD 1133)

How do we know when we are being ethical? The only practical method is to probe real-life situations by wrestling with the actual dilemmas we face in everyday experiences. In addition to group discussion surrounding provocative and thought provoking contemporary ethical problems, this course offers practical methodologies that really work. Participants will work with an ethical checklist and explore the key questions used for solving ethical dilemmas. They will be introduced to guidelines for workplace ethics and learn how to avoid pitfalls such as conflict of interest. Participants will examine what it takes to build high-integrity groups, teams and organizations. (Marcinkiewicz) $150

1 day - Sa. Mar 29, 09:00-16:30 - CC **CRN** *1584*

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Building Value Communities (LEAD 1134)

Downsizing, Right-sizing and Re-engineering to flatter organizational structures have tried our patience and tested our souls. Values are a key element in building organizations that work. It may be necessary to spread leadership competencies across job titles and work descriptions. Organizations that have sought to introduce self-directed work teams have learned the importance of establishing a solid foundational work-ethic. Participants in this course will explore the means of discovering and building consensus, creating group values and preserving ethical integrity while dealing with the change process. (Marcinkiewicz) $150

1 day - Sa. Apr. 26, 09:00-16:30 - CC CRN 2120

Corporate Ethics (LEAD 1135)

To make ethical choices, leaders need to understand the impacts of living in a global village that seems to get smaller each day. Ethical choices need to be made that sustain rather than expend and build rather than destroy. This course is designed to enhance participant capabilities in making ethical choices in their business dealings from marketing to financial management and investment strategies. (TBA) $150

1 day - Sa. May 31, 09:00-16:30 - CC CRN 2121

Management Skills

Management Skills for Supervisors Certificate Program

Program Coordinator: Anne Tollstam, 604.443.8668

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. It provides practical, up-to-date supervisory/management training in three convenient modules that can be taken in any sequence:

Interpersonal Skills

Group Skills

Administrative Skills

The three modules total 72 hours. Training includes 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.

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.

On-site Business Training

For further information on training opportunities to be offered at your business site, please call Anne Tollstam, 604.443.8668.

Interpersonal Skills - Part I (MSKL 1101)

In this session, you'll learn how to use effective verbal and non-verbal communication skills, conduct organized interviews, use decision-making methods in individual and group situations, utilize appropriate assertiveness techniques, and make win/win decisions one-on-one and in groups. (Cuzzetto) $310

8 eve - Tu. Jan 21, 18:30-21:30 - CC CRN 1362

Group Skills - Part II (MSKL 1102)

Build your skills to identify personal leadership styles; learn to demonstrate appropriate and flexible leadership skills; identify things that motivate and demotivate work groups; develop and implement strategies to improve employee motivation, and display leadership and group participatory skills in meetings. (Brindle) $310

8 eve - We. Jan 22, 18:30-21:30 - CC CRN 1019

Administrative Skills - Part III (MSKL 1103)

On completion you will be able to develop and implement performance management strategies; use effective business writing skills; develop and institute a goal-setting/achievement plan managing time and priorities efficiently. (Stene Murphy) $310

8 eve - Mo. Apr 28, 18:30-21:30 - CC CRN 2001

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Legal Assistant

Legal Assistant Certificate Program

Program Coordinator: Anne Tollstam, 604.443.8668

Program Advisor: Katherine Wellman, 604.443.8649

Program Assistant: TBA, 604.443.8711

Information Session:
Tuesday, January 7, 17:30,
City Centre, Room 237

Program Structure

The Legal Assistant Certificate Program is designed to increase your skills and knowledge to advance your career to a more independent and responsible position as a legal assistant. Courses are offered in file management, interviewing, legal research and writing, and principles, practice and procedures in litigation, conveyancing, corporate/commercial, and family and estate law - areas where there is an ever-increasing demand for qualified legal assistants. All courses are taught by experienced legal professionals. Students have access to QUICKLAW for computer research.

You may register for any course without seeking a Legal Assistant Certificate or pursue a certificate in one of these four practice areas: Litigation, Conveyancing, Corporate and Commercial, and Family and Estate.

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.

Entry Requirements

These certificate programs are designed for persons currently employed as legal secretaries or legal assistants who wish to improve their skills and career positions. To enter the certificate program a student must: possess a Grade 12 diploma, demonstrate English proficiency; and have one year of legal office experience, including exposure to word processing or have successfully completed a legal secretarial program and acquired a minimum of six months' office experience, including exposure to word processing.

Legal Assistant Certificate Requirements

Core Courses (required by all certificate students):

Canadian Legal Process - 12 hours

Legal Research - 18 hours

Legal Communications - 12 hours

Torts - 18 hours

Contracts - 18 hours

Agency, Partnership and Incorporation - 18 hours

Total - 96 hours

Practice Area Courses

Litigation (72 hours)

Personal Injury Practice - 24 hours

Commercial Litigation - 24 hours

Creditors Remedies - 12 hours

Chambers Practice - 12 hours

Conveyancing (72 hours)

Property Law - 24 hours

Personal Property Security - 12 hours

Mortgages - 12 hours

Commercial Conveyances - 24 hours

Corporate and Commercial (72 hours)

Company Law - 24 hours

Advanced Corporate Administration - 24 hours

Personal Property Security - 12 hours

Commercial Transactions - 12 hours

Family and Estate Law (72 hours)

Family Practice Essentials - 18 hours

Family Law Precedents and Procedures - 18 hours

Will and Estate Planning - 18 hours

Estate Administration - 18 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 & UBC Law Library.

Courses

Legal Research (LEGL 1112)

An introduction to legal research techniques. Students do hands-on research in the library and by computer. (Dattilo) $180

5 day - Sa. Jan 11, 10:00-15:00 - CC CRN 1172

Legal Communications (LEGL 1113)

Useful to legal assistants with all levels of experience. Topics covered include: listening skills and legal writing for correspondence, opinion letters and memorandums. (Dean) $140

4 eve - Mo. Jan 13, 18:00-21:00 - CC CRN 1180

Property Law (LEGL 1106)

Covers the nature and scope of interests in land, retainer in conveyancing, undertakings, conflict of interest, contracts of purchase and sale, the land title system, tax issues, and condominium laws and issues. (Barbour) $250

8 eve - We. Jan 15, 18:00-21:00 - CC CRN 1181

Commercial Transactions (LEGL 1101)

Examines methods of securing financial transactions and of acquiring assets. Reviews types of financial arrangements, nature of security, credit devices, security interests, priorities, and assignments. (Howatson) $190

4 eve - Mo. Feb 3, 18:00-21:00 - CC CRN 1195

Family Law Procedures (LEGL 1119)

A practical introduction to the family court system. Students learn to complete Provincial and Supreme Court documents and the relevant procedures in bringing issues of custody, access, maintenance and property to resolution. (D. Halkett) $250

6 eve - Tu. Feb 4, 18:00-21:00 - CC CRN 1182

Interviewing for Legal Assistants (LEGL 1124)

Learn skills and techniques for client and witness interviews. Class discussion and role playing interviews included. (Rogers) $250

4 eve - Tu. Feb 4, 18:00-21:00 - CC CRN 1183

Personal Property Security (LEGL 1105)

Reviews validity of security agreements, rights of parties and theory, concepts, procedures and forms for the Personal Property Security regime. (Mainland) $190

4 eve - We. Feb 5, 18:00-21:00 - CC CRN 1196

Chambers Practice (LEGL 1107)

Learn all the rules and procedures for bringing a Chambers application; preparation of notices of motions, affidavits and orders (includes drafting workshop on Affidavits). Learn about Rule 51A, the jurisdiction of Masters vs. Judges, and consent orders. (Windwick) $190

4 eve - Th. Feb 6, 18:00-21:00 - CC CRN 1184

Agency, Partnership and Incorporation (LEGL 1116)

Explains agency relationships and liabilities; formation of partnerships and general concepts underlying incorporations, corporate structure and duties of directors and officers. Text: Law and Business Administration in Canada. (Wellman) $180

6 eve - Mo. Feb 17, 18:00-21:00 - CC CRN 1185

Will and Estate Planning (LEGL 1130)

An introduction to wills and estate planning, intestacy, requirements of a valid will, execution, Wills Variation Act, living wills, powers of attorney and recent developments. (Rodiuk) $250

6 eve - We. Feb 19, 18:00-21:00 - CC CRN 1197

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Legal Research (LEGL 1112)
An introduction to legal research techniques. Students will do hands-on research in a library and by computer. (Dattilo) $180

5 day - Sa. Mar 1, 10:00-15:00 - CC CRN 1194

Mortgages (LEGL 1104)
Covers the nature of mortgages, features, legal and equitable interests, principles of interest, priorities, assignment and extinguishment, insurance issues, and payout strategies. (Barbour) $190

4 eve - Tu. Mar 4, 18:00-21:00 - CC CRN 1186

Expert Witness Reports I (LEGL 1135)
Discuss the Evidence Act, Rule 40A and choice, language, content, and service requirements of reports by experts in personal injury cases. (Bekkering) $60

1 eve - Th. Mar 6, 18:00-21:00 - CC CRN 1198

Expert Witness Reports II (LEGL 1138)
Continuing from Expert Witness Reports I, this course covers how to assess various experts' reports from both the plaintiff and defence perspectives; how to recognize when an expert has become an advocate; when rebuttal evidence is required. (Bekkering) $60

1 eve - Th. Mar 13, 18:00-21:00 - CC CRN 1187

Practicum I (LEGL 1118)
Practical work experience. Prerequisites: Core and practice area courses and approval of program coordinator/program advisor. (Wellman) $115

500 hours - Ongoing

January CRN 1188; February CRN 1189; March CRN 1190

Practicum II (LEGL 1136)
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) $75 - Ongoing

January CRN 1191; February CRN 1192; March CRN 1193

Ongoing
Available April 2003
Commercial Conveyancing (LEGL 1103)
Commercial Litigation (LEGL 1109)
Canadian Legal Process (LEGL 1111)
Legal Communications (LEGL 1113)
Torts (LEGL 1114)
Contracts (LEGL 1115)
Small Claims Court Practice (LEGL 1121)
Securities (LEGL 1127)
Estate Administration (LEGL 1131)
Bills of Costs (LEGL 1134)

Available September 2003
Company Law (LEGL 1102)
Creditor's Remedies (LEGL 1108)
Personal Injury Practice (LEGL 1110)
Canadian Legal Process (LEGL 1111)
Legal Research (LEGL 1112)
Agency Partnership and Incorporation (LEGL 1116)
Criminal Law (LEGL 1122)
Buying and Selling a Business (LEGL 1125)
Family Practice Essentials (LEGL 1132)

Registry Officer Development Program

Program Coordinator: Anne Tollstam, 604.443.8668
**Program Advisor: Katherine Wellman, 604.443.8649**
Program Assistant: Crystal Kreschuk, 604.443.8711

Location
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 once a year by staff of the Federal Court Registry office and is held at their Vancouver office.

Available September 2003 term
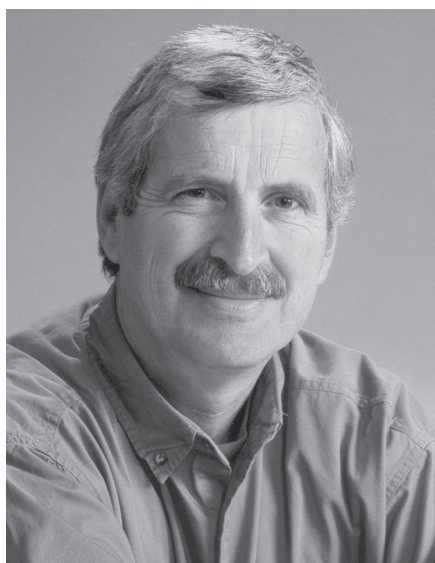
Project Management

Program Coordinator: 604.443.8388

Information: Pat Cooper, 604.443.8428, pcooper@vcc.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.ca.

Fundamentals of Project Management (BUSI 1103)
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. Jan 21, 18:30-21:30 - CC CRN 1225

Small Business

Program Coordinator: Peggy Worobetz: 604.443.8670

Registration and general information: 604.443.8484

How to Start a Business Program

How to Start a Business Package
Thinking of starting your own business? Do you have an idea but not sure how to get started? This step-by-step five-week program guides you through information on all pertinent topics required to successfully begin your own small business. $60 per course or a total of $435 for all ten courses for a saving of $165. Participants attending all ten courses will receive a Statement of Completion. See course descriptions below. $435

Entrepreneurial Leadership Skills (BUSI 1130)
This course provides a variety of information on what it takes to begin a small business, including how to set objectives and determine your entrepreneurial style. (Kyle) $60

1 eve - Mo. Jan 27, 18:00-21:00 - CC CRN 1363

Bookkeeping for Small Business (BUSI 1133)
This course will explain in easy-to-understand terms the basic steps of bookkeeping and how to turn your bookkeeping into financial statements. Forecasting and budgeting in a small business environment will also be explored. (Eld) $60

1 eve - We. Jan 29, 18:00-21:00 - CC CRN 1368

Identifying and Marketing Business Opportunities (BUSI 1131)
Participants will know how to identify their target market, evaluate the competition and determine the potential market for your products and services. (Kyle) $60

1 eve - Mo. Feb 3, 18:00-21:00 - CC CRN 1364

Understanding Financial Needs (BUSI (1134)
Learn to identify your financial needs and those of your business. Become familiar with the methods which will help you to determine the initial business investment. (Eld) $60

1 eve - We. Feb 5, 18:00-21:00 - CC CRN 1369

Small Business Operations (BUSI 1132)
Learn about the fundamentals of small business management, including human resources, time and stress management. (Kyle) $60

1 eve - Mo. Feb 10, 18:00-21:00 - CC CRN 1365

Financial Statements and Financial Planning (BUSI 1136)
Learn how to prepare and interpret a statement of income, a balance sheet, a cash budget and cash flow. (Eld) $60

1 eve - We. Feb 12, 18:00-21:00 - CC CRN 1371

Human Resources (BUSI 1135)
Do you know how to build a team? Learn how to keep your team an effective working group. (Kyle) $60

1 eve - Mo. Feb 17, 18:00-21:00 - CC CRN 1366

Legal Obligations (BUSI 1137)
Understand the pros and cons of the principal three legal structures and the legal and financial obligations that they entail. (Eld) $60

1 eve - We. Feb 19, 18:00-21:00 - CC CRN 1370

Preparing Your Business Plan (BUSI 1139)
Learn and understand the essentials of creating a business plan. (Kyle) $60

1 eve - Mo. Feb 24, 18:00-21:00 - CC CRN 1367

Financing Your Business (BUSI 1138)
Become familiar with different sources of financing and banking and how applications are evaluated. (Eld) $60

1 eve - We. Feb 26, 18:00-21:00 - CC CRN 1372

Vancouver Centre for Professional Development - Small Business

It's All About the Customer (BUSI 1101)
The key to successful businesses is extreme focus on customers. Identify and focus on your "best," most profitable customers for increased sales. Increase the cost-effectiveness of your marketing and advertising dollars through precise customer targeting. "Divorce" unprofitable customers gracefully. (Osborne) $75

1 eve - Mo. Mar 3, 18:00-21:00 - CC CRN 1383

Marketing and Sales Mistakes (BUSI 1102)
Benefit from other companies' mistakes! Learn the most common marketing and sales errors and how to avoid them. (Osborne) $75

1 eve - We. Mar 5, 18:00-21:00 - CC CRN 1382

Design a Custom Look for Your Business (BUSI 1113)
Create a signature look and feel for your place of business. The right atmosphere, furniture and colour scheme can make all the difference. Space planning and interior design techniques that you can employ with cost effective everyday materials. That favourite hang-out that everyone is drawn to, the store with style, the office with character, here's a how-to practical guide to creating the perfect look and feel for your business. Bring photos of the "before" and solve your design problems in class. (Fairfield) $165

4 eve - Tu. Jan 28, 18:30-21:30 - CC CRN 1387

Graphics, Printing and the Corporate Identity (BUSI 1122)
Understanding the basics of graphics and printing enables a small business owner to participate effectively in the advertising process (planning, decision making and dealing with suppliers). Learn how to communicate clearly with suppliers, accurately calculate advertising costs, plan for better value in print media advertising, develop an effective corporate identity and image, and learn how to effectively use the corporate image in advertising and promotion. (Ailo) $165

3 eve - Tu. Jan 28, 18:30-21:30 - CC CRN 1386

Disability Awareness (BUSI 1121)
Through presentations, question forums and guest speakers, this course will give employers an insight on people with visible or invisible disabilities in the workplace. (Grice) $165

1 day - We. Feb 12, 09:00-16:00 - Design Studio CRN 1385

Social Marketing (BUSI 1120)
Business and community leaders who believe in community improvement and directly or inadvertently become a public voice often do not know how to constructively channel their enthusiasm. An understanding and subsequent application of social marketing principles and practices enables leaders with a systematic process. Very simply, social marketing is the use of commercial marketing techniques to promote that adoption of a behaviour that will improve the health and well being of the target audience or of society as a whole. (Hubbard) $165

1 day - Sa. Feb 1, 09:00-16:00 - CC CRN 1384

Telecommunications Management

Program Coordinator: Peggy Worobetz, 604.443.8670

Program Assistant: Lynda Boothby, 604.443.8383

Information Session:
Thursday, January 9, 17:00-18:30
- City Centre - Room 218B

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 practising 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. Classroom students must successfully complete all five courses in seven terms (two years and one term) to obtain a certificate:

Understanding Telecommunications (TELE 1101)

Infrastructure Fundamentals (TELE 1102)

Voice/Data Convergence (TELE 1103)

Applications - Small, Medium and Large Businesses (TELE 1104)

Linking Technology to Business Strategy (TELE 1105)

Classroom

Understanding Telecommunications (TELE 1101)

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. (D. Clark) $340

*10 eve - We. Jan 22, 18:00-21:00 - CC **CRN** 1154*

Challenge Examinations

Challenge examinations are available for the Understanding Telecommunications, Infrastructure Fundamentals and Voice/Data Convergence 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 (TELE 1101) $340

*2 hrs - Tu. Jan 14, 18:30-20:30 - CC **CRN** 1155*

Infrastructure Fundamentals (TELE 1102) $340

*2 hrs - Tu. Jan 14, 18:30-20:30 - CC **CRN** 1156*

Voice/Data Convergence (TELE 1103) $340

*2 hrs - Tu. Jan 14, 18:30-20:30 - CC **CRN** 1157*

Distance Education

Understanding Telecommunications is available in an eight-module distance education package (course TELE 1101). See course description under Classroom Program. $375

Infrastructure Fundamentals (TELE 1102), Voice/Data Convergence (TELE 1103), Applications - Small, Medium and Large Businesses (TELE 1104) and Linking Technology to Business Strategy (TELE 1105) are available in a correspondence distance education package. Each course is 10 modules in length. See course description under classroom program. $375 each course.

A Distance Learning Information package is available. Please call **604.443.8670.**

Vancouver Centre for Professional Development - Telecommunications Management

Worksafe Education

Check www.vcc.ca for full course details

Program Coordinator, 604.443.8674

Program Assistant: 604.443.8672

Information and Registration: 604.443.8484

Worksafe educational and training programs on occupational safety and health (OS&H) were developed by Workers' Compensation Board (WCB) of BC to help employers and workers prevent workplace injuries and reduce associated costs. Small firms wishing to have one or more employees attend one of these courses may wish to combine with other firms with similar needs. We can facilitate this and arrange a cost-effective contract course. WCB Certificates are offered for each course.

Investigating and Controlling Strains and Sprains (HLTH 1277)

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

*1 day - Fr. Feb 7, 09:00-17:00 - KEC **CRN** 1086*
*1 day - Fr. May 2, 09:00-17:00 - KEC **CRN** 2031*

Joint Health and Safety (H&S) Committee Training (HLTH 1278)

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

*1 day - Fr. Feb 21, 09:00-17:00 - KEC **CRN** 1087*
*1 day - Fr. May 16, 09:00-17:00 - KEC **CRN** 2036*

Hazard Recognition and Control (HLTH 1279)

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

*1 day - Fr. Mar 7, 09:00-17:00 - KEC **CRN** 1084*
*1 day - Fr. May 30, 09:00-17:00 - KEC **CRN** 2035*

Supervisor Safety Management (HLTH 1280)

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

*1 day - Fr. Mar 14, 09:00-17:00 - KEC **CRN** 1085*
*1 day - Fr. Jun 6, 09:00-17:00 - KEC **CRN** 2032*

Preventing Workplace Violence (HLTH 1281)

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

*1 day - Fr. Mar 28, 09:00-17:00 - KEC **CRN** 1081*
*1 day - Fr. Jun 27, 09:00-17:00 - KEC **CRN** 2034*

Occupational Safety and Health in Small Business (HLTH 1282)

For small business owners and operators who need to know their legal responsibilities for employee safety, how to prevent injury and diseases, and how to manage workers' compensation costs. Course content includes the concept of "due diligence," the policies applied by WCB safety and hygiene officers when they inspect work sites, key components of a workplace safety and health program, tips to manage WCB assessment and claims costs, and how to navigate through the new Regulation. (Finch) $90

*1 day - Fr. Mar 21, 09:00-17:00 - KEC **CRN** 1082*
*1 day - Fr. Jun 20, 09:00-17:00 - KEC **CRN** 2037*

Workplace Hazardous Materials Information System (HLTH 1283)

The Workplace Hazardous Materials Information System enables workers to know more about safety and health hazards of materials used in the workplace. This course is designed to provide basic information about WHMIS such as regulatory requirements, controlled product labelling, material safety data sheets (MSDS), and safe work procedure and WHMIS Program development. (Finch) $60

*1 mng - Sa. Feb 1, 09:00-13:00 - KEC **CRN** 1083*
*1 mng - Sa. Apr 26, 09:00-13:00 - KEC **CRN** 2033*

24-hour clock

7 a.m.	=	07:00
8 a.m.	=	08:00
9 a.m.	=	09:00
10 a.m.	=	10:00
11 a.m.	=	11:00
12 noon	=	12:00
1 p.m.	=	13:00
2 p.m.	=	14:00
3 p.m.	=	15:00
4 p.m.	=	16:00
5 p.m.	=	17:00
6 p.m.	=	18:00
7 p.m.	=	19:00
8 p.m.	=	20:00
9 p.m.	=	21:00
10 p.m.	=	22:00
11 p.m.	=	23:00
12 p.m.	=	24:00

Vancouver Community College offers a wide range of courses - from beginners to advanced - at both the Oakridge Computer Lab and the City Centre Computer Lab. See page 19-20 for City Centre courses which have expanded this year.

Oakridge Computer Lab

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 page 17.

How to Operate a Specific Software Program

Courses are listed according to the application area (e.g. Accounting, Word Processing, etc.) Courses start on page 17. Please pay particular attention to the required prerequisites.

Internet and Web Publishing

Courses are available on page 17-18.

Desktop Publishing

Courses available are listed on page 18-19.

Networking and LAN Management

Courses available are listed on page 17.

Computer Hardware

Courses available are listed on page 17.

Programming

Courses available are listed on page 19.

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 (CMPT 1123) is recommended for all students without previous computer experience. Mouse skills are essential. Introduction to Windows (CMPT 1169) is strongly recommended as a prerequisite. Computer accounting students must have a basic knowledge of accounting principles. Students taking any course (except Introduction to Computers and Introduction to Windows) 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 in next column.

The Oakridge Lab offers computer courses in these areas:

Introduction to Computers

Microsoft Windows

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

Internet and Web Publishing

Networking and LAN Management

Computer Hardware

Programming in Visual Basic and Visual Basic for Applications (VBA) in Excel and Access

Introductory courses at the Oakridge Lab are designed to give you a "running start" in the software programs of your choice. Other classes are available to further round out your skills. Our classes provide maximum benefit when you have access to practice on a computer with the appropriate software. Notes are provided for use both as in-class material and as a reference guide to serve you long after the class has been completed.

Every student will have a personal workstation. Classes at the Oakridge Lab are limited to 6 or 12 students. Course materials, including take-home reference notes, are provided for all classes.

Our courses will get you "up and running" quickly. Oakridge Lab courses run in a one-day format on weekdays and 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 (CMPT 1123)

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. Jan 11, 9:00-17:00 - Oak **CRN** *1230*
1 day - Mo. Jan 27, 9:00-17:00 - Oak **CRN** *1231*
1 day - Su. Feb 16, 9:00-17:00 - Oak **CRN** *1232*
1 day - Mo. Mar 17, 9:00-17:00 - Oak **CRN** *1233*

Windows

Introduction to Windows (CMPT 1169)

This course is designed for new or inexperienced Windows 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 (CMPT 1123) is a strongly recommended prerequisite for those with little or no computer experience. $190

1 day - Mo. Jan 13, 9:00-17:00 - Oak **CRN** *1260*
1 day - Su. Jan 19, 9:00-17:00 - Oak **CRN** *1261*
1 day - Fr. Jan 31, 9:00-17:00 - Oak **CRN** *1262*
1 day - Mo. Feb 17, 9:00-17:00 - Oak **CRN** *1263*
1 day - We. Mar 5, 9:00-17:00 - Oak **CRN** *1264*
1 day - Sa. Mar 15, 9:00-17:00 - Oak **CRN** *1265*
1 day - Fr. Mar 28, 9:00-17:00 - Oak **CRN** *1266*

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 (CMPT 1169). If you are interested in Windows 2000 Professional functionality (how W2K works) and networking, see Windows 2000 Server - Level 1 (CMPT 1207) in the Networking and LAN Management section.

Computer Hardware

Hardware Basics (CMPT 1184)

This is a hands-on course that gives students experience with hardware. Take a computer apart and put it back together. Identify components on a motherboard. Understand different kinds of CPUs, RAM, and peripheral devices. Install a video card, upgrade RAM, add a CD-Rom drive, replace a floppy disk drive. Understand IDE requirements for hard disk drives, CD-Rom drives, CD-RW drives, DVD players, etc. Experience using computers is essential. Class size is limited to 6 participants. $240

1 day - Sa. Jan 18, 9:00-17:00 - Oak **CRN** *1395*
1 day - Tu. Feb 11, 9:00-17:00 - Oak **CRN** *1396*
1 day - Fr. Mar 7, 9:00-17:00 - Oak **CRN** *1397*

Networking and LAN Management

Introduction to Networking (CMPT 1136)

Basic concepts and terminology are essential for anyone involved in using a network. Use peer-to-peer and server-based networks. Understand the requirements for physical connectivity (network interface cards, cabling, and hubs) and logical connectivity (drivers, protocols, and clients). Explore network security features associated with authentication processing, access to resources, and administrative authorization. Familiarity with Windows is essential. $190

1 day - Sa. Jan 18, 9:00-17:00 - Oak **CRN** *1276*
1 day - We. Feb 19, 9:00-17:00 - Oak **CRN** *1277*
1 day - Th. Mar 13, 9:00-17:00 - Oak **CRN** *1278*

Windows 2000 Server - Level 1 (CMPT 1207)

This course presents fundamental concepts and skills for Windows 2000 Server networks. Learn about security services, authentication processing, Security Access Tokens, access to resources, and administrative authorization. Explore shares, permissions, and NTFS. Learn about the Active Directory for managing network resources. Introduction to Networking (CMPT 1136) is strongly recommended as a prerequisite. Familiarity with Windows is essential. $190

1 day - Tu. Jan 21, 9:00-17:00 - Oak **CRN** *1306*
1 day - Sa. Feb 1, 9:00-17:00 - Oak **CRN** *1307*
1 day - We. Feb 26, 9:00-17:00 - Oak **CRN** *1310*

Windows 2000 Server - Level 2 (CMPT 1208)

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 (CMPT 1207) is the recommended prerequisite. $190

1 day - Fr. Jan 24, 9:00-17:00 - Oak **CRN** *1311*
1 day - Fr. Feb 28, 9:00-17:00 - Oak **CRN** *1313*

Windows 2000 Server - Level 3 (CMPT 1209)

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 folder permissions. Create shares and control share permissions. Windows 2000 Server - Level 2 (CMPT 1208) is the recommended prerequisite. $190

1 day - Tu. Jan 28, 9:00-17:00 - Oak **CRN** *1314*
1 day - Tu. Mar 4, 9:00-17:00 - Oak **CRN** *1316*

Internet and Web Publishing

Introduction to the Internet (CMPT 1171)

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 (CMPT 1169) is the recommended prerequisite. $190

1 day - Mo. Jan 20, 9:00-17:00 - Oak **CRN** *1340*
1 day - Tu. Feb 25, 9:00-17:00 - Oak **CRN** *1341*
1 day - Th. Mar 20, 9:00-17:00 - Oak **CRN** *1342*

Intermediate Internet (CMPT 1172)

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 (CMPT 1171) is strongly recommended. $190

1 day - Mo. Feb 3, 9:00-17:00 - Oak **CRN** *1343*
1 day - Mo. Mar 3, 9:00-17:00 - Oak **CRN** *1344*

Introduction to Creating Web Pages with HTML (CMPT 1173)

Learn how to write your own Web pages using HTML - HyperText Markup Language. Compose pages that incorporate regular text, various levels of headings, bulleted and numbered lists, graphics and colour. Create hypertext links to other Web pages. Use FTP (File Transfer Protocol) to upload your Web pages to the Web server, so anyone in the world can view your Web pages. Experience in Windows and the Internet are prerequisites. Introduction to the Internet (CMPT 1171) is strongly recommended. $190

1 day - Su. Jan 12, 9:00-17:00 - Oak **CRN** *1345*
1 day - Th. Jan 30, 9:00-17:00 - Oak **CRN** *1346*
1 day - Th. Feb 27, 9:00-17:00 - Oak **CRN** *1347*
1 day - Mo. Mar 24, 9:00-17:00 - Oak **CRN** *1348*

Intermediate HTML Web Pages (CMPT 1186)

This course is designed for those who know the basics of HTML, can create basic Web pages, and want to take their work to a higher level. Learn how to use tables and frames to control page layout. Add forms to your Web site so users will be able to submit their comments. Learn to create image maps. Register and promote your Web site for maximum exposure. Experience with publishing Web pages is essential. Introduction to Creating Web pages (CMPT 1173) is recommended. $190

1 day - Th. Feb 6, 9:00-17:00 - Oak **CRN** *1349*
1 day - Th. Mar 6, 9:00-17:00 - Oak **CRN** *1350*

Advanced HTML Web Pages (CMPT 1199)

This course is designed for those who are experienced working with HTML at the Intermediate level and want better strategies for managing Web pages. Learn how style sheets can make writing and managing Web pages easier. Use style sheets to create a consistent page layout and reduce tedious editing and repetitive formatting. This course will cover the basics of Cascading Style Sheets including inline styles, document level style sheets, and external style sheets. Experience with publishing Web pages is essential. Intermediate HTML Web Pages (CMPT 1186) is strongly recommended as a prerequisite. $190

1 day - Mo. Feb 17, 9:00-17:00 - Oak **CRN** *1351*
1 day - Mo. Mar 10, 9:00-17:00 - Oak **CRN** *1352*

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Introduction to Dreamweaver (CMPT 1204)

This course is designed for those who know how to create Web pages using HTML. Dreamweaver is a powerful visual Web site editing program, often used by professionals in the Web industry. Dreamweaver's time-saving methods will help you efficiently create and maintain your Web site. Learn to define your site, specify page and text properties, and add links. Insert images and rollover images. Experience with HTML is the prerequisite. Introduction to Web Publishing (CMPT 1173) is strongly recommended. $190

1 day - Th. Jan 16, 9:00-17:00 - Oak **CRN** *1353*
1 day - Tu. Feb 11, 9:00-17:00 - Oak **CRN** *1354*
1 day - Su. Mar 9, 9:00-17:00 - Oak **CRN** *1355*

Intermediate Dreamweaver (CMPT 1205)

Learn new strategies for writing and managing Web pages with Dreamweaver. Automate your work using templates and code libraries that can be applied to more than one page. Use layers for more precise layout control. Define framesets and target links within frames. Create and apply cascading styles. Familiarity with Dreamweaver is essential. Introduction to Dreamweaver is recommended. $190

1 day - Mo. Jan 27, 9:00-17:00 - Oak **CRN** *1356*
1 day - Th. Feb 20, 9:00-17:00 - Oak **CRN** *1357*
1 day - Su. Mar 16, 9:00-17:00 - Oak **CRN** *1358*

Understanding Java and JavaScript (CMPT 1203)

This course is designed for those who want to spice up their Web pages without learning to program. Understand the differences between Java and JavaScript. Modify Java "applets" and write simple JavaScripts, then incorporate them into your Web pages. Learn how to understand and modify those that are freely available on the Internet. This is not a programming course. Students must be familiar with HTML and downloading files from the Internet. Intermediate Web Publishing (CMPT 1186) is recommended. $190

1 day - We. Jan 29, 9:00-17:00 - Oak **CRN** *1338*
1 day - We. Mar 5, 9:00-17:00 - Oak **CRN** *1339*

Computer Applications

Microsoft Office

Introduction to Microsoft Office

Microsoft Office 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 (CMPT 1130); Spreadsheet/Charts section for Introduction to Excel (CMPT 1129); the Database section for Introduction to Access (CMPT 1164); the Personal Information Managers section for Introduction to Outlook (CMPT 1185); and the Desktop Publishing section for Introduction to PowerPoint (CMPT 1168).

Word Processing

Introduction to Microsoft Word (CMPT 1130)

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 (CMPT 1169) 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 (CMPT 1157). $190

1 day - We. Jan 15, 9:00-17:00 - Oak **CRN** *1246*
1 day - Mo. Feb 10, 9:00-17:00 - Oak **CRN** *1247*
1 day - Mo. Mar 10, 9:00-17:00 - Oak **CRN** *1248*

Fast Track Microsoft Word (CMPT 1157)

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 (CMPT 1130). Introduction to Windows (CMPT 1169) is strongly recommended as a prerequisite. Basic mouse skills are essential. $190

1 day - Tu. Jan 21, 9:00-17:00 - Oak **CRN** *1317*
1 day - Th. Feb 13, 9:00-17:00 - Oak **CRN** *1318*
1 day - We. Mar 12, 9:00-17:00 - Oak **CRN** *1319*

Intermediate Microsoft Word (CMPT 1153)

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 (CMPT 1130) is recommended. $190

1 day - Th. Jan 23, 9:00-17:00 - Oak **CRN** *1279*
1 day - We. Feb 19, 9:00-17:00 - Oak **CRN** *1296*
1 day - Tu. Mar 18, 9:00-17:00 - Oak **CRN** *1304*

Advanced Microsoft Word (CMPT 1154)

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 - Fr. Jan 31, 9:00-17:00 - Oak **CRN** *1309*
1 day - We. Feb 26, 9:00-17:00 - Oak **CRN** *1315*

Spreadsheets/Charts

Introduction to Excel (CMPT 1129)

Learn the fundamentals of Excel: worksheet creation and editing; entering data and formulas; relative and absolute addressing; saving, opening and printing worksheets and improving worksheet presentation. Shortcuts using the keyboard, mouse, and the standard and formatting toolbars will be explored. Introduction to Windows (CMPT 1169) is strongly recommended as a prerequisite. Basic mouse skills are essential. $190

1 day - Fr. Jan 10, 9:00-17:00 - Oak **CRN** *1240*
1 day - Mo. Jan 20, 9:00-17:00 - Oak **CRN** *1241*
1 day - Su. Feb 2, 9:00-17:00 - Oak **CRN** *1242*
1 day - Th. Feb 13, 9:00-17:00 - Oak **CRN** *1243*
1 day - Th. Mar 13, 9:00-17:00 - Oak **CRN** *1244*
1 day - Sa. Mar 29, 9:00-17:00 - Oak **CRN** *1245*

Intermediate Excel - Worksheets and Charts (CMPT 1131)

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. Build charts using the Chart Wizard and examine graphics capabilities. Experience with Excel is essential. Introduction to Excel (CMPT 1129) recommended. $190

1 day - Th. Jan 23, 9:00-17:00 - Oak **CRN** *1249*
1 day - Sa. Feb 15, 9:00-17:00 - Oak **CRN** *1250*
1 day - Mo. Feb 24, 9:00-17:00 - Oak **CRN** *1251*
1 day - Fr. Mar 21, 9:00-17:00 - Oak **CRN** *1252*

Advanced Excel (CMPT 1132)

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 (CMPT 1131) is recommended. $190

1 day - Th. Jan 30, 9:00-17:00 - Oak **CRN** *1253*
1 day - Th. Feb 27, 9:00-17:00 - Oak **CRN** *1254*
1 day - Tu. Mar 25, 9:00-17:00 - Oak **CRN** *1255*

Excel Programming - Level 1 (CMPT 1197)

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 (CMPT 1131) is recommended. $190

1 day - We. Feb 5, 9:00-17:00 - Oak **CRN** *1336*
1 day - Sa. Mar 1, 9:00-17:00 - Oak **CRN** *1337*

Computer Accounting

Introduction to Simply Accounting (CMPT 1150)

Learn how to use the accounting program Simply Accounting. 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. This course does not teach principles of accounting. You must already have a basic understanding of accounting and experience in Windows before attending this course. $190

1 day - Su. Jan 19, 9:00-17:00 - Oak **CRN** *1282*
1 day - Sa. Feb 8, 9:00-17:00 - Oak **CRN** *1285*
1 day - Su. Mar 2, 9:00-17:00 - Oak **CRN** *1289*

Advanced Simply Accounting (CMPT 1151)

Learn about Simply Accounting's Payroll, Inventory and Project modules. Set up Employees. Process Payroll, Paycheques and Payroll Cheque Run. Set up Inventory Items. Process inventory purchase and sales transactions. Work with Inventory Adjustment, and Item Assembly. Use Projects to enable revenue and expense allocations. Experience with Simply Accounting is essential. Introduction to Simply Accounting (CMPT 1150) is strongly recommended. $190

1 day - Su. Jan 26, 9:00-17:00 - Oak **CRN** *1293*
1 day - Su. Mar 23, 9:00-17:00 - Oak **CRN** *1295*

ACCPAC for Windows - General Ledger (CMPT 1200)

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, and create recurring entries. This course does not teach principles of accounting. You must already have a basic understanding of accounting and experience in Windows before attending this course. $190

1 day - Su. Jan 12, 9:00-17:00 - Oak **CRN** *1298*
1 day - Fr. Feb 14, 9:00-17:00 - Oak **CRN** *1301*
1 day - Fr. Mar 7, 9:00-17:00 - Oak **CRN** *1305*

ACCPAC for Windows - Accounts Receivable (CMPT 1201)

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. Post A/R transactions to the General Ledger. Experience in ACCPAC for Windows General Ledger is essential. Introduction to ACCPAC for Windows - General Ledger (CMPT 1200) is recommended. $190

1 day - Su. Feb 2, 9:00-17:00 - Oak **CRN** *1308*
1 day - Su. Mar 16, 9:00-17:00 - Oak **CRN** *1312*

ACCPAC for Windows - Accounts Payable (CMPT 1202)

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 (CMPT 1200) is recommended. $190

1 day - Su. Feb 16, 9:00-17:00 - Oak **CRN** *1320*
1 day - Su. Mar 9, 9:00-17:00 - Oak **CRN** *1321*

Introduction to MYOB (CMPT 1223)

Learn how to use the accounting program MYOB. Students will learn how to create a company. Set up the Chart of Accounts, Vendors, and Customers. Enter historical information of outstanding Purchases and Sales invoices. Process Purchases and Bill Payments, Sales and Customer Payments and Chequebook entries. Set up bank reconciliation and recurring entries. This course does not teach principles of accounting. You must already have a basic understanding of accounting and experience in Windows before attending this course. $190

1 day - Su. Feb 9, 9:00-17:00 - Oak **CRN** *1322*
1 day - Sa. Mar 22, 9:00-17:00 - Oak **CRN** *1324*

Advanced MYOB (CMPT 1224)

Learn about MYOB's Payroll, Inventory modules and Jobs. Set up Employees. Set up Inventory and Inventory accounts. Work with payroll cheques, Inventory Purchases and Sales. Adjust Inventory and make transfers. Set up jobs to enable revenue and expense allocations. Deal with year-end and year-end adjustments. Experience with MYOB is essential. Introduction to MYOB (CMPT 1223) is strongly recommended. $190

1 day - Su. Feb 23, 9:00-17:00 - Oak **CRN** *1327*
1 day - Su. Mar 30, 9:00-17:00 - Oak **CRN** *1329*

Desktop Publishing

Windows Environment

Introduction to PowerPoint (CMPT 1168)

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 (CMPT 1169) is strongly recommended as a prerequisite. $190

1 day - We. Jan 22, 9:00-17:00 - Oak **CRN** *1256*
1 day - Fr. Feb 21, 9:00-17:00 - Oak **CRN** *1257*
1 day - Su. Mar 9, 9:00-17:00 - Oak **CRN** *1258*
1 day - Mo. Mar 24, 9:00-17:00 - Oak **CRN** *1259*

Introduction to PageMaker Desktop Publishing (CMPT 1126)

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

1 day - Fr. Jan 17, 9:00-17:00 - Oak **CRN** *1234*
1 day - We. Feb 12, 9:00-17:00 - Oak **CRN** *1235*
1 day - Su. Feb 23, 9:00-17:00 - Oak **CRN** *1236*
1 day - We. Mar 12, 9:00-17:00 - Oak **CRN** *1237*

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Intermediate PageMaker Desktop Publishing (CMPT 1128)

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 (CMPT 1126) is strongly recommended. $190

1 day - Mo. Feb 3, 9:00-17:00 - Oak **CRN** *1238*
1 day - Tu. Mar 18, 9:00-17:00 - Oak **CRN** *1239*

Introduction to Photoshop (CMPT 1212)

Photoshop's many uses range from retouching photos to creating exciting navigational structures for the Web. This course will teach you the basics of using this program such as: working with Photoshop's interface, using the toolbox and palettes, opening and saving images, modifying selections by transforming, and saving selections for future use. Students will also fill selections with colour, use masks and layers, and more. Familiarity with a mouse and experience in other Windows programs is essential. $190

1 day - Fr. Jan 24, 9:00-17:00 - Oak **CRN** *1267*
1 day - Su. Feb 9, 9:00-17:00 - Oak **CRN** *1268*
1 day - Tu. Feb 25, 9:00-17:00 - Oak **CRN** *1269*
1 day - We. Mar 19, 9:00-17:00 - Oak **CRN** *1270*

Intermediate Photoshop (CMPT 1225)

Now that you understand Photoshop basics, expand your skills. Make technical adjustments using a variety of filters, colour curves, and the channel mixer. Explore photo enhancements, including the addition of text. Learn how to use Photoshop to enhance a Web site. Experience with Photoshop is essential. Introduction to Photoshop (CMPT 1212) is strongly recommended. $190

1 day - Tu. Jan 28, 9:00-17:00 - Oak **CRN** *1271*
1 day - Su. Mar 2, 9:00-17:00 - Oak **CRN** *1272*
1 day - Th. Mar 27, 9:00-17:00 - Oak **CRN** *1273*

Introduction to Illustrator (CMPT 1226)

Explore Adobe Illustrator's tools and learn commands for creating basic shapes, filling with colour, and applying patterns and gradients. Learn object manipulation: scaling, rotating, shearing, distorting objects, and changing perspective. Blend shapes and colours. Learn how to set and customize typefaces. Familiarity with a mouse and experience with other programs are essential. $190

1 day - Fr. Feb 7, 9:00-17:00 - Oak **CRN** *1226*
1 day - Mo. Mar 3, 9:00-17:00 - Oak **CRN** *1228*
1 day - Sa. Mar 22, 9:00-17:00 - Oak **CRN** *1229*

Note

For other desktop publishing courses see Electronic Publishing, page 5.

Database Management

Introduction to Access (CMPT 1164)

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 structures. 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 (CMPT 1169) is strongly recommended. $190

1 day - Th. Jan 9, 9:00-17:00 - Oak **CRN** *1280*
1 day - Sa. Jan 25, 9:00-17:00 - Oak **CRN** *1281*
1 day - We. Feb 5, 9:00-17:00 - Oak **CRN** *1283*
1 day - Tu. Feb 18, 9:00-17:00 - Oak **CRN** *1284*
1 day - Th. Mar 6, 9:00-17:00 - Oak **CRN** *1286*

Intermediate Access (CMPT 1165)

This course builds on the foundation laid in the Introduction to Access. Learn how to use field properties including 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 (CMPT 1164) is recommended as a prerequisite. $190

1 day - Tu. Jan 14, 9:00-17:00 - Oak **CRN** *1287*
1 day - Sa. Feb 8, 9:00-17:00 - Oak **CRN** *1288*
1 day - Th. Feb 20, 9:00-17:00 - Oak **CRN** *1290*
1 day - Tu. Mar 11, 9:00-17:00 - Oak **CRN** *1291*

Advanced Access (CMPT 1166)

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 (CMPT 1165) is strongly recommended as a prerequisite. $190

1 day - Fr. Jan 17, 9:00-17:00 - Oak **CRN** *1292*
1 day - Sa. Feb 22, 9:00-17:00 - Oak **CRN** *1294*
1 day - Fr. Mar 14, 9:00-17:00 - Oak **CRN** *1297*

Access Programming - Level I (CMPT 1198)

Learn how to automate routine procedures in Access. Use IIF, Switch and Dlookup functions in calculated fields and text controls to make decisions. Create, manage and use macros. Understand and use events to trigger macro execution. Create a switchboard user interface. Experience in Access is essential. Advanced Access (CMPT 1166) is recommended. $190

1 day - We. Jan 22, 9:00-17:00 - Oak **CRN** *1299*
1 day - Sa. Mar 1, 9:00-17:00 - Oak **CRN** *1300*

Access Programming - Level 2 (CMPT 1206)

Now that you are familiar with the basics of the Access macro programming language, expand your power to customize Access further with VBA Form modules. Understand events and create event-driven VBA procedures. 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. Access Programming - Level 1 (CMPT 1198) is strongly recommended as a prerequisite. $190

1 day - We. Jan 29, 9:00-17:00 - Oak **CRN** *1302*
1 day - Sa. Mar 8, 9:00-17:00 - Oak **CRN** *1303*

Access Programming - Level 3 (CMPT 1227)

Now that you are familiar with the basics of the Access VBA programming language, increase your programming skills. Learn to work with recordsets. Create and use loops. Organize your code effectively. Build functions and procedures called from other procedures within a module. Create, manage and reference Module objects for global procedures. Access Programming - Level 2 (CMPT 1206) is strongly recommended as a prerequisite. $190

1 day - We. Feb 12, 9:00-17:00 - Oak **CRN** *1274*
1 day - Sa. Mar 15, 9:00-17:00 - Oak **CRN** *1275*

VCC's International Education Centre
A new school for visitors to Canada and International Students

For more information
Phone: 604.871.7537
Email: study@vcc.ca
Web: www.study.vcc.ca

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Personal Information Managers

Introduction to Microsoft Outlook (CMPT 1185)

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 (CMPT 1169) is recommended for those with little experience in Windows. $190

1 day - Th. Jan 16, 9:00-17:00 - Oak **CRN** *1323*
1 day - Sa. Feb 15, 9:00-17:00 - Oak **CRN** *1325*
1 day - Tu. Mar 11, 9:00-17:00 - Oak **CRN** *1326*

Programming in Visual Basic

Note

Also see the Database Management section (page 19) for programming in Access. See the Spreadsheet section (page 18) for programming in Excel.

Introduction to Visual Basic (CMPT 1188)

Microsoft Visual Basic is a popular language for programming full-featured Windows applications. Learn how to start, run, and create Visual Basic programs, access text boxes, command button objects, and image objects. Explore option buttons, check boxes, list box objects to process user input. Access variables for storing data in programs, and more. Previous programming experience is not necessary but experience with Windows programs such as word processors and spreadsheets is essential. Some experience in recording macros in a Windows application is recommended. $190

1 day - Sa. Jan 11, 9:00-17:00 - Oak **CRN** *1328*
1 day - Fr. Feb 7, 9:00-17:00 - Oak **CRN** *1330*
1 day - Fr. Mar 14, 9:00-17:00 - Oak **CRN** *1331*

Intermediate Visual Basic (CMPT 1195)

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 (CMPT 1188) is strongly recommended. $190

1 day - Sa. Jan 25, 9:00-17:00 - Oak **CRN** *1332*
1 day - Fr. Feb 14, 9:00-17:00 - Oak **CRN** *1333*

Advanced Visual Basic (CMPT 1196)

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 (CMPT 1195) is strongly recommended. $190

1 day - Sa. Feb 1, 9:00-17:00 - Oak **CRN** *1334*
1 day - Fr. Feb 21, 9:00-17:00 - Oak **CRN** *1335*

City Centre Computer Lab

Location: 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, rcaldwell@vcc.ca

Computer Basics

Keyboarding for Beginners (OACP 1102)

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. Jan 25, 09:30-12:30 - CC **CRN** *1177*
6 eve - Mo. Jan 27, 18:30-21:30 - CC **CRN** *1176*

Computer Foundations (CMPT 1101)

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. $295

10 eve - We. Jan 22, 18:30-21:30 - CC **CRN** *1209*

Note

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.

Web Development and Programming

Webpage Design (CMPT 1114)

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 - will show you 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. (2) Designing a Professional Webpage - will further develop your knowledge of page design and layout, graphics (jpg, gif), tools and utilities, tables and frames. (3) Programming Javascript into your Website - will enhance your webpage by adding CGI and Javascript features. Topics such as working with CGI, selection lists, programming objects, creating on-line forms, 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. Instructor will advise on course text - available at City Centre Bookstore. $295

10 eve - Tu. Jan 21, 18:30-21:30 - CC **CRN** *1210*
10 eve - Th. Jan 23, 18:30-21:30 - CC **CRN** *1211*

Note

For webpage design on the Mac, see the Electronic Publishing and Design Certificate Program (page 5) in this calendar.

Introduction to Programming Using Objects (CMPT 1218)

Designed for students with no previous programming experience. Introduces the following topics: data types, variables and constants, arrays, procedures and functions, control constructs, events, GUI design, tracing and debugging. Students wishing to master the principles of modern software development require a thorough understanding of object oriented technology. This course explains objects and their role in conceptualizing the problems in any business domain. It also focuses on the principles of encapsulation, inheritance and polymorphism, in order to facilitate code and behaviour reuse. Prerequisite: none. $295

10 eve - Mo. Jan 20, 18:30-21:30 - CC **CRN** *1212*

Web Application Development (CMPT 1219)

This course covers all the elements necessary for building dynamic web applications. Explains the requirements for building efficient server side web applications, hooking them up with the middle tier (controller) layer, and presenting the information to users utilizing principles of front end web application development. The course teaches HTML, XML, Java and ASP. Prerequisite: a basic understanding of web development concepts. $295

10 eve - We. Jan 22, 18:30-21:30 - CC **CRN** *1213*

Java Programming (CMPT 1211)

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. $295

10 eve - Tu. Jan 21, 18:30-21:30 - CC **CRN** *1214*

IT Project Management (CMPT 1214)

Information technology projects require careful application of project management skills in order to achieve a successful completion. Through a study of requirements gathering activities, defining the problem domain, producing a problem narrative, generating estimates for various project milestones, etc., students will learn the principles of sound IT project management. Allocating resources, automating product coding, testing, building, documentation and maintenance are all explained and demonstrated. Prerequisite: none. $295

5 day - Sa. Jan 25, 09:30-16:30 - CC **CRN** *1215*

C# and .Net (CMPT 1229)

Learn the new programming language C#, which is part of Microsoft's Enterprise Computing platform. This is an object-oriented language that eases development of robust mission-critical business applications. Prerequisite: some programming experience. $295

10 eve - Th. Jan 23, 18:30-21:30 - CC **CRN** *1216*

iNet+ Certification

iNet+ Certification Preparation (CMPT 1228)

iNet+ is a vendor-neutral entry-level certification that measures baseline technical knowledge and skills concerning Internet, intranet and extranet technologies. This course prepares students to write the certification exam. The course includes five core content areas: Internet basics and clients, development, networking, Internet security, and business concepts. Prerequisite: A+ certification or equivalent knowledge is recommended but not required. $495

10 eve - We. Jan 22, 18:30-21:30 - CC **CRN** *1217*

...continued from previous page

A+ Hardware Certification

A+ Computer Hardware Certification Preparation: Building and Configuring Computer Systems (CMPT 1119)

Prepare to write the A+ Certification exams. You 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, trouble-shooting techniques, ports, buses, peripherals, memory, video cards, CD-ROMs and UPSs. You 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 16. Instructor will advise class on course text - available at the City Centre Bookstore. $495

*12 eve - Tu. Jan 21, 18:00-21:00 - CC **CRN** 1218*
*12 eve - We. Jan 22, 18:00-21:00 - CC **CRN** 1219*

Network+ Certification

Network+ Certification Preparation (CMPT 1216)

Network+ is a vendor neutral certification that measures the technical knowledge of networking professionals. This course prepares students to write the CompTIA Network+ exam which students may apply towards the Microsoft Certified Systems Administrator (MCSA) certification. The Network+ certification will certify that successful candidates know the layers of the OSI model, the features and functions of network components and possess skills needed to install, configure and troubleshoot basic networking hardware, peripherals and protocols. Prerequisite: A+ Certification or equivalent knowledge is recommended but not required. Network support or administration experience is also recommended. Instructor will advise on course text - available at City Centre Bookstore. $495

*9 mng - Sa. Jan 25, 09:00-13:00 - CC **CRN** 1220*

Microsoft Certified Systems Administrator (MCSA)

The MCSA certification validates that you are proficient to manage, maintain and troubleshoot the complexities of a Windows 2000 network. In today's IT industry, with constant change and the merging of technologies, the MCSA certification demonstrates to employers that your skills are progressive and you can do the job effectively.

The five IT courses listed below provide students with the skills to obtain the MCSA certification, as well as excellent knowledge of the following: building and configuring computer systems at a hardware level; installing, configuring and troubleshooting basic networking hardware peripherals and protocols; and implementing, administering and troubleshooting information systems and networks that incorporate Microsoft Windows 2000 Professional and Microsoft Windows 2000 Server.

For further information about the MCSA certification, please contact Rhyon Caldwell at 604.443.8544 or rcaldwell@vcc.ca.

The five MCSA certification preparation courses are as follows:
MCP Preparation
Windows 2000 Server
A+ Hardware Certification Preparation
Network+ Certification Preparation
Managing a Windows 2000 Network

MCP Preparation (CMPT 1213)

This course will prepare students to write the Microsoft Certified Professional (MCP) exam (70-210) to achieve this industry certification. The MCP designation covers the first exam of the MCSE exam-track. Instruction will focus on Windows 2000 Professional. Upon successful completion of this course, students will be prepared for employment in positions such as network technician, user/customer support, helpdesk, etc. Prerequisite: general Windows experience. Instructor will advise class on course text. $525

*20 eve - Mo/Th. Jan 20, 18:30-21:30 - CC **CRN** 1221*

Windows 2000 Server (CMPT 1222)

This course will prepare students to write the Microsoft Windows Server (70-215) exam. Windows 2000 Server is the second exam in the MCSE track. Instruction will focus on 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. Prerequisite: general Windows experience. Instructor will advise class on course text - available at the City Centre Bookstore. $525

*20 eve - Tu/Fr. Jan 21, 18:30-21:30 - CC **CRN** 1222*

A+ Computer Hardware Certification Preparation: Building and Configuring Computer Systems (CMPT 1119)

For course description, see above.

*12 eve - Tu. Jan 21, 18:00-21:00 - CC **CRN** 1218*
*12 eve - We. Jan 22, 18:00-21:00 - CC **CRN** 1219*

Network+ Certification Preparation (CMPT 1216)

For course description, see above.

*9 mng - Sa. Jan 25, 09:00-13:00 - CC **CRN** 1220*

Managing a Windows 2000 Network (CMPT 1217)

This course provides the knowledge required by IT professionals to implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows 2000 platform. It covers the material included in the MCP Exam 70-218 (Managing a Microsoft Windows 2000 Network Environment), for credit towards acquiring the MCSA and MCSE certifications. Instructor will advise on course text in class. Prerequisite: Windows 2000 Professional and/or Server or good knowledge of the Microsoft Windows 2000 platform. $525

*10 day - Sa. Jan 25, 09:00-16:00 - CC **CRN** 1223*

Cisco Certified Network Associate (CCNA)

CISCO SYSTEMS
NETWORKING ACADEMY

Registration and General Information: 604.443.8484

Course Advice: Nelson Langston, nlangston@vcc.ca

The Cisco Certified Network Associate Program is a part-time, four-course program held 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 (CMPT 1115)

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

*10 day - Sa. Jan 25, 09:00-17:00 - CC **CRN** 1224*

Cisco Networking - Level II (CMPT 1116)

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

Offered April 2003 term

Cisco Networking - Level III (CMPT 1117)

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

Offered September 2003 term

Cisco Networking - Level IV (CMPT 1118)

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

Offered January 2004 term

Macintosh Computer Courses

See page 5.

Drafting

Registration: 604.443.8484

Program Coordinator: Phone 604.443.8386, e-mail cpineda@vcc.ca

AutoCAD Land Desktop (TRDE 1108)

An introductory hands-on course with Autodesk's latest Civil Engineering software, Land Desktop 3. Beginning with a solid foundation of the Project Manager, Prototype Manager and their settings, the course then continues with topics on point data, line and curve data, parcels and labels. The Terrain Model Explorer is introduced and creation of 3D surfaces, site volumes, sections and horizontal and vertical alignments are produced. Prerequisites: good AutoCAD skills and an understanding of Civil Drafting/Engineering. This is not a beginners' AutoCAD course. Textbook extra (approximately $90) (Easton) $525

*10 eve - Tu/Th. Jan 28, 16:00-21:00 - CC **CRN** 1543*

VANCOUVER
COMMUNITY
COLLEGE

Personal & Professional Development

Program Coordinator: 604.443.8674

Program Assistant: 604.443.8672

Massage - Level I (HLTH 1113)
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. (Murphy) $200 ($245 for both Level I and II). Maximum: 16 persons.

*2 day - Sa./Su. Mar 1/2, 09:00-16:00 - KEC **CRN** 1076*
*2 day - Sa./Su. Jun 21/22, 09:00-16:00 - KEC **CRN** 2030*

Massage - Level II (HLTH 1114)
Prerequisite: Level I (1113). Practice techniques learned in Level I, and learn new techniques to induce relaxation. Explore the relationship of the body/mind connection to massage. Come prepared to practise massage techniques. (Murphy) $95 ($245 for both Level I and II)

*1 day - Mar 22, 09:00-16:00 - KEC **CRN** 1075*
*1 day - Jul 12, 09:00-16:00 - KEC **CRN** 2029*

Wound Care for RNs (HLTH 1239)
Do you know the difference between an arterial ulcer and a venous ulcer? How much pressure does it take to cause a pressure sore? Can you prevent amputation of a diabetic limb? Come to this all day, interactive session developed to bring nurses up to date on all the exciting changes that have occurred in wound care. (Pearson) $150

*1 day - Fr. Mar 7, 09:00-16:00 - KEC **CRN** 1079*

Foot Care for Older Adults (HLTH 1109)
For RNs, LPNs, home support workers, and resident care attendants, this one-day 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 and demonstration. Bring towel. (Olson) $135

*1 day - Jan 24, 09:30-16:30 - KEC **CRN** 1092*

Three Day Course - Foot Care for Older Adults (HLTH 1241)
For RN's and LPN's. In response to the demands for a more thorough foot care course Vancouver Community College announces a three-day certificate course. This course provides participants with a day of theory and two days of clinical practicum experience. To obtain a Certificate of Completion, participants must successfully complete an exam and skills check. Supplies must be purchased prior to the start of class. (Olson) $360

*3 day - Feb 28, Mar 1/2 - KEC and Clinical Site **CRN** 1090*
*3 day - Mar 21/22/23 - KEC and Clinical Site **CRN** 1091*

Strategies to Improve and Strengthen Teaching Skills
A wide variety of courses are available to the Health Care Professionals responsible for providing education, or wishing to improve their delivery of information to others. (P. Moore)

On the Spot Teaching: Maximizing the Teachable Moment (HLTH 1210)
Maximize your teaching impact by making the most of spontaneous questions and teaching opportunities 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 or patients and their families in a variety of settings. (Moore) $85

*1 mng - Feb 17, 09:00-12:00 - KEC **CRN** 1115*

Energize Your Teaching (HLTH 1242)
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. 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) $85

*1 aft - Feb 17, 13:00-16:00 - KEC **CRN** 1114*

Presentation in Real Life (HLTH 1254)
This workshop will allow you to see yourself as others see you when you teach. In the workshop we will make a video of one of your presentations and then receive feedback and coaching assistance in the class. Class size is limited to 12 to ensure personal attention. (Moore) $85

*1 day - Feb 19, 13:00-16:00 - KEC **CRN** 1116*

Maximize Student Participation (HLTH 1253)
Have you ever been in a presentation where the only person participating is the instructor? Research shows that student participation increases learning comprehension and retention. This workshop offers practical strategies for gaining and maintaining student involvement and participation from start to finish. (Moore) $85

*1 mng - Feb 19, 09:00-12:00 - KEC **CRN** 1117*

Emotional Intelligence in the Classroom (HLTH 1252)
Emotional Intelligence (EI) or people skills are a critical component of confident and effective instructors. What is it? Self-awareness, self-regulation, motivation, empathy and social skills. In this interactive workshop, participants will assess their own EI and learn how to develop these skills in themselves and others. (Moore) $85

*1 aft - Feb 21, 13:00-16:00 - KEC **CRN** 1112*

Teaching and Learning through Multiple Intelligence (HLTH 1257)
Every learner has a unique way of learning the information you present to him or her in class. Some are visual some logical, some are musical. This interactive workshop will assess your "intelligence profile" using Howard Gardner's eight intelligence's and show you ways of capturing your student's attention. (Moore) $85

*1 mng - Feb 21, 09:00-12:00 - KEC **CRN** 1113*

Teaching in the Health Field (HLTH 1192)
With your peers and an innovative experienced instructor in adult education, you will examine the key steps for effective planning, delivery and evaluation and apply these to your teaching challenges. 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) $425

*5 day - Apr 7/8/9/10/11, 09:30-16:30 - **CRN** 2052*

Revitalize Your Teaching (HLTH 1168)
Do you want to add fresh energy and interesting techniques to enliven your inservice, classes and workshops? Immerse yourself in this two-day learning adventure to experience innovative teaching methods and probe leading-edge concepts in adult education. (Moore) $225

*2 day - Mar 6/7, 09:30-16:30 - KEC **CRN** 1111*

Winter Blues (HLTH 1293)
An evening discussion that will move you from "Couch-Potato" to an optimist about winter. An optimistic attitude reduces the effects of stress, and we choose to feel optimistic. Pessimists, on the other hand, are very sure of a poor outcome in life. The evening presentation will be thought-provoking informative and fun. (Ablitt) $95

*1 eve - Jan 22, 18:30-21:30 - CC **CRN** 1078*

Live More - Stress Less (HLTH 1294)
Think of all the things that cause us stress. How about some tools to reduce stress? How to breathe deeply, let go of the things that are stressful. Just in time for tax season! One interactive, playful and informative evening. (Ablitt) $95

*1 eve - Feb 6, 18:30-21:30 - CC **CRN** 1077*

Focus on Women in Midlife (HLTH 1297)
An opportunity for women in midlife to focus on themselves for one day! You will have the opportunity to explore feelings, values and belief systems and examine your stress level. With the instructor you will identify strategies to identify and manage stress and develop a personal plan of action to move you in a new and more positive direction. (Gregg-Guinan) $135

*1 day - Sa. Feb 8, 09:30-16:00 - KEC **CRN** 1588*

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 three years.

CPR Basic Rescuer (CPR - C) (HLTH 1218)
This 8-hour course is of particular interest to health and dental personnel. Course includes obstructed airway management for infant, child and adult as well as CPR for infant, child and adult, and two - person CPR. Bring a blanket. No prerequisites. (Clark) $60

*2 eve - Mar 4/11, 18:00-22:00 - CC **CRN** 1088*

Standard First Aid CPR - C (HLTH 1276)
This 16-hour course is for those with previous CPR training. The course includes all content in Emergency First Aid plus two person CPR - C and first aid for broken bones, wounds and emergency medical conditions. Meets all provincial-licensing requirements for daycare operators. $110

*2 day - Sa./Su. Feb 8/9, 09:00-17:30 - KEC **CRN** 1089*

Foodsafe
Program Assistant: Evonne Fong, 604.443.8672

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) (HLTH 1101)
A one day Saturday course designed for kitchen staff and dining room attendants. Explore microbiology, food- borne illnesses, personal hygiene and health, serving and dispensing, food protection and preparation, receiving and storing food safely, warewashing and storage methods. $85 Courses are held every Saturday, 9:00-18:00.

1 day - Sats. Jan - Mar, 09:00-18:00 CC

Foodsafe - Level I (Basic) - In Cantonese (HLTH 1104)
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. Mar 8, 09:00-18:00 - CC **CRN** 1072*

Foodsafe - Level II (Advanced) (HLTH 1102)
Designed for supervisors or managers this course includes: major types of food-borne illnesses, design and maintenance of a food service establishment; maintaining sanitary practices and implementing a Hazard Analysis Critical Control Point (HACCP) system. $100

*2 day - Sa. Feb 15/22, 09:00-16:00 - CC **CRN** 1074*

Worksafe Education
Program Coordinator: 604.443.8673

Program Assistant: 604.443.8672

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.

Clinical Competencies
Program Coordinator: Shirley Clarke, 604.443.8674

Program Assistant: 604.443.8672/604.443.8635

Intravenous Therapy (HLTH 1185)
For practising RNs: Update your knowledge on how to locate sites, select equipment, insert IV, adjust flow rates, identify complications and select nursing interventions for the adult patient in keeping with standards for IV nursing. Maximum: 12 nurses. (M. Brazier, RN, MSN, CINA (c)) $150

*1 day - Sa. Jan 18, 08:30-16:30 - KEC **CRN** 1093*
*1 day - Sa. Feb 15, 08:30-16:30 - KEC **CRN** 1094*
*1 day - Sa. Mar 22, 08:30-16:30 - KEC **CRN** 1095*

Central Venous Access Devices (HLTH 1198)
Update your knowledge on the different categories of central lines and sites; care of implanted ports, percutaneous, tunneled and peripherally inserted catheters; principles of maintenance; complications and nursing interventions. For RNs and RPNs familiar with IVs in clinical practice. Offered once a year. (Brazier) $150

Call for dates.

...continued from previous page

Physical Assessment Series

Practical interactive approach to physical assessment and intervention for nurses working in all areas. Advance your ability to make clinical judgements, prioritize assessments based on the client's presentation, history, and risks, and to recognize early signs in common clinical conditions. Bring your stethoscope. Wear comfortable clothing. Courses may be taken as series or individually in any order. (S. Clarke, RN, MSN; C. Jones, RN, Med) $675 for the entire series or $150 each course.

Basics of Physical Assessment (HLTH 1187)
1 day - Jan 31, 09:00-16:00 - KEC CRN 1098

Cardiovascular Assessment & Intervention (HLTH 1184)
1 day - Feb 7, 09:00-16:00 - KEC CRN 1099

Abdominal Assessment & Intervention (HLTH 1169)
1 day - Feb 21, 09:00-16:00 - KEC CRN 1097

Respiratory Assessment & Intervention (HLTH 1191)
1 day - Feb 28, 09:00-16:00 - KEC CRN 1100

Neurological Assessment and Intervention (HLTH 1188)
1 day - Mar 28, 09:00-16:00 - KEC CRN 1080

Common Medical Emergencies: Nursing Assessment and Intervention (HLTH 1231)

For nurses in acute care, home care and long term care working with adults at risk for emergency episodes, such as respiratory failure, angina, myocardial infarction, heart failure, stroke, seizures, hypo \ hyperglycemia, delirium. Increase your clinical judgement of how and when to intervene and how to prioritize your assessment and actions. Detailed workbook included. (S. Clarke MSN, RN) $150

1 day - Call for dates

Conscious Sedation Workshop (HLTH 1182)

This six-hour course offering will provide an essential overview of conscious sedation. The course will consider the nursing care during the sedation, the commonly used drugs, patient monitoring, and the discharge criteria. The course will cover some of the potential complications and will discuss special considerations for specific patient populations. (Clarke) $150

1 day - Feb 14, 09:00-16:00 - KEC CRN 1096

The ABC's of PQRST: Cardiac Monitoring and Nursing Interventions (HLTH 1174)

This three-day course is designed for health care professionals who wish to learn the art of single lead ECG interpretation. The course content includes an overview of cardiac electrophysiology and presents a systematic approach to the interpretation and management of cardiac dysrhythmias. Participants will develop cardiac monitoring skills through interactive hands-on approach to learning. Workbook required: Basic Dysrhythmias: Interpretation and management. 3rd. Ed. Huszar, available at KEC bookstore. (D. Snyder RN, BSN) $270 plus text

3 day - Feb 7/8/15 - KEC CRN 1142

Catch a Wave: Adventures in Hemodynamic Monitoring (HLTH 1177)

This workshop is designed to provide an overview of cardiovascular physiology and the safe and appropriate use of hemodynamic monitoring systems. The focus us on arterial and central venous pressure monitoring. (D. Snyder) $150 or $255 for both days.

1 day - Mar 7, 09:00-16:00 - KEC CRN 1143

Catch a Wave: Bigger Adventures in Hemodynamic Monitoring (HLTH 1173)

This course builds on the first adventure. The second workshop focuses on pulmonary artery pressure monitoring including cardiac output data analysis. The emphasis is the application of the core principles of hemodynamic monitoring through the use of clinical examples and case studies. $150 or $255 for both days. (D. Snyder)

1 day - Mar 14, 09:00-16:00 - KEC CRN 1144

LPN Upgrading

Program Coordinator, 604.443.8673

Head-to-Toe Assessment (HLTH 1271)
This course will review the body systems and provide a method of quickly completing a comprehensive assessment of the client. $150
1 day - Sa. Jan 11, 09:00-16:00 - CC CRN 1121

Pharmacology Theory for LPNs (HLTH 1128)
This comprehensive course is available as a distance program. The usual completion time is 3-6 months. This course has continuous intake. Subjects covered are oral administration of medication and subcutaneous injections. Included in the cost of the course are an evening tutorial and one-day skills check out. Please call 604.443.8635 for details. (S. Boll) $450

Tutorial for Pharmacology Theory LPNs (HLTH 1269)
This is a mandatory session for participants of the Pharmacology course.

1 eve - Th. Jan 16, 18:00-21:00 - CC CRN 1127
Due date for examination is January 8, 2003

1 eve - Th. Feb 20, 18:00-21:00 - CC CRN 1128
Due date for examination is February 10, 2003

1 eve - Th. Apr 24, 18:00-21:00 - CC CRN 2064
Due date for examination is April 14, 2003

Workshop and Skills Check for Pharmacology Students (HLTH 1130)
Last Saturday of every month, 08:00-17:00

Pharmacology Clinical Practicum (HLTH 1131)
To be arranged upon successful completion of the theory portion. There will be an additional cost for the clinical if a clinical instructor is required by the facility.

Insulin and Subcutaneous Injection Theory (HLTH 1266)
Prerequisite for this program: Successful completion of a recognized pharmacology course. This course is available as distance education; included in the cost of the course is an evening tutorial and one-day skills check. (S. Boll) $175

January *CRN* 1126
February *CRN* 1129
March *CRN* 1130
April *CRN* 2066
May *CRN* 2065
June *CRN* 2067
July *CRN* 2068
August *CRN* 2069

Tutorial for Subcutaneous Injection (HLTH 1268)
1 eve - Jan 9, 18:00-21:00 - CC CRN 1137
1 eve - May 15, 18:00-21:00 - CC CRN 2080

Workshop and Skills Check for Subcutaneous Injection (HLTH 1267)
1 day - Sa. Jan 25, 08:00-14:00 - CC CRN 1136
1 day - Sa. Jun 7, 08:00-14:00 - CC CRN 2079

IV Therapy Presentation for LPNs (HLTH 1272)
This presentation covers calculation of rates when running infusions by gravity, adding IV solution to an existing line, discontinuing a saline / heparin lock blood administration, and management of IV sites and complications. $150

Dates to be announced

Wound Care for the LPN (HLTH 1291)
The student will have an overview of the anatomy and physiology of the skin, the stages of wound healing and the factors affecting wound healing. Various types of wounds will be discussed. (S. Boll) $150

Dates to be announced

IM Injections for the LPN (HLTH 1292)
The learner will be provided with the theory and clinical skills necessary to safely administer an IM injection. Topics will include site and needle selection, landmarking, and special precautions. (S. Boll) $150

Dates to be announced

For LPNs Looking for a Change
The Medical Office Skills Program consists of four core courses:

Business English Skills Package
Medical Office Procedures (OACP 1111)
Interpersonal Skills (MSKL 1101)
Keyboarding (OACP 1102 and OACP 1101)

Five specialty courses:
Medical Terminology I (OACP 1108)
Medical Terminology II (OACP 1109)
Medical Transcription / Documentation (OACP 1156)
Clinical Procedures (OACP 1155)
Medical Billing (OACP 1137)

This program will prepare you to work in a medical office completing the billing, transcription and preparing clients for medical procedures. Medical Terminology I and II and Keyboarding or equivalency. See page 10 for full course descriptions. For information or registration, please call 604.443.8711.

Health Certificate Programs

Gerontology Nursing Certificate Program

Program Coordinator, 604.443.8673

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 will be used in preparation for writing the CNA certification exam. Additionally, Vancouver Community College courses may be used as transfer credits to UBC and UVIC BSN programs, or SFU Gerontology Program. This specialty program is available to RNs, RPNs, BSNs, MSN's working in any acute, community or long term care setting involving older adults. Courses are open to non-certificate applicants. Please call for detailed information.

Unit I Healthy Aging Courses

The Experience of Aging (GERO 1102)
Teaching and Counselling with the Older Adult (GERO 1103)

Advocacy, Empowerment and Coordination in Relation to Care of the Older Adult (GERO 1105)

Unit II Complex Health Challenges to Aging Courses
Common Physiological Health Problems of the Older Adult (GERO 1105)

The Three "D"s - Dementia, Delirium, Depression (GERO 1106)

Complex Combo's (GERO 1107)

Unit III Context of Aging
Social Context of Aging - A Canadian Perspective (GERO 1108)

Aging and the Health Care System (GERO 1109)

Aging and Community, Families, and the Individual (GERO 1110)

Practicum (GERO 1111)

Based on participant's individual learning plans, they may select electives from the following course offerings.

Medical / Surgical Nurse Upgrading Certificate

Comprised of six core courses, a clinical practicum and three electives this program will allow the RN to update their skills in acute medical/surgical nursing. The majority of courses will be offered in a distance format to allow the learner to continue to work while learning. The courses may be taken as single courses or as the entire certificate. Tutor support is provided. Call for detailed information.

Core Courses
Cellular Homeostasis (HLTH 1259)
Physical Assessment (HLTH 1260)
Respiratory Nursing (HLTH 1261)
Coronary Care Level I (HLTH 1262)
Critical Thinking and Leadership (HLTH 1263)
Advanced Medical / Surgical Nursing (HLTH 1264)
Medical / Surgical Practicum (HLTH 1265)

This course provides the student with the opportunity to apply theoretical knowledge of the adult medical/surgical client in an active medical/surgical setting. Emphasis is placed on providing safe, prioritized care, which demonstrates critical thinking and problem solving skills. For RNs with current RNABC registration you require 90 hours of practicum.

Please contact Evonne 604.443.8672 or Shirley 604.443.8674 for more information and for course information on the electives.

Nursing Management Certificate Program (HLTH 1199)

Program Assistant: 604.443.8672

Program Coordinator: 604.443.8674

This 45-hour part time program is specifically designed for nurses responsible for the management of patient/client/resident care. The course provides the theoretical base and skills necessary for effective management in any health care setting. Participants need to spend approximately 45 hours on extra reading and assignment preparation. Evaluation is by practice-based assignments, attendance and class participation. Transfer credit to Health Care Management Program Level 1 at BCIT, and the Universities of Victoria and British Columbia BSN Programs is available.

Content includes management theory and processes; managing change and transitions; assertiveness and conflict management; communication process, handling the problem employee, risk management and quality improvement in the health care system, evidence-based practice, ethical decision making, regionalization; employment processes, team building, staff development; continuous quality improvement and risk management. (I. Rohrer) Textbook required. Effective Leadership and Management in Nursing; Sullivan & Decker: 5th ed. Available at the KEC bookstore. $455. plus text

Offered once per year: Registrations now being accepted.

7 day - Sa. Apr 5/12/26, May 10, 24, 31, Jun 7, 09:00-16:00 KEC CRN 2042

Perianesthesia Nursing Certificate Program (HLTH 1179)

Program Coordinator, 604.443.8674

Program Assistant: 604.443.8672.

Call for application form.

Complete this program in just three months! Content includes assessment of the patient in the immediate post-operative period, regional and general anesthesia, theory of drugs used in anesthesia and recovery, complications, and ventilator management of patients. The theory portion can be taken by RNs currently working in PACU. The theory and clinical practicum is recommended for RNs wishing to change careers. Prerequisite: Two years of acute medical/surgical nursing in the past four years. The ABCs of PQRST Cardiac Monitoring and Nursing Intervention (HLTH 1174) or recent cardiac monitoring course. Suggested textbook, Basic Dysryhthmias. Huszar, 3rd ed. 2001. Available through the KEC Bookstore. (Magri) $500 (includes shipping and handling costs) Registrations accepted.

CRN 1118, CRN 1119, CRN 1120

Renal Dialysis Technician Certificate Program

Renal Dialysis Technician Certificate Program (RENL 1101 & 1102)

Hemodialysis technicians work in major acute care centres and dialysis clinics managing the operation, maintenance and quality control of the equipment used in dialysis. Renal dialysis technicians' work as part of team with other health care providers, patients and families, therefore it is important to have great interpersonal and communication skills.

For information about this program, please call 604.443.8672. Applications are not being accepted at this time.

Medical Terminology for Health Care Workers (OACP 1121)

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. The required textbook for this course is Language of Medicine and can be purchased at the City Centre Bookstore for approximately $80 before the first class. (McConnachie) $185

10 eve - Th. Jan 23, 18:30-21:30 - CC CRN 1173

Interpersonal Skills for Health Care Workers (MSKL 1104)

This 24-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) $310

4 day - Sa. Jan 25, 09:00-16:00 - KEC CRN 1174

Sterile Supply Technician Certificate Program

Due to recent changes in health care, the need for qualified technicians has decreased. Therefore, we will not be accepting applications for the program until September, 2003.

Program Coordinator: Jadina Yip, 604.443.8676

Program Assistant: Sarah Mokaber, 604.443.8635

Registration: 604.443.8635/604.443.8484

Dental Materials Update (DNTL 1103)

This course will discuss the latest technology in dental materials occurring within the last two years. There will be a focus on just how quickly products are developed and changed, and how best to adapt these changes into practice. The product groups that will be covered are composites, impression materials, bonds and indirect materials. (Bedard) $75

1 eve - Mo. Feb 3, 18:30-21:30 - CC CRN 1207

The Causes and Prevention of Repetitive Strain Injuries (DNTL 1109)

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 - Mo. Feb 17, 18:30-21:30 -CC CRN 1208

Provisional Prosthodontic Module: Theory (DNTL 1130)

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 604.443.8635. (Dennett) $500

Continuous intake - CC

Provisional Prosthodontic Module: Clinical (DNTL 1131)

It is anticipated that a clinical session will be scheduled for February 2003 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) $1050 - CC

Radiology Certificate for Level 1 Dental Assistants: Theory (DNTL 1127)

This program is designed for Level 1 Dental Assistants interested in obtaining a Dental Radiology Acknowledgement Certificate from CDSBC. For more information and/or to register, call Sarah Mokaber at 604.443.8635. Limited Enrollment. Prerequisite: must be employed in a dental office 2-3 days per week. (Rosko) $600

Continuous Intake - CC

Radiology Certificate for Level 1 dental Assistants: Clinical (DNTL 1107)

It is anticipated that a clinical session will be scheduled for February 2003 to accommodate students who have successfully completed the theory component of the course. Clinical dates are four consecutive all-day Saturday sessions. (Rosko) $600 - CC

Fissure Sealant Application (DNTL 1120)

This clinical course is designed for Registered Dental Hygienists, Certified Dental Assistants, and Level 1 Dental Assistants who are eligible to take the BC board exams to become a Certified Dental Assistant. It is anticipated that this course will be offered in May 2003 to coincide with the June 2003 board exams. For more information and/or to register, contact Sarah Mokaber 604.443.8635.

Limited enrollment (Schmitz) - CC CRN 1206

Program Coordinator - Peggy Worobetz 604.443.8670

Registration and general information - 604.443.8484

Your Career in Hospitality

Learn the what, when and how of the hospitality industry. Taught by industry trainers and professionals, these three modules will be of interest for those who currently work in hospitality and those who want to prepare for a dynamic career in the hotel, restaurant or tourism industry. A Professional Studies Document of Completion will be awarded to those completing all three modules. This document will serve as the equivalent of 500 hours of industry-related experience (50% of the prerequisite) for those wishing to pursue further studies in the full-time program of Hospitality Management at VCC.

Module 1 - Tourism Today and Module 2 - Exploring the Hotel and Restaurant Industry (BUSI 1147)

8 eve - We. Jan 15, 18:30-21:30 - CC CRN 1201

Module 3 - Stepping Stones for a Career in Hospitality (BUSI 1146)

8 eve - Mo/We. Mar 10, 18:30-21:30 - CC CRN 1202

Fee Structure

Package fee for all three courses - $430

Modules 1 & 2 fee - $220 (courses may not be purchased separately)

Module 3 fee - $210

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

For more than 35 years, Vancouver Community College has been training students to meet industry needs in Canada. Your contributions to the Vancouver Community College Foundation provide 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 604-871-7237.

www.vcc.ca

Counselling Skills and Substance Abuse Certificate Programs

Program Coordinator: Sara Menzel, 604.443.8392

Program Assistant: Craig McKenzie-Cook, 604.443.8381

*Information Sessions:
Wed., Jan. 8, 2003 18:30-19:30
OR Thursday, April 3, 2003,
18:30-19:30, Continuing
Education Office, City Centre*

Since 1987, VCC has offered these two Certificate Programs which are well-known and respected in the community. They are designed for adults who have initial experience or training in the social services field. All the instructors are practicing clinicians and the course offerings and content are guided by employers from the social services community.

Basic Counselling Skills (CNSK 1101)

Geared towards those interested in counselling as a career, this practical course will introduce you to the methods required for effective listening and interviewing. Examine the nature and process of client-centered counselling; learn skills foundational to most models of counselling and practice in a supervised setting. Requires self-disclosure and self-exploration. You can expect to spend at least three hours a week on reading and written assignments. Fluency in English is required. Basic Counselling or its equivalent is a prerequisite for those applying to the Counselling Skills and Substance Abuse Certificate Programs. Tuition $365. To register, call 604.443.8484.

*10 eve - Mo. Jan 20, 18:30-21:30 AND
1 day - Sa. Jan 25, 09:30-16:30 - CC (Weir)* **CRN** *1575
10 eve - We. Jan 22, 18:30-21:30 AND
1 day - Sa. Feb 1, 09:30-16:30 - CC (Shamai)* **CRN** *1466
11 eve - Th. Jan 16, 18:30-21:30 AND
1 mng - Sa. Mar 1, 09:30-12:30 - CC (TBA)* **CRN** *1578
12 sessions: 11 mng - Fr. Jan 17, 09:30-12:30 AND
1 day - Fr. Jan 24, 09:30-16:30 - KEC (Rungta)* **CRN** *1576*

Counselling Skills Certificate Program

Program Coordinator: Sara Menzel, 604.443.8392

Program Assistant: Craig McKenzie-Cook, 604.443.8381

*Information Sessions:
Wed., Jan. 8, 2003, 18:30-19:30
OR Thursday, April 3, 2003,
18:30-19:30, Room 203,
18:30-19:30, Continuing
Education office, City Centre*

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

Entry Requirements

Grade 12 completion;

Good knowledge of English, both oral and written;

Maturity and emotional stability;

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 is recommended.

Satisfactory, documented completion of Basic Counselling Skills (CNSK 1101) or equivalent;

Satisfactory interview with program coordinator.

Certificate Requirements

Individual Counselling Skills (CNSK 1103) - 36 hours
Counselling Theories (CNSK 1102) - 36 hours
Assessment and Referral (CNSK 1108) - 36 hours
Personal/Professional Development (CNSK 1112) - 24 hours
Complete 72 hours from the following four courses:
Group Counselling Skills (CNSK 1104) - 36 hours
Family Counselling Skills (CNSK 1105) - 36 hours
Vocational Counselling Skills (CNSK 1109) - 18 hours
Cross-Cultural Counselling Skills (CNSK 1111) - 18 hours
As well as:
Counselling Practicum (CNSK 1199) - 112 hours

Course Fees

18 hours - $185; 24 hours - $240; 36 hours - $365, Practicum - $375

Application

Call 604.443.8484 for brochure and application form. An application fee of $25 is charged. Intake dates: January, April, September.

Individual Counselling Skills (CNSK 1103)

Examine the knowledge and skills required when counselling on a one-to-one basis. Content includes: 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; and ethical considerations. Participants will experience the client/counsellor relationship and analyze the issues that emerge. (Schur/TBA) $365

12 eve - We. Jan 8, 18:30-21:30 - CC **CRN** *1459
12 eve - Mo. Jan 13, 18:30-21:30 - CC* **CRN** *1580*

Counselling Theories (CNSK 1102)

Learn about the counselling field in terms of theory and practice and allows the participants to articulate their beliefs, values and approaches to counselling. Content includes the major theories of counselling, their contributions and limitations, implications for the practice of counselling, and ethical issues in counselling. (Cohen) $365

Will be offered April 2003 term

Personal/Professional Development (CNSK 1112)

Building on previous knowledge and experience, this course provides an opportunity for students to continue their personal and professional development. Content areas build upon and expand knowledge of ethical principles, as they apply to practice issues. A large component of this required course is process-oriented, and involves self-exploration and individual examination of values and personal limitations. (Robinson/Krakow) $240

8 eve - Tu. Jan 21, 18:30-21:30 - CC **CRN** *1463
8 eve - Th. Jan 16, 18:30-21:30 - CC* **CRN** *1462*

Assessment, Referral and Community Resources (CNSK 1108)

Examine the role of assessments and referrals in counselling. Content includes: the purpose of assessment, conducting an assessment, assessing issues which require specialized referral, making a successful referral, community counselling resources, and the legal/ethical issues involved. (Rosen) $365

Will be offered April 2003 term

The following courses (CNSK 1104, CNSK 1105, CNSK 1111, CNSK 1109) are open to students outside of the Certificate Programs. Some counselling training/experience is required. Priority is given to certificate students who have registered at least ten calendar days in advance of the course start date.

Group Counselling Skills (CNSK 1104)

Add to your counselling knowledge and skills by examining group dynamics, types of groups, group structure and stages of group development. Learn about working with different populations of clients who present with varied concerns including substance misuse. This experiential course includes an extended group experience and the opportunity to lead structured group exercises. Attendance in the Saturday class is required for course credit. No class Th. Feb 6. (Laird) $365

*11 sessions - 10 eve - Th. Jan 16, 18:30-21:30 AND
1 day Sa. Feb 15, 09:30-16:30 - CC* **CRN** *1579*

Family Counselling Skills (CNSK 1105)

Examine the knowledge, and practice the foundational skills required when counselling families. Explore issues of substance misuse, violence in families using a family systems perspective. Course content will include: theoretical assumptions, family assessments, counter transference and ethical issues. Two approaches to counselling families will be explored in detail: family of origin and solution focused counselling. (Rypkema) $365

12 eve - Mo. Jan l3, 18:30-21:30 - CC **CRN** *1461*

Cross-Cultural Counselling (CNSK 1111)

Designed to be both theoretical and practical, this course examines cross-cultural counselling issues, theories and approaches, including value orientation, cultural-racial identity development and intercultural communication. This course has been developed for those in the helping professions who work or who are interested in working in a multicultural milieu. (Klassen) $185

*4 eve - Tu. Jan 14/21/28, Feb 4, 18:30-21:30 AND
1 day Sa. Jan 25, 09:30-16:30 - CC* **CRN** *1577*

Vocational Counselling (CNSK 1109)

Be better prepared to assist clients in developing action plans that result in positive results! Expand your knowledge by acquiring practical skills, resources and strategies to assist clients in reaching realistic career goals. With particular reference to the needs of individuals who face employment barriers, this course will focus on the process of career counselling, interview techniques, and accessing interests, values and skills. (Coomber/Koopman) $185

*2 day - Sa. Feb 22, Mar 8, 09:30-16:30 AND
2 eve - Tu. Feb 25, Mar 11, 18:30-21:30 - CC* **CRN** *1562*

Practicum (CNSK 1199)

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 practicum site coordinator. (Laird) $375

Practicum seminar dates: Jan 8/22, Feb 5/19, Mar 5/19, Apr 2/16, 2003, 18:30-21:30 - CC
Registration: contact Craig McKenzie Cook: 604.443.8381

*Practicum information meeting:
Tu. Feb 4, 17:30-18:30 - CC CE Office*

Substance Abuse Counselling Skills Certificate Program

Program Coordinator: Sara Menzel, 604.443.8392

Program Assistant: Craig McKenzie-Cook, 604.443.8381

*Information Sessions:
Wednesday, January 8, 18:30-19:30
OR Thursday, April 3, 18:30-19:30,
Continuing Education Office,
City Centre*

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

Entry Requirements

Successful completion of Grade 12 or equivalent;

Good knowledge of English, both oral and written;

Relevant experience in social services: volunteer experience is credited, providing it is in a structured, supervised setting. Work or volunteer experience must include use of counselling skills:

A satisfactory documented completion of VCC Basic Counselling Skills (CNSK 1101) or equivalent;

Three years of successful recovery for those candidates affected by chemical dependency is recommended;

Maturity and emotional stability;

Completion of satisfactory entrance interview.

Certificate Requirements

Introduction to Substance Abuse (SUAB 1102) - 21 hours
Drugs and Human Behaviour (SUAB 1103) - 21 hours
Individual Counselling Skills for Substance Abuse (SUAB 1101) - 36 hours
Substance Abuse - The Aboriginal Context (SUAB 1115) - 36 hours
Personal/Professional Development (CNSK 1112) - 24 hours
Assessment, Referral and Community Resources (SUAB 1106) - 36 hours
One of the following two courses:
Group Counselling Skills for Substance Abuse (CNSK 1104) - 36 hours
Family Counselling Skills for Substance Abuse (CNSK 1105) - 36 hours
As well as:
Counselling Practicum (SUAB 1199) - 112 hours

...continued from previous page

Course Fees

21 hours - $205; 24 hours - $240; 36 hours - $365; Practicum - $375

Application

Call 604.443.8484 for brochure and application form. An application fee of $25 is charged. Intake dates: September, January, April each year.

Introduction to Substance Abuse (SUAB 1102)

Understand the concepts of substance misuse including patterns of use/abuse and how biological, sociological, psychological and spiritual processes contribute development of an addiction. Apply the principles of the substance use/abuse continuum which includes prevention/health enhancement, early intervention, harm reduction and treatment to the needs of different populations. Learn about different counselling/rehabilitative strategies and discuss the importance of ethical behaviour by service providers. (Gomes) $205

*7 eve - Tu. Jan 7, 18:30-21:30 - CC **CRN** 1563*

Drugs and Human Behaviour (SUAB 1103)

Gain the basic pharmacological concepts needed to understand the action of psychoactive drugs in the human body. Understand the medical and non-medical use of commonly used mood-modifying drugs, including the long and short-term effects on the human body. Attendance in the Saturday class is required for course credit. (May) $205

*6 sessions - 1 day - Sa. Feb 22, 09:30-16:30 AND 5 eve - Tu. Feb 25, Mar 4/11/18/25, 18:30-21:30 - CC **CRN** 1564*

Individual Counselling Skills for Substance Abuse (SUAB 1101)

This course 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 (CNSK 1101), and includes motivational interviewing. Participants will experience the client/counsellor relationship and analyze the issues that emerge. Students will spend additional time outside of class practicing their skills. (Barker) $365

Offered April 2003 term

Personal/Professional Development (CNSK 1112)

Building on previous knowledge and experience, this course provides an opportunity for students to continue their personal and professional development. Content areas build upon and expand knowledge of ethical principles, as they apply to practice issues. A large component of this required course is process-oriented, and involves the sharing of students' self-exploration and individual examination of values and personal limitations. (Robinson/Krakow) $240

*8 eve - Tu. Jan 21, 18:30-21:30 - CC **CRN** 1463*
*8 eve - Th. Jan 23, 18:30-21:30 - CC **CRN** 1462*

Assessment and Referral for Substance Abuse (SUAB 1106)

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) $365

*12 eve - We. Jan 8, 18:30-21:30 - CC **CRN** 1565*

The following courses are open to students outside of the Certificate Programs. Some counselling experience/training is required. Priority will be given to certificate students who have registered ten days in advance of course start.

Substance Abuse: The Aboriginal Context (SUAB 1115)

Learn about substance misuse from an Aboriginal point of view and explore an opportunity to attend an Aboriginal healing ceremony. Considering historical and traditional perspectives, this course will focus on a cultural approach to recovery, giving participants an understanding of Aboriginal counselling and healing practices. Through class discussions, activities and specific readings, participants will explore how cultural expression and identity can provide the basis for healing. Attendance in the Saturday field trip is required for course credit. (Waboose) $365

Will be offered April 2003 term

Group Counselling Skills (CNSK 1104)

Add to your counselling knowledge and skills by examining group dynamics, types of groups, group structure and stages of group development. Learn about working with different populations of clients who present with varied concerns including substance misuse. This experiential course includes an extended group experience and the opportunity to lead structured group exercises. Attendance in the Saturday class is required for course credit. No class Th. Feb 6. (Laird) $365

*11 sessions - 10 eve - Th. Jan 16, 18:30-21:30 AND 1 day Sa. Feb 15, 09:30-16:30 - CC **CRN** 1579*

Family Counselling Skills (CNSK 1105)

Examine the knowledge; and practice the foundational skills required when counselling families. Explore issues of substance misuse, violence in families using a family systems perspective. Course content will include: theoretical assumptions, family assessments, counter transference and ethical issues. Two approaches to counselling families will be explored in detail: family of origin and solution focused counselling. (Rypkema) $365

*12 eve - Mo. Jan 13, 18:30-21:30 - CC **CRN** 1461*

Substance Abuse Practicum (SUAB 1199)

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 site coordinator. (Laird) $375

Practicum seminar dates: Jan 8/22, Feb 5/19, Mar 5/19, Apr 2/16, 2003, 18:30-21:30 - CC
Registration: contact Craig McKenzie-Cook, 604.443.8381

Practicum information meeting: Tu. Feb 4, 17:30-18:30 - Continuing Education Office - CC

Developed and facilitated by professionals in the counselling community, the Centre offers workshops and courses designed to meet the needs of counsellors, educators and consultants in the social services area and health care field.

To register, please call 604.443.8484

Program Coordinator: Sara Menzel, 604.443.8392

Drugs and their Damage: A Current Look at an Old Problem (VCCD 1117)

Whatever new solutions are proposed for substance misuse, there is a continued need for education about the serious effects of drugs and alcohol on an individual's health. Increase your knowledge of illegal drugs, the harm they do to mind and body; learn some indicators of harmful use and identify who is at risk for serious ongoing problems and addiction. This workshop examines trends of prevention and treatment, and introduces you to the pharmacological and neurobiological terminology. Emphasis will be placed on the importance of prevention and early intervention. Resources will be provided for further information. This workshop is aimed at health care professionals as well as concerned community members. (May) $110

*1 day - Sa. Jan 25, 09:30-16:30 - IEC **CRN** 1566*

Working Creatively with Difficult Clients and Situations (VCCD 1116)

Difficult and troubling counselling relationships - frustrating, intimidating, provoking-are among the counsellor's most powerful opportunities for personal and professional growth. The toughest clients always offer the greatest rewards. But navigating through tense and conflictual counselling relationships is tricky; it requires a blend of patience and clarity and it demands deep creativity. This workshop provides practical and creative strategies for working with clients who can either burn you out or light you up: the tyrants, the traumatized, the aggressive, the kinds of clients who leave you wondering if you made the right career choice after all. These are the best and finest clients for self development; working with them can (and should be) a joy. (Laird) $195

*3 sessions - 1 eve - Fr. Jan 31, 18:30-21:30 AND 2 days - Sa/Su. Feb l/2, 09:30-16:30 - IEC **CRN** 1567*

Deepening your Understanding of a Client's World: The Gestalt Approach to Counselling (VCCD 1102)

If you are interested in learning how to read your client's body language more effectively and to pick up their subtle shifts in tone and language, this workshop is for you. Many therapies, such as EMDR, Integrative Psychotherapy use Gestalt ideas as a cornerstone for their methods. By integrating different Gestalt approaches into your practice, you will more quickly identify and access your client's emotional experiences. You will learn more about the world of Gestalt, how to interpret your clients' interpersonal contact more comprehensively and to increase their awareness and understanding of how they interact with others. Course content will be experiential in nature and opportunities to practice will be provided. (Menzel/Rungta) $195

*3 sessions - 1 eve - Fr. Feb 7, 18:30-21:30 AND 2 day - Sa/Su. Feb 8/9, 09:30-16:30 - IEC **CRN** 1568*

Meditation Techniques: Mindfulness for Ourselves and Our Clients (VCCD 1118)

Are you curious about meditation for yourself or your clients? Meditation has been shown to have positive benefits physically, mentally and emotionally. Learn to use various meditation techniques to benefit yourself and your clients, and begin/expand your own practice. The primary focus will be Mindfulness Meditation and you will cover awareness of body, thoughts, feelings and intentions through sitting, standing and walking meditations. Participants will also explore other soothing and helpful meditation techniques including mantra and guided visualization. Examples of meditations to use during counselling will be provided (Sangster) $150

*4 eve - Th. Apr 10/17/24, May 1, 19:00-21:00 - IEC **CRN** 2117*

Marketing Techniques for Job Placement Workers (VCCD 1101)

Renew and update your marketing strategies. Aimed at those whose primary responsibility is job placement in vocational rehabilitation, job training and employment programs with a special needs population, this workshop will improve your ability to work with employers and effectively promote your clientele. (Koopman) $175

*4 eve - Tu. Apr 15/22/29, May 16, 18:30-21:30 - IEC **CRN** 2119*

Family Counselling Skills (CNSK 1105)

Examine the knowledge and practice the foundational skills required when counselling families. Explore issues of substance misuse, violence in families using a family systems perspective. Course content will include: theoretical assumptions, family assessments, counter transference and ethical issues. Two approaches to counselling families will be explored in detail: family of origin and solution focused counselling. (Rypkema) $365

*12 eve - Mo. Jan 13, 18:30-21:30 - CC **CRN** 1461*

Cross-Cultural Counselling (CNSK 1111)

Designed to be both theoretical and practical, this course examines cross-cultural counselling issues, theories and approaches, including value orientation, cultural-racial identity development and intercultural communication. This course has been designed for those in the helping professions who work or who are interested in working in a multicultural milieu. (Klassen) $185

*4 eve - Tu. Jan 14/21/28, Feb 4, 18:30-21:30 AND 1 day Sa. Jan 25, 09:30-16:30 - CC **CRN** 1577*

Vocational Counselling: Empowering Clients on the Road to Success (CNSK 1109)

Do you want to be better prepared to assist clients in developing action plans that result in positive results? Expand your knowledge by acquiring practical skills, resources and strategies to assist clients in reaching realistic career goals. With particular reference to the needs of individuals who face employment barriers, this course will focus on the process of career counselling, interview techniques, and accessing interests, values and skills. (Coomber/Koopman) $185

*2 day - Sa. Mar 1/8, 09:30-16:30 AND 2 eve - Tu. Mar 4/11, 18:30-21:30 - CC **CRN** 1562*

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Group Counselling Skills (CNSK 1104)

Add to your counselling knowledge and skills by examining group dynamics, types of groups, group structure and stages of group development. Learn about working with different populations of clients who present with varied concerns including substance misuse. This experiential course includes an extended group experience and the opportunity to lead structured group exercises. Attendance in the Saturday class is required for course credit. (Laird) $365

11 sessions - 10 eve - Th. Jan 16, 18:30-21:30 AND 1 day Sa. Feb 15, No class Feb 6, 09:30-16:30 - CC CRN 1579

Substance Abuse: The Aboriginal Context (SUAB 1115)

Learn about substance misuse from an Aboriginal point of view and explore an opportunity to attend an Aboriginal healing ceremony. Considering historical and traditional perspectives, this course will focus on a cultural approach to recovery, giving participants an understanding of Aboriginal counselling and healing practices. Through class discussions, activities and specific readings, participants will explore how cultural expression and identity can provide the basis for healing. Attendance in the Saturday field trip is required for course credit. (Waboose) $365 plus textbook costs

11 sessions - 10 eve - We. Apr 16, 18:30-21:30 AND 1 day Sa. May 24, 09:30-16:30 - CC CRN 2118

Working with Children

Program Coordinator: Gyda Chud, 604.443.8416

Information: Pat Cooper, 604.443.8428 or

Jane Jimison, 604.443.8660

Continuing Education at VCC is a well-respected leader in training for the early childhood community. We offer a variety of exciting programs and courses to prepare you as a child care professional.

Early Childhood Care and Education Level I

This two-year, provincially certified program prepares graduates to work as supervisors in preschool and day care centres for children three to five years old. Please note: This program is FULL for this term. Applications are now being accepted for September 2003.

Infant-Toddler Educator Program

This one-year, POST-BASIC program for already qualified ECCE graduates offers specialized skills and knowledge to supervise infant and toddler group day care settings. The program is offered on alternate years and will be available in September 2003. Please call 604.443.8428 to indicate your interest.

Leadership, Administration and Management in Child Care Program

Designed for experienced child care staff, this exciting new program was launched last fall to provide knowledge and skills required for effective leaders and administrators. Sessions meet on Friday afternoon and full day Saturday, once each month. Please call 604.443.8428 for a brochure, application and information regarding our next offering in 2003.

School Age Child Care Certificate Program

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, this program consists of 150 hours of instruction divided between the prerequisite course, five core courses and a variety of electives. To register in this certificate program, applicants must successfully complete the 24-hour prerequisite course entitled Introduction to School Age Child Care which is offered ONLY in September of each year.

Continuing Studies in Early Childhood Care and Education Program

Information: 604.443.8428

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

Family Child Care

Introduction to Family Child Care: Good Beginnings (ECCE 1201)

Caring for a small group of children in your own home provides a rewarding experience and meets the important need of young families for quality child care. Recommended by Community Care Licensing, this course offers the information and skills you will need to ensure a good beginning, and an introduction to a variety of issues related to quality family day care. It provides an overview of child development, health and nutrition, activity planning, guiding behaviour and administration. Course fee includes a workbook. $215

Next offering: April 2003

Note

While classroom attendance is recommended for Lower Mainland residents, this course is also offered for home study through Distance Education. Please call 604.443.8428 for details.

College CLOSURES

Holiday Season

December 21, 2002 through January 1, 2003

Interpreting

For full information, visit our website at http://continuinged.vcc.ca/interpreting

Program Coordinator: Silvana E. Carr, 604.443.8339

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

Information Session: Tuesday, January 14, 19:00-20:00 City Centre, Room TBA

The Certificate Programs in Interpreting prepare bilingual individuals to work as language interpreters in the community, in health care settings and in the court system. The training is language-specific. Bilingual instructor/interpreters 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 systems. Please note that a very high level of language skills is required of professional interpreters.

The Basic Program

Entry Requirements

University education recommended

Excellent knowledge of English and another language, both oral and written

Aptitude for interpreting

Successful completion of entrance exam

Entrance Exam (INTR 1106)

The entrance exam tests written composition in English and a language of specialty, oral command of English and a language of specialty, as well as the candidate's aptitude for interpreting. Candidates apply to take the examination and pay a fee of $65. Application deadline: January 16, 2003.

1 eve - Fr. Jan 24, 16:30-22:00 - CC CRN 1200

Unsure of your aptitude for interpreting or your ability to pass the entrance exam?

Take the self-assessment survey on our website **http://continuinged.vcc.ca/interpreting**

Community Services Interpreting Certificate Program

Required courses

Introduction to Interpreting as a Profession (INTR 1135)

Overview of Community Services (INTR 1136)

Pre-interpreting Skills (INTR 1137)

Interpreting Skills (INTR 1138)

Program Cost: $780

Program length: 3 months of part-time study, 72 classroom hours CC March 17 to May 26, 2003, Mo. We. 18:30-21:30 AND April 26 and May 24, Sa. 9:30-16:00 Application Deadline: January 16, 2003

Successful graduates receive the VCC Community Interpreting Certificate and are qualified to work in the community as interpreters. Graduates may also choose to continue studies in the fields of court interpreting or health care interpreting.

The Advanced Programs

Entry Requirements

VCC Community Interpreting Certificate

Successful completion of the Written Translation Examination

Health Care Interpreting Certificate Program

Program length: 9 months of part-time study, 170 classroom hours CC To be offered September 2003 Application Deadline: August 1, 2003

Court Interpreting Certificate Program

*Winner, 2001-2002 Program Excellence Award: Association of Canadian Community Colleges

Program length: 9 months of part-time study, 210 classroom hours CC To be offered September 2003 Application Deadline: August 1, 2003

Interpreting Courses by Distance Education

Court Interpreting Certificate Program - Distance Education

In this self-paced part-time program, you will be introduced to the skills required to act as an effective interpreter in and out of our courts. This program is open to persons who have an excellent knowledge of English and one of the following: Cantonese, French, German, Korean, Mandarin, Punjabi, Russian, Spanish and Vietnamese. Please note languages vary from year to year.

The modules of the program will be delivered to your home in a variety of formats: print materials, video and audio tapes. Interaction with course instructors takes place by email and audio conferencing.

Required courses

Orientation to Interpreting (INTR 1123)

Interpreting Skills (INTR 1124)

Canadian Law for Interpreters (INTR 1125)

Bilingual Interpreting (INTR 1126)

Program cost: $2,200

Program length: A minimum of 210 hours of self-paced home study Equivalent to the classroom based Court Interpreting Certificate Program

To be offered April 2003 Application Deadline: March 1, 2003

The Ministry of the Attorney General, Court Services, accepts our Court Interpreting Certificate as proof of accreditation.

Legal Interpreting in the Community (INTR 1127)

This course is the distance equivalent of the courses of the classroom based Community Services Interpreting Certificate Program.

To be offered in October 2003 Application deadline: August 15, 2003

For full information, visit our website at **http://continuinged.vcc.ca/interpreting**

Modern Languages

Registration: 604.443.8484

Information: Program Assistant: 604.443.8335

Program Coordinator: 604.443.8386, cpineda@vcc.ca

Vancouver Community College's language courses focus on helping you gain conversational fluency while providing grammar and verb practice to help you learn to speak correctly. Homework exercises and practice will be suggested. The more you practice, the quicker you will master the language!

French 1 (LANG 1137)
How many times have you told yourself you're going to learn French? Here is your opportunity to come, enjoy and learn. Classes are conversational and interactive and you will start speaking almost immediately. Make all your mistakes in class and quickly move beyond that point so that you're speaking and understanding short phrases - and enjoying it. Text extra. $155

*8 eve - Mo. Jan 20, 18:30-21:00 - CC **CRN** 1502*

French 2 (LANG 1138)
For those who have completed French 1 or have some experience with the language and are familiar with basic pronunciation, phrases and beginning verb conjugations. This course will take you beyond the basics and start you on the road to really speaking this beautiful language.
Same text as Level 1. $155

*8 eve - We. Jan 22, 18:30-21:00 - CC **CRN** 1527*

Italian 1 (LANG 1139)
Learn the language of so many artistic masters! Imagine travelling to Rome, Venice, Florence or the many small villages along the Italian Riviera and actually being able to speak the language to the people you meet! Come to these conversational, interactive classes and begin to speak almost immediately. Yes, you'll probably make lots of mistakes but jumping right in is the way to learn. Text extra. $155

*8 eve - Tu. Jan 21, 18:30-21:00 - CC **CRN** 1528*

Italian 2 (LANG 1140)
For those who have completed Level 1 or the equivalent, this course will move you further along towards fluency. More vocabulary, phrases, and verbs will help you express yourself in this romantic language. Don't be shy - practice makes perfect! Same text as Level 1. If you are in doubt about your level, please call. Same text as Level 1. $155

*8 eve - We. Jan 22, 18:30-21:00 - CC **CRN** 1529*

Spanish 1 (LANG 1101)
Viva! If it's for pleasure or business, learning Spanish has never been easier nor more enjoyable. This course uses both practical and interactive methods to quickly start you leaning the basics of Spanish to common phrases and simple sentences. (Leon/Menyhart) $155

*10 eve - Mo/Th. Jan 20, 19:00-21:00 - CC **CRN** 1530*
*8 mng - Sa. Jan 25, 09:30-12:00 - CC **CRN** 1531*

Spanish 2 (LANG 1102)
Ole! If you already have some experience speaking Spanish and/or have completed a beginner's level 1 then you're ready for Spanish II. Grammar covered includes work with past tenses. This course presents a simple and fast approach to further expanding your spoken and written Spanish. (Leon) $155

*8 eve Tu. Jan 21, 19:00 - 21:30 - CC **CRN** 1533*

Spanish 3 (LANG 1136)
Bravo! You have made it to Level 3! Increase your knowledge of correct Spanish while enhancing your conversation skills. You will begin to understand the importance of the subjunctive tense in Spanish (rarely used in English) but most importantly you will talk, talk, talk. $155

*8 eve - Mo. Jan 20, 18:30-21:00 - CC **CRN** 1534*

Spanish Grammar (LANG 1108)
Bueno - you have taken Spanish 1 and 2 or the equivalent or you have travelled extensively in Spanish-speaking countries. In either case, you are somewhat comfortable speaking the language but feel the grammar is still not in your control. Review Spanish grammar from simple to more complex to really pin down your understanding and ability in this language. (Menyhart) $140

*8 aft - Sa. Jan 25, 13:00-15:00 - CC **CRN** 1536*

Sign Language: Introduction (LANG 1150)
Learn the foundation of modern sign language. Includes the manual alphabet, vocabulary development, basic structures and grammar, as well as beginning insights into the culture and community of deaf people. A "taste-and-see" opportunity for persons considering further training. $290 (text extra)

*12 eve - Mo/We. Jan 20, 18:30-21:00 - CC **CRN** 1539*

Mandarin Education

Adult Language Courses
Registration and General Information: 604.443.8484

Program Coordinator: Shirley Luk, 604.443.8696

Program Assistant: Catherine Leong, 604.443.8677

Mandarin Conversation - Level I (MAND 1120)
This course will introduce the official spoken language of China and Taiwan to people who are new to this vital and widely-used language. The use of the "Hanyu Pinyin" phonetic system will make learning simple. Grammar and basic Chinese writing are taught to strengthen the student's understanding and confidence in speaking Mandarin. Fee includes textbook. $160

*10 eve - We. Feb 5, 18:30-21:00 - KEC **CRN** 1525*
*10 mng - Sa. Feb 8, 09:30-12:00 - KEC **CRN** 1523*

Mandarin Conversation - Level II (MAND 1121)
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. Feb 8, 09:30-12:00 - KEC **CRN** 1524*

Mandarin Conversation - Level III (MAND 1122)
This course is designed for students who have mastered basic conversational skills and wish to improve their fluency in Mandarin. Students will learn more sophisticated vocabulary and sentence structure. Higher level reading and writing of Chinese characters is integrated into the course. Fee includes textbook. $160

*10 mng - Sa. Feb 8, 09:30-12:00 - KEC **CRN** 1526*

Mandarin Conversation for Cantonese Speakers - Level III (MAND 1123)
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 aft - Sa. Feb 8, 12:30-15:00 - KEC **CRN** 1548*

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

Program Assistant: Catherine Leong, 604.443.8677

Mandarin School Voicemail: 604.871.7530

We place emphasis on the practicality of our 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. Classes are to be held at VCC King Edward Campus.

Three ways to register:
1. **Registration for classes will be held at King Edward Campus in Room 2015 on December 14, 21 and January 11, 18, 2003 (Saturday) from 09:30 to 14:00.**
2. **Call 604.443.8677 (English, Mandarin or Cantonese). Phone registrations are by VISA or MasterCard only.**
3. **Use the fax/mail-in form on page 31 of this calendar.**

Children and Youth Mandarin Education
Each course has 16 sessions. Classes are held on Saturday from 09:30-12:00 or 12:30-15:00 at King Edward Campus. Courses begin February 8, 2003. The fee is $110 per course up to and including Grade 10. $120 for Grade 11 and up. All students from four years old and up will be accepted. Students will be assigned to the appropriate level by taking a placement test at registration time.

Course numbers and levels:
MAND 1119 Pre-School - 9:30 **CRN** 1394
MAND 1119 Pre-School - 9:30 **CRN** 1398
MAND 1119 Pre-School - 9:30 **CRN** 1399
MAND 1119 Pre-School - 12:30 **CRN** 1400
MAND 1119 Pre-School - 12:30 **CRN** 1401
MAND 1101 Grade 1 - 9:30 **CRN** 1402
MAND 1101 Grade 1 - 9:30 **CRN** 1403
MAND 1101 Grade 1 - 12:30 **CRN** 1404
MAND 1102 Grade 2 - 9:30 **CRN** 1405
MAND 1102 Grade 2 - 9:30 **CRN** 1406
MAND 1102 Grade 2 - 12:30 **CRN** 1407
MAND 1103 Grade 3 - 9:30 **CRN** 1408
MAND 1103 Grade 3 - 9:30 **CRN** 1409
MAND 1103 Grade 3 - 12:30 **CRN** 1410
MAND 1104 Grade 4 - 9:30 **CRN** 1532
MAND 1104 Grade 4 - 9:30 **CRN** 1535
MAND 1105 Grade 5 - 9:30 **CRN** 1537
MAND 1105 Grade 5 - 9:30 **CRN** 1538
MAND 1105 Grade 5 - 12:30 **CRN** 1540
MAND 1105 Grade 5 - 9:30 **CRN** 1434
MAND 1106 Grade 6 - 9:30 **CRN** 1439
MAND 1106 Grade 6 - 9:30 **CRN** 1441
MAND 1107 Grade 7 - 9:30 **CRN** 1444
MAND 1107 Grade 7 - 9:30 **CRN** 1446
MAND 1107 Grade 7 - 12:30 **CRN** 1447
MAND 1108 Grade 8 - 9:30 **CRN** 1449
MAND 1108 Grade 8 - 9:30 **CRN** 1450
MAND 1109 Grade 9 - 9:30 **CRN** 1456
MAND 1110 Grade 10 - 9:30 **CRN** 1457
MAND 1111 Grade 11 - 9:30 **CRN** 1458
MAND 1112 Advanced Level - 9:30 **CRN** 1467
MAND 1113 Teen's Mandarin Conversation Level II - 9:30 **CRN** 1468
MAND 1113 Teen's Mandarin Conversation Level I - 12:30

Students who want to register with the Mandarin class in simplified characters have to be specified during registration.

Mathematics for Children and Youth
These courses match the grade level in the regular school system. Mathematics courses have 16 sessions per term. Classes are held on Saturdays from 12:30-13:30 or 13:45-14:45 at King Edward Campus. Courses begin February 8, 2003. The fee is $110 per course up to and including Grade 10. $120 for Grade 11 and up.

Course numbers and levels:
MAND 1142 Grade 2 - 13:45 **CRN** 1469
MAND 1143 Grade 3 - 12:30 **CRN** 1470
MAND 1144 Grade 4 - 12:30 **CRN** 1477
MAND 1145 Grade 5 - 12:30 **CRN** 1478
MAND 1146 Grade 6 - 12:30 **CRN** 1479
MAND 1147 Grade 7 - 12:30 **CRN** 1480
MAND 1148 Grade 8 - 12:30 **CRN** 1481
MAND 1149 Grade 9 - 12:30 **CRN** 1482
MAND 1150 Grade 10 - 12:30 **CRN** 1483
MAND 1154 Mathematical Reasoning Workshop (Junior High Level) 13:45 **CRN** 1542

Fine Arts
Children's fine arts courses have 16 sessions. They are held on Saturdays at King Edward Campus. Courses begin February 8, 2003. The fee is $110 per course. There is a small supply fee for the Pencil and Charcoal Drawing class.

Course numbers and subjects:
MAND 1117 Cartoon Drawing (under age 12), 12:30-13:30 **CRN** 1504
MAND 1118 Cartoon Drawing (under age 12), 13:45-14:45 **CRN** 1517
MAND 1125 Pencil and Charcoal Drawing (over age 8), 12:30-13:30 **CRN** 1522
MAND 1125 Pencil and Charcoal Drawing (over age 8), 13:45-14:45 **CRN** 1521

Science for Children
Science with Fun (age 9-13) (MAND 1132)
This course will teach how to conduct simple and fun science experiments using everyday objects through scientific methods. Basic concepts on science and rules for experiments will be taught. 16 sessions per term held on Saturdays from 13:45-14:45. Course begins on February 8, 2003. The fee is $110 per course.

*MAND 1132 Science with Fun **CRN** 1544*

Specialty Language Skills
Mandarin Conversation for Children and Youth (MAND 1133)
This course is suitable for Cantonese speakers who do not speak Mandarin but have a basic knowledge of Chinese written characters. It 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. Each course has 16 sessions. Classes are held on Saturday from 09:30-12:00 or 12:30-15:00 at King Edward Campus. Courses begin February 8, 2003. The fee is $110 per course.

Course numbers and description:
MAND 1133 Level II - 09:30-12:00 **CRN** 1468
MAND 1133 Level I - 12:30-15:00

Reading and Writing in English
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. Each course has 16 sessions. Classes are held on Saturday from 12:30-13:30 or 13:45-14:45 at King Edward Campus. Courses begin February 8, 2003. The fee is $110 per course.

MAND 1134 (Grade 1 and 2 - 12:30) **CRN** 1545
MAND 1135 (Grade 3 and 4 - 13:45) **CRN** 1546
MAND 1136 (Grade 5 and 6 - 13:45) **CRN** 1503
MAND 1137 (Grade 7 - 13:45) **CRN** 1520

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 Canada's premier teacher training program for teaching English to Speakers of Other Languages (TESOL). Applicants may be planning to teach internationally or at post-secondary educational institutions, community agencies or Canadian international schools. The program is 321 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. There are two formats - the Fast Track Program and the Self-Paced Program. Graduates receive the TESOL Diploma from Vancouver Community College and qualify for national professional certification from TESL Canada.

Admission Requirements

An undergraduate university degree;

Successful completion of the prerequisite course, An Overview of TESOL, or an equivalent university course at UBC, SFU or other recognized universities;

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 by the Program Coordinator to submit an English language proficiency test score;

A successful interview with program staff.

Program of Studies

An Overview of TESOL (TESO 1101)

This 30-hour course provides an overview of the teaching methodology and instructional resources used to teach English language. The course examines the methodology for teaching communicative skills, writing skills, reading skills, grammar, pronunciation, oral testing and lesson planning. $225

Teaching Grammar One (TESO 1168)

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. $290

Teaching Grammar Two (TESO 1169)

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. $290

Teaching Pronunciation (TESO 1127)

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. $290

Teaching Listening and Speaking (TESO 1132)

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 (TESO 1133)

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. $290

Teaching Writing (TESO 1128)

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. $290

Teaching English for Academic Purposes (TESO 1134)

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. $290

TESOL Internship (TESO 1139)

The TESOL Internship is a 45-hour course. It consists of 20 hours of compulsory workshops and 25 hours of practice teaching in an English language classroom. $420

TESOL Elective Courses

The TESOL elective courses have been developed for teachers working in the field of English language instruction, as well as student teachers registered in the TESOL 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 home countries. The Program is 370 hours in length and takes ten 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, 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 terms**. The **spring term** begins in April 2003 and ends in April 2004. The application deadline is January 1, 2003. The **fall term** begins in September, 2003. The application deadline is April 1, 2003. The **winter term** begins in January, 2004. The application deadline is November 1, 2003.

There are no classes scheduled for international students in July or August 2003.

Fees for International TESOL Diploma Program:

Application Fee (non-refundable) $100

Program Fees $5,775

TESOL Inservice Diploma Program

Senior Program Coordinator: Jennifer Pearson Terell

Program Coordinator: Patricia Fahrni

The TESOL Inservice Diploma Program is a program for experienced English language instructors who do not have a recognized TESOL credential. The Program consists of six courses and is offered by distance education. The Program is offered in the fall, winter and spring terms. Application deadlines are August 15, December 1, and March 15. Each student is assigned an experienced teacher-trainer as an instructor 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 national professional certification from TESL Canada.

Admission Requirements

An undergraduate university degree;

Two teaching references from past employers;

Two years, (a minimum of 800 hours), of documented classroom teaching in a recognized English-language educational institution.

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 by the Program Coordinator to submit an English language proficiency test score.

Foundations for English Language Instruction (TESO 1103)

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. $250

Teaching Grammar (TESO 1104)

This course examines the instructional methodology used to teach grammar to English- language learners. $350

Teaching Listening and Speaking (TESO 1105)

This course examines the instructional methodology used to teach listening and speaking skills to English-language learners. $350

Teaching Pronunciation (TESO 1108)

This course examines the instructional methodology used to teach pronunciation to English-language learners. $350

Teaching Reading and Writing (TESO 1106)

This course examines the instructional methodology used to teach reading and writing skills to English-language learners. $350

Practicum (TESO 1107)

This course, completed under supervision of a sponsor teacher, focuses on the practical application of the theory of English-language instruction in an English-language classroom. $425

Tutoring ESOL Certificate Program

Senior Program Coordinator: Jennifer Pearson Terell

Program Coordinator: Jayeson Van Bryce

The Tutoring ESOL Certificate Program is for people who wish to tutor English to adults or school-aged children 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

Documented proof of completion of Grade 12 academic English or an undergraduate university degree.

A current criminal record search document completed by the RCMP.

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. An English language proficiency test score may be required by the Program Coordinator for those applicants whose first language is not English.

Program of Studies

An Overview of TESOL (TESO 1101)

This 30-hour course provides an overview of the teaching methodology and instructional resources used to teach English language. The course examines the methodology for teaching communicative skills, writing skills, reading skills, grammar, pronunciation, as well as oral testing, and lesson planning. $225

Tutoring ESOL (TESO 1154)

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 (TESO 1202)

This 12-hour course examines the theory and instructional methodology used to tutor/teach grammar to English language students. $200

Tutor/Teach Pronunciation (TESO 1201)

This 12-hour course examines the theory and instructional methodology used to tutor/teach pronunciation to English language students. $200

Tutor/Teach Conversation Skills (TESO 1220)

This six-hour course examines the instructional methodology used to teach/tutor conversation skills. The workshop will include strategies for planning conversation lessons, unit plans, as well as topics for developing conversation skills. $100

Tutoring ESOL Practicum (TESO 1203)

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

Tutoring ESOL Elective Courses

To successfully complete the Tutoring ESOL Certificate Program, students must complete 24 hours of elective credits. Examples of the elective courses are Tutoring ESOL Elementary School Students, Tutoring ESL Secondary School Students, Creative Writing, Practical Ideas for ESL Students, Tutoring for the TOEFL, Resources for Teaching and Tutoring ESOL, Using Art in the Teaching of ESL, The Lesson is in the Song, and An Introduction to CALL.

TEFL Certificate Program

Senior Program Coordinator: Jennifer Pearson Terell

Program Coordinator: Alison McBride

The TEFL Certificate Program is a 100-hour program for people who are planning to teach English internationally. Applicants are required to have a good command of English grammar, usage, and spelling as well as documented proof of completion of Grade 12 academic English for entry into this program. A university degree is not required to apply to the TEFL Certificate Program. Applicants whose first language is not English may be required by the Program Coordinator 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 (TESO 1101)

A practical overview of the teaching methodology and instructional resources used to teach English language. This course examines the methodology used for teaching communicative skills, writing skills, reading skills, grammar, pronunciation, as well as oral testing and lesson planning. $225

Teaching English Overseas (TESO 1111)

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 (TESO 1202)

This 12-hour course examines the theory and instructional methodology used to tutor/teach grammar to English language students. $200

Tutor/Teach Pronunciation (TESO 1201)

This 12-hour course examines the theory and instructional methodology used to tutor/teach pronunciation to English language students. $200

Tutor/Teach Conversation Skills (TESO 1220)

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. $100

TEFL In-Class Assignment (TESO 1214)

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

Intensive TEFL Certificate for International Students

Senior Program Coordinator: Jennifer Pearson Terell

Program Coordinator: Anne Sandor

The Intensive TEFL Certificate Program is designed for international students wishing to teach English in their home countries. This intensive program is scheduled over a four-week period. The program of studies offers a balanced curriculum featuring both the theory and the practice of English language instruction. The program examines the instructional methodology for teaching grammar, pronunciation, writing, reading and communication skills, as well as 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 proficiency test scores:

A minimum of 480 on the TOEFL paper test or 157 on the computerized TOEFL test

A minimum of 650 on the TOEIC test

A minimum of 108/200 on the VCC English Language Assessment Test

Fees

Application Fee (non-refundable) $100

Program Fee $1,350

Future Intensive TEFL Certificate Programs for International Students

January 6 to January 31, 2003
(Application Deadline: November 15, 2002)

May 5 to May 30, 2003
(Application Deadline: March 31, 2003)

August 5 to August 29, 2003
(Application Deadline: June 23, 2003)

November 3 to November 28, 2003
(Application Deadline: September 23, 2003)

Visit our web site www.tesol.vcc.ca
for the most up-to-date course information, or e-mail us: tesol@vcc.ca

Intensive TEFL Certificate Program for Canadians

The Intensive TEFL Certificate is designed for Canadians wishing to teach English internationally. The program is four weeks long and offers a balanced curriculum featuring the instructional methodology used for teaching grammar, pronunciation, writing, reading and communication skills, as well as micro-teaching and classroom observations. The Intensive TEFL Certificate for Canadians is taught by professional teacher trainers who are among the finest in Canada. All successful graduates will be awarded the Intensive TEFL Certificate for Canadians from Vancouver Community College.

Entry Requirements

Applicants must have a standard of spoken English equivalent to that of an educated native speaker of English, as well as a good command of grammar, usage, punctuation and spelling for entry into the program of studies. Applicants must submit transcripts for Grade 12 or equivalent or proof of a university degree with their application form.

Fees

Program Fee $1,350

Future Intensive TEFL Certificate Programs for Canadians

January 13 to February 7, 2003
(Application Deadline, November 22, 2002)

May 5 to May 30, 2003
(Application Deadline, March 31, 2003)

August 5 to August 29, 2003
(Application Deadline, June 23, 2003)

October 6 to October 31, 2003
(Application Deadline, August 25, 2003)

Intensive TEFL Certificate for Teaching Young Learners

The Intensive TEFL Certificate for Teaching Young Learners is designed for teaching English to children from the age of eight to sixteen years. This four-week program presents the instructional methodology for teaching grammar, pronunciation, writing, reading, and communication skills as well as the provision for micro-teaching and classroom observations. A Vancouver Community College TEFL Certificate for Teaching Young Learners is awarded to all successful graduates.

Admission Requirements

i) International students are required to have:

One of the following language proficiency scores:

A minimum of 480 on the TOEFL paper test or 157 on the computerized 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

Interview with TESOL staff at Vancouver Community College

ii) Canadian students are required to have:

Successfully completed English-language high school or an equivalent English-language educational institution. Transcripts must document a minimum of grade B in English 12.

Canadian applicants must have a standard of spoken English equivalent to that of an educated native of English. A good command of grammar usage, punctuation, and spelling is also required for entry into this Program. Applicants whose first language is not English may be required to submit their score on an English language proficiency test. A university degree is not required, but applicants should have a strong academic background with a minimum of Grade of B in Grade 12 English.

Fees

Application Fee (Non-refundable) $100

Program Fee $1350

Future Intensive TEFL Certificate Programs for Teaching Young Learners

February 3 to February 28, 2003
(Application Deadline: December 13, 2002)

March 31 to April 29, 2003
(Application Deadline: January 10, 2003)

June 2 to June 28, 2003
(Application Deadline: April 21, 2003)

July 28 to August 22, 2003
(Application Deadline: June 16, 2003)

24-hour clock

7 a.m.	=	07:00
8 a.m.	=	08:00
9 a.m.	=	09:00
10 a.m.	=	10:00
11 a.m.	=	11:00
12 noon	=	12:00
1 p.m.	=	13:00
2 p.m.	=	14:00
3 p.m.	=	15:00
4 p.m.	=	16:00
5 p.m.	=	17:00
6 p.m.	=	18:00
7 p.m.	=	19:00
8 p.m.	=	20:00
9 p.m.	=	21:00
10 p.m.	=	22:00
11 p.m.	=	23:00
12 p.m.	=	24:00

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
Please provide complete information

2 By Phone
Charge to your MasterCard or VISA card.
City Centre Campus, 604-443-8484.
Please quote *CRN* (find it at bottom right corner of course description)

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.
Please provide complete information

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

報名及查詢，請致電
中文熱線
604-443-8677

**Information is available to speakers of Cantonese and Mandarin.
Please call 604-443-8677.**

Payment of Fees

*Course fees are due at the time of registration. Payment can be by cash, cheque or money-order made payable to Vancouver Community College. MasterCard or VISA is also accepted. Post-dated cheques are not accepted.
A $30 fee is charged for non-sufficient funds.*

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.

❑ **Female**   ❑ **Male**   **Birthdate** |__|__| |__|__| |__|__|
MONTH   DAY   YEAR

Surname   **Given Names**

Address   **City/Municipality**   **Province**   **Postal Code**

Home Phone   **Business Phone**   **Email**

CRN (number at end of course description)	Course Name	Location	Start Date	Time
sample: *CRN 1234*				
1				
2				
3				
4				

	Tuition Fee	Method of Payment	Credit Card Information	❑ VISA	❑ MasterCard
1		❑ **Money Order**	**Name on Card**		
2		❑ **Cheque**	**Credit Card Account Number**		
3		❑ **Fee Credit**	**Expiry Date**		
4		$ _____ **Total**	**Signature** **Date**		

The information on this form is collected under the authority of the Freedom of Information/Protection of Privacy Act and is needed to process your application for admission. If you have any questions about the collection or use of the information, contact the Director of Continuing Education, telephone 604-443-8484.

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. Some courses have no refund.
REFUNDS ARE SUBJECT TO AN ADMINISTRATIVE CHARGE OF 20 PERCENT OF COURSE FEES OR A MINIMUM OF $10 AND TO A MAXIMUM OF $30.
Under above timelines, 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. Should a course be cancelled, a FULL refund will be made. The College reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrollment.
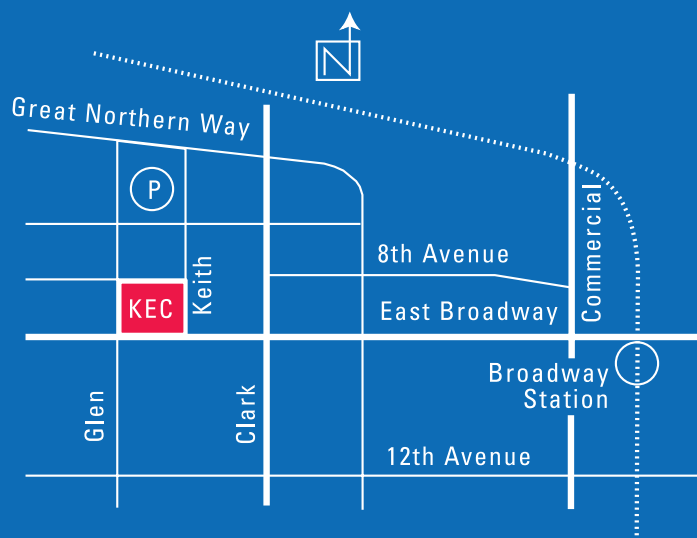
Vancouver Community College
CONTINUING EDUCATION

January-April 2003

604.443.8484 ◆ www.vcc.ca

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Vancouver, BC V6B 1S9**

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