

# Vancouver Community College **CONTINUING EDUCATION**

*September-December 2003*



**604.443.8484 ♦ [www.vcc.ca](http://www.vcc.ca)**

## **Look inside for our Certificate and Diploma offerings:**

- ♦ Accounting & Information Technology - New!
- ♦ Counselling
- ♦ Gerontology
- ♦ Interpreting
- ♦ Leadership
- ♦ Office Administration
- ♦ Teaching English to Speakers of Other Languages



## **Info Night**

**Wed. October 15, 2003**

**4:30-6:30 pm**

**Downtown Campus**

Corner of Hamilton & Dunsmuir

**Vancouver  
Community  
College**



|  |  |  |
|--|--|--|
| <b>Applied Art &amp; Design..... 3</b>                         | <b>Leadership Coaching.....12</b>                                  | <b>Interpreting ..... 26</b>   |
| Fashion Arts.....3   | Leadership Coaching Certificate Program.....12                     | Community Services Interpreting Certificate Program.....26             |
| Fashion Arts Certificate Programs.....3                        | Management Skills.....13   | Court Interpreting Certificate Program.....26                          |
| Fashion Arts Advanced Certificate Program.....3                | Management Skills for Supervisors Certificate Program.....13       | Health Care Interpreting Certificate Program.....26                    |
| Applied Art & Design.....4                                     | Paralegal.....13   | Interpreting Programs by Distance Education.....26                     |
| Fashion Merchandising Associate Certificate Program.....4      | Paralegal Certificate Program.....13                               | Community Services Interpreting Certificate Program - Web-Based.....26 |
| Gemmology.....4  | Registry Officer Development Program.....15                        | Court Interpreting Certificate Program - Distance Education.. 26       |
| Gemmology Certification Program - Canadian Certification.....4 | Small Business.....15  |  |
| British Certification.....4                                    | How to Start a Business Program.....15                             |  |
| GIA Certification.....4  | Telecommunications Management.....16                               |  |
| Interior Design.....4  | Telecommunications Management Certificate Program.....16           |  |
| Interior Design Certificate Program.....4                      | Advanced Diploma in Accounting & Information Technology.....16     |  |
| Jewellery.....5  |  |  |
| <b>Building Management &amp; Services ..... 5</b>              | <b>Computers.....17</b>  |  |
| Building Manager Certificate Program.....5                     | Oakridge Computer Lab.....17                                       |  |
| <b>Business, Career &amp; Law ..... 6</b>                      | Introduction to Computers.....17                                   |  |
| Business Writing.....6   | Windows.....17   |  |
| Business & Technical Writing Certificate Program.....6         | Computer Hardware.....17   |  |
| Business English Skills.....6                                  | Internet and Web Publishing.....17                                 |  |
| Public Relations.....7   | Networking and LAN Management.....18                               |  |
| Office Administration.....7                                    | Computer Applications.....18                                       |  |
| Office Administration Certificate Program.....7                | Word Processing.....18   |  |
| Accounting/Bookkeeping/Payroll.....7                           | Spreadsheets/Charts.....18   |  |
| Administration and Supervision.....8                           | Computer Accounting.....18   |  |
| Business English.....8   | Desktop Publishing.....19  |  |
| Legal.....8  | Database Management.....19   |  |
| Medical.....9  | Personal Information Managers.....19                               |  |
| Records Management.....9                                       | Programming in Visual Basic.....19                                 |  |
| Professional Development: Career Success.....9                 | <b>Culinary ..... 20</b>   |  |
| Career Exploration.....10                                      | Baking & Pastry Arts.....20  |  |
| Consulting Practice Management.....10                          | <b>Health ..... 20</b>   |  |
| Effective Negotiating.....10                                   | Personal & Professional Development.....20                         |  |
| Event Planning.....10  | Clinical Competencies.....21                                       |  |
| Leadership.....10  | LPN Upgrading.....21   |  |
| Leadership Certificate Program.....10                          | Health Certificate Programs.....22                                 |  |
| Associate Certificate in Ethical Leadership.....11             | Gerontology Nursing Certificate Program.....22                     |  |
|  | Nursing Management Certificate Program (HLTH 1199).....22          |  |
|  | Perianesthesia Nursing Certificate Program (HLTH 1179).....22      |  |
|  | Renal Dialysis Technician Certificate Program.....23               |  |
|  | Dental.....23  |  |
|  | <b>Human &amp; Social Services..... 23</b>                         |  |
|  | Counselling Skills and Substance Abuse Certificate Programs.....23 |  |
|  | Counselling Skills Certificate Program.....23                      |  |
|  | Substance Abuse Counselling Skills Certificate Program.....24      |  |
|  | Vancouver Centre for Professional Development.....25               |  |
|  | Working with Children.....25                                       |  |
|  | Early Childhood Care and Education Level I.....25                  |  |
|  | School Age Child Care Certificate Program.....25                   |  |
|  | Continuing Study Workshops for the ECCE Community.....25           |  |
|  | Leadership, Administration and Management in Child Care.....25     |  |
|  | Family Child Care.....25   |  |

### **NEW! Fall Term 2003 Offerings**

|   |
|---|
| <b>Business, Career &amp; Law</b>   |
| <b>Professional Development: Career Success</b>   |
| Effective Negotiating   |
| Event Planning  |
| <b>Advanced Diploma in Accounting &amp; Information Technology</b>                        |
| <b>Health</b>   |
| <b>Personal &amp; Professional Development</b>  |
| Put Away Your Cape "Super Woman!" (HLTH 1150)   |
| Conflict Management and Resolution Series   |
| Reflexology Basics  |
| <b>Clinical Competencies</b>  |
| Medication Administration for Resident Care Attendants/Home Support Workers (HLTH 1299)   |
| Common Emergency Situations for Resident Care Attendants/Home Support Workers (HLTH 1235) |
| <b>Languages</b>  |
| <b>Modern Languages</b>   |
| Cantonese 1 (LANG 1121)   |
| German 1 (LANG 1106)  |
| Japanese 1 (LANG 1109)  |
| Spanish Conversation 1 (LANG 1111)  |
| Spanish Conversation 2 (LANG 1112)  |

### **CONTINUING EDUCATION locations on page 9**

Designer ♦ Keith Parker, Marketing & Communications  
Layout ♦ Daniel Rohloff, Marketing & Communications  
Photographer ♦ Lauch McKenzie, Media Services  
Photographer ♦ Stephen Baldwin, Media Services  
Thanks to the VCC students and staff who helped with this calendar.





## CE Certificate and Associate Certificate and Diploma Programs

*Accounting & Information Technology* (pg 16)  
*Building Manager (Residential)* (pg 5)  
*Business and Technical Writing* (pg 6)  
*CGA Diploma (Canadian Gemmology Association)* (pg 4)  
*Community Interpreting* (pg 26)  
*Counselling Skills* (pg 23)  
*Court Interpreting* (pg 26)  
*Early Childhood Care and Education* (pg 25)  
*Fashion Arts* (pg 3)  
*Fashion Arts Advanced* (pg 3)  
*Fashion Merchandising* (pg 4)  
*Gemmology* (pg 4)  
*Gerontology-Nursing* (pg 22)  
*Health Care Interpreting* (pg 26)  
*Interior Design* (pg 4)  
*Leadership* (pg 10)  
*Ethical Leadership* (pg 11)  
*Leadership Coaching* (pg 12)  
*Management Skills for Supervisors* (pg 13)  
*Nursing Management* (pg 22)  
*Office Administration* (pg 7)  
*Paralegal* (pg 13)  
*Perianesthesia Nursing Certification* (pg 22)  
*Renal Dialysis Technician* (pg 23)  
*School Age Child Care* (pg 25)  
*Substance Abuse Counselling Skills* (pg 24)  
*Teaching English to Speakers of Other Languages (TESOL) DIPLOMA* (pg 29)  
*International TESOL DIPLOMA* (pg 29)  
*Teaching English to Speakers of Other Languages Inservice DIPLOMA* (pg 29)  
*Tutoring English to Speakers of Other Languages (ESOL)* (pg 29)  
*Teaching English as a Foreign Language (TEFL)* (pg 30)  
*Intensive TEFL for International Students* (pg 30)  
*Intensive TEFL for Canadians* (pg 30)  
*Intensive TEFL for Teaching Young Learners* (pg 30)  
*Telecommunications Management* (pg 16)

## FREE Information Sessions Sept-Dec 2003

**Gemmology** (pg 4)  
 Wednesday, Sept. 3, 18:30-19:30  
 City Centre, Rm TBA

**Legal Assistant/Paralegal Certificate Program** (pg 13)  
 Monday, September 8, 17:30  
 City Centre, Rm 237

**Business & Technical Writing Certificate Program** (pg 6)  
 Tuesday, September 9, 17:30  
 City Centre, Rm 218B

**Office Administration Certificate Program** (pg 7)  
 Wednesday, Sept. 10, 2003, 17:30  
 City Centre, Rm 218B

**Telecommunications Management** (pg 16)  
 Thursday, September 11, 17:00  
 City Centre, Rm 218B

**Counselling Skills and Substance Abuse Certificate Programs** (pg 23)  
 Thursday, September 11 OR  
 Thursday, January 8, 18:30  
 City Centre

Find  
out  
more...  
**Info  
Night**  
**Wed. Oct. 15**  
**4:30-6:30 pm**



## Full-time & Part-time Programs

- Health Sciences
- Technology & Trades
- Art & Design
- Hospitality & Business

**Come to:  
Downtown Campus**  
 Corner of Hamilton & Dunsmuir

## Fashion Arts

**Program Coordinator:** Evelyn May  
**Phone:** 604.443.8387, **E-mail:** emay@vcc.ca  
**Program Assistant:** Phone: 604.443.8335  
**Registration:** 604.443.8484  
**Website address:** www.continuinged.vcc.ca

### Individual Course for Professional Development

These Fashion Arts courses introduce fashion skills, assist individuals planning to apply for the Fashion Arts Certificate Program, upgrade 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 explores the fundamentals of good fashion design. Working on fashion figures, students learn how to create fashionable "mini-collections" starting with the basic sketch and following through to finished presentation quality. Topics include: symmetry and proportion; line and silhouette; colour theory; fabric pattern and texture. Basic 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) \$290

10 eve - Mo. Sep 29, 18:30-21:30 - CC CRN 3028

### Personal Pattern Making (FASH 1153)

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

6 aft - Sa. Sep 27, 12:30-16:30 - CC CRN 3039

## Fashion Arts Certificate Programs

**Program Coordinator:** Evelyn May  
**Phone:** 604.443.8387, **E-mail:** emay@vcc.ca  
**Program Assistant:** Phone: 604.443.8335  
**Registration:** 604.443.8484

**Website address:** www.continuinged.vcc.ca

VCC's Fashion Arts Certificate Program is one of the most successful in Western Canada. Designed for those entering the fashion industry and for professionals who need to upgrade their skills, all courses are taught by industry-experienced instructors. Our reputation builds on teaching excellent technical skills and developing individual creativity. Employers seek our graduates to make their mark on the local, national, and international fashion scenes. Program graduates are often sought by companies to work in design, pattern making and grading. Others work in the growing film and theatre industry, freelance, or successfully launch their own companies.

This flexible self-paced two-year program is comprised of four separate Certificates in Pattern Making, Garment Construction, Fashion Design, and the Fashion Arts Certificate. Students have the option to take the full program or concentrate on an individual Certificate. On a part-time evening basis, this program allows you to maintain regular employment while completing training. Students who opt to take the full course load take one course in each of the three areas of study per 12 week term, attending classes three nights a week over a period of two years.

### Entrance Requirements

Grade 12 or equivalent (waived if mature student)  
 Ability to speak, read and write English clearly and correctly.  
 Completed application form, work samples and successful interview.

### Application Procedures

Complete Fashion Arts Program application form and letter. Applicants are selected for interview based on information provided in the application and must provide a portfolio of original fashion illustrations, designs, and garments. Acceptance into the program is based on past fashion experience, future goals, commitment and quality/quantity of work presented. Non-refundable \$20 application fee must be submitted with the application form.

### Application Deadlines

February 15 for entry in April  
 June 15 for entry in September

### Required Courses

#### 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)

#### Fashion Arts Certificate

Term Six  
 Fashion Graphics (1 1/2 credits)  
 Collection Portfolio (2 credits)  
 Collection Manufacture (3 credits)  
 Fashion Show Preparation (1 1/2 credits)  
 Please call 604.443.8484 to receive an in-depth Fashion Arts Certificate Program guide and application form.

## Fashion Arts Advanced Certificate Program

**Program Coordinator:** Evelyn May  
**Phone:** 604.443.8387, **E-mail:** emay@vcc.ca  
**Program Assistant:** Phone: 604.443.8335  
**Registration:** 604.443.8484

**Website address:** www.continuinged.vcc.ca

This fast-track one-year program is designed to provide focussed training on a full-time, daytime basis. Based on the 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. Students may participate in a work-study placement upon

*continued on next page...*

...continued from previous page

successful completion of the program. Students who complete the Fashion Arts Certificate Program will be able to transfer credits to other design programs. Credits allocated will be based on transcript and portfolio strengths.

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.

### Entrance Requirements

Grade 12 or equivalent (waived if mature student)

Ability to speak, read and write English clearly and correctly.

Completed application form, work samples and successful interview.

### Application Procedures

Submit completed Fashion Arts Program application form, including a letter of application. Applicants are selected for interview based on the information and reasons given in the application form and letter. Interviewed applicants are requested to bring a portfolio of original fashion illustrations or designs, and actual garments which they have made. Acceptance into the program is based on past fashion experience, future goals, level of commitment and the quality/quantity of work presented. Non-refundable \$20 application fee must be submitted with the application form.

### Application Deadlines

April 30 for entry in September

January 15 for entry in April

### Required Courses

#### Term One Courses

Fashion Drawing (FASH 1101) 3 credits  
Block Construction (FASH 1102) 3 credits  
Sewing Techniques (FASH 1103) 3 credits  
Textiles (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 1352) 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

## Fashion Merchandising Associate Certificate Program

**Program Coordinator: Evelyn May**  
**Phone: 604.443.8387, E-mail: emay@vcc.ca**

**Program Assistant: Phone: 604.443.8335**

**Registration: 604.443.8484**

**Website address: www.continuinged.vcc.ca**

A career in fashion merchandising takes you into the dynamic and fast-paced worlds of retail and wholesale marketing. Merchandisers are "people-persons" who have an eye for colour, flair for fashion, and aptitude for management. Offered on a part-time evening basis, this program takes a multi-dimensional approach in educating students for careers in the fashion industry by combining studies in business fundamentals with fashion theory. Learn to project accurate forecasts for profits in sales and utilize the varied techniques of merchandising that will attract the consumer.

This flexible, self-paced program allows participants to take any number of courses offered each term. Please note, all courses may not be offered each term. Texts and some supplies are required. Be prepared to dedicate approximately three hours per week per course to studies outside of class time. Each course averages 36 hours usually in 3-hour blocks

### Entrance Requirements

Ability to speak, read and write English clearly and correctly.

Application Procedures

None required

### Required Courses

FASH 1176 Merchandising Fashion  
FASH 2202 Textiles  
FASH 1402 Retail Sourcing and Buying  
FASH 1301 History of Fashion  
FASH 1401 Fashion Retailing and Management  
FASH 1405 Fashion Merchandise Analysis and Evaluation  
FASH 1406 Fashion Marketing and Promotion  
FASH 1404 Fashion Styling

### Merchandising Fashion (FASH 1176)

Explore the planning, buying, and selling processes from initial concept to final consumer demand. Gain a broad understanding of the product life cycle, fashion adoption processes, trends forecasting methods, and social, political, economic, and cultural influences upon the fashion industry. Deal with the challenges faced by today's designers, manufacturers, marketers, and retailers. Text required: The Business of Fashion: Designing, Manufacturing, and Marketing, 2nd Edition, Leslie Davis Burns and Nancy O. Bryant, 2002. ISBN 1-56367-183-2. (Pearson) \$290

12 eve - We. Sep 24, 18:30-21:30 - CC **CRN 3031**

### Fashion Retailing and Management (FASH 1401)

Focussing on the strategic issues facing Canadian fashion retailers, this course covers the challenges faced by retailers, describe alternate ways to classify the retail structure, outline steps involved in strategic retail planning, explain the strategic dimensions of the location decision, and determine store layout and merchandise presentation. Text required: Canadian Retailing, 4th Edition, Laroche & McDougall, Irwin. ISBN: 0-07-086044-0. (Choy) \$290

12 eve - Tu. Sep 16, 18:30 - 21:30 - CC **CRN 3001**

### Retail Buying (FASH 1402)

Learn to effectively manage the planning and buying of appropriate merchandise for a retail department or boutique. This course emphasizes the coordination of the buyer's varied responsibilities, buying terminology, mathematical equations for retail buying, plan projections and stock planning, and domestic and foreign resources. Text required: Retail Buying, Prentice Hall, Jay and Gerald Pintel Diamond 2001. ISBN: 0-13-025432-0 (Choy) \$290

12 eve - Th. Sep 25, 18:30-21:30 - CC **CRN 3064**

### Courses Offered in January Term

Fashion Styling (FASH 1404)

Textiles (FASH 2201)

Fashion Merchandise Analysis and Evaluation (FASH 1405)

## Gemmology

**Program Coordinator: Peggy Worobetz, 604.443.8670**

**Program Assistant: 604.443.8335**

**Information Session:**  
**Wednesday, September 3,**  
**18:30-19:30**  
**- City Centre, Room TBA**

## 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, regular quizzes, and a final exam. On successful completion of the exam, you will be certified as an internationally recognized gemmologist.

Obtain proficiency with a wide range of gemmological equipment and learn to test and identify a variety of gemstones. 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)

Offered once a year - Wednesday evenings from September to June.

### Diploma year classes (GEMM 2101)

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

### Entrance Requirements:

Application for Admission to the Gemmology Program, in the back of the Program Guide, must be submitted prior to acceptance into the program. A Program Guide may be obtained at our office at 250 West Pender Street or mailed to you by request.

## British Certification

We are an Allied Teaching Centre for the Gemmological Association and Gem Testing Lab of Great Britain. If enrolled in the Gemmology Certification Program you may obtain this additional certification through Vancouver Community College. Ask for details.

## GIA Certification

Each year we offer GIA Extension classes to assist in obtaining certification through the Gemological Institute of America. Class location will be provided to registrants the week before class begins.

## Interior Design

**Program Coordinator: Bernie Lyon 604.443.8446**

**Information: Program Assistant: 604.443.8335**

**Registration: 604.443.8484**

## Interior Design Certificate Program

A part-time program tailored to the needs of the ever growing residential and renovation design industry. Our program offers you foundation skills for entry level employment and the opportunity to develop a solid portfolio 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 upon completion of 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. Sep 15, 18:30-21:30 - CC **CRN 3071**

12 eve - Th. Sep 18, 18:30-21:30 - CC **CRN 3072**

### 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. Sep 17, 18:30-21:30 - CC **CRN 3068**

### Colour Theory and Application\* (INTD 1114)

Colour is the foundation of the mood, style and feel! Learn about a variety of colour systems, traditional and contemporary colour schemes, as well as colour mixing, relationships and applications. 2.5 credits (TBA) \$320

10 eve - Tu. Sep 16, 18:30-21:30 - CC **CRN 3066**

## Design Studies for Interior Design

### Introduction to Business Practices (INTD 1112)

The business of Interior Design is complex and has many faces. Familiarize yourself with business basics and issues related to the Interior Design profession. Costing, maintaining financial records, project files, time management, coordination and scheduling, ethics and licensing are some of the topics covered. Pre-requisites: Foundation program or the equivalent 1.5 credits (Fensom) \$220

6 mng - Sa. Nov 8, 10:00-13:00 - CC **CRN 4060**



## History of Furniture\* (INTD 1102)

Knowledge of furniture styles is a crucial factor for the interior designer in today's marketplace. Whether advising clients on the purchase of antiques or furnishing a client's home with contemporary furniture, designers' credibility rests in the extent of their knowledge. Formerly Furniture Design and Style plus History of Contemporary Interiors. 2.5 credits (Thomson) \$365

12 day - Th. Sep 18, 18:00-21:00 - CC **CRN 3081**

## Professional Development Workshops

### Materials and Finishes\* (INTD 1124)

Introduces a variety of interior materials and finishes including: wood furniture and flooring, carpet, stone and tile, glass metal and plastics. Also includes discussion on environmental issues and their impact on design. You will study and research origin, characteristics, installation and maintenance of the materials. (Fensom) \$225

5 day - Sa. Sep 20, 10:00-15:00 - CC **CRN 3707**

### 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) \$225

5 day - Sa. Sep 20, 10:00 - 14:30 - CC **CRN 3264**

## Expert Series

### Fabric Magic (INTD 1152)

Well-chosen fabrics create the style and look for your home décor. They can be elegant, homey, traditional, outrageous, fun or sumptuous -each creating the look you want. Learn how to purchase wisely and how to choose the ideal fabric for any home application. Find out where the pros purchase interesting fabrics. No prerequisites. (Kramer) \$35

1 day - Sa. Nov 1, 10:00-13:00 - CC **CRN 3186**

### Unraveling Oriental Rugs (INTD 1163)

What are the differences between rugs from different countries? What makes a rug valuable? Are synthetic or natural dyes best? How do you distinguish one from the other? Are factory or "tribal" rugs best? What is a fair price? How do you determine quality? Come and learn while you examine various rugs through the eyes of an expert. Located at a carpet centre. (Brown) \$40

1 eve - We. Sep 24, 18:30-21:30 - **CRN 3207**

## Coming in January Term

**Space Planning 1 (INTD 1109), Space Planning 2 (INTD 1128), Kitchen and Bath Design (INTD 1129) Graphic Presentation (INTD 1160), Drafting (INTD 1110), Lighting (INTD 1121)**

## Jewellery

**Program Coordinator: Peggy Worobetz 604.443.8670**

**Program Assistant: 604.443.8335**

**Registration: 604.443.8484**

Have you always admired beautiful jewellery? Do you enjoy sparkling stones and wonderful settings? Let your interest and creativity come alive! Learn the art of jewellery making.

### Jewellery Techniques I (JEWL 1101)

Learn 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. (Brechtalt) \$375

10 eve - Mo. Sep 15, 18:30-21:30 (no class Monday, October 13) - CC **CRN 3073**

### Jewellery Techniques II (JEWL 1124)

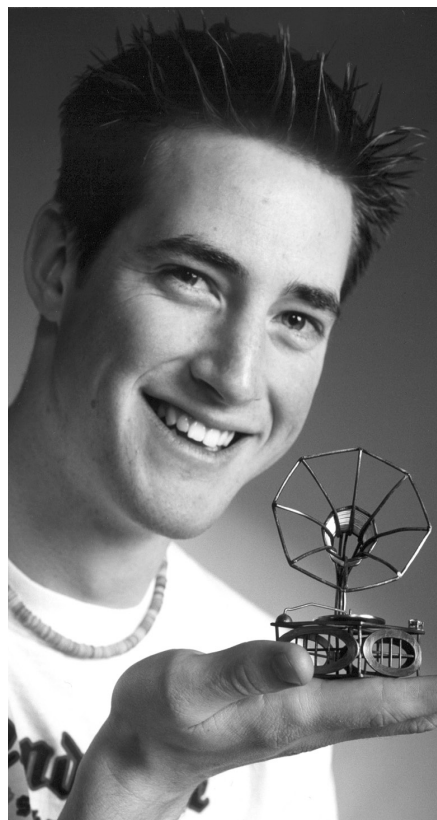
Further your knowledge and experience as you explore advanced jewellery projects, design, construction and detailing. Additional costs for tools and materials approximately \$150. List of supplies to be given at first class. Prerequisite: Jewellery Techniques I or the equivalent. (Brechtalt) \$375

10 eve - We. Sep 17, 18:30-21:30 - CC **CRN 3078**

### Surface Treatments (JEWL 1110)

Learn about a variety of surface treatments on metal, such as acid etching, roll-printing, reticulation, applying patinas and texturing. Please bring hand tools, materials (silver and/or brass, copper) and a sketchbook on first day of class. Prerequisite: Basic Jewellery-making Skills (Jewellery Techniques I or equivalent). (Brechtalt) \$150

2 day - Sa. Oct 18, 10:00-16:30 - CC **CRN 3425**



## Building Management & Services

**Program Coordinator - Peggy Worobetz 604.443.8670**

**Program Assistant - Pat Cooper 604.443.8428**

**Registration and course information - 604.443.8484**

## Building Manager Certificate Program

Designed for building managers who wish to improve their skills, this 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 and recognize the Building Service Management course for Professional Certification credit. Graduates are well prepared for building service supervisory roles in hospitals, schools and commercial buildings, as well as on-site manager positions in apartment buildings.

Participants are trained in building service management and leadership, landlord-tenant law, basic building maintenance, fire safety and security matters, and learn about relevant office forms and record keeping. Supervisory skills covered include: goal setting, problem-solving techniques, staff supervision and tenant/owner relations.

### Entrance Requirements

Completion of Grade 12 is not necessary, but students must possess good oral, reading and writing skills. The courses Law & Tenant Relations and Building Service Management require a minimum Grade 10 English level (English 059). Good manual dexterity is highly preferred.

### Application Procedures

Students may register directly into any of the program courses. Persons with language difficulties should contact the program coordinator (604.443.8670) 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

### 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 be covered, including an overview of WHMIS regulations. Content applies to residential, commercial and institutional buildings. 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. (TBA) \$220

5 day - Sa. Sep 27, 09:00-16:00 (no class October 11) - CC **CRN 3596**

### 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. Sep 27, 09:00-13:00 (no class October 11) - CC **CRN 3171**

### 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. (Neuls) \$220

10 eve - We. Sep 24, 18:30-21:30 - IEC **CRN 3161**

### 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) \$210

8 eve - Tu. Sep 23, 19:00-21:30 (no class November 11) - IEC **CRN 3147**

## Other Building Management & Services courses

### 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. (Dallas) \$190

6 eve - Th. Sep 25, 18:30-21:30 - IEC **CRN 3198**

### 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. Nov 8, 09:00-13:00 - CC **CRN 3194**

## College CLOSURES

Sept 1, Labour Day

Oct 13, Thanksgiving

Nov 11, Remembrance Day

## VCC Training and Consulting Services

*Each organization's needs are unique. If you see courses or programs that interest you, but need modifications, our team of experts will work with you to create the most suitable program to serve you. 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**

## 24-hour clock

|         |   |       |
|---------|---|-------|
| 7 am    | = | 07:00 |
| 8 am    | = | 08:00 |
| 9 am    | = | 09:00 |
| 10 am   | = | 10:00 |
| 11 am   | = | 11:00 |
| 12 noon | = | 12:00 |
| 1 pm    | = | 13:00 |
| 2 pm    | = | 14:00 |
| 3 pm    | = | 15:00 |
| 4 pm    | = | 16:00 |
| 5 pm    | = | 17:00 |
| 6 pm    | = | 18:00 |
| 7 pm    | = | 19:00 |
| 8 pm    | = | 20:00 |
| 9 pm    | = | 21:00 |
| 10 pm   | = | 22:00 |
| 11 pm   | = | 23:00 |
| 12 am   | = | 24:00 |

## Business Writing

### Business & Technical Writing Certificate Program

**Senior Program Coordinator: Anne Tollstam, 604.443.8668**

**Program Advisor: Peggy Worobetz, 604.443.8670**

**Program Assistant: Crystal Kreschuk, 604.443.8711**

**Information Session:**  
**Tuesday, September 9, 17:30-18:30**  
**- 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 - Tu. Sep 9, 17:30-18:30 - 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.

#### 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

**1 day - Sa. Sep 27, 09:00-16:30 - CC CRN 3077**

#### 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

**1 day - Sa. Oct 18, 09:00-16:30 - CC CRN 3098**

#### 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. (Dean) \$155

**1 day - Sa. Nov 22, 09:00-16:30 - CC CRN 3095**

#### 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 24, 09:00-16:30 - CC**

#### 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. (Metcalfe) \$155

**1 day - Sa. Feb 21, 09:00-16:30 - CC**

#### 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 27, 09:00-16:30 - CC**

#### 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. (TBA) \$155

**Available April 2004**

#### 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 April 2004**

#### 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. (TBA) \$155

**Available April 2004**

#### Suggested courses to enhance student's portfolio:

- 1) Grammar review (OACP 1104)
- 2) Oral Communication (OACP 1145)
- 3) Speech Writing (OACP 1178)
- 4) Word
- 5) Web (Image Preparation)

#### 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. The College will accept substitutes for employer-sponsored participants.

## Business English Skills

**Senior 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 ability to communicate well is essential to your success in business. Effective communication is understood by the recipient exactly as you intend it to be.

The following four courses are offered on Saturdays. Enroll individually at the regular price of \$80 or register for all four courses for a total of \$285 - a saving of \$35. This is not an ESL course. It is recommended that students register in Grammar Review for Productive Business Writing (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. Sep 24, Oct 1, 18:30-21:30 - CC CRN 3577**  
**1 day - Sa. Sep 27, 09:00-16:00 - CC CRN 3578**

### 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. Oct 8/15, 18:30-21:30 - CC CRN 3562**  
**1 day - Sa. Oct 18, 09:00-16:00 - CC CRN 3565**

### 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. Oct 22/29, 18:30-21:30 - CC CRN 3567**  
**1 day - Sa. Nov 1, 09:00-16:00 - CC CRN 3560**

### Effective Memo, E-mail 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. Nov 5/12, 18:30-21:30 - CC CRN 3573**  
**1 day - Sa. Nov 15, 09:00-16:00 - CC CRN 3572**



## Note

### Business English Skills Test

We. Nov 19, 18:30 - CC

Sa. Nov 22, 09:00 - 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: Review and Preparation (OACP 1187)

Intended for students entering the Office Administration Certificate Program and these three hours can be used as elective hours in the Program. It will introduce the current issues in business communication, including grammar review, vocabulary building, business language and virtual correspondence. This course will help students prepare for the Office Administration package by introducing the major themes and concepts of today's powerful business language. Emphasis will be on basic grammar which is essential for the Grammar Review Course. Useful for students who wish to brush up on their business skills and language before taking the Office Administration Certificate Program. 3 hours (Gossen) \$55

1 eve - We. Sep 17, 18:00-21:00 - CC **CRN 4023**

1 day - Sa. Sep 20, 09:00-12:00 - CC **CRN 4024**

### 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, e-mails, reports, memos, outlines, etc., will be checked and revised for correct grammar and sentence structure. Class size limited. Bring dictionary. 18 hours. (Gossen) \$145

6 eve - Mo. Sep 22, 18:00-21:00 - CC **CRN 3575**

## Public Relations

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Crystal Kreschuk, 604.443.8711

### 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. Sep 27, 09:00-16:00 - CC **CRN 4018**

### 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. Oct 18, 09:00-16:00 - CC **CRN 4019**

### 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. Nov 8, 09:00-16:00 - CC **CRN 4020**

### 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. Nov 29, 09:00-16:00 - CC **CRN 4021**

## Office Administration

### Office Administration Certificate Program

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Crystal Kreschuk, 604.443.8711

**Information Session: Wednesday, September 10, 2003, 17:30 - City Centre, Room 218B**

Designed for persons who want to upgrade their office skills and for those entering the office workplace for the first time. This longstanding Certificate Program is well respected by both employers and employees. We offer a flexible admissions policy to meet a variety of educational backgrounds and experiences.

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

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. A 3-hour Business English Review and Preparation course is offered to those requiring a "brush up" before taking the core Business English Skills Package. See details of the course offering following the Business English Skills Package in the Business English Skills section. 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 in 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; the Registry Officer Development Program or other special options to fulfill elective requirements. These courses may change from term to term.

## 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

### 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. Sep 24, 18:30-21:30 - CC **CRN 3470**

### 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. Sep 24, 18:30-21:30 - CC **CRN 4036**

### 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 Pacy Flashner, Text should be purchased from City Centre Bookstore before the first class. 24 hours (Huston) \$165

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

## 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. Jan 19, 18:30-21:30 - CC*

### 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. 18 hours (Close) \$150

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

## Other Administration, Supervision and Elective Courses

The following courses may be used as electives in the Office Administration Certificate Program.

### Effective Notes and Minutes (OACP 1122)

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

*1 day - Sa. Oct 4, 09:30-16:30 - CC 3548*

### Information Management for Business (OACP 1189)

This course provides solutions for your information dilemmas. It sets out a logical, workable office filing system with guidelines to help you decide what to keep where to put it, for how long and why. The issues with electronic records and privacy will also be covered. Effectively managing your information will protect your business as well as save you time, money and space. The keys to a more organized office are at your fingertips. Textbook will be provided. 3 hours (Bradley) \$135

*1 day - Sa. Oct 25, 09:30-16:30 - CC CRN 4037*

### Stress Management (OACP 1183)

Understand and manage stressors at work and integrate stress management tools and techniques into your life. Using proven stress management techniques, you will create a stress management plan that enables you to manage responsibilities more effectively. (Kaye) \$110

*1 day - Sa. Oct 25, 09:30-16:30 - CC CRN 3545*

### Time Management (OACP 1185)

Manage priorities! What is time management? Good stress versus bad stress? Potential sources of troubles at work? Learn about 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 7, 09:30-16:30 - CC*

## 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. Sep 24, Oct 1, 18:30-21:30 - CC CRN 3577*

*1 day - Sa. Sep 27, 09:00-16:00 - CC CRN 3578*

### 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. Oct 8/15, 18:30-21:30 - CC CRN 3562*

*1 day - Sa. Oct 18, 09:00-16:00 - CC CRN 3565*

### 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. Oct 22/29, 18:30-21:30 - CC CRN 3567*

*1 day - Sa. Nov 1, 09:00-16:00 - CC CRN 3560*

### Effective Memo, E-mail 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. Nov 5/12, 18:30-21:30 - CC CRN 3573*

*1 day - Sa. Nov 15, 09:00-16:00 - CC CRN 3572*

### 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.

*We. Nov 19, 18:30 - CC*

*Sa. Nov 22, 09:00 - CC*

## Business English - Non Package

### Business English Skills: Review and Preparation (OACP 1187)

This 3-hour course is intended for students entering the Office Administration Certificate Program and these three hours can be used as elective hours in the Program. It will introduce the current issues in business communication, including grammar review, vocabulary building, business language and virtual correspondence. This course will help students prepare for the Office Administration package by introducing the major themes and concepts of today's powerful business language. There will be added emphasis on basic grammar which is essential for the Grammar Review Course. This class will be very useful for students who wish to brush up on their business skills and language before taking the Office Administration Certificate Program. 3 hours (Gossen) \$50

*1 eve - We. Sep 17, 18:00-21:00 - CC CRN 4023*

*1 day - Sa. Sep 20, 09:00-12:00 - CC CRN 4024*

### 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. Sep 22, 18:00-21:00 - CC CRN 3575*

## 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. Sep 22, 18:30-21:30 - CC 4038*

## 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. Learn to key letters, numbers and symbols. 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 eve - Mo. Sep 22, 18:30-21:30 - CC CRN 3616*

*6 mng - Sa. Sep 27, 09:30-12:30 - CC CRN 3617*

### 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

*Available January term 2004*

### Medical Office Billing - Computerized (OACP 1137)

For description, see Medical, page 9.

## 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. Sep 23, 18:30-21:30 - CC CRN 3189*

### 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. Sep 25, 18:30-21:30 - CC CRN 3210*

### 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. Sep 30, 18:30-21:30 - CC CRN 3366*

### 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. Oct 16, 18:30-21:30 - CC CRN 3213*

### 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. Oct 21, 18:30-21:30 - CC CRN 3219*

### The Legal Office Skills Test

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

*1 eve - Th. Nov 13, 18:30-21:30 - CC*

## Legal - Non-Package Courses

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. Sep 24, 18:30-21:30 - CC CRN 3185*



## 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. Sep 24, 18:30-21:30 - CC **CRN 4040**

## 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. Oct 15, 18:30-21:30 - CC **CRN 4041**

## Litigation II (OACP 1150)

This course is designed for junior litigation secretaries and/or those who require an adjunct to the Civil Litigation (OACP 1114) course. Course content will focus primarily on a step-by-step document review of the court forms used in a standard civil proceeding. 15 hours (Nelson) \$150

5 eve - We. Oct 22, 18:30-21:30 - CC **CRN 4039**

## 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. Nov 18, 18:30-21:30 - CC **CRN 3070**

## Corporate II (OACP 1119)

Designed for those familiar with corporate records or those who have completed the Corporate (OACP 1115) course. This course will cover: the highlights of the Business Corporations Act; extra-provincial registrations, dissolutions, restorations, alterations to memorandum and articles of a company with emphases on alterations of share structure. 15 hours (Komorowska) \$150

Available Spring term 2004

## Medical

### 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 - Tu. Sep 23, 18:30-21:30

- no class on September 30 - CC **CRN 4042**

### 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. Sep 23, 18:30-21:30 - CC **CRN 3671**

### 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 (Hay) \$185

10 eve - Th. Sep 25, 18:30-21:30 - CC **CRN 3672**

### 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. Jan 21, 18:30-21:30 - CC **CRN 2091**

### 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

2 eve - We. Mar 17/24, 18:30-21:30 - CC

### 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. Mar 20/27, 09:30-16:30 - CC

## Records Management

### Records Management I (OACP 1128)

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

10 eve - We. Sep 24, 18:30-21:30 - CC **CRN 3630**

### 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 21, 18:30-21:30 - CC

### 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

Available Spring term 2004

### 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.

### 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. The College will accept substitutes for employer-sponsored participants.

## Professional Development: Career Success

**Senior Program Coordinator: Anne Tollstam, 604.443.8668**

**Program Assistants: 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.

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

Please see course descriptions under Office Administration Supervision and Elective Courses

### Getting Organized (OACP 1188)

Get organized and stay organized by learning a system that keeps track of personal schedules, information and papers. Decide what to keep, where to put it, for how long and learn the reason why. Organize your workspace, to save yourself time, money and space. Avoid embarrassment, frustration and stress. Textbook will be provided. (Bradley/Dale) \$125

1 day - Sa. Oct 4, 09:30-16:30 - CC **CRN 4030**

### Effective Notes and Minutes (OACP 1122)

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

1 day - Sa. Oct 4, 09:30-16:30 - CC **CRN 3548**

### Information Management for Business (OACP 1189)

Provide solutions for your information dilemmas! This course sets out a logical, workable office filing system with guidelines to help you decide what to keep where to put it, for how long and why. Issues with electronic records and privacy will also be covered. Effectively managing your information will protect your business as well as save you time, money and space. The keys to a more organized office are at your fingertips. Textbook will be provided. (Bradley) \$135

1 day - Sa. Oct 25, 09:30-16:30 - CC **CRN 4037**

### Stress Management (OACP 1183)

Understand and manage stressors at work and integrate stress management tools and techniques into your life. Using proven stress management techniques, you will create a stress management plan that enables you to manage responsibilities more effectively. (Kaye) \$110

1 day - Sa. Oct 25, 09:30-16:30 - CC **CRN 3545**

### Time Management (OACP 1185)

Manage priorities! What is time management? Good stress versus bad stress? Potential sources of troubles at work? Learn about 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 7, 09:30-16:30 - CC

## CONTINUING EDUCATION Locations

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

## Career Exploration

**Senior Program Coordinator: Anne Tollstam,**  
604.443.8668

**Program Assistant: Crystal Kreschuk, 604.443.8711**

### Career Exploration and Management (OACP 1184)

A career consists of: a place to express character, talent and skills in an environment that aligns with values; means of supporting oneself financially and the feeling of being involved in a meaningful activity.

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 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. 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. Sep 24, 18:30-21:30 - CC CRN 3746

## Consulting Practice Management

**Program Coordinator - Peggy Worobetz 604.443.8670**

**Registration and general information - 604.443.8484**

Unlock your potential as a consultant! This highly informative and interactive course will provide the key components of consulting practice. Learn tools and tips to give you self and business confidence when creating a consulting career. Be your own boss, have financial freedom, flexible time to enjoy life, and if you have experience and expertise in a specific area, this course is for you!

### Become a Topnotch Consultant (BUSI 1109)

With 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. Designed to unlock your potential as a consultant, participants will learn to identify their consulting niche and potential! (Chandy) \$195

2 day - Sa. Sep 27, Oct 4, 09:00-16:30 - CC CRN 4026

**NEW!**

## Effective Negotiating

**Program Coordinator - Peggy Worobetz 604.443.8670**

**Registration and general information - 604.443.8484**

Master the art of negotiation! Learn how to benefit instead of suffer from accelerating change. Effective negotiation skills will help you to make better deals, save time and reduce stress with vendors, purchasers, consultants, colleagues and superiors.

Fundamentals of negotiating can be learnt quickly with proper guidance. The following courses are based on the latest research in perception management, communications and decision-making, and years of practical experience in negotiating. Designed for leaders, managers and professionals of small and large organizations.

### Negotiation Process Management (BUSI 1155)

Learn the fundamentals for any negotiation situation. Choose appropriate negotiation strategies that have the best chance to succeed. Use your new skills immediately in your business and life. The course covers: Practical Negotiation Models based on the latest research, bargaining process versus problem solving process, and how to assess constituencies and much more (Schaub) \$85

1 eve - Tu. Sep 23, 18:00-21:30 - IEC CRN 4113

### Negotiation Communications (BUSI 1156)

Learn the principles of perception management and reduce conflict in any negotiation. Learn specific communication skills to improve process and outcome of any negotiation. This course covers: Communication Model for negotiations, specific communication skills for negotiations, and simple tools to direct emotions in negotiations and much more (Schaub) \$85

1 eve - Tu. Sep 30, 18:00-21:30 - IEC CRN 4114

### Decision Making in Negotiations (BUSI 1157)

Most negotiations deal with trade-offs and a variety of options and possibilities to choose from. Detect your own decision-making biases and arrive at better decisions throughout any negotiation. This course covers: Guidelines for: use of power, concession-making, conflict reduction tools, and how to deal with decision-making biases and much more (Schaub) \$85

1 eve - Tu. Oct 7, 18:00-21:30 - IEC CRN 4115

**NEW!**

## Event Planning

**Program Coordinator - Peggy Worobetz 604.443.8670**

**Registration and general information - 604.443.8484**

Interested in planning your next big event but do not know where to begin? Learn how big events are conceptualized, planned and carried out.

### Event Planning (BUSI 1158)

Learn the art and science of event planning. Create your own proposal from concept to closing. A variety of speakers will share their hands-on experience and knowledge with you. (Fulton) \$230

8 eve - Tu. Sep 30, 18:30-21:30 - IEC CRN 4112

## Leadership

### Leadership Certificate Program

**Senior 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 new skills and an understanding and acceptance of new roles. Preparation and support are vital for new leaders. The 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. Please see page 12 for these listings.

Applied Ethics (LEAD 1133) - see Associate Certificate in Ethical Leadership

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)

The Language of Ethics (LEAD 1131) - see Associate Certificate in Ethical Leadership

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.

## VANCOUVER COMMUNITY COLLEGE Continuing Education

# How will you get there?

**www.VCC.ca**  
**604 443 8484**

**Vancouver  
Community  
College**


Name:

Farouk

Last Year:

Juggled  
several part  
time jobs

This Year:

Networking  
a career in  
telecom





## 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) \$150

1 day - Sa. Sep 20, 09:00-16:30 - CC **CRN 3687**

## 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) \$165

1 day - Sa. Oct 4, 09:00-16:30 - CC **CRN 4022**

## 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) \$150

1 day - Sa. Oct 18, 09:00-16:30 - CC **CRN 4025**

## 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) \$165

1 day - Fr. Oct 24, 09:00-16:30 - IEC **CRN 4027**

## Critical Thinking (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. Nov 1, 09:00-16:30 - CC **CRN 4028**

## 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) \$150

1 day - Sa. Nov 15, 09:00-16:30 - CC **CRN 4029**

## 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) \$165

1 day - Fr. Nov 21, 09:00-16:30 - IEC **CRN 3926**

## 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. Nov 29, 09:00-16:30 - CC **CRN 4032**

## 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

1 day - Sa. Dec 13, 09:00-16:30 - CC **CRN 3686**

## 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) \$150

1 day - Sa. Feb 7, 09:00-16:30 - CC

## 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. Feb 21, 09:00-16:30 - CC

## 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. Mar 6, 09:00-16:30 - CC

## 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) \$165

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

## 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) \$150

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

## 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) \$165

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

## 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. The College will accept substitutes for employer-sponsored participants.

## Associate Certificate in Ethical Leadership

**Senior Program Coordinator: Anne Tollstam, 604.443.8668**

**Program Assistant: Lynda Boothby, 604.443.8383**

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.

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, any two courses may serve as elective credits towards the Leadership Certificate Program.

**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. Sep 27, 9:00-16:30 - CC **CRN 4043**

## 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. Oct 18, 09:00-16:30 - CC **CRN 4044**

*continued on next page...*

...continued from previous page

### 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 Kohlberg'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. Nov 8, 09:00-16:30 - CC CRN 4045

### 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. Dec 6, 09:00-16:30 - CC CRN 4046

### 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. (Marcinkiewicz) \$150

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

### 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. Feb 14, 09:00-16:30 - CC

### Withdrawal and Refund Policy

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

## Leadership Coaching

### Leadership Coaching Certificate Program

**Senior 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) \$150

1 day - Sa. Sep 20, 09:00-16:30 - CC CRN 3687

### 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. Oct 3, 09:00-16:30 - IEC CRN 3740

### 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) \$150

1 day - Sa. Oct 18, 09:00-16:30 - CC CRN 4025

## VCC International

**Welcomes students from around the world**

### We offer to international students:

- ESL, General English (Beginner to Advanced)
- English for: Business, Web and Animation Industries, Tourism, TOEFL, and Cambridge
- High School Completion
- Career Programs (Certificates and Diplomas)
- University Transfer
- Internships (Study-Practicum)

... and much more!

Visit our modern  
**International Education Centre**  
**1080 Alberni Street,**  
**Vancouver BC**

Phone 604-871-7537 Multilingual assistance  
Fax 604-682-2857 • E-mail [study@vcc.ca](mailto:study@vcc.ca)

**Vancouver  
Community  
College**



[www.study.vcc.ca](http://www.study.vcc.ca)



## Coaching Through Team Development (LEAD 1123)

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. (Hannah/Lewis) \$150

1 day - Sa. Nov 1, 09:00-16:30 - CC **CRN 4033**

## 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. Nov 7, 09:00-16:30 - IEC **CRN 3742**

## 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) \$150

1 day - Sa. Dec 6, 09:00-16:30 - CC **CRN 4034**

## 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) \$150

1 day - Sa. Feb 7, 09:00-16:30 - CC

## 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. Feb 21, 09:00-16:30 - CC

## 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) \$150

1 day - Sa. Mar 6, 09:00-16:30 - CC

## Team Coaching (LEAD 1121)

Prerequisite: 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) \$150

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

## 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 is offered in the January and September terms and 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

September 2003 **CRN 4035**

January 2004

## 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. The College will accept substitutes for employer-sponsored participants.

## Management Skills

### Management Skills for Supervisors Certificate Program

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Lynda Boothby, 604.443.8383

Managers and supervisors spend many hours communicating with others. Communicating not only means talking but rather listening and understanding other perspectives. Our Program provides practical, contemporary supervisory/management training in three convenient modules that may be taken in any sequence.

Interpersonal Communication Skills

Team Skills

Essential Management 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 Communication Skills (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. Sep 23, 18:30-21:30 - CC **CRN 3680**

## Team Skills (MSKL 1102)

Learn your personal leadership style and how your style impacts a team; how a team develops and moves effectively through each stage; tools and skills which address critical team challenges; what motivates and demotivates your team; how to facilitate effective meetings and identify what stressors affect a team and how a leader can minimize them. (Brindle) \$310

8 eve - We. Sep 24, 18:30-21:30 - CC **CRN 4047**

## Essential Management Skills (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. Jan 26, 18:30-21:30 - CC

## Withdrawal and Refund Policy

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

## Paralegal

### Paralegal Certificate Program

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Advisor: Melanie Rodiuk, 604.443.8649

Program Assistant: Crystal Kreschuk, 604.443.8711

**Information Session:**  
September 8, 17:30,  
City Centre, Room 237

### Program Description

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

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

*continued on next page...*

## 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**



...continued from previous page

### Overview

You may register for any course without seeking a Paralegal 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.

### Entrance Requirements

These certificate programs are designed for persons currently employed as legal secretaries or legal assistants/paralegals 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.

### Certificate Requirements

Core Courses (96 hours required by all certificate students):

Canadian Legal Process, Legal Research, Legal Communications, Torts, Contracts, Agency, Partnership and Incorporation.

### Practice Area Courses

#### 1. Litigation (72 hours)

Personal Injury Practice, Commercial Litigation, Creditors Remedies, and Chambers Practice.

#### 2. Conveyancing (72 hours)

Property Law, Personal Property Security, Mortgages, and Commercial Conveyances.

#### 3. Corporate and Commercial (72 hours)

Company Law, Advanced Corporate Administration, Personal Property Security, and Commercial Transactions.

#### 4. Family and Estate Law (72 hours)

Family Practice Essentials, Family Law Precedents and Procedures, Will and Estate Planning, and Estate Administration.

### 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)

### Application

Certificate students are asked to complete an application for admittance to the program. Forms are provided in the Information Guide available from the Continuing Education office.

### Location

Courses are offered at City Centre Campus. Legal Research classes meet at City Centre & Vancouver Court House.

### Courses

#### 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. Sep 13, 10:00-15:00 - CC **CRN 3112**

#### Personal Injury Practice (LEGL 1110)

Covers relevant statutes, Supreme Court Rules, relevant substantive law governing procedure, materials and skills required to manage a personal injury file. (Rogers) \$225

8 eve - Tu. Sep 16, 18:00-21:00 - CC **CRN 3044**

#### Canadian Legal Process (LEGL 1111)

An introduction to Canada's legal system, legal institutions, and basic legal principles. Examine the sources of law, the structure of the court system. (Eng) \$120

4 eve - Tu. Sep 16, 18:00-21:00 - CC **CRN 3035**

#### Buying and Selling a Business (LEGL 1125)

Covers legal and procedural issues in buying assets or shares, including due diligence searches and drafting necessary documentation. (Barbour) \$190

4 eve - We. Sep 17, 18:00-21:00 - CC **CRN 3032**

#### Company Act Forms (LEGL 1141)

In anticipation of implementation of the NEW Company Act, this course will introduce you to the new forms and the online procedures that will be used to complete and file them. (Cofman) \$60

1 mng - Sa. Sep 20, 09:00-12:00 - CC **CRN 4049**

1 mng - Sa. Oct 18, 09:00-12:00 - CC **CRN 4050**

#### Company Law (LEGL 1102)

Legal principles and statutory regime under new BC Company Act, choice of business organizations and jurisdiction, shareholders' agreements, trust agreements, corporate governance and alterations. (Cofman) \$250

8 eve - Tu. Sep 23, 18:00-21:00 - CC **CRN 3082**

#### Legal Drafting (LEGL 1120)

General introduction to drafting legal documents. Includes essential elements, organization methods, style issues, rules of interpretation and construction, and consistency in language, structure and style. Learn how to use definitions, checklists and precedents. (A. Halkett) \$120

1 day - Sa. Sep 27, 09:30-15:00 - CC **CRN 3003**

#### Family Practice (LEGL 1132)

Examines Family Relations Act and Divorce Act and introduces procedures, statutes and case law. Reviews Rules of Court dealing with family cases. (D. Halkett) \$250

6 eve - We. Oct 1, 18:00-21:00 - CC **CRN 3113**

#### Criminal Law and Procedures (LEGL 1122)

Explains substantive law and procedures in the criminal law system. (Hamerton) \$190

4 eve - We. Oct 1, 18:00-21:00 - CC **CRN 3030**

#### Small Claims Court (LEGL 1121)

Learn Small Claims Court Rules and all the stages of a Small Claims court matter from preparation, settlement conference, trial and appeal to Supreme Court and collection procedures. In-class workshop on drafting the Claim and reply. (Windwick) \$190

4 eve - Th. Oct 2, 18:00-21:00 - CC **CRN 3149**

#### 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. (Eng) \$180

6 eve - We. Oct 15, 18:00-21:00 CC **CRN 4051**

#### Role of the Paralegal (LEGL 1144)

Discuss common ethical issues, professionalism and role of a legal assistant/paralegal as set out in the Professional Conduct Handbook. (Rodiuk) \$100

2 eve - Tu. Oct 21, 18:00-21:00 CC **CRN 4099**

## Instructor Diploma

Are you an experienced professional looking for an exciting career change? Would you like to share your knowledge and expertise?

The BC Provincial Instructor Diploma Program will prepare you to teach adults in both post-secondary settings and industry.

### Learn how to:

- design courses
- plan effective lessons
- conduct participatory training
- design and use media effectively
- assess student learning
- evaluate the effectiveness of training



The BC Provincial Instructor Diploma Program is offered at VCC and in nearly 30 locations in the lower mainland and BC.

With more than one-third of the college instructors expected to retire in the next 5 years, teaching opportunities in both public and private institutions are expected to increase.

For information: **604.871.7510** or (toll free) **1.888.332.3212**  
or visit us at **[www.instructordiploma.com](http://www.instructordiploma.com)**



## Interviewing for Paralegals (LEGL 1124)

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

4 eve - Th. Oct 30, 18:00-21:00 - CC **CRN 4052**

## Creditor's Remedies (LEGL 1108)

Covers law and procedure, including Federal Court, applicable statutes, creditor's remedies, debtor's remedies and defences, pre-judgement and execution proceedings. (Barbour) \$190

4 eve - We. Nov 12, 18:00-21:00 - CC **CRN 3133**

## Practicum I (LEGL 1118)

Practical work experience. Prerequisites: Core and practice area courses and written approval of program coordinator/program advisor. \$115

500 hours - Ongoing  
September **CRN 3228**;  
October **CRN 3229**;  
November **CRN 3367**;  
December **CRN 3368**

## 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. \$75 - Ongoing

September **CRN 3369**;  
October **CRN 3370**;  
November **CRN 3372**;  
December **CRN 3374**

## Ongoing

### Available January 2004

Legal Research  
Chambers Practice  
Property Law  
Personal Property Security  
Commercial Transactions  
Family Law Procedures and Precedents  
Will and Estate Planning  
Legal Communications  
Contracts  
**Available April 2004**  
Commercial Transactions  
Commercial Conveyancing  
Commercial Litigation  
Canadian Legal Process  
Legal communications  
Torts  
Agency Partnership and Incorporation  
Securities  
Estate Administration  
Bills of Costs  
Expert Witness Reports  
Contracts



## Registry Officer Development Program

**Senior Program Coordinator: Anne Tollstam, 604.443.8668**

**Program Advisor: Melanie Rodiuk, 604.443.8649**

**Program Assistant: Crystal Kreschuk, 604.443.8711**

### Location

**FCO - Federal Court of Canada, 701 West Georgia Street, Vancouver**

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/Paralegal 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 paralegal, students who successfully complete this program will be awarded a document of completion by the college and a certificate from the Federal Court of Canada.

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

### Courses offered are:

Registry Officer Development Program Package

The package is available at a reduced cost and includes all five courses listed below. \$450

### General Rules Orders and Directives (OACP 1157)

This course covers Jurisdiction, Genesis of Registry and Rules, General Administration, Interpretation, Definition of Terms, Calculation of Time Limits, Organization of the Rules, Administrator's Directives, Actions, Applications, Appeals and enforcement of Orders. \$100

1 day - Sa. Nov 1, 09:00-16:00 - FCO **CRN 4048**

### Court Administration (OACP 1168)

This course reviews the historical background of the court, its jurisdiction, constitutional basis, the role of the Registry and the Judiciary, the Rules Committee and the Administrator, and the appointment of judges, prothonotaries and judicial administrators. It will also cover communications to the court, setting matters down for hearing, and the Registry Officer's authority for filing, certifying and issuing legal documents in the Federal Court. \$100

2 eve - Mo/Tu. Nov 3-4, 18:00-21:00 - FCO **CRN 3224**

### Admiralty (OACP 1159)

This course covers the historical concepts of marine law, jurisdiction of the court, issuance of Warrant for arrest of property, bail applications, release of arrested property, caveats, judicial sale of ships, preliminary acts and motions. \$100

1 eve - We. Nov 5, 18:00-21:00 - FCO **CRN 3104**

### Immigration (OACP 1158)

This course examines the Federal Court Immigration Rules 1993, filing documents related to Applications for Leave and Judicial Review, and will look at types of motions common to immigration proceedings. Judicial Review process is included under General Rules Orders and Directives. \$100

1 eve - Th. Nov 6, 18:00-21:00 - FCO **CRN 3103**

### Court Registrar (OACP 1160)

This course covers the origins, role and responsibilities of a Court Registrar in preparation for, during and following hearings including opening and closing court, administering oaths and swearing in witnesses. \$100

1 day - Sa. Nov 8, 09:00-16:00 - FCO **CRN 3101**

## Students with Special Needs

*Services including interpreting, note-taking and Braille, 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.*

## Small Business

**Program Coordinator: Peggy Worobetz: 604.443.8670**

**Program Assistant: Lynda Boothby: 604.443.8383**

**Registration and general information: 604.443.8484**

## How to Start a Business Program

### How to Start a Business Package

Thinking of starting a small business? Just started a small business? This program guides you through information on all topics required to operate your business. \$60 per course or a total of \$450 for all ten courses for a saving of \$150. Participants attending eight out of ten courses will receive a Document of Professional Studies. See course descriptions below. \$450

### 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. (Oster) \$60

1 eve - Mo. Sep 29, 18:00-21:00 - CC **CRN 3168**

### 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. (Oster) \$60

1 eve - We. Oct 1, 18:00-21:00 - CC **CRN 3582**

### 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. (Oster) \$60

1 eve - Mo. Oct 6, 18:00-21:00 - CC **CRN 3206**

### Understanding Financial Needs (BUSI 1134)

Identify your financial needs and those of your business. Become familiar with the methods which will help you to determine the initial business investment. (Oster) \$60

1 eve - We. Oct 8, 18:00-21:00 - CC **CRN 3583**

### Small Business Operations (BUSI 1132)

Learn about the fundamentals of small business management, including human resources, time and stress management. (Oster) \$60

1 eve - We. Oct 15, 18:00-21:00 - CC **CRN 3221**

### 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. (Oster) \$60

1 eve - Mo. Oct 20, 18:00-21:00 - CC **CRN 3584**

### Legal Obligations (BUSI 1137)

Understand the pros and cons of the principal three legal structures and the legal and financial obligations that they entail. (Oster) \$60

1 eve - We. Oct 22, 18:00-21:00 - CC **CRN 3585**

### Human Resources (BUSI 1135)

Do you know how to build a team? Learn how to keep your team an effective working group. (Oster) \$60

1 eve - Mo. Oct 27, 18:00-21:00 - CC **CRN 3226**

*continued on next page...*

...continued from previous page

### Financing Your Business (BUSI 1138)

Become familiar with different sources of financing and banking and how applications are evaluated. (Oster) \$60

1 eve - We. Oct 29, 18:00-21:00 - CC **CRN 3227**

### Preparing Your Business Plan (BUSI 1139)

Learn and understand the essentials of creating a business plan. (Oster) \$60

1 eve - Mo. Nov 3, 18:00-21:00 - CC **CRN 3586**

### Other Small Business courses

Event Planning - see page 10

Effective Negotiating - see page 10

## Telecommunications Management

**Program Coordinator: Peggy Worobetz, 604.443.8670**

**Program Assistant: Lynda Boothby, 604.443.8383**

**Information Session:**  
**Thursday, September 11,**  
**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 practicing telecommunications professionals providing you with up-to-date "real life" experience and knowledge. The Telecommunications Management Certificate Program provides you with a combination of technical knowledge and management skills that will enhance your potential for leadership in this evolving profession. Non-certificate students may enroll in any course. Certificate courses are:

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. Sep 24, 18:00-21:00 - CC **CRN 3055**

### 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. Sep 16, 18:30-20:30 - CC **CRN 3629**

#### Infrastructure Fundamentals (TELE 1102) \$340

2 hrs - Tu. Sep 16, 18:30-20:30 - CC **CRN 3631**

#### Voice/Data Convergence (TELE 1103) \$340

2 hrs - Tu. Sep 16, 18:30-20:30 - CC **CRN 3632**

### 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 ten module correspondence distance education package. \$375 each course.

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

**NEW!**

## Advanced Diploma in Accounting & Information Technology

**Program Advisors: Terry Mills 604.443.8542, Dianna Morgan 604.443.8528**

**Program Coordinator: Peggy Worobetz 604.443.8670**

**Registration: 604.443.8484**

An exciting new partnership with CGA and the Southern Alberta Institute of Technology (SAIT) now enables you to earn this VCC Advanced Diploma, transfer into the CGA Program and ladder into SAIT's Bachelor of Applied Business Administration Degree Program. Build your knowledge and skills, broaden your professional horizon and open doors for advancement!

This program will be offered on a part-time evening basis. Please note: Prerequisites for the Advanced Diploma are successful completion of VCC's Accounting Program, and the Financial Management Program or an approved equivalent. Courses offered this term:

### Management Accounting 2 (ACIT 4101)

Learn to perform analyses to support management decisions, design and implement effective management control systems and develop an awareness of the moral responsibilities of management accountants. Topics include management accounting and decisions; relevant information and complications in short-run decisions; capitol budgeting; contemporary approaches to product costing; activity-based management; agency theory; responsibility accounting and transfer pricing; and ethical considerations. Additional cost of materials - approximately \$110. (TBA) \$525

13 eve - Mo. Sep 15, 18:00-21:00 - IEC **CRN 4155**

### Internet Applications (ACIT 4210)

This course lays the foundation knowledge for use of the Internet in business applications. It reviews underlying technologies and how they are used for Internet applications taking a management perspective. Topics include Internet infrastructure; key Internet applications including e-mail and the World Wide Web; research and collaboration tools; security issues; and social management issues. Hands-on experience is provided in online applications and Internet programming languages to enhance understanding of technologies. Additional cost of materials - approximately \$110. (TBA) \$525

13 eve - We. Sep 17, 18:00-21:00 - IEC **CRN 4154**



## 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**



Vancouver Community College offers a wide range of courses - from beginners to advanced - at the Oakridge Computer Lab.

## 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](http://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](mailto: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.

#### Desktop Publishing

Courses available are listed on page 19.

#### Networking and LAN Management

Courses available are listed on page 19.

#### 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 below.

### 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. Sep 6, 9:00-17:00 - Oak **CRN 3261**  
1 day - Th. Sep 25, 9:00-17:00 - Oak **CRN 3267**  
1 day - Mo. Oct 20, 9:00-17:00 - Oak **CRN 3272**  
1 day - Th. Nov 20, 9:00-17:00 - Oak **CRN 3274**  
1 day - Sa. Dec 13, 9:00-17:00 - Oak **CRN 3276**

## 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. Sep 8, 9:00-17:00 - Oak **CRN 3384**  
1 day - Sa. Sep 20, 9:00-17:00 - Oak **CRN 3385**  
1 day - Mo. Oct 6, 9:00-17:00 - Oak **CRN 3387**  
1 day - We. Oct 22, 9:00-17:00 - Oak **CRN 3388**  
1 day - Th. Nov 6, 9:00-17:00 - Oak **CRN 3399**  
1 day - Sa. Nov 22, 9:00-17:00 - Oak **CRN 3401**  
1 day - Mo. Dec 15, 9:00-17:00 - Oak **CRN 3402**

### Intermediate Windows XP (CMPT 1231)

Learn how to customize the desktop. Modify the Start menu and My Recent Documents. Use the Control Panel to adjust mouse, keyboard, regional and display settings. Create and manage User Accounts and understand how Windows XP handles multiple users on the same computer. Learn about Disk Cleanup, ScanDisk, Disk Defragmenter, and Scheduler. Understand the startup (boot) sequence and System Restore. Learn about device drivers and the device driver rollback. Experience with Windows is essential. Introduction to Windows (CMPT 1169) is recommended. \$190

1 day - Th. Sep 11, 9:00-17:00 - Oak **CRN 4118**  
1 day - Th. Oct 9, 9:00-17:00 - Oak **CRN 4123**  
1 day - Sa. Nov 1, 9:00-17:00 - Oak **CRN 4125**  
1 day - Fr. Dec 19, 9:00-17:00 - Oak **CRN 4126**

### Networking Windows XP (CMPT 1232)

Learn how to setup and use Windows XP in a peer-to-peer network where 2 or more computers can share printers, folders, files, and internet access. Learn about Windows XP security. Create and manage user accounts. Use Remote Desktop and Remote Assistance to take control of another computer. Experience with Windows is essential. Introduction to Networking (CMPT 1136) is recommended. See the Networking and LAN Management section for information. \$190

*Not available this term*

## 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, and 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. Sep 13, 9:00-17:00 - Oak **CRN 3518**  
1 day - Tu. Oct 7, 9:00-17:00 - Oak **CRN 3519**  
1 day - Sa. Nov 1, 9:00-17:00 - Oak **CRN 3521**  
1 day - Tu. Nov 18, 9:00-17:00 - Oak **CRN 3522**  
1 day - Tu. Dec 16, 9:00-17:00 - Oak **CRN 3524**

## Internet and Web Publishing

### Effective Use of the Internet (CMPT 1171)

The Internet can be an asset or a time-waster. Acquire the skills to find what you are looking for on the Web. Understand the differences between search engines. Develop powerful search strategies using a variety of search engines and directories. Understand Internet security issues. Learn about cookies, intruders and firewalls. This course is suitable for those with some Internet experience who want to improve their skills. Introduction to Windows (CMPT 1169) is the recommended prerequisite. \$190

1 day - Sa. Sep 13, 9:00-17:00 - Oak **CRN 3431**  
1 day - Mo. Oct 27, 9:00-17:00 - Oak **CRN 3435**  
1 day - Th. Nov 27, 9:00-17:00 - Oak **CRN 3436**

### 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 a Web server. Experience in Windows and

the Internet are prerequisites. Effective Use of the Internet (CMPT 1171) is strongly recommended. \$190

1 day - Tu. Sep 9, 9:00-17:00 - Oak **CRN 3352**  
1 day - Tu. Oct 14, 9:00-17:00 - Oak **CRN 3361**  
1 day - Th. Nov 13, 9:00-17:00 - Oak **CRN 3363**  
1 day - Mo. Dec 1, 9:00-17:00 - Oak **CRN 3364**

### Intermediate HTML Web Pages (CMPT 1186)

Learn how to create and modify tables to enhance page layout. Control the appearance of a table with various attributes. Understand and use frames for greater flexibility in presenting multiple documents on single page. Create image maps for easy web navigation. Experience with publishing Web pages is essential. Introduction to Creating Web Pages with HTML (CMPT 1173) is recommended. \$190

1 day - Mo. Sep 15, 9:00-17:00 - Oak **CRN 3339**  
1 day - Th. Oct 23, 9:00-17:00 - Oak **CRN 3344**  
1 day - Mo. Dec 8, 9:00-17:00 - Oak **CRN 3348**

### Advanced HTML Web Pages (CMPT 1199)

Manage your Web pages efficiently. 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 - Th. Oct 30, 9:00-17:00 - Oak **CRN 3403**  
1 day - Mo. Dec 15, 9:00-17:00 - Oak **CRN 3406**

### 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 who'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 - Tu. Sep 23, 9:00-17:00 - Oak **CRN 4129**  
1 day - Mo. Oct 20, 9:00-17:00 - Oak **CRN 3439**  
1 day - Th. Nov 20, 9:00-17:00 - Oak **CRN 3444**  
1 day - Th. Dec 11, 9:00-17:00 - Oak **CRN 3447**

### 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. Create and apply cascading styles. Familiarity with Dreamweaver is essential. Introduction to Dreamweaver (CMPT 1204) is recommended. \$190

1 day - Mo. Sep 29, 9:00-17:00 - Oak **CRN 4130**  
1 day - Mo. Oct 27, 9:00-17:00 - Oak **CRN 3449**  
1 day - Tu. Nov 25, 9:00-17:00 - Oak **CRN 3450**  
1 day - Th. Dec 18, 9:00-17:00 - Oak **CRN 4131**

### Understanding Java and JavaScript (CMPT 1203)

Spice up your 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 HTML Web Pages (CMPT 1186) is recommended. \$190

*Not available this term*

*continued on next page...*

...continued from previous page

## 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 - We. Sep 10, 9:00-17:00 - Oak **CRN 3266**  
1 day - Sa. Oct 4, 9:00-17:00 - Oak **CRN 3270**  
1 day - Tu. Oct 14, 9:00-17:00 - Oak **CRN 3273**  
1 day - We. Nov 5, 9:00-17:00 - Oak **CRN 3275**  
1 day - Fr. Dec 5, 9:00-17:00 - Oak **CRN 3277**

### Networking Windows XP (CMPT 1232)

Learn how to setup and use Windows XP in a peer-to-peer network where 2 or more computers can share printers, folders, files, and internet access. Learn about Windows XP security. Create and manage user accounts. Use Remote Desktop and Remote Assistance to take control of another computer. Experience with Windows is essential. Introduction to Networking (CMPT 1136) is recommended. See the Networking and LAN Management section for information. \$190

Not available this term

### Windows Server - Level 1 (CMPT 1207)

This course presents fundamental concepts and skills for Windows 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 - Fr. Sep 12, 9:00-17:00 - Oak **CRN 3473**  
1 day - Th. Oct 16, 9:00-17:00 - Oak **CRN 3474**  
1 day - We. Dec 17, 9:00-17:00 - Oak **CRN 3476**

### Windows Server - Level 2 (CMPT 1208)

As a continuation of Windows Server - Level 1, this course explores Windows 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 Server - Level 1 (CMPT 1207) is the recommended prerequisite. \$190

1 day - We. Sep 17, 9:00-17:00 - Oak **CRN 3480**  
1 day - We. Oct 29, 9:00-17:00 - Oak **CRN 3483**

### Windows Server - Level 3 (CMPT 1209)

This course builds on concepts and skills from Windows Server - Level 2. Understand how built-in groups and delegation manage administrative control. Create and manage custom groups. Delegate authority in Active Directory using AD permissions. Manage file resources using NTFS file and folder permissions. Create and manage shares. Windows Server - Level 2 (CMPT 1208) is the recommended prerequisite. \$190

1 day - We. Sep 24, 9:00-17:00 - Oak **CRN 3485**  
1 day - Fr. Nov 7, 9:00-17:00 - Oak **CRN 3486**

## Computer Applications

### Microsoft Office

#### Introduction to Microsoft Office

Microsoft Office is a software suite that has several programs in it. We offer a variety of classes for the individual programs in Office. For information on the specific Microsoft Office program of your choice, please see the following sections: Word Processing section for Introduction to Word for Windows (CMPT 1130); Spreadsheet/Charts section for Introduction to Excel (CMPT 1129); Database section for Introduction to Access (CMPT 1164); Personal Information Managers section for Introduction to Outlook (CMPT 1185); and Desktop Publishing section for Introduction to PowerPoint (CMPT 1168).

## Word Processing

### Introduction to Microsoft Word (CMPT 1130)

Learn fundamental Microsoft Word commands and concepts. Introductory topics include all the basic skills 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 - Fr. Sep 12, 9:00-17:00 - Oak **CRN 3310**  
1 day - We. Oct 15, 9:00-17:00 - Oak **CRN 3312**  
1 day - Fr. Nov 7, 9:00-17:00 - Oak **CRN 3315**  
1 day - Sa. Dec 6, 9:00-17:00 - Oak **CRN 3316**

### 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). Experience with word processing software is mandatory. Introduction to Windows (CMPT 1169) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190

1 day - Tu. Sep 16, 9:00-17:00 - Oak **CRN 3459**  
1 day - Fr. Oct 24, 9:00-17:00 - Oak **CRN 3460**  
1 day - Fr. Nov 21, 9:00-17:00 - Oak **CRN 3462**

### Intermediate Microsoft Word (CMPT 1153)

Explore some of the more powerful features of this program. Intermediate topics include: creating and using AutoText and AutoCorrect, templates, styles and page numbers. Also covered are 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 - Fr. Sep 19, 9:00-17:00 - Oak **CRN 3440**  
1 day - Tu. Oct 28, 9:00-17:00 - Oak **CRN 3442**  
1 day - Tu. Nov 25, 9:00-17:00 - Oak **CRN 3443**  
1 day - Sa. Dec 13, 9:00-17:00 - Oak **CRN 3446**

### Advanced Microsoft Word (CMPT 1154)

Customize and automate Microsoft Word operations. Use field codes for automatic text updates. Learn how to create automated tables of contents and indexes. Create and run basic macros to control repetitive procedures. Other topics include inserting graphics into documents and mail merge into letters, envelopes and labels. Experience with Microsoft Word is essential. \$190

1 day - Th. Sep 25, 9:00-17:00 - Oak **CRN 3454**  
1 day - Fr. Oct 31, 9:00-17:00 - Oak **CRN 4127**  
1 day - Th. Nov 27, 9:00-17:00 - Oak **CRN 3455**  
1 day - Sa. Dec 20, 9:00-17:00 - Oak **CRN 4128**

## Spreadsheets/Charts

### Introduction to Excel (CMPT 1129)

Use Excel for data calculations and reports. Learn the fundamentals of Excel worksheets including worksheet components, navigation, text and data entry. Build a variety of formulas. Understand and use cell addressing including relative and absolute addressing. Update, edit, and maintain your information. Improve worksheet presentation. Introduction to Windows (CMPT 1169) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190

1 day - We. Sep 10, 9:00-17:00 - Oak **CRN 3296**  
1 day - We. Sep 24, 9:00-17:00 - Oak **CRN 3298**  
1 day - We. Oct 8, 9:00-17:00 - Oak **CRN 3299**  
1 day - Su. Oct 19, 9:00-17:00 - Oak **CRN 3302**  
1 day - Tu. Nov 4, 9:00-17:00 - Oak **CRN 3304**  
1 day - We. Nov 19, 9:00-17:00 - Oak **CRN 3305**  
1 day - Mo. Dec 8, 9:00-17:00 - Oak **CRN 3308**

### 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 enhance chart and graph presentation. Experience with Excel is essential. Introduction to Excel (CMPT 1129) recommended. \$190

1 day - Mo. Sep 15, 9:00-17:00 - Oak **CRN 3318**  
1 day - We. Oct 15, 9:00-17:00 - Oak **CRN 3320**  
1 day - Su. Oct 26, 9:00-17:00 - Oak **CRN 3322**  
1 day - We. Nov 12, 9:00-17:00 - Oak **CRN 3325**  
1 day - Th. Dec 11, 9:00-17:00 - Oak **CRN 3332**

### 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 - Mo. Sep 22, 9:00-17:00 - Oak **CRN 3343**  
1 day - Th. Oct 23, 9:00-17:00 - Oak **CRN 3345**  
1 day - Sa. Nov 15, 9:00-17:00 - Oak **CRN 3350**  
1 day - Th. Dec 18, 9:00-17:00 - Oak **CRN 3353**

### 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 - Tu. Sep 30, 9:00-17:00 - Oak **CRN 3509**  
1 day - Fr. Nov 28, 9:00-17:00 - Oak **CRN 3511**

## Computer Accounting

### Introduction to QuickBooks (CMPT 1233)

Learn how to set up a company including the Chart of Accounts, Vendors, and Customers. Enter historical information of outstanding invoices in the Payables and Receivables. Set up bank reconciliation and memorized transactions. Enter bills, cheques, payments, sales invoices, deposits and receipts. Adjust transactions. 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. Sep 28, 9:00-17:00 - Oak **CRN 4138**  
1 day - Su. Oct 19, 9:00-17:00 - Oak **CRN 4139**  
1 day - Su. Nov 16, 9:00-17:00 - Oak **CRN 4140**  
1 day - Su. Dec 14, 9:00-17:00 - Oak **CRN 4141**

### Advanced QuickBooks (CMPT 1234)

Learn about QuickBooks Payroll, Inventory and Jobs modules. Setup employees, process Payroll, Pay Cheques and Payroll Cheque Run. Setup Inventory Items. Process inventory purchase and sales transactions. Work with Inventory Adjustment. Setup budgeting and jobs to enable revenue and expense allocations. Experience with QuickBooks is essential. Introduction to QuickBooks (CMPT 1233) is strongly recommended. \$190

1 day - Su. Oct 26, 9:00-17:00 - Oak **CRN 4143**  
1 day - Su. Nov 23, 9:00-17:00 - Oak **CRN 4144**

### Introduction to Simply Accounting (CMPT 1150)

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. Sep 14, 9:00-17:00 - Oak **CRN 3347**  
1 day - Fr. Oct 10, 9:00-17:00 - Oak **CRN 3351**  
1 day - Su. Nov 9, 9:00-17:00 - Oak **CRN 3355**  
1 day - Su. Dec 7, 9:00-17:00 - Oak **CRN 3358**

### 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. Sep 21, 9:00-17:00 - Oak **CRN 3490**  
1 day - Fr. Nov 14, 9:00-17:00 - Oak **CRN 3492**

### ACCPAC for Windows - General Ledger (CMPT 1200)

Learn how to use this program 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. 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. Sep 7, 9:00-17:00 - Oak **CRN 3493**  
1 day - Su. Nov 2, 9:00-17:00 - Oak **CRN 3494**  
1 day - Fr. Dec 12, 9:00-17:00 - Oak **CRN 3744**

## College CLOSURES

Sept 1, Labour Day  
Oct 13, Thanksgiving  
Nov 11, Remembrance Day



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 - Sa. Oct 25, 9:00-17:00 - Oak **CRN 3495**

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. Oct 5, 9:00-17:00 - Oak **CRN 3497**

Introduction to MYOB (CMPT 1223)

Not available this term

Advanced MYOB (CMPT 1224)

Not available this term

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 arrange your presentation order and style. Create handouts, outlines, presentations, slides, overheads, and on-screen presentations. Introduction to Windows (CMPT 1169) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$190

1 day - Th. Sep 11, 9:00-17:00 - Oak **CRN 3375**

1 day - Th. Oct 9, 9:00-17:00 - Oak **CRN 3377**

1 day - Su. Nov 2, 9:00-17:00 - Oak **CRN 3379**

1 day - Mo. Nov 24, 9:00-17:00 - Oak **CRN 3382**

1 day - We. Dec 17, 9:00-17:00 - Oak **CRN 3383**

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 - Th. Sep 18, 9:00-17:00 - Oak **CRN 3278**

1 day - Sa. Oct 18, 9:00-17:00 - Oak **CRN 3279**

1 day - Th. Nov 13, 9:00-17:00 - Oak **CRN 3280**

1 day - Th. Dec 4, 9:00-17:00 - Oak **CRN 3281**

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 - Fr. Oct 3, 9:00-17:00 - Oak **CRN 3290**

1 day - Mo. Nov 17, 9:00-17:00 - Oak **CRN 3294**

Introduction to Photoshop (CMPT 1212)

Photoshop's many uses range from retouching photos to creating exciting navigational structures for the Web. Learn 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. Also fill selections with colour, use layers, and more. Familiarity with a mouse and experience in other Windows programs is essential. \$190

1 day - We. Sep 17, 9:00-17:00 - Oak **CRN 3410**

1 day - Th. Oct 16, 9:00-17:00 - Oak **CRN 3412**

1 day - Sa. Nov 15, 9:00-17:00 - Oak **CRN 3413**

1 day - We. Dec 10, 9:00-17:00 - Oak **CRN 3415**

Intermediate Photoshop (CMPT 1225)

Expand your Photoshop skills. Make technical adjustments using a variety of colour corrections, tonal adjustments, filters, and the channel mixer. Explore photo enhancements using various masks, clipping groups, and fill layers. Experience with Photoshop is essential. Introduction to Photoshop (CMPT 1212) is strongly recommended. \$190

1 day - Mo. Sep 29, 9:00-17:00 - Oak **CRN 3418**

1 day - We. Oct 29, 9:00-17:00 - Oak **CRN 3420**

1 day - Sa. Nov 22, 9:00-17:00 - Oak **CRN 3421**

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 - Mo. Sep 8, 9:00-17:00 - Oak **CRN 4146**

1 day - We. Oct 1, 9:00-17:00 - Oak **CRN 4148**

1 day - Sa. Oct 25, 9:00-17:00 - Oak **CRN 4149**

1 day - We. Nov 5, 9:00-17:00 - Oak **CRN 4150**

1 day - Sa. Dec 20, 9:00-17:00 - Oak **CRN 4151**

Intermediate Illustrator (CMPT 1235)

Explore some of the more powerful features of this program. Intermediate topics include: working with layers, blending tools and masks. Learn to use Smart guides, compound paths, and placing images. Students will also work with joining end points, transparency and opacity options. Experience with Adobe Illustrator is essential. Introduction to Adobe Illustrator (CMPT 1226) is recommended. \$190.

Not available this term

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 Windows programs is essential. \$190

1 day - Tu. Sep 9, 9:00-17:00 - Oak **CRN 3282**

1 day - Sa. Sep 27, 9:00-17:00 - Oak **CRN 3283**

1 day - Tu. Oct 7, 9:00-17:00 - Oak **CRN 3284**

1 day - Fr. Oct 24, 9:00-17:00 - Oak **CRN 3285**

1 day - Fr. Nov 14, 9:00-17:00 - Oak **CRN 3286**

1 day - Sa. Nov 29, 9:00-17:00 - Oak **CRN 3287**

1 day - Tu. Dec 9, 9:00-17:00 - Oak **CRN 3289**

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. Sep 16, 9:00-17:00 - Oak **CRN 3293**

1 day - Sa. Oct 18, 9:00-17:00 - Oak **CRN 3295**

1 day - Tu. Oct 28, 9:00-17:00 - Oak **CRN 3297**

1 day - Fr. Nov 21, 9:00-17:00 - Oak **CRN 3300**

1 day - Fr. Dec 12, 9:00-17:00 - Oak **CRN 3303**

Advanced Access (CMPT 1166)

Learn how to create and manage 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 recommended. \$190

1 day - Fr. Sep 19, 9:00-17:00 - Oak **CRN 3306**

1 day - Fr. Oct 31, 9:00-17:00 - Oak **CRN 3307**

1 day - Tu. Dec 16, 9:00-17:00 - Oak **CRN 3311**

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 - Fr. Sep 26, 9:00-17:00 - Oak **CRN 3336**

1 day - Tu. Nov 4, 9:00-17:00 - Oak **CRN 3341**

Access Programming - Level 2 (CMPT 1206)

Now that you are familiar with the basics of Access macros, 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. Set up error handling. Access Programming - Level 1 (CMPT 1198) is strongly recommended as a prerequisite. \$190

1 day - We. Oct 1, 9:00-17:00 - Oak **CRN 3468**

1 day - Mo. Nov 17, 9:00-17:00 - Oak **CRN 3472**

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 - Fr. Oct 3, 9:00-17:00 - Oak **CRN 4136**

1 day - Mo. Nov 24, 9:00-17:00 - Oak **CRN 4137**

Personal Information Managers

Introduction to Microsoft Outlook (CMPT 1185)

Outlook is Microsoft's personal information manager. Use this powerful tool to manage your appointments, activities, e-mail, and contacts. Create and change appointments, create a task list, create and manage a contact list, take notes with the journal feature, customize 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 - Tu. Sep 23, 9:00-17:00 - Oak **CRN 3423**

1 day - We. Oct 22, 9:00-17:00 - Oak **CRN 3424**

1 day - Tu. Dec 2, 9:00-17:00 - Oak **CRN 3427**

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 - Fr. Dec 5, 9:00-17:00 - Oak **CRN 3466**

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 a user friendly form. Experience with Visual Basic is a prerequisite. Introduction to Visual Basic (CMPT 1188) is strongly recommended. \$190

1 day - Tu. Dec 9, 9:00-17:00 - Oak **CRN 3479**

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 - Fr. Dec 19, 9:00-17:00 - Oak **CRN 3507**

## Culinary

### Baking & Pastry Arts

**Program Coordinator:** Peggy Worobetz 604.443.8670

**Registration and general information:** 604.443.8484

Are you a professional seeking to upgrade your skills in the food industry - or - are you a "weekend gourmet" who admires the pastry world and is serious about learning the techniques and skills necessary to create professional desserts? Taught by industry professionals, these hands-on courses will help you to reach those goals.

#### Cake Decorating for All Occasions (CUIS 1121)

Learn the art of decorating birthday, occasion cakes and dessert cakes. Recipes included. Registration required by Saturday, September 21. (Bratkowski) \$240

5 eve - Mo. Sep 29, 18:30-21:30 (no class Monday, October 13) - CC CRN 3855

#### Dessert Making and Plate Presentations (CUIS 1122)

Become knowledgeable in making desserts and learn the latest trends and techniques of plating and presentations. Registration required by Tuesday, October 14. (Eng) \$150

3 eve - Tu. Oct 21, 18:30-21:30 - CC CRN 3857

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

Learn the skill of cooking of sugar, sugar casting and sugar pulling. Make 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! (Dauke) \$190

5 eve - Tu. Sep 30, 18:30-21:00 - CC CRN 3853

#### Decorating Wedding and Special Occasion Cakes (CUIS 1117)

Learn how to use rolled fondant for covering cakes. Techniques from crimping to ribbon insertion and flowers will be practiced. Recipes included. (Eng) \$190

5 eve - We. Oct 1, 18:30-21:00 - CC CRN 3854

#### Chocolate Tempering and Making of Chocolates (CUIS 1118)

Learn the various tempering techniques and modern methods to make a variety of chocolate pralines. Includes making figurines, using animal and seasonal moulds to make a variety of chocolates including mocha, marzipan, raspberry, hazelnut and orange using Belgium chocolate. Recipes included. (Pohl) \$190

5 eve - We. Oct 1, 18:30-21:00 - CC CRN 3851

#### Rustic Breads (CUIS 1125)

Country style rye, cranberry-pecan sourdough and fougasse will be demonstrated and created. Take-home samples included. Registration required by Tuesday, September 30. (Rudolph) \$70

1 eve - Tu. Oct 14, 18:30-21:30 - CC CRN 4104

#### Pies! Pies! Pies! (CUIS 1128)

Professionals 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 using apple, tart-tatin, double crust bumble berry pie, poached pears and granola streusel. Take-home samples included. (Cyr) \$70

1 eve - Tu. Oct 21, 18:30-21:30 - CC CRN 4101

#### Tantalizing Desserts (CUIS 1126)

Combine various flavours and textures to create delicious treats for your guests including creme brulee, baked cheese cake, and caramelized apple napoleons. 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! Registration required by Monday, November 10. (Eng) \$70

1 eve - Tu. Nov 18, 18:30-21:30 - CC CRN 4102

#### Christmas Baking to Impress (CUIS 1131)

Move into the spirit of the festive season by making a yule log and Christmas cookies (cinnamon stars and spitzbuben). Decorate the yule log with decorations such as meringue mushrooms, marzipan candles and chocolate. Take-home samples included. (Eng) \$70

1 eve - Tu. Nov 25, 18:30-21:30 - CC CRN 4103

## Health

### Personal & Professional Development

**Program Coordinator:** 604.443.8674

**E-mail:** sclarke@vcc.ca

**Program Assistant:** 604.443.8672

#### Pharmacology Review (HLTH 1295)

Are you a RN or LPN returning to Nursing and require a pharmacology review? This is an opportunity to practice math calculations and the skills associated with medication administration. Topics covered in this hands-on course are: oral, subcutaneous and intramuscular injections, topical and sublingual delivery modes. Pre-requisites: Valid practicing license, completion of a pharmacology course within the past three years. (Clarke) \$150

1 day - Sa. Nov 1, 09:00-16:00 - CC CRN 3985

#### 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 (\$300 for both Level I and II). Maximum: 16 persons.

2 day - Sa/Su. Sep 20/21, 09:00-16:00 - KEC CRN 3391

#### 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) \$125 (\$300 for both Level I and II)

1 day Oct 4, 09:00-16:00 - KEC CRN 3394

#### 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) \$150

1 day - Nov 21, 09:00-16:00 - KEC CRN 3157



#### Three Day Course - Foot Care for Older Adults (HLTH 1241)

For RNs and LPNs. 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 - Oct 24/25/26, 09:00-16:00 - KEC and Clinical Site CRN 3301

3 day - Dec 5/6/7, 09:00-16:00 - KEC and Clinical Site CRN 3321

#### Teaching in the Health Field (HLTH 1192)

Thinking of a career change - consider teaching - enroll in this popular course. 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 - Nov 17/18/19/20/21, 09:00-16:00 - KEC CRN 4059

#### Put Away Your Cape "Super Woman!" (HLTH 1150)

During the four evenings of this course you will fold up your cape and focus on yourself. This interactive and fun course will encourage you to develop positive attitudes and positive self-images for yourself. Prerequisite: a notebook, the ability to laugh at yourself and an open mind. (Ablitt) \$200

4 eve - Mo. Sep 15/22/29, Oct 6, 18:30-21:30 - CC CRN 4100

#### Note

**Registered Nurses interested in starting a small business should consider the Small Business Program through Vancouver Community College.**

Designed for those thinking of starting or those who have just started a small business, this step-by-step five-week program guides you through information on all pertinent topics required to successfully operate your own small business.

Package: \$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 Document of Professional Studies. See Page 15 for course descriptions. For more information please call Program Coordinator, Peggy Worobetz 604.443.8670.

### Conflict Management and Resolution Series **NEW!**

#### New and Revised

Three practical classes to help you manage and resolve situations that cause conflict in your work life. (Schroder) \$500 or \$185 per class

#### A Tool Kit for Conflict Resolution (HLTH 1200)

A practical course explores the sources of conflict; different styles of dealing with conflict and how to effectively manage situations that are most difficult for you. \$185

1 day - Fr. Oct 17, 09:00-16:00 - KEC CRN 4008

#### Triggers and Strategies: Dealing with Anger in Conflict (HLTH 1201)

Refine and increase your skills to effectively manage situations that evoke anger and defensiveness in yourself and others. \$185

1 day - Fr. Nov 7, 09:00-16:00 - KEC CRN 4009

#### Standing Up for Yourself (without knocking the other person down) (HLTH 1137)

In our complex workplaces and personal lives, assertiveness skills assist us to express our thoughts, feelings and needs in ways that build constructive communication. \$185

1 day - Fr. Nov 21, 09:00-16:00 - KEC CRN 4010

### Reflexology Basics **NEW!**

#### Basic Hand Reflexology - Level I (HLTH 1220)

Students will learn Hand Reflexology techniques used to relax and increase the circulation in the hands, wrists and arms that can benefit hand and wrist problems along with manipulating the reflex points in the hands that correspond to every area of the body. Hand disorders, benefits, theories and the history of hand reflexology and how hand reflexology relieves stress and tension are studied. Students will be able to complete a hand reflexology session on a client. This course consists of 18 hours of intensive hands-on classroom instruction. Course notes will be provided. (Leibel) \$300

6 eve - We. Oct 29, 19:00-22:00 - CC CRN 4062

#### Basic Foot Reflexology - Level I (HLTH 1219)

Students will learn the basics of Foot Reflexology including stimulating the reflex points in the feet that correspond to every area of the body. We will study the history, benefits and theories of foot reflexology and how foot reflexology relieves stress and tension. Students will be able to complete a foot reflexology session on a client. This course consists of 18 hours of intensive hands-on classroom instruction. Course notes will be provided. (Leibel) \$300

6 eve - We. Sep 17, 19:00-22:00 - CC CRN 4061



## 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) \$75

2 eve - We. Nov 5/12, 18:00-22:00 - CC **CRN 3684**

### Standard First Aid CPR - C (HLTH 1276)

This 16-hour course includes all of the content in CPR - C and bleeding skills, primary and secondary assessment, sprains, broken bones, head injuries, wounds, heart attack, risk factors, burn and poisons. Scenarios are done. Previous CPR training is recommended. Particular interest to home care support workers, residential aide, daycare workers. Bring a blanket. \$125

2 day - Sa/Su. Oct 18/19, 09:00-17:30 - KEC **CRN 3335**

## Foodsafe

Program Assistant: 604.443.8672

Call 604.443.8484 to register.

An essential program for food and beverage handlers, servers and cooks. The course has been revised in 2002. See page 28 for details or check [www.vcc.ca](http://www.vcc.ca) for dates.

"Offered every Saturday"

## 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 Regulations. See page 28 for details.

## Boating Safety

Program Coordinator: 604.443.8674

Program Assistant: 604.443.8672

These courses are required for compliance with new Federal Boating Safety Regulations. See page 28 for details.

## Clinical Competencies

Program Coordinator: Shirley Clarke, 604.443.8674  
E-mail: [sclarke@vcc.ca](mailto:sclarke@vcc.ca)

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. Brazil, RN, MSN, CINA (c)) \$150

1 day - Sa. Sep 6, 08:30-16:30 - KEC **CRN 3008**

1 day - Sa. Oct 25, 08:30-16:30 - KEC **CRN 4014**

1 day - Sa. Nov 29, 08:30-16:30 - KEC **CRN 3052**

1 day - Sa. Dec 6, 08:30-16:30 - KEC **CRN 3043**

### 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. Attend more than three sessions and your name will be entered to win a Littmann Stethoscope! (S. Clarke, RN, MSN; C. Jones, RN, MEd) \$150 each course or \$675 for the five course series.

#### Basics of Physical Assessment (HLTH 1187)

1 day - Fr. Sep 19, 09:00-16:00 - KEC **CRN 3061**

#### Respiratory Assessment & Intervention (HLTH 1191)

1 day - Fr. Oct 3, 09:00-16:00 - KEC **CRN 3062**

#### Neurological Assessment (HLTH 1188)

1 day - Fr. Oct 17, 09:00-16:00 - KEC **CRN 3047**

#### Cardiovascular Assessment & Intervention (HLTH 1184)

1 day - Fr. Oct 24, 09:00-16:00 - KEC **CRN 3058**

#### Abdominal (HLTH 1169)

1 day - Fr. Oct 31, 09:00-16:00 - KEC **CRN 3045**

### 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 - Fr. Nov 7, 09:00-16:00 - KEC **CRN 3048**

### Conscious Sedation Workshop (HLTH 1182)

Fast tracking in the Operating Room, Surgical Centres, Dental offices, Diagnostic Imaging all rely on the fast acting medications that produce amnesia, reduced anxiety and a pain relief and allow the person to return to normal function as quickly as possible. Learn how to establish standards of practice for your unit and work areas that provide a safe and consistent level of care regardless of where the procedure takes place. (Clarke) \$150

1 day - Fr. Nov 21, 09:00-16:00 - KEC **CRN 3051**

### 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. Huszar. 3rd ed. Available at KEC bookstore. (D. Snyder RN, BSN) \$270 plus text

3 day - Fr. Sep 26, Oct 3/17, 09:00-16:00 - CC **CRN 3050**

3 day - Fr. Nov 7/14/21, 09:00-16:00 - CC **CRN 4017**

### Basic 12 Lead ECG Interpretation (HLTH 1178)

12 Steps to 12 Leads: This one-day workshop introduces participants to a systematic approach to 12 lead ECG interpretation. The workshop includes an overview of lead placement, axis determination, chamber enlargement, bundle branch blocks, and ischemia and infarction patterns, with a focus on fun and hands-on application of skills. Participants need to have a good knowledge of basic ECG rhythm interpretation for this workshop as this content is not covered. (Snyder) \$150

1 day - Sa. Oct 25, 09:00-16:00 - KEC **CRN 3004**

### Cardiac Pharmacology (HLTH 1256)

Chemical Combo's: This one-day workshop explores the role of medications in the management of angina and acute coronary syndromes. Through the use of case study analysis and discussion, participants will review the most common medications used to manage stable and unstable clients with cardiovascular disease. The workshop also includes an overview of the pathophysiology of cardiovascular disease. (Snyder) \$150

1 day - Fr. Oct 18, 09:00-16:00 - KEC **CRN 3309**

### Basic Pacemaker ECG Interpretation (HLTH 1175)

Keeping Pace: This one-day workshop provides participants with an overview of the concepts of cardiac pacing. This workshop includes an overview of temporary and permanent pacing systems and a step-by-step approach to analyzing pacemaker rhythms and troubleshooting pacing systems. This is an interactive workshop, and participants need to have a good knowledge of basic ECG rhythm interpretation as this content is not covered. (Snyder) \$150

1 day - Fr. Nov 1, 09:00-16:00 - KEC **CRN 3005**

### Wound Care for RNs (HLTH 1239)

Do you know the difference between an arterial ulcer and 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 - Fri. Sep 19, 09:00-16:00 - KEC **CRN 3333**

### Functional Assessment and Physical Foci of Care of the Elderly (HLTH 1230)

This overview course will help you to select and use assessment tools and clinical practice guidelines, assess significant patterns and changes in client's behaviour, identify priority focuses for care and prevention, choose effective individualized interventions. (A. Earthy, RN, MA) \$150

1 day - Fr. Oct 24, 09:00-16:00 - KEC **CRN 3215**



## LPN Upgrading

For information call Leslie Stuart, Program Coordinator: 604.443.8673 E-mail: [lstuart@vcc.ca](mailto:lstuart@vcc.ca)

To Register call 604.443.8635

Please note all courses can be done by distance. Please contact program coordinator for information.

### 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. Bring a stethoscope. (Stuart) \$150

1 day - Sa. Sep 27, 09:00-16:00 - CC **CRN 3400**

### Pharmacology Theory for LPNs (HLTH 1128)

Revised - now includes IM injections. 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, subcutaneous and intramuscular injections. Included in the cost of the course is a one-day skills check out. Please call 604.443.8635 for details. (S. Boll) \$600

3 day practicum **CRN 3434, CRN 3456, CRN 3458, CRN 3461, CRN 3891, CRN 3911, CRN 3987**

### Tutorial for Pharmacology Theory LPNs (HLTH 1269)

All course work must be completed prior to registering for this tutorial. This is a mandatory session for participants of the Pharmacology course. Tutorials are offered on the second Thursday of each month. Maximum 10. \*Bring modules and lab supplies. Please call to register.

1 eve - Th. Sep 11, 16:00-21:00 - CC **CRN 3722**

1 eve - Th. Oct 9, 16:00-21:00 - CC **CRN 2976**

1 eve - Th. Nov 6, 16:00-21:00 - CC **CRN 3964**

### Workshop and Skills Check for Pharmacology Students (HLTH 1130)

"Last Saturday of every month" - 08:00-16:00. Please call to register.

Sep 27 - **CRN 3429, Oct 25 - CRN 3981, Nov 29 - CRN 3965**

### 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. Please call to register.

*continued on next page...*

## 24-hour clock

|                 |               |
|-----------------|---------------|
| 07:00 = 7 am    | 16:00 = 4 pm  |
| 08:00 = 8 am    | 17:00 = 5 pm  |
| 09:00 = 9 am    | 18:00 = 6 pm  |
| 10:00 = 10 am   | 19:00 = 7 pm  |
| 11:00 = 11 am   | 20:00 = 8 pm  |
| 12:00 = 12 noon | 21:00 = 9 pm  |
| 13:00 = 1 pm    | 22:00 = 10 pm |
| 14:00 = 2 pm    | 23:00 = 11 pm |
| 15:00 = 3 pm    | 24:00 = 12 am |

...continued from previous page

### 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 the skill check. \$175

August **CRN 3696**  
 September **CRN 3698**  
 October **CRN 3713**  
 November **CRN 3719**  
 December **CRN 3718**

### Workshop and Skills Check for Subcutaneous Injection (HLTH 1267)

Held the second Saturday of each month. Please call to register.

Final exam written from 12:30-13:30

1 day - Sa. Sep 13, 08:00-13:30 - CC **CRN 3980**  
 1 day - Sa. Oct 11, 08:00-13:30 - CC **CRN 3725**  
 1 day - Sa. Nov 8, 08:00-13:30 - CC **CRN 3967**  
 1 day - Sa. Dec 13, 08:00-13:30 - CC **CRN 4094**

### 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. (Stuart) \$150

1 day - Sa. Oct 25, 09:00-16:00 - CC **CRN 3589**

### 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. (Stuart) \$150

Dates TBA. Classes offered with sufficient enrollment.

### IM Injections for the LPN (HLTH 1122)

This is a distance course. 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. Please wear loose fitting clothing to aid in landmarking. Prerequisite: successful completion of a pharmacology course. Cost includes skill check. \$150

**CRN 3869, 3909, 3975**

### IM Injection Skill Lab (HLTH 1139)

Class is held on the second Saturday of the month. The final exam is written during this session. Please call to register.

1 day - Sa. Sep 13, 12:00-17:00 - CC **CRN 4090**  
 1 day - Sa. Oct 11, 12:00-17:00 - CC **CRN 4091**  
 1 day - Sa. Nov 8, 12:00-17:00 - CC **CRN 4092**  
 1 day - Sa. Dec 13, 12:00-17:00 - CC **CRN 4093**

### Pharmacology Review (HLTH 1295)

Are you a RN or LPN returning to Nursing and require a pharmacology review? This is an opportunity to practice math calculations and the skills associated with medication administration. Topics covered in this hands-on course are: oral, subcutaneous and intramuscular injections, topical and sublingual delivery modes. Pre-requisites: Valid practicing license, completion of a pharmacology course within the past three years. (Clarke) \$150

1 day - Sa. Nov 1, 09:00-16:00 - CC **CRN 3985**

### Taking and Transcribing Physician's Orders (HLTH 1138) **NEW!**

A self-paced distance module intended to introduce the LPN to competently receive and transcribe physician's verbal and telephone orders. Also offered as a workshop. (Stuart) \$150

#### Workshop

1 day - Sa. Oct 18, 09:00-14:00 CC **CRN 4004**

#### 3 Month Distance Self-Study

**CRN 4001**  
**CRN 4016**

### Parenteral Injections: Combines Intramuscular and Subcutaneous Injections (HLTH 1292)

For LPNs who have completed the theory portion of Pharmacology, but do not have the theory for subcutaneous and intramuscular injections. Please call to register for one of the workshops.

1 day - Classes offered with sufficient enrollment. Please call for information.

### 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 9 for full course descriptions. For information or registration, please call 604.443.8711.

### Medication Administration for Resident Care Attendants/ Home Support Workers (HLTH 1299) **NEW!**

Course begins January 2004

A five-day course designed for RCA/HSW who administer medications. Content includes principles of medication administration, legal responsibilities and routes of administration. The course is offered as three classroom days and two clinical days in a designated facility. Prerequisites: Graduate from a recognized educational facility, must be currently working. For applicants whose first language is not English: writing and reading assessment and ELA test. Applications being accepted now for January term. To pre-register please call 604.443.8672. For more information please call Leslie Stuart at 604.443.8673. \$495.

### Common Emergency Situations for Resident Care Attendants/ Home Support Workers (HLTH 1235) **NEW!**

Designed to assist the RCA /HSW in recognizing the common signs and symptoms of emergency situations and when to call for help. Content includes: heart attacks, strokes, and diabetic emergencies. (Clarke) \$150

1 day - Sa. Nov 15, 09:00-16:00 - CC **CRN 4011**



## Health Certificate Programs

### Gerontology Nursing Certificate Program

Program Coordinator, 604.443.8673

E-mail: [lstuart@vcc.ca](mailto:lstuart@vcc.ca)

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 prepare nurses to write the CNA exam for certification in gerontological nursing. Courses may also be used as university transfer credits. This specialty program is available to RNs, RPNs, BSNs, MSNs who wish to broaden their knowledge and skills in caring for older adults regardless of the setting. Courses are open to non-certificate applicants. Please call for detailed information.

#### Unit I Healthy Aging

##### The Experience of Aging (GERO 1102)

Promoting Optimal Health for Older Adults (GERO 1103)

Working With Older Adults: Understanding Advocacy and Empowerment (GERO 1104)

#### Unit II Complex Health Challenges to Aging

Common Physiological Health Problems of the Older Adult (GERO 1105)

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

Putting It Together: Caring for Older Adults with Complex Health Challenges (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)

Elective based on individual learning plans, participants will select an elective from other Continuing Education course offerings.

### 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.

### Perianesthesia Nursing Certificate Program (HLTH 1179)

Program Coordinator, 604.443.8674

Program Assistant: 604.443.8672.

#### Call for application form.

Revised to include pain management and hemodynamic monitoring. Complete this program in just six 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. Clinical practicum of 144 hours. 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 Dysrhythmias. Huszar, 3rd ed. 2001. Available through the KEC Bookstore. Required textbook: The Post-Anesthesia Care Unit: A critical care approach to post-anesthesia nursing. Drain 4th ed. 2002. (Magri) \$600 (includes shipping and handling costs) Registrations accepted.

**CRN 2054**

**CRN 2055**

**CRN 2056**

**CRN 2057**

**CRN 2058**



## 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.

Course is offered once a year in May.

For information about this program, please call 604.443.8672.

### 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 - Tu. Sep 23, 18:30-21:30 - CC **CRN 3748**

### Interpersonal Communication 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. Sep 20, 09:00-16:00 - KEC **CRN 3813**

### Sterile Supply Technician Certificate Program

Please note that VCC continues to offer both the Sterile Supply Certificate Theory component by distance and the on-site Certificate Program. However, due to recent changes in Health Care, the need for qualified technicians has decreased. Therefore we will be accepting limited applications for the program in September 2003.

## 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

## Dental

Program Coordinator: Jadina Yip, 604.443.8676

Program Assistant: Sarah Mokaber, 604.443.8635

Registration: 604.443.8635/604.443.8484

VCC offers a variety of Dental CE courses that meet the CE requirements of both the College of Dental Surgeons and the College of Dental Hygienists of BC. Other course offerings for the fall term 2003 will be printed in a Dental CE pamphlet and will be made available in August 2003. To request a pamphlet, please contact Sarah Mokaber 604.443.8635.

### 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 the fall of 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

### Provisional Prosthodontic Module: Theory (DNTL 1130)

Advance your clinical practice by learning how to fabricate, try-in, and cement multiple unit 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 the fall of 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) \$1,050 - 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 October 2003 to coincide with the November 2003 board exams. For more information and/or to register, contact Sarah Mokaber 604.443.8635. Limited enrollment (Schmitz) Tuition: TBA - CC

## Counselling Skills and Substance Abuse Certificate Programs

Program Coordinator: Sara Menzel, 604.443.8392

E-mail: smenzel@vcc.ca

Program Assistant: Evonne Fong, 604.443.8672

E-mail: efong@vcc.ca

Registration: 604.443.8484

**Information Sessions:**  
**Thursday, September 11, 2003,**  
**OR Thursday, January 8, 2004**  
**18:30-19:30, Continuing**  
**Education Office, City Centre**

For fifteen years, Vancouver Community College's two Certificate Programs in Counselling Skills and Substance Abuse have provided the theoretical framework and foundational skills to individuals who are working OR who wish to work in the social services field. These excellent Certificate Programs are well known and recommended by employers working in the counselling, substance misuse and mental health community.

### Basic Counselling Skills

Basic Counselling Skills, the prerequisite course for both the Counselling Skills and Substance Abuse Certificate Programs, has been attended by thousands of individuals around BC. This excellent skills-based course provides relationship building and listening skills to those who want to improve their communication with their clients, coworkers, friends and families. Although the Basic Counselling Skills course serves as the prerequisite course for the Certificate Programs, it is open to those who wish to take it as a stand alone course for general interest or professional development. Many of our students describe "Basic" as life changing. This 36-hour course is offered every term. It typically runs one evening per week for 12 weeks.

### 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 \$380 plus textbook.

10 eve - We. Sep 24, 18:30-21:30 AND 1 day - Sa. Oct 4, 09:30-16:30 - CC (Shamai) **CRN 3563**

12 eve - Th. Sep 25, 18:30-21:30 - CC (Weir) **CRN 3599**  
11 sessions: 10 mng - Fr. Sep 26, 09:15-12:30 AND 1 day - Fr. Oct 3, 09:30-16:30 - KEC (Rungta) **CRN 3020**

### To Register

By phone - 604.443.8484, or fax - 604.443.8393, with MasterCard or VISA

By mail - VCC, Continuing Education, 250 West Pender Street, Vancouver, BC V6J 2S9

In person - at the Continuing Education office, City Centre Campus, 250 West Pender Street

## Counselling Skills Certificate Program

Program Coordinator: Sara Menzel, 604.443.8392

E-mail: smenzel@vcc.ca

Program Assistant: Evonne Fong, 604.443.8672

E-mail: efong@vcc.ca

Registration: 604.443.8484

**Information Sessions:**  
**Thursday, September 11, 2003,**  
**OR Thursday, January 8, 2004**  
**18:30-19:30, Continuing**  
**Education Office, City Centre**

The Counselling Skills Certificate Program has been offered at VCC since 1987 and has a well-established tradition for giving individuals of all ages an excellent foundation for a range of employment opportunities in the social services community. It is designed to meet the needs of those who have an interest in pursuing a career in the helping professions OR for those currently practicing in the field. This Part-time Certificate Program integrates counselling theory with skill practice. Experiential in nature and taught by acknowledged practicing clinicians, this Program is recognized throughout the Lower Mainland.

The Counselling Skills Certificate Program is a part time evening program that can be completed in one to three years depending on the time constraints of the student. This Program consists of 4 required courses, 2 elective courses and a Practicum. Courses vary in length from 18-36 hours and typically run one evening per week for 6 to 12 weeks. Courses are offered three terms per year. Students are evaluated on the basis of demonstrated skills, assignments and tests.

### 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.

### Application

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

### 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

*continued on next page...*

...continued from previous page

### Course Fees

18 hours - \$195; 24 hours - \$250; 36 hours - \$380, Practicum - \$380

### To Register

By phone - 604.443.8484, or fax - 604.443.8393, with MasterCard or VISA

By mail - VCC, Continuing Education, 250 West Pender Street, Vancouver, BC V6J 2S9

In person - at the Continuing Education office, City Centre Campus, 250 West Pender Street

### 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. Students will spend additional time outside of class practicing their skills. (Schur) \$380

12 eve - Th. Sep 25, 18:30-21:30 - CC CRN 4058

### 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. Attendance in Saturday course is required for course credit. (Cohen) \$380

Will be offered January 2004 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. (Adilman/Krakow) \$250

8 eve - We. Oct 8, 18:30-21:30 - CC CRN 4156

8 eve - Th. Sep 25, 18:30-21:30 - CC CRN 3017

### 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. Attendance in Saturday class is required for course credit. (Rosen) \$380

Will be offered January 2004 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.** (Laird) \$380

11 sessions - 10 eve - Mo. Sep 22, 18:30-21:30 AND 1 day Sa. Nov 1, 09:30-16:30 No Class Mo. Oct 13/03 - CC CRN 3581

### 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) \$380

12 eve - Th. Sep 25, 18:30-21:30 No Class Th. Oct 16/03 - CC CRN 3018

### 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. (Grant) \$195

Will be offered January 2004 term

### 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) \$195

Will be offered January 2004 term

### 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) \$380

Practicum seminar dates: Sep 3/17, Oct 1/15/29, Nov 12, 26, Dec 10, Jan 7/14, 2004, 18:30-21:30 - CC

Registration: contact Evonne Fong: 604.443.8672

### Practicum information meeting:

Th. Oct 30, 17:30-18:30 - CC CE Office

## Substance Abuse Counselling Skills Certificate Program

Program Coordinator: Sara Menzel, 604.443.8392

E-mail: smenzel@vcc.ca

Program Assistant: Evonne Fong, 604.443.8672

E-mail: efong@vcc.ca

Registration: 604.443.8484

**Information Sessions:**  
**Thursday, September 11, 2003,**  
**OR Thursday, January 8, 2004**  
**18:30-19:30, Continuing**  
**Education Office, City Centre**

For fifteen years, the Substance Abuse Certificate Program at VCC has prepared and trained addiction workers. This well-established Program gives individuals who wish to work in the field of addiction, an excellent foundation for employment. This Program is intended for those who have an interest in pursuing this work OR for those currently practicing. It may be of particular interest to individuals who a past history of substance abuse who wish to support others in a successful recovery. This part time Certificate Program integrates a variety of substance misuse treatment approaches with skill practice. Experiential and practical, the Substance Abuse Certificate Program is respected and recognized throughout the Lower Mainland.

The Substance Abuse Certificate Program is a part time evening Program that can be completed in one to three years depending on the time constraints of the student. This Program consists of 6 required courses, 1 elective course and a Practicum. Courses vary in length from 21 to 36 hours and typically run one evening per week for 7 to 12 weeks. Courses are offered three terms per year. Students are evaluated on the basis of demonstrated skills, assignments and tests.

### 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.

### Application

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

### 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

### To Register

By phone - 604.443.8484, or fax - 604.443.8393, with MasterCard or VISA

By mail - VCC, Continuing Education, 250 West Pender Street, Vancouver, BC V6J 2S9

In person - at the Continuing Education office, City Centre Campus, 250 West Pender Street

### 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. (TBA) \$210

7 sessions - 6 eve - Tu. Sep 16, 18:30-21:30 AND 1 mng - Sa. Sep 27, 09:30-12:30 - CC CRN 4053

### 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. (May) \$210

7 eve - Tu. Oct 28, 18:30-21:30 No class Tu. Nov 11/03 - CC CRN 4054

### 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. (Chadwick/Barker) \$380

Will be offered January 2004 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. (Adilman/Krakow) \$250

8 eve - We. Oct 8, 18:30-21:30 - CC CRN 4156

8 eve - Th. Sep 25, 18:30-21:30 - CC CRN 3017

### 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) \$380

12 sessions - We. Sep 24, 18:30-21:30 - CC **CRN 4055**

**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) \$380

Will be offered January 2004 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. (Laird) \$380

11 sessions - 10 eve - Mo. Sep 22, 18:30-21:30 AND 1 day Sa. Nov 1, 09:30-16:30 No Class Mo. Oct 13/03 - CC **CRN 3581**

## 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) \$380

12 eve - Th. Sep 25, 18:30-21:30 No Class Th. Oct 16/03 - CC **CRN 3018**

## 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) \$380

Practicum seminar dates: Sep 3/17, Oct 1/15/19, Nov 12, 26, Dec 10, Jan 7/14, 2004, 18:30-21:30 - CC

Registration: contact Evonne Fong, 604.443.8672

Practicum information meeting: Tu. Oct 30, 17:30-18:30 - Continuing Education Office - CC

## Vancouver Centre for Professional Development

Program Coordinator: Sara Menzel, 604.443.8392  
E-mail: smenzel@vcc.ca

Program Assistant: Evonne Fong, 604.443.8672  
E-mail: efong@vcc.ca

The Vancouver Centre for Professional Development offers workshops and courses designed to meet the professional development needs of counsellors, social workers educators and consultants in the social services and health care fields. These lively and creative courses provide participants with new skills and ideas to enliven their work. All our instructors are well recognized, practicing clinicians. Courses offered at the Vancouver Centre for Professional Development range from one day to one evening a week for twelve weeks.

## 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) \$380

11 sessions - 10 eve - Mo. Sep 22, 18:30-21:30 AND 1 day Sa. Nov 1, 09:30-16:30 No Class Mo. Oct 13/03 - CC **CRN 3581**

## 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) \$380

12 eve - Th. Sep 25, 18:30-21:30 No Class Th. Oct 16/03 - CC **CRN 3018**

## Marketing Techniques for Job Placement Workers (VCCD 1101)

Renew and update your marketing strategies, improve your sales and communication skills. 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) \$150

4 eve - We. Oct 29, Nov 15/12/19, 18:30 - 21:30. -CC **CRN 4057**

## Building a Successful Private Practice: Modern Marketing Strategies for Counsellors and Therapists (VCCD 1111)

Many counsellors and therapists shudder when they think of marketing themselves. Marketing certainly wasn't something we learned in our training and it is no surprise that it feels foreign to use. Yet if we want a thriving practice, we must find ways to attract clients and be comfortable with the methods we choose. In this workshop you will explore "attraction-based" strategies of marketing (including some that are internet-based), identify and choose those that are best suited to who you uniquely are, and set the necessary goals for implementing them. Above all, you will explore how to be creative and have fun while building and

maintaining a successful practice. This workshop is intended for both those beginning to build a practice and for those who have established practices wanting to increase their clientele. (Austin) \$125

1 day - Sa. Oct 4, 09:30-16:30 - CC **CRN 3604**

## Meditation Techniques: Mindfulness for Ourselves and Our Clients (VCCD 1118)

Are you curious about meditation? 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 vipassana meditation and includes an awareness of body, thoughts, feelings and intentions through sitting, walking and standing meditations. Participants will be introduced to other meditations including loving kindness and tonglen. (Sangster) \$125

4 eve - Th. Nov 6/13/20/27, 19:00-21:00 - CC **CRN 4056**

## Grokking\* the Web: Internet Awareness for the Mental Health Professional (VCCD 1119)

The Internet has transformed the urban landscape. From chat rooms to blogs to real time news and e-mail marketing, the Web is no longer the future but the now. In this workshop, participants will learn to navigate this technology, to understand its power and its danger, and to establish a professional presence in the online world. In the first session, the workshop will explore the evolution of the Web, online resources and misinformation, Internet addiction, and Internet counselling. The second session will be devoted to considerations for practitioners wishing to develop a website: strategies, requirements, concerns. For both the novice and the seasoned surfer, this workshop will provide insight, skills, and tools. (Both sessions will be held in the VCC computer lab.) \*Grok: To understand profoundly through intuition or empathy. (Fisher/Laird) \$250

2 day - Sa. Nov 15/22, 09:30-16:30 - CC **CRN 4117**

If you register by September 22, 2003 - Save \$25!

Building a Successfully Private Practice (**CRN 3604**) AND Grokking the Internet (**CRN 4117**) can be taken as a package for \$350.

## To Register

By phone - 604.443.8484, or fax - 604.443.8393, with MasterCard or VISA

By mail - VCC, Continuing Education, 250 West Pender Street, Vancouver, BC V6J 2S9

In person - at the Continuing Education office, City Centre Campus, 250 West Pender Street

## Working with Children

Program Coordinator: Jane Jimison, 604.443.8660

Information: Pat Cooper, 604.443.8428

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.

Continuing Education is pleased to introduce a new professional development opportunity for the child care community.

In September, 2003, we will offer two Post-Basic Certificate programs for those who have completed basic Early Childhood training. Infant and Toddler and Special Needs Educator programs will be offered on a part-time, evening basis between September and June 2004.

Our new and revised curriculum includes core courses relevant to both certificate programs as well as specialized courses in each area of

expertise. Should you wish to complete both certificate programs, you may register for one additional term (September to December of 2004, plus the additional practica hours) to complete your second specialty and receive your additional certification.

For an application form and program overview, please call 604.443.8428.

## 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: Applications are now being accepted until May 31 for September 2004. Please call for an application.

## 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 185 hour program comprises a prerequisite course, five core courses and a variety of electives. To register, 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 Study Workshops for the ECCE Community

Each term, we offer workshops which provide enrichment, upgrading and continuing professional development for child care staff. For a brochure outlining our Fall term offerings, please call 604.443.8428.

## Leadership, Administration and Management in Child Care

Build your knowledge and skills and broaden your professional horizons! This 60 hour program is designed for experienced child care staff who want to become more effective as leaders and administrators. Sessions meet Friday afternoons and full day Saturday once each month between October, 2003 and March, 2004. Please call 604.443.8428 for a brochure and application form.

## 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 child care. It provides an overview of child development, health and nutrition, activity planning, guiding behaviour and administration. Course fee includes a workbook. (I. Hager) \$215

8 eve - Mo. Sep 8, 19:00-21:30 AND 2 day - Sa. Sep 20, Nov 8, 09:00-15:00 - CC **CRN 3102**

### 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.

## Interpreting

*For full information,  
visit our website at  
[www.continuinged.vcc.ca/  
interpreting](http://www.continuinged.vcc.ca/interpreting)*

**Program Coordinator:** Silvana E. Carr, 604.443.8389

**Program Assistant:** 604.443.8661,  
**E-mail:** [ce-interpret@vcc.ca](mailto:ce-interpret@vcc.ca)

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.

## Interpreting Programs, Classroom Based

### 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 \$75.

*2 sessions - Fr. Jan 23, 18:30-22:00 AND Sa. Jan 24, 09:00-12:30*

### Unsure of your aptitude for interpreting or your English language level?

Take the self-assessment survey on our website  
[www.continuinged.vcc.ca/interpreting](http://www.continuinged.vcc.ca/interpreting)

## Community Services Interpreting Certificate Program

If you are fluent in English and another language, this program will provide you with basic skills to work as an interpreter in the community.

This program is the prerequisite for admission into the Health Care and Court Interpreting Certificate Programs.

Program Cost: \$780

Program length: 3 months of part-time study, 72 classroom hours CC

March 8 to May 19, 2004

Application Deadline: January 15, 2004

Successful graduates receive the VCC Community Services 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

### Court Interpreting Certificate Program

\*Winner, 2002 Program Excellence Award:  
Association of Canadian Community Colleges

Upgrade your interpreting skills and prepare yourself to be an effective interpreter in the justice system.

Program length: 9 months of part-time study, 210 classroom hours CC

62 sessions - Tu. Sep 23, 2003 - May 11, 2004, 18:30-21:30 AND Th. Sep 18, 2003 - May 6, 2004, 09:15-12:15

Program cost: \$2,200 (Bursaries available)

Application Deadline: August 1, 2003

The Ministry of Attorney General, Court Services, accepts our Court Interpreting Certificate as proof of accreditation to work in the BC courts.

### Health Care Interpreting Certificate Program

Learn the skills required to be an effective interpreter in health care in hospitals, clinics, and other health care settings.

Program length: 9 months of part-time study, 170 classroom hours CC

52 sessions - Tu. Sep 23, 2003 - April 27, 2004, 18:30-21:30 AND Th. Sep 5, 2003 - April 29, 2004, 09:15-12:15

Program cost: \$1,700

Application Deadline: August 1, 2003

### Entry Requirements for Advanced Programs

VCC Community Services Interpreting Certificate  
Successful completion of the Written Translation Examination

### Please note

If you are currently experienced and working in interpretation, you may challenge the Community Services Certificate exit interpreting examination and written translation examination in order to enter the Court Interpreting or Health Care Interpreting Certificate Programs directly. Challenge Exam (INTR 1158) \$780

1 mng - Sa. Sep 6, 2003, 09:30-12:30

Application Deadline: September 3, 2003

## Interpreting Programs by Distance Education

### Community Services Interpreting Certificate Program - Web-Based

If you are fluent in English and another language, this course will provide you with basic skills to work as an interpreter in the community. The course is delivered via the Internet with the support of tutors. The certificate from this course will enable you to go on to further training to become a court or health care interpreter. 72 hours of home study.

Program length: October 2003 - February 2004

Program cost: \$780

Application deadline: September 5, 2003

### Entry Requirements

Excellent knowledge of English and one of the following languages: Cantonese, French, German, Korean, Mandarin, Punjabi, Russian, Spanish, Vietnamese. Please note languages vary from year to year.

Successful completion of entrance exam

University education recommended

Aptitude for interpreting

PC with Pentium II or better, CD-ROM, MS Windows 98 or later version

Internet connection (56k modem or ADSL or cable), Internet Explorer or Netscape.

For full information, visit our website at  
[www.continuinged.vcc.ca/interpreting](http://www.continuinged.vcc.ca/interpreting)

### 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: web-based and print materials, video and audio tapes. Interaction with course instructors takes place by email online discussions 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 (Bursaries available)

*Program length: A minimum of 210 hours of self-paced home study, September 2003 - May 2004*

Equivalent to the classroom based Court Interpreting Certificate Program

Application Deadline: September 5, 2003

Requirements: PC with Pentium II or better, CD-Rom, MS Windows 98 or later version, Internet connection (56k modem or ADSL or cable), Internet Explorer or Netscape

**The Ministry of the Attorney General, Court Services, accepts our Court Interpreting Certificate as proof of accreditation to work in the BC courts.**

### Other Courses

#### Simultaneous Interpreting Workshop for Court Interpreters: The Experts in Court (INTR 1157)

Interpreting expert witness testimony requires special preparation on the part of court interpreters. Come review terminology and practise simultaneous interpretation of court cases involving expert testimony in various fields: weapons, drugs, fingerprints, DNA, ballistics and more. Excellent professional development for practising court interpreters. Co-sponsored by Society of Translators and Interpreters of BC (STIBC). 15 hours. (Hobrough) \$200

(VCC Court Interpreting students, grads, and STIBC members \$150)

*5 sessions - Sa. Nov 1-29, 14:00-17:00 CC*

## Modern Languages

**Program Coordinator:** Shirley Luk: 604.443.8696  
**E-mail:** [sluk@vcc.ca](mailto:sluk@vcc.ca)

**Program Assistant:** 604.443.8335

**Registration:** 604.443.8484

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. All instructors have their language of instruction as their first language.

### Cantonese 1 (LANG 1121)



Cantonese is the most widely known and influential variety of Chinese other than Mandarin. It is spoken in many areas in China, Hong Kong, Macao and some other Asian countries. A beginner's conversation course which will cover ten popular topics. Pronunciation, tones, vocabulary and sentence structure related to the topics will be taught. Traditional Chinese characters will also be introduced. \$155

*10 eve - Th. Sep 25, 18:30-21:00 - KEC CRN 4124*

### French 1 (LANG 1137)

For beginners. 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. No class on October 13. Text extra. \$155

*8 eve - Mo. Sep 22, 18:30-21:00 - CC CRN 3269*

### 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. No class on November 11. Same text as Level 1. \$155

*8 eve - Tu. Sep 23, 18:30-21:00 - CC CRN 3268*

### German 1 (LANG 1106)



Guten Tag! German is one of the major languages in the European Union. Whether you plan to do business or travel in Germany, or you just want to be able to communicate with family and friends, you'll benefit from this course in a short time. Through basic conversation and group work, you will easily learn grammar and vocabulary necessary for a successful communication in a German speaking environment. Text extra. \$155

*8 eve - We. Sep 24, 18:30-21:00 - CC CRN 3265*

### Italian 1 (LANG 1139)

For beginners. 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. No class on November 11. Text extra. \$155

*8 eve - Tu. Sep 23, 18:30-21:00 - CC CRN 3246*



## Japanese 1 (LANG 1109)

**NEW!**

For beginners who would like to learn basic conversation or those planning a trip to Japan. Topics will include greetings, self introduction, asking directions, shopping and basic daily conversation as well as some Japanese culture. Students can expect classroom participation and practice in speaking skills. \$155

10 eve - Th. Sep 25, 18:30-20:30 - CC **CRN 4122**

## Spanish 1 (LANG 1101)

For beginners. 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 learning the basics of Spanish to common phrases and simple sentences. No class on October 11 (Sa) and October 13 (Mo). \$155

8 eve - Mo. Sep 22, 18:30-21:00 - CC **CRN 3252**

7 mng - Sa. Sep 27, 09:00-12:00 - CC **CRN 3251**

## Spanish Conversation 1 (LANG 1111)

**NEW!**

For those who have completed Level 1 or equivalent. Designed to develop basic verbal skills by means of oral practice within different specific scenarios: airport, hotel, restaurant, street, doctor's office, department store, supermarket, and tourist places. The student requires the ability to clearly communicate with others by short, simple, but effective phrases in a context of common situations while visiting Hispanic countries. \$80

4 eve - Mo. Nov 24, 18:30-21:00 - CC **CRN 4119**

## 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. No class October 11 (Sa) and November 11 (Tu). \$155

8 eve - Tu. Sep 23, 18:30 - 21:00 - CC **CRN 3254**

7 aft - Sa. Sep 27, 13:00-16:00 - CC **CRN 4121**

## Spanish Conversation 2 (LANG 1112)

**NEW!**

This course will enhance the verbal expression of complete ideas by practicing coordination and subordination of clauses. The students are trained to communicate complex ideas by improving their ability to interrelate independent and dependent sentences, and, using a vocabulary of about 1,000-2,000 words, to interact with Spanish speakers in every day situations. Newspapers, magazines, and articles are used. \$80

4 eve - Tu. Nov 25, 18:30-21:00 - CC **CRN 4120**

## 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 - We. Sep 24, 18:30-21:00 - CC **CRN 3256**

## Mandarin Education

### Adult Language Courses

Program Coordinator: Shirley Luk, 604.443.8696

E-mail: sluk@vcc.ca

Program Assistant: Catherine Leong, 604.443.8677

E-mail: cleong@vcc.ca

Registration: 604.443.8484

### Mandarin Conversation - Level I (MAND 1120)

Introduces 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. No class on October 11. \$160

10 eve - We. Sep 24, 18:30-21:00 - KEC **CRN 3654**

10 mng - Sa. Sep 27, 09:30-12:00 - KEC **CRN 3656**

### Mandarin Conversation - Level II (MAND 1121)

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. No class on October 11. \$160

10 eve - We. Sep 24, 18:30-21:00 - KEC **CRN 4142**

10 mng - Sa. Sep 27, 09:30-12:00 - KEC **CRN 3659**

### Mandarin Conversation - Level III (MAND 1122)

Designed for students who have mastered basic conversational skills and wish to improve their fluency in Mandarin. More sophisticated vocabulary and sentence structure will be introduced. Higher level reading and writing of Chinese characters is integrated into the course. No class on October 11. \$160

10 mng - Sa. Sep 27, 09:30-12:00 - KEC **CRN 3661**

### Mandarin Conversation - Level IV (MAND 1124)

**NEW!**

Targeted for those who have completed the first three levels of Mandarin Conversation or equivalent. Advanced conversation, reading and writing with expanded vocabulary. More emphasis on sentence and passage writing. No class on October 11. \$160

10 mng - Sa. Sep 27, 09:30-12:00 - KEC **CRN 4145**

### Mandarin Conversation for Cantonese Speakers - Level I (MAND 1123)

Focus 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. No class on October 11. \$160

10 aft - Sa. Sep 27, 12:30-15:00 - KEC **CRN 3663**

### Chinese Proficiency Test (HSK) Preparation (MAND 1127)

**NEW!**

This course helps students to prepare for the Chinese Proficiency Test (HSK) which is a standardized test designed to assess the Chinese language proficiency of non-Chinese or overseas Chinese. Chinese Proficiency of HSK will be issued to those who have secured the required scores in the test. Classes are taught through extensive exercises and practice tests on listening comprehension, reading comprehension, sentence structure and essay writing. \$160

10 eve - Th. Sep 25, 18:30-21:00 - KEC **CRN 4147**

## Mandarin School for Children and Youth

Program Coordinator: Shirley Luk, 604.443.8696

E-mail: sluk@vcc.ca

Program Assistant: Catherine Leong, 604.443.8677

E-mail: cleong@vcc.ca

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. Both the culturally rich full version, as well as the simplified version written characters would be taught in different classes. Students who want to register with the Mandarin class in simplified characters have to be specified during registration. Classes are to be held at VCC King Edward Campus.

### Three ways to register:

1. Registration for classes for the Fall Semester will be held at King Edward Campus in Room 2015 on May 31, June 7, 14 and 21, 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 September 6, 2003. All students from four years old and up will be accepted. New students will be assigned to the appropriate level by taking a placement test at registration time. Textbooks, exercise books and supplementary materials are included.

### Mandarin Preschool (MAND 1119)

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3638** \$120

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3642** \$120

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3668** \$120

16 aft - Sa. Sep 6, 12:30-15:00 - KEC **CRN 3669** \$120

16 aft - Sa. Sep 6, 12:30-15:00 - KEC **CRN 3644** \$120

### Mandarin Grade 1 (MAND 1101)

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3652** \$120

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3655** \$120

16 aft - Sa. Sep 6, 12:30-15:00 - KEC **CRN 3906** \$120

### Mandarin Grade 2 (MAND 1102)

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3657** \$120

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3658** \$120

16 aft - Sa. Sep 6, 12:30-15:00 - KEC **CRN 3660** \$120

### Mandarin Grade 3 (MAND 1103)

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3662** \$120

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3664** \$120

16 aft - Sa. Sep 6, 12:30-15:00 - KEC **CRN 3667** \$120

### Mandarin Grade 4 (MAND 1104)

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3685** \$120

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3695** \$120

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 4065** \$120

16 aft - Sa. Sep 6, 12:30-15:00 - KEC **CRN 4064** \$120

### Mandarin Grade 5 (MAND 1105)

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3697** \$120

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3700** \$120

16 aft - Sa. Sep 6, 12:30-15:00 - KEC **CRN 3709** \$120

### Mandarin Grade 6 (MAND 1106)

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3710** \$120

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3720** \$120

16 aft - Sa. Sep 6, 12:30-15:00 - KEC **CRN 4098** \$120

## Mandarin Grade 7 (MAND 1107)

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3726** \$120

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3727** \$120

16 aft - Sa. Sep 6, 12:30-15:00 - KEC **CRN 3729** \$120

## Mandarin Grade 8 (MAND 1108)

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3732** \$120

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3734** \$120

16 aft - Sa. Sep 6, 12:30-15:00 - KEC **CRN 4066** \$120

## Mandarin Grade 9 (MAND 1109)

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3735** \$120

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 4067** \$120

## Mandarin Grade 10 (MAND 1110)

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3738** \$130

## Mandarin Grade 11 (MAND 1111)

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3755** \$130

## Mandarin Grade 12 (MAND 1112)

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 3756** \$130

## Mandarin Conversation for Children and Teens (MAND 1133)

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 as a bridging course to fit students into Mandarin courses of appropriate grades according to their Mandarin standard.

16 mng - Sa. Sep 6, 09:30-12:30 - KEC **CRN 4068** \$120

16 aft - Sa. Sep 6, 12:30-15:00 - KEC **CRN 4069** \$120

## Conversational Mandarin (MAND 1138)

For children and teens who know the Hanyu Pinyin but want to practice Mandarin. Designed to improve Mandarin speaking ability through intensive oral practice in class. Focus on correct pronunciation and intonation. Cultural and practical topics are included.

16 mng - Sa. Sep 6, 09:30-12:00 - KEC **CRN 4095** \$120

16 aft - Sa. Sep 6, 12:30-15:00 - KEC **CRN 4096** \$120

## 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 Saturday afternoons at King Edward Campus. There are take home assignments for every session. Classes are taught in English.

### Mathematics Grade 1 (MAND 1141)

16 aft - Sa. Sep 6, 13:45-14:45 - KEC **CRN 4078** \$120

### Mathematics Grade 2 (MAND 1142)

16 aft - Sa. Sep 6, 13:45-14:45 - KEC **CRN 3758** \$120

### Mathematics Grade 3 (MAND 1143)

16 aft - Sa. Sep 6, 12:30-13:30 - KEC **CRN 3759** \$120

### Mathematics Grade 4 (MAND 1144)

16 aft - Sa. Sep 6, 12:30-13:30 - KEC **CRN 3760** \$120

### Mathematics Grade 5 (MAND 1145)

16 aft - Sa. Sep 6, 12:30-13:30 - KEC **CRN 3761** \$120

### Mathematics Grade 6 (MAND 1146)

16 aft - Sa. Sep 6, 12:30-13:30 - KEC **CRN 3762** \$120

### Mathematics Grade 7 (MAND 1147)

16 aft - Sa. Sep 6, 12:30-13:30 - KEC **CRN 3763** \$120

### Mathematics Grade 8 (MAND 1148)

16 aft - Sa. Sep 6, 12:30-13:30 - KEC **CRN 3765** \$120

### Mathematics Grade 9 (MAND 1149)

16 aft - Sa. Sep 6, 12:30-13:30 - KEC **CRN 3764** \$120

continued on next page...

...continued from previous page

### Mathematics Grade 10 (MAND 1150)

16 aft - Sa. Sep 6, 13:30-15:00 - KEC **CRN 3637** \$160

### Mathematics Grade 11 (MAND 1151)

16 aft - Sa. Sep 6, 13:30-15:00 - KEC **CRN 4079** \$160

### Mathematics Grade 12 (MAND 1152)

16 aft - Sa. Sep 6, 13:30-15:00 - KEC **CRN 4080** \$160

### Fine Arts

Children's fine arts courses have 16 sessions. They are held on Saturdays at King Edward Campus.

### Cartoon Drawing (MAND 1117)

16 aft - Sa. Sep 6, 12:30-13:30 - KEC **CRN 3645** \$120

16 aft - Sa. Sep 6, 13:45-14:45 - KEC **CRN 4070** \$120

### Water Colour Drawing (MAND 1118)

16 aft - Sa. Sep 6, 12:30-13:30 - KEC **CRN 4071** \$120

### Charcoal Drawing (MAND 1125)

16 aft - Sa. Sep 6, 12:30-13:30 - KEC **CRN 3649** \$120

16 aft - Sa. Sep 6, 13:45-14:45 - KEC **CRN 3651** \$120

### English Writing and Comprehension

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. There are take home assignments for every session. Each course has 16 sessions. Classes are held on Saturday from 12:30-13:30 or 13:45-14:45 at King Edward Campus.

### English Writing and Comprehension 1 (MAND 1161)

16 aft - Sa. Sep 6, 12:30-13:30 - KEC **CRN 4063** \$120

### English Writing and Comprehension 2 (MAND 1162)

16 aft - Sa. Sep 6, 12:30-13:30 - KEC **CRN 4072** \$120

### English Writing and Comprehension 3 (MAND 1163)

16 aft - Sa. Sep 6, 13:45-14:45 - KEC **CRN 4073** \$120

### English Writing and Comprehension 4 (MAND 1164)

16 aft - Sa. Sep 6, 13:45-14:45 - KEC **CRN 4074** \$120

### English Writing and Comprehension 5 (MAND 1165)

16 aft - Sa. Sep 6, 13:45-14:45 - KEC **CRN 4075** \$120

### English Writing and Comprehension 6 (MAND 1166)

16 aft - Sa. Sep 6, 13:45-14:45 - KEC **CRN 4076** \$120

### English Writing and Comprehension 7 (MAND 1167)

16 aft - Sa. Sep 6, 13:45-14:45 - KEC **CRN 4077** \$120

**Students with Special Needs**  
Services including interpreting, note-taking and Braille, 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.

## Safety

### Boating Safety

Program Coordinator: 604.443.8674

E-mail: sclarke@vcc.ca

Program Assistant: 604.443.8672

These courses are required for compliance with new Federal Boating Safety Regulations.

### Pleasure Craft Operators Card (PDEV 1101)

Vancouver Community College is pleased to partner with Cooper boating to offer the Pleasure Craft Operators Card course which is a mandatory course for the operation of a motorized vessel under four meters. The class will cover all material required to write the exam. Exam is written at the second class. (L. Young) \$85 (GST included)

2 eve - Tu. Sep 16, 18:30-22:00 - CC **CRN 4081**

1 day - Sa. Sep 27, 09:00-17:00 - CC **CRN 4084**

2 eve - Tu. Oct 7/14, 18:30-22:00 - CC **CRN 4082**

1 day - Sa. Nov 22, 09:00-17:00 - CC **CRN 4085**

2 eve - Tu. Dec 2/9, 18:30-22:00 - CC **CRN 4083**

### VHF Radiotelephone Restricted Operator's Certificate (PDEV 1102)

Industry Canada requires that any operator of a vessel equipped with a VHF radiotelephone must have at least a Restricted Operator's Certificate (ROC). The student will learn the proper operation of modern VHF radiotelephone equipment, gain general knowledge of radiotelephone operating procedures, international regulations for radiotelephone communications between stations, as well as specific regulations relating to safety of life. Participants will also gain practical knowledge of the operation of Global Maritime Distress and Safety System equipment for vessels engaged on voyages within the range of VHF coast stations. Exam is written at the second class and upon successful completion you will receive a temporary ROC. (L. Young) \$85 (GST included)

2 eve - We. Sep 17/24, 18:30-22:00 - CC **CRN 4087**

1 day - Sa. Oct 4, 09:00-17:00 - CC **CRN 4086**

2 eve - We. Nov 18/25, 18:30-22:00 - CC **CRN 4088**

1 day - Sa. Dec 6, 09:00-17:00 - CC **CRN 4089**

## Foodsafe

Program Assistant: 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. \$90

1 day - Sa. Sep 6, 09:00-18:00 - CC **CRN 3961**

1 day - Sa. Sep 13, 09:00-18:00 - CC **CRN 3481**

1 day - Sa. Sep 20, 09:00-18:00 - CC **CRN 3484**

1 day - Sa. Sep 27, 09:00-18:00 - CC **CRN 3487**

1 day - Sa. Oct 4, 09:00-18:00 - CC **CRN 3488**

1 day - Sa. Oct 18, 09:00-18:00 - CC **CRN 3489**

1 day - Sa. Oct 25, 09:00-18:00 - CC **CRN 3512**

1 day - Sa. Nov 1, 09:00-18:00 - CC **CRN 3525**

1 day - Sa. Nov 8, 09:00-18:00 - CC **CRN 4012**

1 day - Sa. Nov 15, 09:00-18:00 - CC **CRN 3526**

1 day - Sa. Nov 22, 09:00-18:00 - CC **CRN 3527**

1 day - Sa. Nov 29, 09:00-18:00 - CC **CRN 3564**

1 day - Sa. Dec 6, 09:00-18:00 - CC **CRN 3568**

1 day - Sa. Dec 13, 09:00-18:00 - CC **CRN 3570**

### Foodsafe Level 1 Cantonese (HLTH 1104)

\$90

1 day - Sa. Oct 11, 09:00-18:00 - CC **CRN 3430**

### Foodsafe Level 2 (HLTH 1102)

\$110

2 day - Sa. Sep 27, Oct 4, 09:00-18:00 - CC **CRN 3433**

## Worksafe Education

Check [www.vcc.ca](http://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) \$100

1 day - Fr. Oct 24, 09:00-17:00 - KEC **CRN 3136**

### 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) \$100

1 day - Fr. Oct 17, 09:00-17:00 - KEC **CRN 3130**

### 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) \$100

1 day - Fr. Nov 21, 09:00-17:00 - KEC **CRN 3125**

### 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) \$100

1 day - Fr. Nov 28, 09:00-17:00 - KEC **CRN 3116**

### 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) \$100

1 day - Fr. Nov 7, 09:00-17:00 - KEC **CRN 3119**

### 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) \$100

1 day - Fr. Nov 14, 09:00-17:00 - KEC **CRN 3115**

### 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) \$70

1 mng - Sa. Oct 18, 09:00-13:00 - KEC **CRN 3114**

## Transportation

Program Coordinator: Peggy Worobetz, 604.443.8670

Ships, trains, trucks and planes. Follow the interesting journey of goods via the various modes of commercial transportation!

### Understanding Transportation (BUSI 1154)

This introductory course is designed for participants with little or no experience in the transportation industry. Learn about various career options in commercial transportation, and basic industry concepts and terminology relevant to entering this exciting field! (Romani) \$115

2 eve - Mo/We. Oct 6/8, 18:00-21:00 - CC **CRN 4116**



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 Programs

### TESOL Diploma Program

**Senior Program Coordinator: Jennifer Pearson Terrell**

**Program Coordinator: Jayeson Van Bryce, 604.443.8669 - E-mail: jvanbryce@vcc.ca**

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

**Visit our web site  
www.tesol.vcc.ca  
for the most up-to-date  
course information,  
or e-mail us: tesol@vcc.ca**

##### 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.

Visit our website: [www.tesol.vcc.ca](http://www.tesol.vcc.ca)

### International TESOL Diploma Program

**Senior Program Coordinator: Jennifer Pearson Terrell**

**Program Coordinator: Anne Sandor, 604.443.8706  
E-mail: asandor@vcc.ca**

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. Upon successful completion, graduates are awarded the International TESOL Diploma from Vancouver Community College.

The International TESOL Diploma Program has three terms. The spring program 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 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 - Distance Education

**Senior Program Coordinator: Jennifer Pearson Terrell**

**Program Coordinator: Patricia Fahrni, 604.443.8362  
E-mail: pfahrni@vcc.ca**

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.

Upon 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.

#### Program of Studies

##### 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 Terrell**

**Program Coordinator: Jayeson Van Bryce, 604.443.8669 - E-mail: jvanbryce@vcc.ca**

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. Upon 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 (grade of "B") 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

*continued on next page...*

## College CLOSURES

**Sept 1, Labour Day  
Oct 13, Thanksgiving  
Nov 11, Remembrance Day**

...continued from previous page

## 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.

Find  
out  
more...  
**Info  
Night**  
Wed. Oct. 15  
4:30-6:30 pm



## Full-time & Part-time Programs

- Health Sciences
- Technology & Trades
- Art & Design
- Hospitality & Business

Come to:  
**Downtown Campus**  
Corner of Hamilton & Dunsmuir

## TEFL Programs

### TEFL Certificate Program

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Alison McBride, 604.443.8663  
E-mail: amcbride@vcc.ca

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 (grade of "B") for entry into this program. A university degree is not required to enter 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 upon 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 volunteer in an English language classroom for a minimum of 31 hours and complete the TEFL In-Class Assignment. \$135

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 for International Students (TESO 1250)

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Alison McBride, 604.443.8663  
E-mail: amcbride@vcc.ca

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 TOEFL computerized 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

November 3 to November 28, 2003

(Application Deadline: September 23, 2003)

January 5 to January 30, 2004

(Application Deadline: November 7, 2003)

April 26 to May 21, 2004

(Application Deadline: March 5, 2004)

## Intensive TEFL Certificate for Canadians (TESO 1238)

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Alison McBride 604.443.8663

E-mail: amcbride@vcc.ca

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 academic English (grade of "B") or equivalent or proof of a university degree with their application form.

### Fees

Application Fee (Non-refundable) \$100

Program Fee \$1,250

## Future Intensive TEFL Certificate Programs for Canadians

October 6 to October 31, 2003

(Application Deadline, August 25, 2003)

January 12 to February 6, 2004

(Application Deadline, November 14, 2003)

May 3 to May 28, 2004

(Application Deadline, March 12, 2004)

## Intensive TEFL Certificate for Teaching Young Learners (TESO 1252)

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Sarah Burwood, 604.443.8663

E-mail: sburwood@vcc.ca

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 TOEFL computerized 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 for the Intensive TEFL Certificate Programs for Teaching Young Learners

Application Fee (Non-refundable) \$100

Program Fee \$1350

## Dates for Future Intensive TEFL Certificate Programs for Teaching Young Learners

October 6 to October 31, 2003

(Application Deadline: August 25, 2003)

November 17 to December 12, 2003

(Application Deadline: October 1, 2003)



## 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

(Please check one)

☐ Canadian Citizen

☐ Permanent Resident  
(landed Immigrant)

☐ Visitor

| Course Name        | Subject Code | Tuition | Start Date | Start Time | Location | CRN Number |
|--------------------|--------------|---------|------------|------------|----------|------------|
| sample: Family Law | (OACP 1116)  | \$85    | Th. Feb 13 | 18:30      | CC       | CRN 1501   |
| 1                  |              |         |            |            |          |            |
| 2                  |              |         |            |            |          |            |
| 3                  |              |         |            |            |          |            |

Method of Payment

Credit Card Information

☐ VISA

☐ MasterCard

☐ Cheque

Name on Card

☐ Money Order

Credit Card Account Number

☐ Fee Credit

Expiry Date

\$ Total

Signature

Date

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

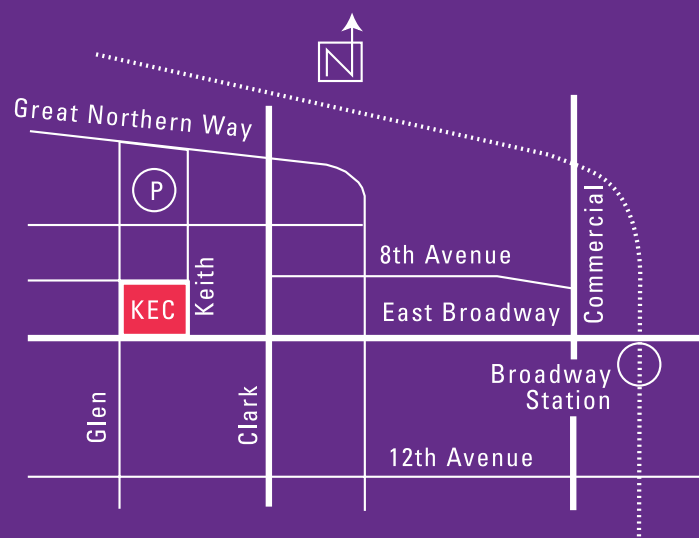
*September-December 2003*



**604.443.8484** ♦ **www.vcc.ca**



## King Edward Campus



**Vancouver Community College**



**City Centre Campus**  
250 West Pender Street  
Vancouver, BC V6B 1S9

**King Edward Campus**  
1155 East Broadway  
Vancouver, BC V5T 4V5

**International Education Centre**  
1080 Alberni Street  
Vancouver, BC V6E 1A3

## City Centre Campus and International Education Centre



K0023D Jul03 265M