Vancouver Community College
Professional and Continuing Studies

January-April 2004

604.443.8484 ◆ www.vcc.ca

Look inside for our new offerings:

◆ **Accounting & Information Technology**

◆ **Business Leadership & Management Certificate**

◆ **Creative Writing for Profit & Pleasure**

◆ **Food Services for Health Care**

◆ **Paralegal Certificate Program**

◆ **Reflexology**

◆ **Translation**

◆ **Teaching English to Speakers of Other Languages**

Watch for online registration starting Dec. 1. OR fax your registration to 604.443.8393

Vancouver
Community
College

Professional and Continuing Studies
locations on page 5

Designer ◆ **Keith Parker, Marketing & Communications**
Photographer ◆ **Lauch McKenzie, Media Services**
Thanks to the VCC students and staff who helped with this calendar.

NEW! Winter Term 2004 Offerings

Applied Art & Design
Creative Writing for Profit and Pleasure
Fashion Arts
Collection Design - An Introduction
Business, Career & Law
Office Administration
Office Administration Certificate Program
Managing Absenteeism (OACP 1190)
Professional Development: Career Success
Managing Absenteeism (OACP 1190)
Financial Planning
Business Leadership and Management Certificate Program
Small Business
Cost Reduction Strategies (BUSI 1160)
Staff Relations Management (BUSI 1159)
Health
Personal & Professional Development
Reflexology Basics
Introduction to Chinese Medicine (HLTH 1131)
Health Certificate Programs
Food Services for Health Care Certificate
Hospitality
Developing a Hospitality Business Plan (BUSI 1161)
Kitchen Mathematics (BUSI 1162)
Interpreting Programs
So you want to be a Translator... (INTR 1161)
Grief 101 for Interpreters (INTR 1159)
Introductory Translation - English to French (INTR 1163)
TESOL
English Language Program Management Certificate
(Beginning September 2004)

Vancouver Community College

Professional and Continuing Studies Certificate, Associate Certificate and Diploma Programs

Accounting & Information Technology (pg 16)

Building Manager (pg 5)

Business and Technical Writing (pg 6)

Business Leadership and Management (pg 13)

CGA Diploma (Canadian Gemmology Association) (pg 4)

Community Services Interpreting (pg 26)

Counselling Skills (pg 24)

Court Interpreting (pg 26)

Early Childhood Care and Education (pg 26)

Fashion Arts (pg 3)

Fashion Arts Advanced (pg 4)

Fashion Merchandising (pg 4)

Food Services for Health Care (pg 23)

Gemmology (pg 4)

Gerontology Nursing (pg 22)

Health Care Interpreting (pg 26)

Interior Design (pg 4)

Leadership (pg 10)

Leadership Coaching (pg 12)

Management Skills for Supervisors (pg 13)

Nursing Management (pg 22)

Office Administration (pg 7)

Paralegal (pg 14)

PeriAnesthesia Nursing (pg 22)

Renal Dialysis Technician (pg 22)

School Age Child Care (pg 26)

Substance Abuse Counselling Skills (pg 24)

TESOL DIPLOMA (pg 29)

International TESOL DIPLOMA (pg 29)

TESOL Inservice DIPLOMA (pg 29)

TEFL Certificate (pg 29)

Intensive TEFL Certificate for International Students (pg 30)

Intensive TEFL Certificate for Canadians (pg 30)

Intensive TEFL Certificate for Teaching Young Learners (pg 30)

Tutoring ESOL Certificate (pg 30)

English Language Program Management Certificate (pg 30)

Telecommunications Management (pg 16)

FREE Information Sessions Jan-April 2004

Paralegal Certificate Program (pg 14)
Monday, January 5, 17:30
City Centre, Rm 237

Business & Technical Writing Certificate Program (pg 6)
Tuesday, January 13, 17:30
City Centre, Rm TBA

Interpreting Certificate Program (pg 26)
Wednesday, January 14, 19:00
City Centre

Office Administration Certificate Program (pg 7)
Wednesday, January 14, 17:30
City Centre, Rm 218B

Telecommunications Management (pg 16)
Thursday, January 8, 17:00-18:00
City Centre, Rm TBA

Counselling Skills and Substance Abuse Certificate Programs (pg 24)
Thursday, January 8, OR
Thursday, April 1, 18:30

Registering for these courses will soon be just a click away. VCC's new online registration system is set to go live Dec. 1.

NEW!

Creative Writing for Profit and Pleasure

Program Coordinator: Peggy Worobetz, 604.443.8670

Program Assistant: Phone 604.443.8382

Interview Skills for Writers and Researchers (CRWT 1125)
Learn how to interview subject matter experts for a variety of purposes, including technical documentation, magazine articles and press junkets. Participants will learn the dos and don'ts of interviewing, how to create an environment that promotes disclosure and ease of communication. (Metcalf) $170

3 eve - Tu. Jan 27, 18:30-21:30 - CC CRN 10568

Successful Writing for Marketing and Communications (CRWT 1126)
Designed for small business operators, writers, artists and non-profit organizations, learn how to design, develop, write and edit marketing communication (marcom). Understand what marketing collateral is and how organizations can benefit from using marcom techniques to reach goals. Explore the role of the internet in today's marketing. Discover how a website can help to promote an organization's events and/or cause. (Metcalf) $170

3 eve - Tu. Feb 17, 18:30-21:30 - CC CRN 10570

Writing for Magazines (CRWT 1127)
Explore how to write feature articles. Learn how to make cold calls to editors, research topics, organize and manage writing projects, contact subject matter experts, negotiate rates of pay, write to editorial and style guides and deliver articles to the editor on time! Learn how to develop a portfolio of work, a publication list and a file of tear sheets to provide prospective clients. (Metcalf) $155

1 day - Sa. Feb 7, 09:00-16:30 - CC CRN 10573

Writing for TV (CRWT 1128)
Examine the writer's role on a TV production, both as a freelancer and as a member of a story department. Explore the process of a TV story department. Learn the basics of TV writing beginning with "spec" scripts. Pick a show you would like to write for and learn the essential steps from outline to production draft. (Gereaux) $190

6 eve - Th. Jan 29, 18:00-21:00 - CC CRN 10576

Fashion Arts

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

Program Assistant: Phone: 604.443.8381

Registration: 604.443.8484

Website address: http://continuinged.vcc.ca

Individual Courses 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.

Collection Design - An Introduction (FASH 1407) NEW!
Learn the fundamentals of designing and merchandising a "mini" collection as done in the fashion industry. Focuses on colour prediction, presentation storyboards, fabric selection and co-ordination, designing and rendering sketches. Students may choose between women's, men's, children's and accessories as their direction.

This course will provide students with a small presentation portfolio which can be used towards entry into the Fashion Arts Certificate Programs. Bring to first class one piece of foam core, HB pencil, 12" ruler, exacto knife, pins and fashion magazines. (Scott) $275

10 eve - Tu. Jan 13, 18:30-21:30 - CC CRN 10629

Personal Pattern Making (FASH 1153)
Learn to make patterns to your own measurements with a perfect fit ensured. Construct a set of women's personal Blocks (Slopers) and draft patterns for any design of your choice. This course allows for individual instruction. Bring to first class: HB pencil, eraser, metric tape measure, 30 cm ruler - clear plastic, and a three ring binder. Come prepare to be measured; wear usual bra and a simple slip. (Sustersich) $195

6 aft - Sa. Jan 31, 12:30-16:30 - CC CRN 10595

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) $275

10 eve - We. Jan 7, 18:30-21:30 - CC CRN 10594

Fashion Arts Certificate Programs

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

Program Assistant: Phone: 604.443.8381

Registration: 604.443.8484

Website address: http://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.

continued on next page...

...continued from previous page

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: 604.443.8381

Registration: 604.443.8484

Website address: http://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 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

All courses previously listed under the

Fashion Design Certificate

Pattern Making Certificate

Garment Construction Certificate

Fashion Arts Certificate

As well as courses in the

Fashion Business and Technology Certificate:

Computer Aided Drafting (FASH 1352) 3 credits
Technical Fashion Drawing (FASH 1251) 3 credits
Product Development (FASH 1252) 3 credits
FA Professional Practices I (FASH 1171) 3 credits
FA Professional Practices II (FASH 1172) 3 credits

Fashion Merchandising Associate Certificate Program

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

Program Assistant: Phone: 604.443.8381

Registration: 604.443.8484

Website address: http://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

Fashion Merchandise Analysis and Evaluation (FASH 1405)

The purpose of this course is to develop students' skills in the analysis and evaluation of fashion merchandise. The course builds upon the knowledge of textiles and introduces new concepts in mass production environments. The course is designed to provide students with the skills necessary to perform effectively as retail marketers and buyers or fashion product managers in a manufacturing/marketing environment. (Rootman) $290

12 eve - Mo. Jan 5, 18:30-21:30 - CC **CRN** *10626*

Textiles (FASH 2202)

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

12 eve - Tu. Jan 6, 18:30-21:30 - CC **CRN** *10596*

Fashion Trends Forecasting (FASH 1204)

This course provides a general overview of the job of the fashion forecaster and the fashion forecasting process. How to differentiate between a trend and a fad, how to predict new fashion colours, popular fabrics, new styles, and upcoming trends. This is an important and essential course for the fashion designer, merchandiser, retailer, and the consumer. The structure of this class will consist of lectures, group discussions, projects, guest speakers, and presentations. All members of the class are expected to participate on a regular basis. (Choy) $290

12 eve - Th. Jan 8, 18:30-21:30 - CC **CRN** *10593*

Courses Offered in April Term

History of Fashion (FASH 1301)
Merchandising Fashion (FASH 1176)
Fashion Marketing and Promotion (FASH 1406)

Gemmology

Program Coordinator: Peggy Worobetz, 604.443.8670

Program Assistant: 604.443.8381

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.

Student Excellence

We are very pleased to announce that in the June 2003 series of the Canadian Gemmological Association examinations, a VCC participant of the Preliminary year was awarded Dean Field Medal and a VCC participant from the Diploma year won the Donald Goodger Award. These prestigious honours are awarded to the student who achieves the top mark in Preliminary and Diploma years Canada-wide.

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

Registration: 604.443.8484

Information: Program Assistant: 604.443.8381

Program Coordinator: 604.443.8660, blyon@vcc.ca

Look for our new, exciting NKBA (National Kitchen & Bath Association) Certificate program to launch in September 2004 (pending endorsement from NKBA). This certification is internationally recognized, highly respected by employers and will be unique to both VCC and British Columbia.

NEW!

Interior Design Certificate Program

Develop the skills required in the practice of residential interior design. A residential interior designer designs and executes plans, colours and materials for private homes, model homes and show suites. This part time program gives you a solid knowledge and the skills which will prepare you for entry level employment in the industry or for further study if you wish to become a registered interior designer.

Courses with an asterisk* have been articulated to BCIT's Interior Design program and may be used for credit with BCIT for further education in this area (subject to Portfolio review and 65 percent GPA). Not all courses are offered each term. The Interior Design Certificate is awarded when students have completed 400 hours (32.5 credits) of Foundation Studies, Design Studies and Professional Development Workshops. Ask for a Program Guide for details.

...continued from previous page

Required Courses for Foundation Studies

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 (Lyon) $365

12 eve - We. Jan 7, 18:30-21:30 - CC CRN 10545

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

10 eve - Tu. Jan 6, 18:30-21:30 - CC CRN 10544

Space Planning 1 (INTD 1109)
Study of residential space planning and utilization of interior space as applied to functional and aesthetic requirements. Furniture types and dimensions will be covered. This is the first studio in a sequential series of design courses in which students apply their skills to small scale residential projects. Prerequisite: Design Basics (INTD 1158), co-requisite: Basic Drafting (INTD 1110) (Fensom) $365

12 eve - We. Jan 7, 18:30-21:30 - CC CRN 10549

Basic Drafting Concepts (INTD 1110)
Beginning architectural depiction emphasizing the symbols, vocabulary and graphic means of conveying information. Introduction to the tools and drawing set used for interior design including plan, section and elevation and cabinet, lighting and furniture details. 3 credits (Fensom) $365

12 eve - Mo. Jan 5, 18:30-21:30 - CC CRN 10548

Graphic Presentation (INTD 1160)
Felt markers are used to develop illustration skills. Techniques for shading and depicting pattern and texture found in materials used in residential interiors will be explored. Develop the skills to begin to create and effective rendered design presentation. (2.5 credits) Prerequisite: Design Basics (INTD 1158) (Fensom) $365

12 eve - Tu. Jan 6, 18:30-21:30 - CC CRN 10547

Kitchen and Bath Design (INTD 1129)
An in-depth look at the complex issues of kitchen and bath design. Focus will be upon planning, activity, equipment, storage, materials, surfaces, finishes and style. Prerequisite or co-requisite: Basic Drafting (INTD 1110) (Fensom) $320

10 eve - Th. Jan 8, 18:30-21:30 - CC CRN 10550

Coming in Spring 2004 Term
Space Planning 2, Drafting for Kitchen and Bath

College CLOSURES

Good Friday - April 9

Easter Monday - April 12

Jewellery

Program Coordinator: Peggy Worobetz, 604.443.8670

Program Assistant: 604.443.8381

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. (Brechault) $375

10 eve - Mo. Jan 19, 18:30-21:30 - CC CRN 10210

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

10 eve - We. Jan 21, 18:30-21:30 - CC CRN 10211

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). (Brechault) $150

2 day - Sa. Jan 31, 10:00-16:30 - CC CRN 10212

Building Management & Services

Program Coordinator: Peggy Worobetz, 604.443.8670

Program Assistant: 604.443.8677

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. 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) $230

5 day - Sa. Jan 24, 09:00-16:00 - CC CRN 10166

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) $335

10 day - Sa. Jan 24, 09:00-13:00 - CC CRN 10163

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) $230

10 eve - We. Jan 21, 18:30-21:30 - CC CRN 10164

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) $230

8 eve - Tu. Jan 27, 19:00-21:30 - CC CRN 10165

Professional and Continuing Studies
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

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 Professional and Continuing Studies
• 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, January 13, 17:30-18:30
- City Centre, Room TBA

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. Jan 13, 17:30-18:30 - CC Room TBA

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

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

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

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

1 day - Sa. Jan 24, 09:00-16:30 - CC CRN 10363

Current Issues in Technical Writing (TECW 1102)
Update your writing skills by adopting the techniques of successful technical writers. Review trends in the technical communication profession and growth in the application of on-line writing. Discuss the development of a work portfolio and its use as an employment aid. Review the key characteristics necessary for success in this field. (Metcalf) $155

1 day - Sa. Feb 21, 09:00-16:30 - CC CRN 10364

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 CRN 10365

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. (Gossen) $155

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

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. (Dean) $155

1 day - Sa. May 29, 09:00-16:30 - CC

Industry Specific Report Writing (TECW 1108)
This course focuses on the structure, content, format, audience, purpose, and style of reports. Topics covered include understanding the components of the report format and using these in a manner that facilitates reader access and comprehension; communicating effectively and clearly with reader(s) as a result of addressing leader concerns, needs, and interest; and analyzing and developing a clear and appropriate structure to facilitate reading and comprehension. (Vigna) $155

1 day - Sa. Jun 19, 09:00-16:30 - CC

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. (TBA) $155

Available September 2004

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. (TBA) $155

Available September 2004

Document Project Management (TECW 1104)
This session covers the critical steps in managing document projects from conception or proposal through to delivery. Learn how to produce a document plan and how to monitor project process. (TBA) $155

Available September 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. Jan 28, Feb 4, 18:00-21:00 - CC CRN 10336
1 day - Sa. Feb 7, 09:00-16:00 - CC CRN 10337

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

2 eve - We. Feb 11/18, 18:00-21:00 - CC CRN 10338
1 day - Sa. Feb 21, 09:00-16:00 - CC CRN 10339

Writing Dynamic Business Letters (OACP 1103)
Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc.). Some feedback will be given, but this seminar focuses on providing data on the most up-to-date ways of expressing business communications to achieve maximum results. 6 hours (Gossen) $80.

2 eve - We. Feb 25, Mar 3, 18:00-21:00 - CC CRN 10340
1 day - Sa. Mar 6, 09:00-16:00 - CC CRN 10341

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. Mar 10/17, 18:00-21:00 - CC CRN 10342
1 day - Sa. Mar 20, 09:00-16:00 - CC CRN 10343

Vancouver Community College

...continued from previous page

Note

Business English Skills Test
We. Mar 24, 18:30 - CC
Sa. Mar 27, 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, these three hours can also be used as elective hours in the Program. Learn about 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. Jan 21, 18:00-21:00 - CC CRN 10344
1 day - Sa. Jan 24, 09:00-12:00 - CC CRN 10345

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. 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. Jan 26, 18:00-21:00 - CC CRN 10346

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. May 1, 09:00-16:00 - CC

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

1 day - Sa. May 15, 09:00-16:00 - CC

Writing to be Heard: Speechwriting Fundamentals (OACP 1178)
Few things can move an audience like a well-crafted, well-delivered speech. Learn 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. Jun 5, 09:00-16:00 - CC

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

1 day - Sa. Jun 19, 09:00-16:00 - CC

Office Administration

Office Administration Certificate Program

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Crystal Kreschuk, 604.443.8711

Information Session: Wednesday, January 14, 2004, 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 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 Bookkeeping (OACP 1130)
This introductory course will deal with the procedures that make up the accounting cycle for a service business. You will be introduced to transactions, journals, general ledgers, trial balanced, as well as preparing simple financial statements. The text/kit is Accounting Fundamentals, Sixth Edition, Hoffman Pacsy Flashner, Text should be purchased from City Centre Bookstore before the first class. 24 hours (Huston) $165

8 eve - We. Jan 21, 18:30-21:30 - CC CRN 10294

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. Apr 28, 18:30-21:30 - CC CRN 4036

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

8 eve - We. Apr 28, 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 **CRN** 10293*

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 **CRN** 10292*

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

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 **CRN** 10295*

Managing Absenteeism (OACP 1190)
NEW!
What are the causes and effects of absenteeism? Designed for supervisors and managers, explore the problems and costs related to employee absenteeism. Discover positive methods to reduce absenteeism and increase performance, bottom line and staff satisfaction. (Chandy) $125

*1 day - Sa. Feb. 21, 09:00-16:30 - CC - **CRN** 10288*

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. Apr 24, 09:30-16:30 - CC

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. May 8, 09:30-16:30 - CC

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. May 29, 09:30-16:30 - CC

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

Available Spring Term 2004

Business English

Business English - Package
The following four courses may be taken individually at the regular price of $80 each or for the package price of $285 - a saving of $35.

Grammar Review for Productive Business Writing (OACP 1104)

Building a Powerful Vocabulary (OACP 1106)

Writing Dynamic Business Letters (OACP 1103)

Effective Memo and Report Writing (OACP 1107)

This is not an English as a Second Language group of courses. It is recommended that students register in Grammar Review for Productive Business Writing (OACP 1104) prior to enrolling in Writing Dynamic Business Letters (OACP 1103). $285

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

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

*2 eve - We. Jan 28, Feb 4, 18:00-21:00 - CC **CRN** 10336*
*1 day - Sa. Feb 7, 09:00-16:00 - CC **CRN** 10337*

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

*2 eve - We. Feb 11/18, 18:00-21:00 - CC **CRN** 10338*
*1 day - Sa. Feb 21, 09:00-16:00 - CC **CRN** 10339*

Writing Dynamic Business Letters (OACP 1103)
Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc.). Some feedback will be given, but this seminar focuses on providing information and direction on the most up-to-date ways of communicating in business. 6 hours (Gossen) $80

*2 eve - We. Feb 25, Mar 3, 18:00-21:00 - CC **CRN** 10340*
*1 day - Sa. Mar 6, 09:00-16:00 - CC **CRN** 10341*

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. Mar 10/17, 18:00-21:00 - CC **CRN** 10342*
*1 day - Sa. Mar 20, 09:00-16:00 - CC **CRN** 10343*

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. Mar 24, 18:30 - CC
Sa. Mar 27, 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. Jan 21, 18:00-21:00 - CC **CRN** 10344*
*1 day - Sa. Jan 24, 09:00-12:00 - CC **CRN** 10345*

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. Jan 26, 18:00-21:00 - CC **CRN** 10346*

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

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. (TBA) $115

*6 mng - Sa. Jan 24, 09:30-12:30 - CC **CRN** 10286*

Keyboarding for Speed Building (OACP 1101)
Increase speed and accuracy on the computer. Each session will consist of skill building exercises and timings. Textbook: College Keyboarding to be purchased at City Centre Bookstore prior to first session. 18 hours (Wong) $125

*6 mng - Sa. Jan 24, 09:30-12:30 - CC **CRN** 10287*

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. Jan 27, 18:30-21:30 - CC **CRN** 10349*

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 - Th. Jan 29, 18:30-21:30 - CC **CRN** 10350*

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. Feb 3, 18:30-21:30 - CC **CRN** 10351*

...continued from previous page

Family Law (OACP 1116)
Covers the "Family" court system in British Columbia and the various procedures and forms used in matrimonial law. Focus will be on Divorce Act Applications and Family Relations Act proceedings. 9 hours (Miller) $85

*3 eve - Th. Feb 19, 18:30-21:30 - CC **CRN** 10352*

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 - Tu. Feb 24, 18:30-21:30 - CC **CRN** 10354*

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

1 eve - Tu. Mar 16, 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. Jan 28, 18:30-21:30 - CC **CRN** 10356*

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. Apr 27, 18:30-21:30 - CC

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 - Th. Apr 29, 18:30-21:30 - CC

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. May 5, 18:30-21:30 - CC

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 - We. May 26, 18:30-21:30 - CC **CRN** 3070*

Medical

Medical Terminology I (OACP 1108)
This course approaches medical language through the study of word parts, prefixes, stems and suffixes. Learn the basics of selected body systems, including symptomatic and diagnostic terms. This course is the first half of a two-part course designed for people currently working, or who would like to work or study in a related medical technology field. Textbook to be purchased from City Centre Bookstore before the class. 30 hours (Hay) $185

*10 eve - Tu. Jan 20, 18:30-21:30 - CC **CRN** 10297*

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** 10290*

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. Jan 22, 18:30-21:30 - CC **CRN** 10296*

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 day - We. Mar 17/24, 18:30-21:30 - CC **CRN** 10289*

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 27, Apr 3, 09:30-16:30 - CC **CRN** 10298*

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. Apr 20, 18:30-21:30 - CC

Records Management

Records Management - Advanced (OACP 1146)
Continues the development of concepts introduced in Records Management I. Students will be expected to do case studies based on outside research in a field which will require the application of skills and knowledge in records/information management. This course is supported by the Association of Records Management and Administrators. This course will be offered once a year. 30 hours (Bradley) $185

*10 eve - We. Jan 21, 18:30-21:30 - CC **CRN** 10291*

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

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

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

Available Fall 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

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

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 **CRN** 10295*

Managing Absenteeism (OACP 1190)
What are the causes and effects of absenteeism? Designed for supervisors and managers, explore the problems and costs related to employee absenteeism. Discover positive methods to reduce absenteeism and increase performance, bottom line and staff satisfaction. (Chandy) $125

*1 day - Sa. Feb 21, 09:00-16:30 - CC **CRN** 10288*

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. Apr 24, 09:30-16:30 - CC

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. May 8, 09:30-16:30 - CC

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. May 29, 09:30-16:30 - CC

...continued from previous page

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

Available Spring 2004

Other Career Success Courses

Interview Skills for Writers and Researchers (CRWT 1125) *NEW!*

Successful Writing for Marketing and Communications (CRWT 1126)

Writing for Magazines (CRWT 1127)

Writing for TV (CRWT 1128)

See course write ups under Creative Writing for Profit and Pleasure, page X

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, you will identify your preferences, values and needs and gain 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

Explore your dreams, interests, temperament and skills. Consider what you like to do, how you like to do it. 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 to set concrete goals and specific action steps to move forward with your career possibilities. Look at fears that hold you back from making a career change and learn how to manage them by engaging in exercises that stimulate creative solutions and build self-esteem. (Newell) $195

6 eve - We. Jan 28, 18:30-21:30 - CC CRN 10348

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. Jan 27, 18:00-21:30 - CC CRN 10331

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. Feb 3, 18:00-21:30 - CC CRN 10330

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. Feb 10, 18:00-21:30 - CC CRN 10329

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. (Beaupre-Fulton) $230

8 eve - Tu. Jan 27, 18:30-21:30 - CC CRN 10332

NEW!

Financial Planning

Program Coordinator: Peggy Worobetz, 604.443.8670

Registration and general information: 604.443.8484

Is financial stability your goal? Do you plan to enjoy early retirement?

This course is your key to success!

Financial Freedom (BUSI 1163)

Empower yourself by learning the basic concepts of financial planning. Recognize the need to establish a roadmap in your financial lives to move from the starting to finishing point. Learn what a financial plan is, why you need one, how to achieve financial goals, and when to obtain professional advice. This course is suitable for people of any age who are interested in a successful financial future! (Leung) $125

2 mng - Sa, Jan 31, 09:00-12:00 - CC CRN 10335

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.

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

...continued from previous page

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.

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) $165

1 day - Fr. Jan 23, 09:00-16:30 - IEC CRN 10384

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 CRN 10371

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 - Fr. Feb 13, 09:00-16:30 - IEC CRN 10383

The Science and the Art of Leadership (LEAD 1119)

Creating the balance between science and art is integral to everyday leadership. 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. Delve into the current thinking on the art of leadership and how personal values, beliefs and ideas create you as a leader. (McArthur-Blair) $150

1 day - Sa. Feb 21, 09:00-16:30 - CC CRN 10372

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. Learn about the tools and techniques for generating ideas and determining solutions. 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 CRN 10373

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. You 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 CRN 10374

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 CRN 10375

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 CRN 10376

From Conflict to Collaboration (LEAD 1105)

Learn practical information and skills to resolve conflict caused by differences in goals, employee performance and work habits. 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. Apr 24, 09:00-16:30 - CC

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. May 8, 09:00-16:30 - CC

Problem Solving and Action Planning (LEAD 1104)

Leaders encounter problems in the workplace. Effectiveness of leaders is 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. May 29, 09:00-16:30 - CC

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. Jun 12, 09:00-16:30 - CC

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 - Sa. Jun 26, 09:00-16:30 - IEC

Speak Up! (LEAD 1109)

In this highly participatory course practise 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. You will have the opportunity to make a presentation and receive constructive feedback in a supportive environment. (Swankey) $150

Available Fall Term 2004

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. After 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

Available Fall Term 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.

Students with Special Needs

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

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) $165

1 day - Fr. Jan 23, 09:00-16:30 - IEC **CRN** *10384*

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. Explore different types of interventions a coach can take during stages of team development. Examine the coach's role in each stage of team development; to assess the team's strengths and weaknesses; to use coaching strategies to capitalize on team strengths; to help the team move forward; how to use coaching tools and techniques. (Hannah/Lewis) $165

1 day - Fr. Jan 30, 09:00-16:30 - IEC **CRN** *10667*

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) $150

1 day - Sa. Jan 31, 09:00-16:30 - CC **CRN** *10385*

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 **CRN** *10371*

Coaching: Dealing with Motivational Issues (LEAD 1124)

Prerequisites: Coaching for High Performance (LEAD 1115) and Essential Leadership Coaching Skills (LEAD 1116). Coach employees who are not performing to their full potential due to motivational issues and self-limiting beliefs/ assumptions. Learn 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 **CRN** *10377*

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 expand their capacity to assist individuals and teams to achieve practical outcomes. Building on prerequisites, learn and practise new strategies and skills. You will learn when to use skill coaching and/or motivational coaching and how to 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 **CRN** *10378*

Team Coaching (LEAD 1121)

Prerequisite: Essential Leadership Coaching Skills (LEAD 1116). Be a leader who coaches the team to resolve team issues and business challenges. The leader-coach works with the team to create a common vision, develop a strategy and agree on roles and responsibilities and for operating together. Gain and practice skills to create the team coaching environment; ask coaching questions so the team can gain understanding and take effective action; observe team dynamics and provide useful feedback; discuss the undiscussable and foster team self-responsibility and accountability. (Hannah/Lewis) $150

1 day - Sa. Mar 20, 09:00-16:30 - CC **CRN** *10379*

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. You 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. May 8, 09:00-16:30 - CC

...continued from previous page

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 all are 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. Learn how to use a systematic approach in skill coaching to achieve performance results. Learn how to: coach with different learning styles; develop a repertoire of coaching methods; use tools to prepare, conduct, and follow up skill coaching; check for understanding; commit to a personal action plan to enhance your skill coaching effectiveness. (Lewis) $165

1 day - Fr. Jun 11, 09:00-16:30 - IEC

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) $150

1 day - Sa. Jun 19, 09:00-16:30 - CC

Coaching Practicum (LEAD 1125)

This is an opportunity to practice leadership coaching in a business environment. After successful completion of six Leadership Coaching courses, participants may start their practicum. The practicum involves 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. Offered in the January and September terms, practicum must be completed within six months of commencement and is equivalent to 12 hours of classroom time. Learning outcomes focus on using your leadership coaching skills on the job with employees; gaining confidence in a variety of situations; practicing performance and skill coaching, and; taking your leadership coaching skills to a higher level of competence. (Hannah/Lewis) $330

January 2004 CRN 10382

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 modules that may be taken in any sequence. The three modules total 72 hours. One of the strengths of the program is the diversity of experience shared by participants. Choose three of the following four courses:

Interpersonal Communication Skills

Team Skills

Essential Management Skills

Managing Performance through Training and Development

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.

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.

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 CRN 10380

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. Apr 28, 18:30-21:30 - CC

Managing Performance through Training and Development (MSKL 1105)

Effective management of employee training and development is more important than ever in today's workforce. This course provides students with the tools and insights required to master the art of helping employees reach their full potential through professional development training. You will experience constructive "hands on" case studies featuring actual companies and situations. (Stene Murphy) $310

8 eve - Mo. Sep 20, 18:30-21:30 - CC

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 - We. Sep 22, 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.

Business Leadership and Management

Business Leadership and Management Certificate Program NEW!

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Lynda Boothby, 604.443.8383

This new Certificate Program maximizes leadership potential in a business environment and is designed for those who wish to qualify as professionals in the public, private and self-employed sectors. The program is designed to meet the knowledge and skills base desired by industry. It builds on well-subscribed and well respected offerings in our Business area. As a new platform, it broadens and deepens professional development and career advancement in Business Management through a number of new courses integrated with current successful offerings in Leadership, Coaching and Management Skills.

Core course curricula focus on timely and topical foundation themes while electives highlight issues related to supervision, leadership, leadership coaching and interpersonal communication. In total the program comprises 204 hours.

This Program will commence in January 2004.

Students must successfully complete all five core courses for a total of 120 hours and select from among a number of already approved Certificate programs for the remaining 84 hours.

Credit Transferability

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

Core Courses

Introduction to Business (LEAD 1150)
Human Resource Management (LEAD 1151)
Finance (LEAD 1152)
Sales and Marketing Management (LEAD 1153)
Business Ethics (LEAD 1154)

Electives

Two of the following from the Management Skills for Supervisors Certificate Program (p.13)

Interpersonal Communication Skills (MSKL 1101)
Team Skills (MSKL 1102)
Essential Management Skills (MSKL 1103)
Managing Performance through Training and Development (MSKL 1105)

Four of the following from the Leadership Certificate Program (p.11)

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)
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)*

...continued from previous page

From Conflict to Collaboration (LEAD 1107)

Hiring the Right Person (LEAD 1107)

Performance Management: Goals and Reviews (LEAD 1106)

The Science and Art of Leadership (LEAD 1119)

Speak Up! (LEAD 1109)

Two from the following Leadership Coaching Certificate Program (p.12)

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)

Teach Coaching (LEAD 1121)

Coaching through Team Development (LEAD 1123)

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

Evaluation

Each core course requires assignments and tests and all elective courses require completion of an assignment after each session. Participants will have up to two weeks to submit the assignment to the instructor for evaluation and feedback.

Introduction to Business (LEAD 1150)

An overview of business operations in Canada providing basic knowledge for all managers and staff. Examine the issues arising from government policies, economics, ethics, social environment, the forms of businesses and the basic components of business operations. Textbook required. (Stene Murphy) $310

8 eve - We. Jan 28, 18:30-21:30 - CC CRN 10619

Look for the following offerings in the upcoming year

Finance (LEAD) 1152

An introduction for financial decision-making for learners with little or no previous exposure to accounting or finance principles. Curriculum is organized around investment, operating and financial management decision making. Learn how to analyze and plan for the financial health of a business; ask incisive questions about financial reports; gauge capital investment options and present effective financial strategies. Textbook required. (TBA) $310

Sales and Marketing Management (LEAD 1153)

Focuses on topics most important to organizations: team building, relationship selling, services and non-profit selling, global selling, the multicultural workplace, technology, small business and increasing competition. Critical and contemporary marketing topics include integration of e commerce and estimating marketing demand. Textbook required. (TBA) $310

Business Ethics (LEAD 1154)

Examine the role of ethics in business and ethical dilemmas encountered by managers and leaders. "Stakeholder and Issues Management" is this course's approach to teaching business ethics. Emphasis is on the relationships among the many and varied stakeholders that have roles in business situations. Textbook required. (TBA) $310

Human Resource Management (LEAD 1151)

For Employees who may be management candidates within an organization or who want to learn business management skills for self employment. This course will cover an understanding of human resource processes and systems for supervisors, line managers and entrepreneurs. Textbook required. (TBA) $310
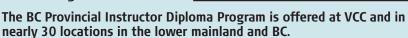
Paralegal

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

Program Website: http://continuinged.vcc.ca/legal

Information Session:
January 5, 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.

Overview

You may register for any course without seeking a Paralegal Certificate or if you wish, you may 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 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.

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 Centre for Professional and Continuing Studies office.

Location

Courses are offered at City Centre Campus. Legal Research classes meet at City Centre & the Vancouver Law Courts.

Courses

Chambers Practice (LEGL 1107)

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

4 eve - We. Jan 7, 18:00-21:00 - CC CRN 10306

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. Jan 17, 10:00-15:00 - CC CRN 10299

Legal Communications (LEGL 1113)

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

4 eve - Mo. Jan 19, 18:00-21:00 - CC CRN 10300

College CLOSURES

Good Friday - April 9

Easter Friday - April 12

...continued from previous page

Contracts (LEGL 1115)
An introduction to contract law, including formation, capacity, breach and remedies. (Eng) $180

*6 eve - Tu. Jan 20, 18:00-21:00 - CC **CRN** 10309*

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. Jan 22, 18:00-21:00 - CC **CRN** 10304*

Personal Property Security (LEGL 1105)
Reviews validity of security agreements, rights of parties and theory, concepts, procedures and forms for the Personal Property Security regime. (Mainland) $190

*4 eve - We. Feb 4, 18:00-21:00 - CC **CRN** 10305*

Family Law Procedures (LEGL 1119)
A practical introduction to the family court system. Students learn to complete Provincial and Supreme Court documents and the relevant procedures in bringing issues of custody, access, maintenance and property to resolution. (D. Halkett) $250

*6 eve - We. Feb 4, 18:00-21:00 - CC **CRN** 10303*

Commercial Transactions (LEGL 1101)
Examines methods of securing financial transactions and of acquiring assets. Reviews types of financial arrangements, nature of security, credit devices, security interests, priorities, and assignments. (Howatson) $190

*4 eve - Mo. Feb 9, 18:00-21:00 - CC **CRN** 10301*

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. Feb 19, 18:00-21:00 - CC **CRN** 10310*

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. Feb 21, 09:00-12:00 - CC **CRN** 10308*

Will and Estate Planning (LEGL 1130)
An introduction to wills and estate planning, intestacy, requirements of a valid will, execution, Wills Variation Act, living wills, powers of attorney and recent developments. (Rodiuk) $250

*6 eve - Mo. Feb 23, 18:00-21:00 - CC **CRN** 10307*

Torts (LEGL 1114)
An introduction and overview of tort law in Canada. Reviews civil wrongs where an individual's conduct interferes with another person or their property. (Dattilo) $180

*6 mng - Sa. Feb 28, 09:00-12:00 - CC **CRN** 10302*

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

*1 eve - Th. Mar 18, 18:00-21:00 - CC **CRN** 10311*

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

*1 eve - Th. Mar 25, 18:00-21:00 - CC **CRN** 10312*

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
*January **CRN** 10313; February **CRN** 10314; March **CRN** 10315*

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

*January **CRN** 10316; February **CRN** 10317; March **CRN** 10318*

Ongoing
Available April 2004

Advanced Corporate Administration (LEGL 1117)
Commercial Litigation (LEGL 1109)
Canadian Legal Process (LEGL 1111)
Legal Communications (LEGL 1113)
Agency, Partnerships and Incorporation (LEGL 1116)
Legal Drafting (LEGL 1120)
Securities (LEGL 1127)
Estate Administration (LEGL 1131)
What's New in Personal Injury Practice (LEGL 1133)
Bills of Costs (LEGL 1134)

Small Business

Program Coordinator: Peggy Worobetz, 604.443.8670

Program Assistant: Craig McKenzie-Cook, 604.443.8677

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. $85 per course or a total of $495 for all ten courses for a saving of $355. Participants attending eight out of ten courses will receive a Document of Professional Studies. See course descriptions below. $495

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. (Freeman) $85

*1 eve - Mo. Jan 26, 18:00-21:00 - CC **CRN** 10319*

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. (Freeman) $85

*1 eve - We. Jan 28, 18:00-21:00 - CC **CRN** 10320*

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. (Freeman) $85

*1 eve - Mo. Feb 2, 18:00-21:00 - CC **CRN** 10321*

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. (Freeman) $85

*1 eve - We. Feb 4, 18:00-21:00 - CC **CRN** 10322*

Small Business Operations (BUSI 1132)
Learn about the fundamentals of small business management, including human resources, time and stress management. (Freeman) $85

*1 eve - Mo. Feb 9, 18:00-21:00 - CC **CRN** 10323*

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. (Freeman) $85

*1 eve - We. Feb 11, 18:00-21:00 - CC **CRN** 10324*

Legal Obligations (BUSI 1137)
Understand the pros and cons of the principal three legal structures and the legal and financial obligations that they entail. (Freeman) $85

*1 eve - Mo. Feb 16, 18:00-21:00 - CC **CRN** 10325*

Human Resources (BUSI 1135)
Do you know how to build a team? Learn how to keep your team an effective working group. (Freeman) $85

*1 eve - We. Feb 18, 18:00-21:00 - CC **CRN** 10326*

Financing Your Business (BUSI 1138)
Become familiar with different sources of financing and banking and how applications are evaluated. (Freeman) $85

*1 eve - Mo. Feb 23, 18:00-21:00 - CC **CRN** 10327*

Preparing Your Business Plan (BUSI 1139)
Learn and understand the essentials of creating a business plan. (Freeman) $85

*1 eve - We. Feb 25, 18:00-21:00 - CC **CRN** 10328*

Other Small Business courses

Cost Reduction Strategies (BUSI 1160)   **NEW!**
This interactive course, designed for business owners, entrepreneurs and home based businesses, learn how to strengthen your business through innovative cost reduction and revenue generation, identify issues and prioritize opportunities. Explore the commonsense approaches for reducing costs, generating revenues and increasing profits. Discover ways to boost business profits and assess the profit killers! (Chandy) $125

*1 day - Sa. Jan 14, 09:00-16:30 - CC **CRN** 10333*

Staff Relations Management (BUSI 1159)   **NEW!**
Do you hire or manage staff? Do you need assistance with staff relations and its challenges at your workplace? This course will provide the platform for you to examine and understand - recruitment, staff relations, customer relations, communications, collective knowledge, management effectiveness and team dynamics - all proven components in staff relations management. (Chandy) $125

*1 day - Sa. Feb 7, 09:00-16:30 - CC **CRN** 10334*

Event Planning - see page 10.

Effective Negotiating - see page 10.

Managing Absenteeism - see page 8.

Professional and Continuing Studies
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

Telecommunications Management

Program Coordinator: Peggy Worobetz, 604.443.8670

Program Assistant: Lynda Boothby, 604.443.8383

Information Session:
Thursday, January 8, 17:00-18:00
- City Centre, Room TBA

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. 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)

Designed as an overview for the newcomer to telecommunications who has little or no experience in the field, various aspects of telecommunications will be explored at an introductory level giving the student the basic knowledge needed to progress to the next level. (D. Clark) $340

10 eve - We. Jan 21, 18:00-21:00 - CC CRN 10003

Challenge Examinations

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

Understanding Telecommunications (TELE 1101) $340
2 hrs - Tu. Jan 13, 18:30-20:30 - CC CRN 10004

Infrastructure Fundamentals (TELE 1102) $340
2 hrs - Tu. Jan 13, 18:30-20:30 - CC CRN 10005

Voice/Data Convergence (TELE 1103) $340
2 hrs - Tu. Jan 13, 18:30-20:30 - CC CRN 10006

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.

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. (Fisher) $525

13 eve - Tu. Jan 13, 18:00-21:00 - IEC CRN 10174

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. (Lim) $525

13 eve - We. Jan 14, 18:00-21:00 - IEC CRN 10175

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

Oakridge Computer Lab

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

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

Registration: 604.443.8484

Class Sizes and Information

Classes at the Oakridge Computer Lab permit a maximum of 6 or 12 students. For information on individual courses, please call 604.261.2806.

Counselling

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

What do you wish to learn?

An Introduction to Computers

Courses available are listed on page 17.

How to Operate a Specific Software Program

Courses are listed according to the application area (e.g. Accounting, Word Processing, etc.) Courses start on page 18. 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 18.

Networking and LAN Management

Courses available are listed on page 17.

Computer Hardware

Courses available are listed on page 17.

Programming

Courses available are listed on page 18.

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. Classes may be added if there is sufficient interest. Custom training available for groups of five or more students.

Note

All courses require some typing. 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 for Applications (VBA) in Excel and Access

Introductory courses will give you a "running start" in the software programs of your choice. Other classes are available to further round out your skills. 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 and take-home reference notes, are provided.

Courses will get you "up and running" quickly. Oakridge Lab courses run in a one-day format on weekdays and weekends.

Courses at the Oakridge Lab offer seven hours of instruction.

Introduction to Computers

Introduction to Computers (CMPT 1123)

Designed for individuals with little or no previous personal computer experience. Fundamental hardware and software operations are explained. Understand CPUs, RAM, floppy disks and disk drives, hard disk drives, files, and operating systems. Hands-on training involves overviews of a variety of topics including: word processing, spreadsheets, Windows and the Internet. Some typing is required. $190

*1 day - Sa. Jan 10, 9:00-17:00 - Oak **CRN** 10405*
*1 day - We. Jan 28, 9:00-17:00 - Oak **CRN** 10406*
*1 day - Fr. Feb 20, 9:00-17:00 - Oak **CRN** 10407*
*1 day - Sa. Mar 6, 9:00-17:00 - Oak **CRN** 10408*
*1 day - Th. Mar 18, 9:00-17:00 - Oak **CRN** 10551*

Windows

Introduction to Windows (CMPT 1169)

Designed for new or inexperienced Windows users. Learn window manipulation and screen navigation using the mouse. Understand and manage 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 - Tu. Jan 13, 9:00-17:00 - Oak **CRN** 10435*
*1 day - Sa. Jan 24, 9:00-17:00 - Oak **CRN** 10436*
*1 day - Fr. Feb 6, 9:00-17:00 - Oak **CRN** 10437*
*1 day - We. Feb 25, 9:00-17:00 - Oak **CRN** 10438*
*1 day - Sa. Mar 13, 9:00-17:00 - Oak **CRN** 10439*
*1 day - Tu. Mar 23, 9:00-17:00 - Oak **CRN** 10440*

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, Scheduler, and more. Experience with Windows is essential. Introduction to Windows (CMPT 1169) is recommended. $190

*1 day - Sa. Feb 7, 9:00-17:00 - Oak **CRN** 10552*
*1 day - Fr. Feb 27, 9:00-17:00 - Oak **CRN** 10553*
*1 day - Th. Mar 25, 9:00-17:00 - Oak **CRN** 10554*

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. Jan 17, 9:00-17:00 - Oak **CRN** 10534*
*1 day - Fr. Mar 5, 9:00-17:00 - Oak **CRN** 10535*
*1 day - Sa. Mar 27, 9:00-17:00 - Oak **CRN** 10536*

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. 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 - Fr. Jan 30, 9:00-17:00 - Oak **CRN** 10515*
*1 day - Th. Feb 26, 9:00-17:00 - Oak **CRN** 10516*
*1 day - Sa. Mar 20, 9:00-17:00 - Oak **CRN** 10517*

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 - Mo. Jan 12, 9:00-17:00 - Oak **CRN** 10520*
*1 day - Th. Feb 12, 9:00-17:00 - Oak **CRN** 10522*
*1 day - Mo. Mar 8, 9:00-17:00 - Oak **CRN** 10523*

Intermediate HTML Web Pages (CMPT 1186)

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. Jan 26, 9:00-17:00 - Oak **CRN** 10555*
*1 day - Th. Feb 19, 9:00-17:00 - Oak **CRN** 10524*
*1 day - Th. Mar 11, 9:00-17:00 - Oak **CRN** 10525*

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. Cover the basics of Cascading Style Sheets including inline styles, document level style sheets, and external style sheets. Experience with publishing Web pages is essential. Intermediate HTML Web Pages (CMPT 1186) is strongly recommended as a prerequisite. $190

*1 day - Mo. Feb 2, 9:00-17:00 - Oak **CRN** 10526*
*1 day - Mo. Mar 29, 9:00-17:00 - Oak **CRN** 10527*

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 - Mo. Jan 19, 9:00-17:00 - Oak **CRN** 10528*
*1 day - Mo. Feb 16, 9:00-17:00 - Oak **CRN** 10529*
*1 day - Mo. Mar 15, 9:00-17:00 - Oak **CRN** 10530*

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 - Th. Jan 29, 9:00-17:00 - Oak **CRN** 10531*
*1 day - Mo. Feb 23, 9:00-17:00 - Oak **CRN** 10532*
*1 day - Mo. Mar 22, 9:00-17:00 - Oak **CRN** 10533*

Networking and LAN Management

Introduction to Networking (CMPT 1136)

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

*1 day - Sa. Jan 17, 9:00-17:00 - Oak **CRN** 10451*
*1 day - Tu. Feb 10, 9:00-17:00 - Oak **CRN** 10452*
*1 day - We. Mar 3, 9:00-17:00 - Oak **CRN** 10453*

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 - Tu. Jan 20, 9:00-17:00 - Oak **CRN** 10481*
*1 day - Th. Feb 19, 9:00-17:00 - Oak **CRN** 10482*
*1 day - Fr. Mar 5, 9:00-17:00 - Oak **CRN** 10485*

...continued from previous page

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 computer accounts, user accounts, set and change account properties. Windows Server - Level 1 (CMPT 1207) is the recommended prerequisite. $190

1 day - Tu. Jan 27, 9:00-17:00 - Oak CRN 10486
1 day - Fr. Mar 12, 9:00-17:00 - Oak CRN 10488

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 - Fr. Feb 13, 9:00-17:00 - Oak CRN 10489
1 day - Fr. Mar 26, 9:00-17:00 - Oak CRN 10491

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. 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 - Th. Jan 15, 9:00-17:00 - Oak CRN 10421
1 day - Sa. Feb 14, 9:00-17:00 - Oak CRN 10422
1 day - Th. Mar 11, 9:00-17:00 - Oak CRN 10423

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 - We. Jan 21, 9:00-17:00 - Oak CRN 10492
1 day - Fr. Feb 20, 9:00-17:00 - Oak CRN 10493

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 - Tu. Jan 27, 9:00-17:00 - Oak CRN 10454
1 day - Tu. Feb 24, 9:00-17:00 - Oak CRN 10471
1 day - Th. Mar 18, 9:00-17:00 - Oak CRN 10479

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 - Tu. Feb 3, 9:00-17:00 - Oak CRN 10484
1 day - Fr. Feb 27, 9:00-17:00 - Oak CRN 10490
1 day - Th. Mar 25, 9:00-17:00 - Oak CRN 10556

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 - Fr. Jan 9, 9:00-17:00 - Oak CRN 10415
1 day - Tu. Jan 20, 9:00-17:00 - Oak CRN 10416
1 day - Sa. Jan 31, 9:00-17:00 - Oak CRN 10417
1 day - Tu. Feb 17, 9:00-17:00 - Oak CRN 10418
1 day - We. Mar 3, 9:00-17:00 - Oak CRN 10419
1 day - Mo. Mar 22, 9:00-17:00 - Oak CRN 10420

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 - We. Jan 14, 9:00-17:00 - Oak CRN 10424
1 day - Sa. Feb 14, 9:00-17:00 - Oak CRN 10425
1 day - Tu. Feb 24, 9:00-17:00 - Oak CRN 10426
1 day - We. Mar 10, 9:00-17:00 - Oak CRN 10427

Advanced Excel (CMPT 1132)
Understand and use Excel's built-in database features to manage lists. Set validation rules to control data entry. Use forms for maintaining data. Filter or copy records based on a variety of custom search conditions. Analyze data with database functions and pivot tables. Experience with Excel is essential; Intermediate Excel (CMPT 1131) is recommended. $190

1 day - Fr. Jan 23, 9:00-17:00 - Oak CRN 10428
1 day - Sa. Feb 28, 9:00-17:00 - Oak CRN 10429
1 day - We. Mar 17, 9:00-17:00 - Oak CRN 10430

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 - Fr. Jan 30, 9:00-17:00 - Oak CRN 10511
1 day - Fr. Mar 19, 9:00-17:00 - Oak CRN 10512

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. Jan 25, 9:00-17:00 - Oak CRN 10557
1 day - Su. Feb 22, 9:00-17:00 - Oak CRN 10558
1 day - Su. Mar 21, 9:00-17:00 - Oak CRN 10559

Advanced QuickBooks (CMPT 1234)
Learn about QuickBook's 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. Feb 8, 9:00-17:00 - Oak CRN 10560
1 day - Su. Mar 28, 9:00-17:00 - Oak CRN 10561

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. Jan 18, 9:00-17:00 - Oak CRN 10457
1 day - Su. Feb 15, 9:00-17:00 - Oak CRN 10460
1 day - Su. Mar 7, 9:00-17:00 - Oak CRN 10464

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. Feb 1, 9:00-17:00 - Oak CRN 10468
1 day - Su. Mar 14, 9:00-17:00 - Oak CRN 10470

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. Jan 11, 9:00-17:00 - Oak CRN 10473
1 day - Su. Feb 29, 9:00-17:00 - Oak CRN 10476

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 - Fr. Jan 23, 9:00-17:00 - Oak CRN 10431
1 day - Tu. Feb 10, 9:00-17:00 - Oak CRN 10432
1 day - Sa. Feb 28, 9:00-17:00 - Oak CRN 10433
1 day - Tu. Mar 16, 9:00-17:00 - Oak CRN 10434

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 - Tu. Jan 13, 9:00-17:00 - Oak CRN 10409
1 day - We. Feb 25, 9:00-17:00 - Oak CRN 10410
1 day - Tu. Mar 23, 9:00-17:00 - Oak CRN 10411

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 - We. Feb 4, 9:00-17:00 - Oak CRN 10413
1 day - Tu. Mar 2, 9:00-17:00 - Oak CRN 10414

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 - Fr. Jan 16, 9:00-17:00 - Oak CRN 10442
1 day - Sa. Feb 7, 9:00-17:00 - Oak CRN 10443
1 day - We. Feb 18, 9:00-17:00 - Oak CRN 10444
1 day - Fr. Mar 12, 9:00-17:00 - Oak CRN 10445

Vancouver Community College

...continued from previous page

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 - Th. Jan 22, 9:00-17:00 - Oak **CRN** 10446*
*1 day - Sa. Feb 21, 9:00-17:00 - Oak **CRN** 10447*
*1 day - We. Mar 17, 9:00-17:00 - Oak **CRN** 10448*

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 - We. Jan 14, 9:00-17:00 - Oak **CRN** 10402*
*1 day - We. Feb 11, 9:00-17:00 - Oak **CRN** 10403*
*1 day - Tu. Mar 9, 9:00-17:00 - Oak **CRN** 10404*

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 - Th. Jan 15, 9:00-17:00 - Oak **CRN** 10455*
*1 day - We. Feb 4, 9:00-17:00 - Oak **CRN** 10458*
*1 day - Sa. Feb 21, 9:00-17:00 - Oak **CRN** 10456*
*1 day - Tu. Mar 2, 9:00-17:00 - Oak **CRN** 10459*
*1 day - We. Mar 24, 9:00-17:00 - Oak **CRN** 10461*

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 - Th. Jan 22, 9:00-17:00 - Oak **CRN** 10462*
*1 day - We. Feb 11, 9:00-17:00 - Oak **CRN** 10463*
*1 day - Tu. Mar 9, 9:00-17:00 - Oak **CRN** 10465*
*1 day - Sa. Mar 27, 9:00-17:00 - Oak **CRN** 10466*

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 - Th. Jan 29, 9:00-17:00 - Oak **CRN** 10467*
*1 day - We. Feb 18, 9:00-17:00 - Oak **CRN** 10469*
*1 day - Tu. Mar 16, 9:00-17:00 - Oak **CRN** 10472*

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 - Tu. Feb 3, 9:00-17:00 - Oak **CRN** 10474*
*1 day - Fr. Mar 19, 9:00-17:00 - Oak **CRN** 10475*

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 - Th. Feb 12, 9:00-17:00 - Oak **CRN** 10477*

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 - Tu. Feb 17, 9:00-17:00 - Oak **CRN** 10449*

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, 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 - We. Jan 28, 9:00-17:00 - Oak **CRN** 10498*
*1 day - Th. Feb 26, 9:00-17:00 - Oak **CRN** 10500*
*1 day - Fr. Mar 26, 9:00-17:00 - Oak **CRN** 10501*

City Centre Computer Lab

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

General Information and Registration: 604.443.8484

Course Advice: Rhyon Caldwell, 604.443.8544, rcaldwell@vcc.ca

Computer Basics

Keyboarding for Beginners (OACP 1102)

Keyboarding is a skill needed for success in virtually every career. Because keyboarding is a skill, to be successful you must apply proper techniques and meaningful practice in each class. You will learn to key letters, numbers and symbols. The classes are taught on computers with a keyboarding text and exciting Windows software. Textbook to be purchased at City Centre Bookstore prior to first session. (TBA) $115

*6 mng - Sa. Jan 24, 09:30-12:30 - CC **CRN** 10286*

Keyboarding for Speed Building (OACP 1101)

Increase speed and accuracy on the computer. Each session will consist of skill building exercises and timings. Textbook: College Keyboarding to be purchased at City Centre Bookstore prior to first session. 18 hours (Wong) $125

*6 mng - Sa. Jan 24, 09:30-12:30 - CC **CRN** 10287*

Computer Foundations (CMPT 1101)

A broad introduction to computers for the beginning computer user. Topics include: Windows operating system; applications in word processing and spreadsheets using Microsoft Word and Excel; and an introduction to the Internet. This is a practical, hands-on course with one computer per student using the latest high- speed computers (maximum 18). An excellent foundation for the general computer user. Textbook included. $295

*10 eve - We. Jan 28, 18:30-21:30 - CC **CRN** 10537*

Note

For additional courses and those covering advanced topics see our Oakridge Lab section. The Oakridge Lab one-day format is especially popular with corporate clients, office personnel and professionals who prefer a short-duration course for immediate application in the workplace.

Web Development and Programming

Webpage Design (CMPT 1114)

Design and build a multi-page website with user interaction. Three sections include (1) Putting Your Webpage on the Internet - design a basic webpage. Topics include: basic HTML code, creating tags, hypertext links, graphics, colours, page formatting, and publishing to the Internet. (2) Designing a Professional Webpage - further page design and layout. (3) Programming Javascript into your Website - add CGI and Javascript features. Instructor will advise on course text. $295

*10 eve - Tu. Jan 27, 18:30-21:30 - CC **CRN** 10538*

Java Programming (CMPT 1211)

Provides an introduction to the Java language and explains distributed objects programming, including fundamentals of Java computing, concepts of object-oriented development, anatomy of Java classes, messaging mechanisms, proper object construction and initialization, encapsulation, inheritance and polymorphism, program flow, exception handling, event handling and creating end-user interfaces. Recommended: knowledge of a programming language. $295

*8 eve - Tu. Jan 27, 18:30-21:30 - CC **CRN** 10540*

Web Application Development (CMPT 1219)

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

*10 eve - We. Jan 28, 18:30-21:30 - CC **CRN** 10539*

iNet+ Certification

iNet+ Certification Preparation (CMPT 1228)

iNet+ is a vendor-neutral entry-level certification that measures baseline technical knowledge and skills concerning Internet, intranet and extranet technologies. This course prepares students to write the certification exam. The course includes five core content areas: Internet basics and clients, development, networking, Internet security, and business concepts. Prerequisite: A+ certification or equivalent knowledge is recommended but not required. $395

*10 eve - We. Jan 28, 18:30-21:30 - CC **CRN** 10541*

Linux+ Certification Prep (CMPT 1236)

Watch for our new Linux+ Certification Preparation course being offered in the spring term.

A+ Hardware Certification

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

Prepare to write the A+ Certification exams. Assemble, configure and install a complete personal computer in class. Explore the hardware and software to build a computer. Learn how to configure hardware using MS Windows 98/NT. Topics include Internet connectivity, purchasing a PC, Internet configuration, virus, recovery and maintenance planning. Class limited to 16. Instructor will advise class on course text - available at the City Centre Bookstore. $495

*10 eve - Mo. Jan 26, 18:00-21:00 - CC **CRN** 10542*

Windows 2000 Professional Certification

Windows 2000 Professional Certification Preparation (CMPT 1213)

This course will prepare students to write the Microsoft Certified Professional (MCP) exam (70-210) to achieve this industry certification. The MCP designation covers the first exam of the MCSE exam-track. Instruction will focus on Windows 2000 Professional. Students will be prepared for employment in positions such as network technician, user/customer support, helpdesk, etc. Prerequisite: general Windows experience. Instructor will advise on course text. $395

*10 eve - Tu. Jan 27, 18:30-21:30 - CC **CRN** 10543*

Culinary

Baking & Pastry Arts

Program Coordinator: Peggy Worobetz, 604.443.8670

Registration and general information: 604.443.8382

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 benefit 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, January 17. (Bratkowski) $240

5 eve - Mo. Jan 26, 18:30-21:30 - CC CRN 10176

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, January 27. (Eng) $150

3 eve - Tu. Feb 3, 18:30-21:30 - CC CRN 10179

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. Jan 27, 18:30-21:00 - CC CRN 10182

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. Feb 4, 18:30-21:00 - CC CRN 10178

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. Feb 4, 18:30-21:00 - CC CRN 10177

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, January 20. (Rudolph) $70

1 eve - Tu. Feb 3, 18:30-21:30 - CC CRN 10181

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. Feb 10, 18:30-21:30 - CC CRN 10180

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 Wednesday, February 4. (Eng) $70

1 eve - Th. Feb 12, 18:30-21:30 - CC CRN 10370

Health

Personal & Professional Development

Program Coordinator: 604.443.8674,
E-mail: sclarke@vcc.ca

Program Assistant: 604.443.8672

Massage - Level I (HLTH 1113)
This 12-hour course introduces you to basic relaxation massage techniques. Wear shorts and tank top or loose, comfortable clothing, and come prepared to practise massage techniques. (Murphy) $200 ($300 for both Level I and II).
Maximum: 16 persons.

2 day - Sa/Su. Mar 6/7, 09:00-16:00 - KEC CRN 10046

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 - Sa. Mar 20, 09:00-16:00 - KEC CRN 10047

Foot Care for Older Adults Level 1 (HLTH 1241)
Prerequisites: RN, RPN, LPN currently registered in BC. Proof of registration or licensure will be required on the first day. In response to the demands for a more thorough foot care course, we now offer a five-day certificate course. Level 1 introduces the basics of foot care in the older adult through a day of theory and two clinical days. There is an exam and skill check to complete this course. To obtain a Certificate of Completion, participants will successfully complete HLTH 1241 and HLTH 1196 an exam and skills check. Supplies must be purchased prior to the start of the program (approximate cost of supplies $225 - this cost does not include the cost of the Dremel(r) drill and bits). Maximum class size is 12. (Olson) $360

3 day - Fr/Sa/Su. Feb 20-22, 09:00-16:00 - KEC and clinical site CRN 10043

Foot Care for Older Adults Level 2 (HLTH 1196)
Prerequisite: successful completion of HLTH 1241. The first day of this two-day course will present theory related to the provision of advanced nursing foot care for the older adult and provide basic information on starting and operating a private nursing foot care practice. The second day will be supervised practice in a clinical setting with a clinical instructor. Maximum class size is 12. Bring supplies and workbook from level 1 with you to class. Cost of additional supplies not included. (Olson) $200

2 day - Fr/Sa. Mar 5/6, 09:00-16:00 - KEC and clinical site CRN 10183

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) $150

4 eve - Mo. Jan 26, Feb 2/9/16, 18:30-21:30 - CC CRN 10169

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 $450 for all ten courses for a saving of $150. Participants attending eight of 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.

Reflexology Basics   *NEW!*

Basic Hand Reflexology - Level I (HLTH 1220)
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. You 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 - Mo. Mar 15 (no class April 12), 19:00-22:00 - CC CRN 10034

Basic Foot Reflexology - Level I (HLTH 1219)
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. You 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 - Mo. Feb 2, 19:00-22:00 - CC CRN 10033

Introduction to Chinese Medicine (HLTH 1131)   *NEW!*
Traditional Chinese Medicine is very popular in greater Vancouver. Are you interested in learning about it and even experiencing it? This course is a safe and easy way to begin your discovery of Traditional Chinese Medicine, to understand it and to try it! All course materials provided. (Harvey/Gibbon) $50

1 mng - Sa. Mar 27, 09:00-13:00 - KEC CRN 10187

CPR & First Aid
Program Assistant: 604.443.8672

Learn the 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. May 3/10, 18:00-22:00 - CC CRN 10369

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. Feb 7/8, 09:00-17:30 - KEC CRN 10367

Child Safe (HLTH 1226)
Meets all provincial licensing requirements for daycare. Of particular interest to daycare and preschool workers and parents. Course has strong focus on prevention and includes obstructed airway management for infant and child, CPR for infant and child, and basic first aid. No prerequisite. Bring blanket. (Clark) $75

2 eve - Th. Feb 19/26, 18:00-22:00 - CC CRN 10368

Suicide Risk: Assessment and Management (HLTH 1108)
Suicide risk and attempts can occur with clients of all ages in all care settings, and requires prompt response and clinical judgement. For nurses, counsellors, therapists, social workers, mental health staff, pastoral care workers and other health-related professionals, this course will increase your knowledge and skills in identification and initial assessment and intervention to help clients at risk for suicide, and to make appropriate referrals. Offered once a year in collaboration with SAFER, a program of Greater Vancouver Mental Health Service Society. $85

1 day - Fr. Feb 13, 09:00-16:00 - KEC CRN 10042

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 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.

Vancouver Community College

Clinical Competencies

Program Coordinator: Shirley Clarke, 604.443.8674, E-mail: 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. Brazier, RN, MSN, CINA (c)) $150

1 day - Sa. Jan 31, 08:30-16:30 - KEC CRN 10037
1 day - Sa. Feb 28, 08:30-16:30 - KEC CRN 10038
1 day - Sa. Mar 6, 08:30-16:30 - KEC CRN 10039
1 day - Sa. Apr 3, 08:30-16:30 - KEC CRN 20010
1 day - Sa. May 8, 08:30-16:30 - KEC CRN 20003
1 day - Sa. Jun 12, 08:30-16:30 - KEC CRN 20002

Physical Assessment Series - Revised Format
Assessment requires an understanding of the anatomy and physiology of each system as well as the pathophysiology associated with the system. The assessment series has been revised to reflect the addition of a review of A&P and pathophysiology. Each system will be reviewed over two days. Bring a stethoscope. Wear comfortable clothing. Detailed workbooks provided. Courses may be taken individually. (S. Clarke, MSN, RN, D. Freeman RN, BSN) $225 each

Neurological Anatomy and Physiology (HLTH 1160)
2 day - Fr. Jan 16/23, 09:00-16:00 - KEC CRN 10041
Cardiovascular Anatomy and Physiology (HLTH 1163)
2 day - Fr. Feb 6/13, 09:00-16:00 - KEC CRN 10036
Respiratory Anatomy and Physiology (HLTH 1162)
2 day - Fr. Feb 27, Mar 5, 09:00-16:00 - KEC CRN 10035
Gastrointestinal Anatomy and Physiology (HLTH 1161)
2 day - Fr. Mar 19/26, 09:00-16:00 - KEC CRN 10040
Fluids and Electrolytes (HLTH 1164)
A good review of the cellular activity that makes the body work.

1 day - Fr. Apr 2, 09:00-16:00 - KEC CRN 20011

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. Feb 20, 09:00-16:00 - KEC CRN 10048

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. Feb 27, 09:00-16:00 - KEC CRN 10049

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

Dates TBA

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

Dates TBA

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 hand-on course include: oral, subcutaneous injections, butterfly administration and intramuscular injections. Prerequisite: Valid practicing license, completion of a pharmacology course within the past five years. (Clarke) $150

1 day - Sa. Jan 25, 09:00-16:00 - CC CRN 10168

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

Dates TBA

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

Dates TBA

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. Mar 8, 09:00-16:00 - KEC CRN 10045

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. Feb 13, 09:00-16:00 - KEC CRN 10044

Clinical Leadership in Gerontological Nursing in Long Term Care (HLTH 1194)
Nurses in long-term care are expected to provide clinical leadership for their unit, team or shift. This practical 2-day course will help you with the leadership and communication challenges in your work: team building, interdisciplinary problem-solving, delegating, coaching, resolving conflicts, maintaining standards, advocating for clients and families, and facilitating change. It will help you to understand your professional role and accountability more clearly and to be a clinical leader with greater competence and satisfaction. (I. Rohrer, RN, MSN) $225

2 day - Mo/Tu. Feb 16/17, 09:00-16:00 - KEC CRN 10050

LPN Upgrading

For information call Leslie Stuart, Program Coordinator: 604.443.8673, E-mail: 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. (Clarke) $150

1 day - Sa. Feb 7, 09:00-16:00 - CC CRN 10564

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. $650

CRN 10146, CRN 10194, CRN 10193

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. Jan 8, 16:00-21:00 - CC CRN 10200
1 eve - Th. Feb 12, 16:00-21:00 - CC CRN 10201
1 eve - Th. Mar 11, 16:00-21:00 - CC CRN 10202
1 eve - Th. Apr 8, 16:00-21:00 - CC CRN 20024
1 eve - Th. May 13, 16:00-21:00 - CC CRN 20025
1 eve - Th. Jun 10, 16:00-21:00 - CC CRN 20026

Workshop and Skills Check for Pharmacology Students (HLTH 1130)
"Last Saturday of every month" - 08:00-16:00. Please call to register.

Jan 31 - CRN 10203, Feb 28 - CRN 10204, Mar 27 - CRN 10628, Apr 24

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. $150

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. $150

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. Jan 10, 08:00-13:30 - CC CRN 10195
1 day - Sa. Feb 14, 08:00-13:30 - CC CRN 10196
1 day - Sa. Mar 13, 08:00-13:30 - CC CRN 10197
1 day - Sa. Apr 10, 08:00-13:30 - CC CRN 20023

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 hypodermoclysis, and management of IV sites and complications. (Clarke) $150

1 day - Sa. Feb 7, 09:00-16:00 - CC CRN 10546

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

Classes offered with sufficient enrollment.

IM Injections for the LPN (HLTH 1122)
This is a distance course. You will be provided with the theory and clinical skills necessary to safely administer an IM injection. Topics 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

...continued from previous page

IM Injection Skill Lab (HLTH 1139)

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

1 day - Sa. Jan 10, 12:00-17:00 - CC **CRN** *10148*
1 day - Sa. Feb 14, 12:00-17:00 - CC **CRN** *10150*
1 day - Sa. Mar 13, 12:00-17:00 - CC **CRN** *10154*
1 day - Sa. Apr 17, 12:00-17:00 - CC **CRN** *20017*

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) $250

1 day - Sa. Jan 25, 09:00-16:00 - CC **CRN** *10168*
1 day - Sa. Mar 20, 09:00-16:00 - CC **CRN** *10208*
Distance offering: **CRN** *10149,* **CRN** *10152,*
CRN *10153,* **CRN** *20022*

Taking and Transcribing Physician's Orders (HLTH 1138)

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 with sufficient enrollment. $150

3 Month Distance Self-Study

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

Updated to include subcutaneous butterfly medication administration. 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. $250

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

Medication Administration for Resident Care Attendants/Home Support Workers (HLTH 1299)

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)

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

Classes offered with sufficient enrollment. Please call for information.

Health Certificate Programs

Gerontology Nursing Certificate Program

**Senior Program Coordinator: 604.443.8673,
E-mail: lstuart@vcc.ca**

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

This progressive, clinically relevant, part time 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 certification exam for gerontological nursing. Courses may also be used as university transfer credits. Courses are also open to non-certificate applicants. Tuitions range from $250-$650.

Unit 1 Healthy Aging

The Experience of Aging (GERO 1102)
Promoting Optimal Health (GERO 1103)
Working with Older Adults: Understanding Advocacy and Empowerment (GERO 1104)

Unit 2 Complex Challenges to Aging

Common Physiological Health Problems of the Older Adult (GERO 1105)
The Three "Ds" - Dementia, Delirium, Depression (GERO 1106)
Putting it Together: Caring for Older Adults with Complex Health Challenges (GERO 1107)

Unit 3 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)

Electives

Electives are based on individual learning plans, participants will select an elective from other Centre for Professional and Continuing Studies course offerings.

Entrance Requirements

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.

Application Procedures

Contact E. Fong for an application form. Send the completed form with a copy of your RNABC or CRPNBC license and a letter of recommendation from your immediate supervisor to:

Vancouver Community College
Centre for Professional and Continuing Studies
250 West Pender, Vancouver, BC V6B 1S9
Fax: 604.443.8667

Nursing Management Certificate Program (HLTH 1199)

**Program Coordinator: 604.443.8674,
E-mail: sclarke@vcc.ca**

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

A 45-hour part time program 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 on 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. University transfer credits apply.

Content includes: management theory and processes; Managing change and transitions; Assertiveness, conflict management and Communication processes. We will also focus on Managing the "problem" employee and employment processes; Risk management and quality improvement in health care systems; Evidence-based practice and ethical decision making; Team building and staff development and Regionalization. Required Textbook - Effective Leadership and Management in Nursing. Sullivan & Decker 5th Ed. Available at the KEC bookstore. $455 plus textbook

7 day - Sa. Mar 27, Apr 3, 17, May 1, 15, 29, Jun 12, 09:00-16:00 - **CRN** *10145*

PeriAnesthesia Nursing Certificate Program (HLTH 1179)

**Program Coordinator: 604.443.8674,
E-mail: sclarke@vcc.ca**

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

Course Tutor: L. Magri

A clinically relevant program suitable for Registered Nurses working in clinical areas where anesthesia, analgesia or procedural sedation is administered to clients to enhance the understanding of the medications administered and the impact on the client. Course may qualify for university transfer credits.

Content includes regional and general anesthesia; Theory of drugs used in anesthesia and recovery; Pain management; Ventilator management; Assessment of the patient in the immediate post-operative period and Complications of anesthesia.

Clinical Practicum of 144 hours follows the theory portion.

Evaluation is through exams, journaling and peer review.

Prerequisites

Currently licensed as a RN
Two years of medical/surgical Nursing experience in the past four years
Proficiency with ECG interpretation
Current Level "C" CPR
Recommendation letter from an immediate supervisor

Recommended Textbook: The Post-Anesthesia Care Unit: A critical care approach to post-anesthesia nursing. Drain 4th Ed. (2002).

Cost: $800 includes the practicum and preceptor costs.

Renal Dialysis Technician Certificate Program
(RENL 1101 & RENL 1102)

**Senior Program Coordinator: 604.443.8673,
E-mail: lstuart@vcc.ca**

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

Renal dialysis technicians work as part of the team of health care providers; families and patients to provide quality care to patients undergoing hemodialysis. Hemodialysis technicians work in major acute care centers throughout BC as well as dialysis clinics managing the operation, maintenance and quality control of the equipment used in dialysis.

Course combines classroom theory and clinical practice to prepare participants to work as entry-level practitioners in renal dialysis units. Course is offered once per year in May. Course tuition is $2,600.

Entrance requirements: Call for a detailed application form.

Completion of grade 12 or equivalent
English language assessment
Successful completion of Medical Terminology Course (OACP 1121) or similar course with 30 hours of class time
Successful completion of Interpersonal Skills for Health Care Workers (MSKL 1104) or similar course with 24 hours of class time
Successful completion of two semesters of first year post secondary sciences (Chemistry, Biology, or Physics) within the past five years

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 and Renal Technician Certificate programs at Vancouver Community College. The required textbook for this course is Language of Medicine and can be purchased at the City Centre Bookstore. (McConnachie) $185

10 eve - Tu. Jan 20, 18:30-21:30 - CC **CRN** *10347*

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. For Sterile Supply and Renal Dialysis Technician students. (Cuzzetto) $310

4 day - Sa. Jan 24, 09:00-16:00 - KEC **CRN** *10381*

Vancouver Community College

Sterile Supply Technician Certificate Program
(STER 1101 & STER 1102)

**Senior Program Coordinator: 604.443.8673,
E-mail: lstuart@vcc.ca**

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

Sterile Supply Technicians work in a variety of settings from acute care hospitals to animal clinics. This certificate prepares the participant in the theory and application of principles related to decontamination, sterilization, storage and distribution of equipment in a sterile supply processing area.

Course is offered based on current needs in the Health Care Settings. The next on-site course will be offered in March 2004. Participants are selected for the on-site class from the waitlist.
Course tuition: $2,600.

Correspondence or distance course offered to participants living outside the Greater Vancouver area and does not include a clinical practicum.
Course tuition: $500.

Prerequisites: All pre-requisites must be completed for the on-site course prior to your name going on the waitlist.

Grade 12 completion or equivalent

English language assessment

Successful completion of Medical Terminology course (OACP 1121) or similar 30-hour course

Successful Completion of an Interpersonal Communication course (MSKL 1104) or similar 24-hour course

Food Services for Health Care Certificate
NEW!

**Program Coordinator: 604.443.8674,
E-mail: sclark@vcc.ca**

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

The Centre for Professional and Continuing Studies is pleased to announce a certificate program in Food Services for Health Care settings formerly Institutional Aide Program at Vancouver Community College. There are three courses in the certificate; students must successful complete each course before going to the next course. Participants successfully completing all three courses will receive a Certificate in Food Services for Health Care. This course does not guarantee a job, but provides the theory and skills necessary for the position of food service worker.

Entrance Requirements: call for a detailed application form

English Language assessment

Valid standard first aid and level "C" CPR

Proof of negative TB skin test

Criminal records search

Valid food safe Level 1

Recent Workplace Hazardous Materials Information System (WHMIS) training

Computer skills

Course 1: (HLTH 1300) 80 hours

Content includes Food Management 1, food service safety, sanitation and cleaning (Johnson) $385

16 sessions - We. Jan 21, 09:00-16:00 and Th. Jan 22, 16:00-20:00 CC CRN 10590

Course 2: (HLTH 1301) 100 hours

Content includes Food Management 2, nutrition, hospital diets, gerontology, and communication (Johnson) $475

20 sessions - We. Mar 17, 09:00-16:00, Th. Mar 18, 16:00-20:00 - CC CRN 10591

Course 3: (HLTH 1302) 60 hours

Includes a work experience in a hospital/care home setting and preparing for a job interview. (Johnson) $270

(M-F) May 24 - June 5, full time and available for all shifts

Work experience arranged by Vancouver Community College

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

Dental

Program Coordinator: 604.443.8676

Program Assistant: Sarah Mokaber, 604.443.8635

Registration: 604.443.8635/604.443.8484

The Centre for Professional and Continuing Studies will offer dental courses for individuals requiring an update/refresher in a particular area of dental practice. For more information, please contact Jadina Yip at 604.443.8676.

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. Limited enrollment. Prerequisite: successful completion of DNTL 1127 written exam. (Rosko) $600 - CC

Fissure Sealant Application (DNTL 1120)
This clinical course is designed for Registered Dental Hygienists, Certified Dental Assistants, and Level 1 Dental Assistants who are eligible to take the BC board exams to become a Certified Dental Assistant. It is anticipated that this course will be offered in May 2004 to coincide with the June 2004 board exams. For more information and/or to register, contact Sarah Mokaber 604.443.8635. Limited enrollment (Schmitz) Tuition: TBA - CC

Hospitality

The hospitality industry in BC continues to grow and flourish. Opportunities for success are abundant. Are you new to the industry? Have a dream? Or need some professional development? Join us for these intensive, business-oriented tourism and hospitality courses!

Developing a Hospitality Business Plan (BUSI 1161)
NEW!
Have you always wanted to open your own restaurant or bar? Taught by industry professionals especially for entrepreneurs, this course is a step-by-step guide on how to create a winning business plan for the tourism and hospitality industries. This intensive course outlines each important stage in taking an idea from concept to realization using industry-standard business plan guidelines. Participants will create a solid business plan and will have the opportunity to have their plans evaluated by a financial institution! (Nakonechny/Gautama) $235

8 eve - Tu. Feb 3, 18:00-21:00 - CC CRN 10355

Kitchen Mathematics (BUSI 1162)
NEW!
Taught by one of the most successful executive chefs in Vancouver, this course provides chefs, restaurant managers and budding culinary students the essentials of operating a profitable restaurant kitchen. Tackle the mathematics of purchasing, inventory, menu costing and labour for kitchens at all levels of this highly competitive industry, along with the cost centers that are often overlooked. Understand what is required to manage a profitable kitchen! (Multhauf) $150

1 day - Sa. Feb 7, 09:00-16:00 - CC CRN 10357

Event Planning (BUSI 1158)
See page 10.

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

Counselling Skills and Substance Abuse Certificate Programs

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

Program Assistant: 604.443.8661

Registration: 604.443.8484

Information Sessions: Thursday, January 8, 2004, OR Thursday, April 1, 2004 18:30-19:30, Centre for Professional and Continuing Studies 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

Attended by thousands of individuals around BC, Basic Counselling Skills is the prerequisite course for both the Counselling Skills and Substance Abuse Certificate Programs. 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. Jan 14, 18:30-21:30 AND 1 day - Sa. Jan 24, 09:30-16:30 - CC (Shamai) CRN 10598
12 eve - Th. Jan 15, 18:30-21:30 AND 1 mng - Sa. Feb 28, 09:30-12:30 - CC (Krakow) CRN 10601
11 sessions: 10 mng - Fr. Jan 16, 09:15-12:30 AND 1 day - Fr. Jan 23, 09:30-16:30 - KEC (Rungta) CRN 10602

To Register

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

By mail - VCC, Centre for Professional and Continuing Studies, 250 West Pender Street, Vancouver, BC V6J 2S9

In person - at the Centre for Professional and Continuing Studies 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: 604.443.8672

Registration: 604.443.8484

Information Sessions: Thursday, January 8, 2004, OR Thursday, April 1, 2004 18:30-19:30, Centre for Professional and Continuing Studies Office, City Centre

Offered since 1987, this certificate program has a well-established tradition for providing 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. Our Program integrates counselling theory with skill practice. Experiential in nature and taught by acknowledged practicing clinicians, this program is recognized throughout the Lower Mainland.

This part time evening program can be completed in one to three years depending on student time constraints. 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

Course Fees

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

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

Will be offered April 2004 term

Counselling Theories (CNSK 1102)

Learn about the counselling field in terms of theory and practice and allows the participants to articulate their beliefs, values and approaches to counselling. Content includes the major theories of counselling, their contributions and limitations, implications for the practice of counselling, and ethical issues in counselling. (Cohen) $380

12 eve - Mo. Jan 12, 18:30-21:30 - CC CRN 10603

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/Menzel) $250

8 eve - We. Jan 14, 18:30-21:30 - CC CRN 10609
8 eve - Th. Jan 15, 18:30-21:30 - CC CRN 10608

Assessment, Referral and Community Resources (CNSK 1108)

Examine the role of assessments and referrals in counselling. Content includes: the purpose of assessment, conducting an assessment, assessing issues which require specialized referral, making a successful referral, community counselling resources, and the legal/ethical issues involved. (Rosen) $380

12 eve - Tu. Jan 6, 18:30-21:30 - CC CRN 10599

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 or waitlisted at least five 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 - Th. Jan 15, 18:30-21:30 AND 1 day Sa. Jan 31, 09:30-16:30 - CC CRN 10604

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 - We. Jan 7, 18:30-21:30 - CC CRN 10605

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. (Gardner-Grant) $195

5 sessions - Tu. Mar 2/9/16/23, 18:30-21:30 AND 1 Sa. Mar 6, 09:30-16:30 - CC CRN 10607

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

4 sessions: 2 Sa. Jan 10, Feb 7, 09:00-16:00 AND 2 Tu. Jan 27, Feb 17, 18:45-21:45 - CC CRN 10606

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: Jan 7/21, Feb 4/18, Mar 3/17/31, Apr 14/28, 2004, 18:30-21:30 - CC
Registration: contact Sara Menzel: 604.443.8392

Practicum information meeting:
Th. Feb 12, 17:30-18:30 - CC Centre for Professional and Continuing Studies Office

Substance Abuse Counselling Skills Certificate Program

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

Program Assistant: 604.443.8672

Registration: 604.443.8484

Information Sessions: Thursday, January 8, 2004, OR Thursday, April 1, 2004 18:30-19:30, Centre for Professional and Continuing Studies Office, City Centre

For fifteen years, the Substance Abuse Certificate Program has prepared and trained substance 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 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.

...continued from previous page

This part time evening Program can be completed in one to three years depending on student time constraints. 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

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. (Dennstedt) $210

Offered April 2004 term

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

Offered April 2004 term

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/TBA) $380

12 eve - We. Jan 7, 18:30-21:30 - CC CRN 10610
12 eve - Th. Jan 8, 18:30-21:30 - CC CRN 10611

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/Menzel) $250

8 eve - We. Jan 14, 18:30-21:30 - CC CRN 10609
8 eve - Th. Jan 15, 18:30-21:30 - CC CRN 10608

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

Offered April 2004 term

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 five 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. (TBA) $380

11 sessions: 10 eve - Mo. Jan 12, 18:30-21:30 AND 1 day - Sa. Feb 21, 09:30-16:30 - CC CRN 10612

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 - Th. Jan 15, 18:30-21:30 AND 1 day Sa. Jan 31, 09:30-16:30 - CC CRN 10604

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 - We. Jan 7, 18:30-21:30 - CC CRN 10605

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: Jan 7/21, Feb 4/18, Mar 3/17, Apr 14/28, 2004, 18:30-21:30 - CC
Registration: contact Sara Menzel, 604.443.8392

Practicum information meeting: Th. Feb 12, 17:30-18:30 - CC - Centre for Professional and Continuing Studies Office (CE office)

Vancouver Centre for Professional Development

Program Coordinator: Sara Menzel, 604.443.8392, E-mail: smenzel@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 enhance their work. All our instructors are well recognized, practicing clinicians. Courses 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 - Th. Jan 15, 18:30-21:30 AND 1 day Sa. Jan 31, 09:30-16:30 - CC CRN 10604

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 - We. Jan 7, 18:30-21:30 - CC CRN 10605

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. (Gartner-Grant) $195

6 sessions - Tu. Mar 2/9/16/23, 18:30-21:30 AND 1 Sa. Mar 6, 09:30-16:30 - CC CRN 10607

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

4 sessions: 2 Sa. Jan 10, Feb 7, 09:00-16:00 AND 2 Tu. Jan 27, Feb 17, 18:45-21:45 - CC CRN 10606

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. (TBA) $380

11 sessions: 10 eve - Mo. Jan 12, 18:30-21:30 AND 1 day Sa. Feb 21, 09:30-16:30 - CC CRN 10612

Substance Misuse and Youth: Practical Tools and Techniques (VCCD 1114)

Working with two experienced and well-recognized facilitators, participants will identify the unique differences between youth and adults who struggle with substance misuse issues. Models of substance abuse, harm reduction, stages of use and the process of change will be re-examined through a youth lens and strategies that will help a youth assess their own substance use will be taught. Emphasis will be placed on increasing counselling effectiveness with youth both individually and in groups and gaining knowledge of creative service options that have proved successful with substance misusing youth. (Crabtree/Snowden) $185

2 sessions - Sa. Feb 14/21, 09:30-16:30 - CC CRN 10613

Postmodernism, Trauma, and Anti-Depressants (VCCD 1121)

At the beginning of the 21st Century we are caught in a rip-tide of competing paradigms, religions, and ideologies. Confusion and panic are the understandable reactions. The first line of defence to panic is "shutting down" - depression. Often the response to depression is to seek medication. This workshop will offer health care professionals an alternative interpretative framework to the dominant biomedical explanation through a) Sketching out the demands of Postmodernism b) Describing the Superego's tyrannical reaction c) describing and demonstrating the "focusing" technique as an alternative to self blame or medication. Group discussion and practise exercises will compliment lecturettes. Opportunities for questions and further discussion will be provided. (Green) $125

1 day - Sa. Feb 20, 09:30-16:30 - CC CRN 10615

...continued from previous page

Build a Successful Practice: Attract Clients While Being Yourself for Counsellors and Other Helping Professionals (VCCD 1111)

Most counsellors and other helping professionals are extremely uncomfortable when it comes to promoting themselves. The notion of self-promotion brings up many fears: rejection, failure, success, disapproval, etc. In addition, many are concerned about being "unethical" or imposing themselves on potential clients. As a result, attempting to build a practice ends up being an ongoing struggle with few clients to show for it. In today's complex and competitive world, marketing is no longer an option. In order to have a thriving practice, you must overcome any fears you have about promoting your services as well as learn the knowledge and skills required to market effectively. In this workshop you will learn modern methods of attracting clients that will allow you to be authentic, honour your integrity, and express your creativity. While exploring both off and online methods for promoting yourself, you will discover how marketing your services can actually be fun. (Austin) $125

1 day - Fr. Feb 27, 09:30-16:30 - CC CRN 10600

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.) (Fisher/Laird) $250

2 day - Sa. Mar 27, Apr 3, 09:30-16:30 - CC CRN 10616
If you register by February 20, 2003 - Save $25!

Build a Successful Practice (CRN 10600) AND Internet Awareness (CRN 10616) can be taken as a package for $350.

Working with Children

Program Coordinator: Jane Jimison, 604.443.8660

Information: Pat Cooper, 604.443.8428

The Centre for Professional and Continuing Studies at VCC is a well-respected leader in training for the early childhood community. We offer a variety of exciting programs and courses to prepare you as a child care professional.

Early Childhood Care and Education Level I

This two-year, provincially certified program prepares graduates to work as supervisors in preschool and day care centres for children three to five years old. Please note: 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 Winter term offerings, please call 604.443.8428.

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. $225

Next offering: Spring 2004

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

Information Session: January 14, 2004 at 19:00 - CC

Program Coordinator: Silvana E. Carr, 604.443.8389

Program Assistant: 604.443.8661, 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 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.

1 session - Sa. Jan 24, 09:30-11:30 AND one hour to be scheduled between 12:30-18:00 according to language

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

Take the self-assessment survey on our website http://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 hours CC
24 eve - Mo/We. March 1 to May 19, 2004, 18:30-21:30

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
Offered September 2004 - May 2005

Program cost: $2,200 (Bursaries available)

Application Deadline: August 5, 2004

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
Offered September 2004 - May 2005

Program cost: $1,700

Application Deadline: August 5, 2004

Entry Requirements for Advanced Programs

VCC Community Services Interpreting Certificate

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 11, 2004, 09:30-13:00 CC

Application Deadline: September 7, 2004

Interpreting Programs by Distance Education

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.

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.

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: January 6 - June 30, 2004

Program cost: $780

Prerequisite: successful completion of entrance exam (INTR 1106)

Application deadline: October 15, 2003

...continued from previous page

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 e-mail online discussions and audio conferencing.

Program cost: $2,200 (Bursaries available)

Program length: A minimum of 210 hours of self-paced home study, January 6 - September 30, 2004

Equivalent to the classroom based Court Interpreting Certificate Program

Prerequisite: successful completion of VCC Community Services Interpreting Program, or challenge exam (INTR 1158)

Application Deadline: October 15, 2003

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

So you want to be a Translator... (INTR 1161) *NEW!*

Who is a translator? Is it the same person as interpreter? What qualifications and tools do you need? Where and how do you get started? If you already are an aspiring translator or interpreter, how do you become more professional? This overview of the translation profession will address these issues, assist you in taking inventory of the skills you already have, suggest strategies on both formal and informal learning opportunities, and on the systematic marketing of your services. There will be an opportunity for questions. (Kucerova) $30 (VCC graduates and STIBC members: $25).

1 aft - Sa. Feb 21, 2004, 14:00-17:00 - CC CRN 10358

Grief 101 for Interpreters (INTR 1159) *NEW!*

Witnessing suffering and hearing about death and dying can have a serious impact on the mental well-being of interpreters in health care and the justice system. This course will examine responses to loss; types of loss; interpreter traumatization; and strategies to deal with these issues. There will be an opportunity to share case scenarios. (Johnson) $45 (VCC graduates and STIBC members $35).

1 eve - Tu. Mar 9, 2004, 18:30-21:30 - CC CRN 10359

Introductory Translation - English to French (INTR 1163) *NEW!*

This basic translation course from English to French will include the translation of texts on a variety of topics. The course will include a review of French grammar difficulties and will cover some aspects of comparative stylistics. You should have a strong knowledge of English and French, and an interest in linguistic problems. This course will increase your proficiency in writing in French, and you will learn to be aware of some common pitfalls in translation. (Lake) $250 (VCC graduates and STIBC members: $200).

8 mng - Sa. Feb 21-April 17, 2004, 9:30-12:30 - CC CRN 10587

Languages

Modern Languages

Program Coordinator: Shirley Luk, 604.443.8696, E-mail: sluk@vcc.ca

Program Assistant: Catherine Leong, 604.443.8335 E-mail: cleong@vcc.ca

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. Jan 15, 18:30-21:00 - KEC CRN 10562

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. Text extra. $155

8 eve - Mo. Jan 12, 18:30-21:00 - CC CRN 10275

French 2 (LANG 1138)

For those who have completed French 1 or have some experience with the language and are familiar with basic pronunciation, phrases and beginning verb conjugations. This course will take you beyond the basics and start you on the road to really speaking this beautiful language. Same text as Level 1. $155

8 eve - Tu. Jan 13, 18:30-21:00 - CC CRN 10276

Japanese 1 (LANG 1109)

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. Jan 15, 18:30-20:30 - CC CRN 10563

Note: Japanese 2 will be offered in the Spring Semester

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. Text extra. $155

8 eve - Mo. Jan 19, 18:30-21:00 - CC CRN 10279
8 mng - Sa. Jan 24, 09:30-12:00 - CC CRN 10280

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. Same text as Level 1. $155

8 eve - Tu. Jan 20, 18:30 - 21:00 - CC CRN 10281
8 aft - Sa. Jan 24, 13:00-15:30 - CC CRN 10618

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 but most importantly you will talk, talk, talk. $155

8 eve - We. Jan 21, 18:30-21:00 - CC CRN 10282

Mandarin Education

Adult Language Courses

Program Coordinator: Shirley Luk, 604.443.8696, E-mail: sluk@vcc.ca

Program Assistant: Catherine Leong, 604.443.8335, 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. $160

10 eve - We. Jan 21, 18:30-21:00 - KEC CRN 10257
10 mng - Sa. Jan 24, 09:30-12:00 - KEC CRN 10255

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. $160

10 eve - We. Jan 21, 18:30-21:00 - KEC CRN 10586
10 mng - Sa. Jan 24, 09:30-12:00 - KEC CRN 10256

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. $160

10 mng - Sa. Jan 24, 09:30-12:00 - KEC CRN 10258

Mandarin Conversation for Cantonese Speakers - Level II (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. $160

10 mng - Sa. Jan 24, 09:30-12:00 - KEC CRN 10268

Mandarin School for Children and Youth

Program Coordinator: Shirley Luk, 604.443.8696, E-mail: sluk@vcc.ca

Program Assistant: Catherine Leong, 604.443.8335, 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 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 December 20, 2003, January 10 and 17, 2004 (Saturday) from 09:30 to 14:00.

2. Call 604.443.8355 (English, Mandarin or Cantonese). Phone registrations are by VISA or MasterCard only.

3. Use the fax/mail-in form on page 31 of this calendar.

Children and Youth Mandarin Education

Each course has 16 sessions. Classes are held on Saturday from 09:30-12:00 or 12:30-15:00 at King Edward Campus. Courses begin February 7, 2004. 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.

Traditional Version Classes

Mandarin Preschool (MAND 1119)
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10213 $120
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10214 $120
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10215 $120
16 aft - Sa. Feb 7, 12:30-15:00 - KEC CRN 10216 $120
16 aft - Sa. Feb 7, 12:30-15:00 - KEC CRN 10217 $120

Mandarin Grade 1 (MAND 1101)
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10218 $120
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10219 $120
16 aft - Sa. Feb 7, 12:30-15:00 - KEC CRN 10220 $120

Mandarin Grade 2 (MAND 1102)
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10221 $120
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10222 $120
16 aft - Sa. Feb 7, 12:30-15:00 - KEC CRN 10223 $120

Mandarin Grade 3 (MAND 1103)
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10224 $120
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10225 $120
16 aft - Sa. Feb 7, 12:30-15:00 - KEC CRN 10226 $120

Mandarin Grade 4 (MAND 1104)
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10259 $120
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10260 $120
16 aft - Sa. Feb 7, 12:30-15:00 - KEC CRN 10571 $120

Mandarin Grade 5 (MAND 1105)
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10261 $120
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10262 $120
16 aft - Sa. Feb 7, 12:30-15:00 - KEC CRN 10263 $120

Mandarin Grade 6 (MAND 1106)
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10228 $120
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10229 $120
16 aft - Sa. Feb 7, 12:30-15:00 - KEC CRN 10572 $120

Mandarin Grade 7 (MAND 1107)
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10230 $120
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10231 $120
16 aft - Sa. Feb 7, 12:30-15:00 - KEC CRN 10232 $120

Mandarin Grade 8 (MAND 1108)
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10233 $120
16 mng - Sa. Feb 7, 09:30-12:00 - KEC CRN 10234 $120
16 aft - Sa. Feb 7, 12:30-15:00 - KEC CRN 10574 $120

...continued from previous page

Mandarin Grade 9 (MAND 1109)
16 mng - Sa. Feb 7, 09:30-12:00 - KEC **CRN** *10235 $120*
Mandarin Grade 10 (MAND 1110)
16 mng - Sa. Feb 7, 09:30-12:00 - KEC **CRN** *10236 $130*

Mandarin Grade 11 (MAND 1111)
16 mng - Sa. Feb 7, 09:30-12:00 - KEC **CRN** *10237 $130*

Mandarin Grade 12 (MAND 1112)
16 mng - Sa. Feb 7, 09:30-12:00 - KEC **CRN** *10238 $130*

Simplified Version Classes

Mandarin Grade 1 (MAND 1201)
16 mng - Sa. Feb 7, 09:30-12:00 - KEC **CRN** *10588 $120*

Mandarin Grade 2 (MAND 1202)
16 mng - Sa. Feb 7, 09:30-12:00 - KEC **CRN** *10566 $120*

Mandarin Grade 3 (MAND 1203)
16 mng - Sa. Feb 7, 09:30-12:00 - KEC **CRN** *10567 $120*

Mandarin Grade 4 (MAND 1204)
16 mng - Sa. Feb 7, 09:30-12:00 - KEC **CRN** *10569 $120*

Mandarin Grade 5 (MAND 1205)
16 mng - Sa. Feb 7, 09:30-12:00 - KEC **CRN** *10597 $120*

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. Feb 7, 09:30-12:30 - KEC **CRN** *10239 $120*
16 aft - Sa. Feb 7, 12:30-15:00 - KEC **CRN** *10589 $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. Feb 7, 09:30-12:00 - KEC **CRN** *10575 $120*
16 aft - Sa. Feb 7, 12:30-15:00 - KEC **CRN** *10577 $120*

Mathematics for Children and Youth
These courses match the grade level in the B.C. 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 2 (MAND 1142)
16 aft - Sa. Feb 7, 13:45-14:45 - KEC **CRN** *10240 $120*

Mathematics Grade 3 (MAND 1143)
16 aft - Sa. Feb 7, 12:30-13:30 - KEC **CRN** *10241 $120*

Mathematics Grade 4 (MAND 1144)
16 aft - Sa. Feb 7, 12:30-13:30 - KEC **CRN** *10242 $120*

Mathematics Grade 5 (MAND 1145)
16 aft - Sa. Feb 7, 12:30-13:30 - KEC **CRN** *10243 $120*

Mathematics Grade 6 (MAND 1146)
16 aft - Sa. Feb 7, 12:30-13:30 - KEC **CRN** *10244 $120*

Mathematics Grade 7 (MAND 1147)
16 aft - Sa. Feb 7, 12:30-13:30 - KEC **CRN** *10245 $120*

Mathematics Grade 8 (MAND 1148)
16 aft - Sa. Feb 7, 12:30-13:30 - KEC **CRN** *10246 $120*

Mathematics Grade 9 (MAND 1149)
16 aft - Sa. Feb 7, 12:30-13:30 - KEC **CRN** *10247 $120*

Mathematics Grade 10 (MAND 1150)
16 aft - Sa. Feb 7, 13:30-15:00 - KEC **CRN** *10248 $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. Feb 7, 12:30-13:30 - KEC **CRN** *10250 $120*
16 aft - Sa. Feb 7, 13:45-14:45 - KEC **CRN** *10251 $120*

Water Colour Drawing (MAND 1118)
16 aft - Sa. Feb 7, 12:30-13:30 - KEC **CRN** *10578 $120*

Charcoal Drawing (MAND 1125)
16 aft - Sa. Feb 7, 12:30-13:30 - KEC **CRN** *10253 $120*
16 aft - Sa. Feb 7, 13:45-14:45 - KEC **CRN** *10254 $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. Feb 7, 12:30-13:30 - KEC **CRN** *10579 $120*

English Writing and Comprehension 2 (MAND 1162)
16 aft - Sa. Feb 7, 12:30-13:30 - KEC **CRN** *10580 $120*

English Writing and Comprehension 3 (MAND 1163)
16 aft - Sa. Feb 7, 13:45-14:45 - KEC **CRN** *10581 $120*

English Writing and Comprehension 4 (MAND 1164)
16 aft - Sa. Feb 7, 13:45-14:45 - KEC **CRN** *10582 $120*

English Writing and Comprehension 5 (MAND 1165)
16 aft - Sa. Feb 7, 13:45-14:45 - KEC **CRN** *10583 $120*

English Writing and Comprehension 6 (MAND 1166)
16 aft - Sa. Feb 7, 13:45-14:45 - KEC **CRN** *10584 $120*

English Writing and Comprehension 7 (MAND 1167)
16 aft - Sa. Feb 7, 13:45-14:45 - KEC **CRN** *10585 $120*

Safety

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. $95

1 day - Sa. Jan 10, 09:00-18:00 - CC **CRN** *10071*
1 day - Sa. Jan 17, 09:00-18:00 - CC **CRN** *10068*
1 day - Sa. Jan 24, 09:00-18:00 - CC **CRN** *10067*
1 day - Sa. Jan 31, 09:00-18:00 - CC **CRN** *10066*
1 day - Sa. Feb 7, 09:00-18:00 - CC **CRN** *10065*
1 day - Sa. Feb 14, 09:00-18:00 - CC **CRN** *10059*
1 day - Sa. Feb 21, 09:00-18:00 - CC **CRN** *10064*
1 day - Sa. Feb 28, 09:00-18:00 - CC **CRN** *10063*
1 day - Sa. Mar 6, 09:00-18:00 - CC **CRN** *10061*
1 day - Sa. Mar 13, 09:00-18:00 - CC **CRN** *10060*
1 day - Sa. Mar 20, 09:00-18:00 - CC **CRN** *10062*
1 day - Sa. Mar 27, 09:00-18:00 - CC **CRN** *10167*
1 day - Sa. Apr 3, 09:00-18:00 - CC **CRN** *20012*
1 day - Sa. Apr 17, 09:00-18:00 - CC **CRN** *20014*
1 day - Sa. Apr 24, 09:00-18:00 - CC **CRN** *20013*

Foodsafe Level 1 in Cantonese

食物安全基本級：
一日課程証書班

日期：　**February 14, 2004,**
Saturday, 9 am to 6 pm

二月十四日，二零零四年，
星期六，上午九時至下午六 時

地址：　**溫哥華社區學院**
250 West Pender Street
Vancouver, BC

報名請電：　**604.443.8484**

食物安全課程是為著飲食職工而設的，
這課程專講解適當處理食物的方法，
怎樣避免食物污染和食物中毒。

食物安全基本級的八小時課程包括：
食物的安全儲放，個人的衛生常識，食物中毒的
原因，和適當的食物衛生處理等。
這課程是由卑詩省衛生局及卑詩省飲
食業協會贊助。

Foodsafe Level 1 Cantonese (HLTH 1104) $95
1 day - Sa. Feb 14, 09:00-18:00 - CC **CRN** *10069*

Foodsafe Level 2 (HLTH 1102) $110
2 day - Sa. Jan 31, Feb 7, 09:00-18:00 - CC **CRN** *10070*

Worksafe Education

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. Feb 20, 09:00-17:00 - KEC **CRN** *10055*

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. Feb 6, 09:00-17:00 - KEC **CRN** *10053*

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. Jan 30, 09:00-17:00 - KEC **CRN** *10052*

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. Mar 19, 09:00-17:00 - KEC **CRN** *10057*

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. Mar 26, 09:00-17:00 - KEC **CRN** *10058*

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. Feb 15, 09:00-17:00 - KEC **CRN** *10054*

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. Mar 6, 09:00-13:00 - KEC **CRN** *10056*

Vancouver Community College is recognized both nationally and internationally as a leader in English language teacher training and is home to the largest English language teacher training program of its kind in Canada. This achievement is due to our faculty who are respected for their expertise in both teacher training and English language instruction and our comprehensive program of studies. Our goal is to continue to build on our commitment to excellence in English language teacher training.

TESOL Programs

TESOL Diploma Program

Senior Program Coordinator: Jennifer Pearson Terell

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 a comprehensive training program 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 a recognized university;

A standard of spoken English equivalent to that of an educated native speaker as well as a good command of grammar, usage, spelling and punctuation in written English. Applicants whose first language is not English may be asked to submit an English language proficiency test score;

A successful interview with program staff.

Program of Studies

An Overview of TESOL (TESO 1101)

This 30-hour course provides an overview of the teaching methodology and instructional resources used to teach English language. The course examines the methodology for teaching communicative skills, writing skills, reading skills, grammar, pronunciation, oral testing and lesson planning. $225

Teaching Grammar One (TESO 1168)

This 30-hour course focuses on the theory and instructional methodology used for teaching English grammar. Teaching Grammar One focuses on beginner-through-intermediate level grammar. $290

Teaching Grammar Two (TESO 1169)

This 30-hour course focuses on the theory and instructional methodology used for teaching English grammar. Teaching Grammar Two focuses on advanced-through-college-preparatory level grammar. $290

Teaching Pronunciation (TESO 1127)

This 30-hour course focuses on the theory and instructional methodology used for teaching pronunciation. Topics covered include the IPA, vowel dimensions, consonants, contractions and reductions, stress and intonation. $290

Teaching Listening and Speaking (TESO 1132)

This 36-hour course focuses on the theory, resources and instructional methodology used for teaching oral communication and listening skills. This course will also examine grammatical, situational, functional and thematic approaches to integrated English language teaching. $335

Teaching Reading (TESO 1133)

This 30-hour course focuses on the theory and instructional methodology used to teach reading in an English language class, as well as the instructional resources used to develop a reading program. $290

Teaching Writing (TESO 1128)

This 30-hour course focuses on the theory and instructional methodology used to teach writing in the English language classroom. The course will examine techniques for integrating all language skills, generating ideas, revising, editing and assessing writing. $290

Teaching English for Academic Purposes (TESO 1134)

This 30-hour course focuses on the specific instructional techniques and resources for teaching advanced English language students planning to study at a post-secondary level. This course examines the instructional approaches for teaching reading, composition, literature and study skills at a college-preparatory level. $290

TESOL Internship (TESO 1139)

The TESOL Internship is a 45-hour course. It consists of 20 hours of compulsory workshops and 25 hours of practice teaching in an English language classroom. $420

TESOL Elective Courses

The TESOL elective courses have been developed for teachers working in the field of English language instruction, as well as student teachers registered in the TESOL Programs at Vancouver Community College. Thirty hours of TESOL Elective Courses are required to successfully complete the TESOL Diploma Program.

International TESOL Diploma Program

Senior Program Coordinator: Jennifer Pearson Terell

Program Coordinator: Anne Sandor, 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 2004 and ends in April 2005. The application deadline is January 1, 2004. The fall term begins in September 2004. The application deadline is April 1, 2004. The winter term begins in January 2005. The deadline is November 1, 2004.

There are no classes scheduled for international students in July or August 2004.

Fees for International TESOL Diploma Program: (Effective January 2004)

Application Fee (non-refundable) $150

Program Fees $5,995

TESOL Inservice Diploma Program - Distance Education

Senior Program Coordinator: Jennifer Pearson Terell

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. Graduates may continue post-graduate studies at the University of Leicester in the Distance Education: MA Applied Linguistics and TESOL. (See www.tesol.vcc.ca)

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

TEFL Programs

TEFL Certificate Program

Senior Program Coordinator: Jennifer Pearson Terell

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

...continued from previous page

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

Intensive TEFL Certificate for International Students (TESO 1250)

Senior Program Coordinator: Jennifer Pearson Terell

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. The program includes 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

A university degree is not required but a strong academic background is necessary.

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

Interview with program staff

Fees

Application Fee (non-refundable) $100

Program Fee $1,350

Future Intensive TEFL Certificate Programs for International Students

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 Terell

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.

Interview with TESOL program staff

Fees

Application Fee (Non-refundable) $100

Program Fee $1,250

Future Intensive TEFL Certificate Programs for Canadians

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 Terell

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

January 5 to January 31, 2004
(Application Deadline: December 1, 2003)

March 15 to April 8, 2004
(Application Deadline: February 16, 2004)

Tutoring ESOL Certificate Program

Senior Program Coordinator: Jennifer Pearson Terell

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

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.

English Language Program Management Certificate NEW!

The English Language Program Management Certificate is designed to provide training for those planning to manage or administer an English language program in Canada or internationally.

The Program will be offered on weekends and evenings **beginning in September 2004.**

Visit our web site
www.tesol.vcc.ca
for the most up-to-date course information, or e-mail us: tesol@vcc.ca

College CLOSURES

Good Friday - April 9

Easter Monday - April 12

5 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:
VCC - Centre for Professional and Continuing Studies
250 W. Pender St., BC V6B 1S9
Please provide complete information

2 By Phone
Charge to your MasterCard or VISA card. (Please have ready)
City Centre Campus, 604-443-8484.
Please quote CRN (find it at bottom right corner of course description)

3 In Person
Register at 250 W. Pender St. Pay by cash, cheque, debit 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

5 Online
Beginning December 1/03 register online at www.vcc.ca

Registration hours
City Centre Campus
Mon. - Thur. 09:00-20:00
Fri. 09:00-17:00 & Sat. 09:00-14:00

報名及查詢，請致電
中文熱線
604-443-8335

Information is available to Cantonese and Mandarin speakers. 604-443-8335.

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. Debit, 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 to: VCC-Centre for Professional and Continuing Studies, 250 W. Pender St., Vancouver, BC V6B 1S9 Ph: 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 15011
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 Professional and Continuing Studies, telephone 604-443-8484.

Citizenship Requirements for Admission
Canadian citizens, including permanent residents in Canada (landed immigrants), are eligible for enrollment at Vancouver Community College.
By exception, those whose status in Canada falls within one or more of the following categories may be considered for enrollment as though they were Canadian citizens or permanent residents in Canada, including:
A. A foreign domestic worker with valid employment authorization permit.
B. An individual who is in Canada to carry out official duties as a diplomatic or consular officer, or as a representative or official of a country other than Canada, or of the United Nations or any of its agencies, or of any intergovernmental organizations in which Canada participates; or as a dependent or a member of the staff of any such diplomat, consular officer, representative or official and is able to substantiate with an identity card issued by External Affairs which gives his/her position, date of issuance and date of validity.
C. An individual who is in Canada, who has applied for Permanent Resident/Landed Immigrant status and who can provide evidence of the "letter of approval in principle" to the institution for admissions purposes.
D. Any person who has been determined under the Immigration Act to be a Convention Refugee and can present a letter from Employment and Immigration Canada confirming this.
E. A person under an international exchange, scholarship or fellowship agreement where there has been joint approval by the receiving institution and by the Ministry of Advanced Education, Training and Technology.
F. An individual with a valid full-time employment authorization permit and his/her dependants, excluding a person on a working holiday authorization, or a refugee claimant who has yet to be determined a Convention Refugee.
G. A legal dependent of a Canadian citizen or permanent resident of Canada providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for exemption.

Withdrawals, Refunds & Course Cancellations
Unless otherwise stated in course materials or advertising, refund requests **must be received prior to the second session of the course.** Refund requests must be accompanied by your original receipt.

GENERALLY, REFUNDS ARE SUBJECT TO AN ADMINISTRATIVE CHARGE OF 20% OF COURSE FEES, TO A MAXIMUM OF $30 PER COURSE.

Specific refund policies may apply to some programs and courses. Refer to particular program area details for this information.

We are pleased to issue a "deferred fee credit" for 100% of the course fee. Fee deferred credits are valid for **up to one year only**. Normally, all refunds are issued by cheque. Refund requests to credit cards or debit cards must be made in person only. Please allow 4-6 weeks for processing refunds.
The College reserves the right to cancel courses due to unavailablility of instructors, facilities or insufficient enrollment. FULL refunds will be made for any cancelled courses.

Vancouver Community College
Professional and Continuing Studies

Fax your registration to 604.443.8393   **January-April 2004**

604.443.8484 ◆ www.vcc.ca

King Edward Campus

City Centre Campus and International Education Centre

Vancouver Community College

Great Northern Way
P
8th Avenue
East Broadway
KEC
Keith
Commercial
Broadway Station
Glen
Clark
12th Avenue
N

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

Thurlow
Burrard
Burrard Station
Alberni
IE
Hastings
Pender
Howe
Granville Station
Dunsmuir
Seymour
Georgia
City Centre
P
Hamilton
Cambie
Beatty
Stadium Station
G.M. Place
N

K0040 Nov03 265M