

Vancouver Community College

Professional and Continuing Studies

April-August 2004



604.443.8484

Look inside for these exciting programs & more:

- ◆ Accounting & Information Technology
- ◆ Business Leadership & Management
- ◆ Early Childhood Education
- ◆ English Language Program Management
- ◆ Health Care
- ◆ Interpreting
- ◆ Paralegal
- ◆ Part-time Hospitality

**Register
online!**



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www.VCC.ca



Vancouver
Community
College



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Designer ♦ Keith Parker - Marketing & Communications
Photography ♦ Lauch McKenzie - Media Services
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NEW! Spring Term 2004 Offerings

Applied Art & Design
<i>Interior Design Certificate Program</i>
<i>AutoCAD for Interior Designers</i>
Beekeeping
Building Management & Services
<i>Building Manager Certificate Program</i>
<i>Tenant Drug Issues (REAL 1116)</i>
Business, Career & Law
Professional Development: Career Success
<i>Managing Emotions - the Management Challenge! (OACP 1191)</i>
<i>Building Effective Resumes (OACP 1192)</i>
Financial Planning
<i>Fundamentals of Financial Planning (BUSI 1164)</i>
Management Skills for Supervisors Certificate Program
<i>Managing Performance through Training & Development (MSKL 1105)</i>
Computers
City Centre Computer Lab
<i>Buy and Sell on eBay (CMPT 1238)</i>
<i>Linux+ Certification Prep (CMPT 1236)</i>
Hospitality
<i>Catering Your Wedding (BUSI 1166)</i>
<i>Liquor License - Need to Knows! (BUSI 1165)</i>
<i>Creative Food and Buffet Display (BUSI 1168)</i>
<i>Effective Catering Proposals (BUSI 1167)</i>
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Human & Social Services
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Languages
<i>Japanese 2 (LANG 1110)</i>

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FREE Information Sessions April-August 2004

Interpreting Certificate Program (pg 25)
Tuesday, March 23, 19:00
City Centre, Rm TBA

Counselling Skills and Substance Abuse Certificate Programs (pg 23)
Thursday, April 1, OR
Thursday, June 17, 18:30
City Centre

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

Business & Technical Writing Certificate Program (pg 7)
Tuesday, April 6, 17:30
City Centre, Rm 218B

Telecommunications Management (pg 15)
Wednesday, April 7, 17:00-18:00
City Centre, Rm TBA

Office Administration Certificate Program (pg 8)
Monday, April 12, 17:30
City Centre, Rm 218B

Business Leadership & Management Certificate Program (pg 13)
Wednesday, April 14, 17:30
City Centre, Rm 218B

Find
out
more...

Information
Night
Wed. April 7
4:30-6:30 pm

Full-time & Part-time
Programs including:

- Transportation trades
- Technology
- Hospitality & Business

Come to:
Downtown Campus
Corner of Hamilton & Dunsmuir



Creative Writing for Profit and Pleasure

Program Coordinator: Peggy Worobetz, 604.443.8670
Program Assistant: Phone 604.443.8484

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. (Metcalfe) \$170

3 eve - Tu. Apr 27, 18:30-21:30 - CC CRN 20162

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. (Metcalfe) \$170

3 eve - Tu. May 18, 18:30-21:30 - CC CRN 20160

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. (Metcalfe) \$155

1 day - Sa. May 15, 09:00-16:30 - CC CRN 20158

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 - Mo. Apr 26, 18:00-21:00 - CC CRN 20164

Fashion Arts

Program Coordinator: Evelyn May,
Phone: 604.443.8387, E-mail: emay@vcc.ca
Program Assistant: Phone: 604.443.8381
Website address: <http://continuing.vcc.ca>

New Designer Fashion Show

Fiat Mode XVI - June 2004

Join us for a premiere showing of original designer collections. This exciting event showcases the work of up-and-coming designers who will be launching their lines to the fashion industry in a professionally produced runway show. For more details, please call 604.443.8387.

Application Deadlines

Applications are now being accepted for entry into both the full-time Fashion Arts Advanced Certificate Program and the part-time evening Fashion Arts Certificate Program. See specific program descriptions for details.

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 for the Fashion Industry (FASH 1407)

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 you 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. Apr 13, 18:30-21:30 - CC CRN 20140

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 prepared to be measured; wear usual bra and a simple slip. (Sustersich) \$205

6 aft - Sa. Apr 17, 12:30-16:30 - CC CRN 20137

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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

Register
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...continued from previous page

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 - Mo. Apr 5, 18:30-21:30 - CC **CRN** 20141

Fashion Arts Certificate Programs

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

Program Assistant: Phone: 604.443.8381

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 comprises 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 complete the full course load take one course in each of the three areas of study per 12 week term, attending classes three nights a week over a period of two years.

Entrance Requirements

Grade 12 or equivalent (waived if mature student)
Ability to speak, read and write English clearly and correctly.

Completed application form, work samples and successful interview.

Application Procedures

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

Application Deadlines

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

Required Courses

Fashion Design Certificate

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

Pattern Making Certificate

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

Garment Construction Certificate

Term One - Sewing Techniques (3 credits)
Term Two - Industrial Sewing (3 credits)
Term Three - Tailoring (3 credits)
Term Four - Couture (3 credits)
Term Five - Collection Toiles (3 credits)

Fashion Arts Certificate

Term Six
Fashion Graphics (1 1/2 credits)
Collection Portfolio (2 credits)
Collection Manufacture (3 credits)
Adv. 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

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 provided 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

January 15 for entry in April
April 30 for entry in September

Required Courses

All courses previously listed under the

Fashion Design Certificate

Pattern Making Certificate

Garment Construction Certificate

Fashion Arts Certificate

Additional 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

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

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

Entrance Requirements

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

Application Procedures

None required

Required Courses

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



Merchandising Fashion (FASH 1176)

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

12 eve - Tu. Apr 13, 18:30-21:30 - CC **CRN** 20139

History of Fashion (FASH 1301)

A study of the evolution of western fashion from early Europe to the 20th century provides the designer with an understanding of the development of fashion and the ability to apply this knowledge to current and future fashion. The course promotes research and provides design inspiration, with the student demonstrating personal interest in the completion of an individual design project or reproduction garment. (Pearson) \$290

12 eve - We. Apr 7, 18:30-21:30 - CC **CRN** 20138

Fashion Marketing and Promotion (FASH 1405)

A study of the theory and practical application of fashion sales promotion, public relations, special event promotion and other activities used to influence the sale of merchandise, services and concepts. We examine market planning, environmental influences, research, information systems, and consumer behaviour in conjunction with the everchanging fashion industry. Emphasis is placed on the creative organization of professional quality presentations including evaluating, writing and editing of copy for advertising and promotion, display presentation, internal communications and direct mail for a variety of market levels. (Choy) \$290

12 eve - Th. Apr 8, 18:30-21:30 - CC **CRN** 20142

Courses Offered in September Term

Merchandising Fashion (FASH 1176)
Fashion Sourcing and Buying (FASH 1402)
Fashion Retailing and Management (FASH 1401)

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.

Interior Design

Registration: 604.443.8484
Information: Program Assistant: 604.443.8381
Program Coordinator: 604.443.8660, blyon@vcc.ca

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.

AutoCAD for Interior Designers (INTD 1150)

NEW!

Today's designer relies heavily on computer aided drafting to communicate design details, make revisions and to transfer information between disciplines. This course covers the techniques for producing 2D CAD drawings and is designed to quickly take the student from a "beginner" to "capable" user. Master the basics of AutoCAD and learn how to effectively use creative drawing strategies and shortcuts. Topics include drawing, editing, dimensioning and drawing layout, all specific to Interior Design. Prerequisite: Basic Drafting. 3 credits (Miller) \$365

12 eve - Th. Apr 8, 18:30-21:30 - CC **CRN** 20670

Lighting (INTD 1121)

Lighting plays a significant role in determining the effectiveness of any designed space. The interior designer must understand the relationship between lighting, atmosphere, the end user and overall efficiency. This course provides the student with a foundational understanding of residential lighting in the context of aesthetic, functional and economic factors. Covered in this introduction are basic principles of lighting design; including criteria, calculations, planning, code and layout. The aim is to develop an understanding of lighting design and its' relationship to the overall design process. 1.5 credits (Miller) \$225

8 eve - Tu. Apr 6, 18:30-21:00 - CC **CRN** 20358

Textiles* (INTD 1120)

Become familiar with the history, properties, production, maintenance and specialized uses of textiles in designing interior spaces. Includes the use of appropriate fabrics for soft home furnishings such as window treatments, upholstery and bedding. 1.5 credits (Kramer) \$225.

5 day - Sa. Apr 17, 10:00-14:30 - CC **CRN** 20310

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 an effective rendered design presentation. 3 credits (Fensom) \$365

12 eve - Tu. Apr 6, 18:30-21:30 - CC **CRN** 20309



Space Planning 2 (INTD 1128)

Design projects in this course focus on home office space. Topics include planning and layout of work stations and storage spaces, space planning, ergonomics and anthropometrics. Prerequisite: Space Planning 1. 3 credits (Fensom) \$365

12 eve - We. Apr 7, 18:30-21:30 - CC **CRN** 20308

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: Basic Drafting Concepts (INTD 1110) 1.5 credits (Fensom) \$225

8 eve - Th. Apr 8, 18:30-21:00 - CC **CRN** 20307

Portfolio Project (INTD 1115)

This final portfolio project is designed to reflect the experience acquired and course work completed during the Interior Design Certificate Program. Individual submissions demonstrate problem solving skills and personal style. Criteria will be set at the start of the course and students will be able to establish individual projects to meet that criteria. 3 credits (Fensom) \$365

12 eve - Mo. Mar 29, 18:30-21:30 - CC **CRN** 20306

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 - Tu. Apr 6, 18:30-21:30 - CC **CRN** 20501

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. (Brechtalt) \$380

10 eve - We. Apr 14, 18:30-21:30 - CC **CRN** 20092

Jewellery Techniques II (JEWL 1124)

Further your knowledge and experience as you explore advanced jewellery projects, design, construction and detailing. Additional costs for tools and materials approximately \$150. List of supplies to be given at first class. Prerequisite: Jewellery Techniques I or the equivalent. (Brechtalt) \$330

8 eve - Mo. Apr 19, 18:30-21:30 - CC **CRN** 20093

Beekeeping

NEW!

Program Coordinator: Peggy Worobetz, 604.443.8670
Registration: Phone 604.443.8484

Bees are an integral part of our environment and play a key role in BC's agricultural industry. Offered in partnership with the Ministry of Agriculture, and designed for those with or without experience, learn the basics of good beekeeping management for those planning to keep bees or for people who are just fascinated by pollinating insects!

Introductory Beekeeping (BUSI 1170)

Learn beekeeping management, bee biology and behaviour, crop pollination and management of bee diseases and pests. Emphasis will be placed on disease identification and control, including lab instruction. This 21-hour course includes a "hands-on" field visit. Other bees, including Bumble Bees and solitary bees will be discussed. Reference materials provided. Document of Professional Studies will be issued at the end of this course. (Bunse/vanWestendorp) \$150

6 eve - We. Apr 7, 19:00-22:00

(Field visit - Sa. May 8, 10:00-13:00) - KEC **CRN** 20509

College CLOSURES

Good Friday - April 9

Easter Monday - April 12

Victoria Day - May 24

Canada Day - July 1

Civic Holiday - August 2

**Register
online!**

Click Here!

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. 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. 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.

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.

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. Participants 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 Document of Completion. (TBA) \$245

5 day - Sa. Apr 17, 09:00-16:00 - CC **CRN 20062**

Building Service Management (REAL 1110)

Intended for building supervisors, building service staff and others who wish to advance in the building management field. 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) \$345

10 day - Sa. Apr 24, 09:00-13:00 (No class May 22)
- CC **CRN 20061**

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)

Available September 2004

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)

Available September 2004

Other courses

Tenant Drug Issues (REAL 1116) **NEW!**

Designed for building managers, caregivers and business owners. Build an awareness of illicit and licit drugs that become problematic for some people. Learn the signs of specific drug use. Increase your awareness of community based supports for tenants and yourself. Develop an understanding of the cycle of abuse. Explore the commonsense approach for intervening with clients. (Plattor/Phillips) \$95

2 eve - Tu. Apr 27, 18:00-21:00, CC - **CRN 20150**

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

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

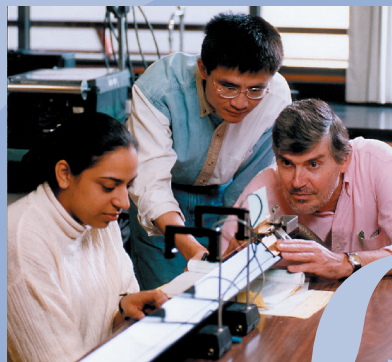
DS • Design Studio (third floor)
440 Cambie Street, Vancouver

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



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

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

Vancouver
Community
College
FOUNDATION

For more information on how you can contribute to a student's future, please call the Executive Director of the VCC Foundation at 604-871-7237.

WWW.VCC.CA

Students with Special Needs

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

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

To register and for general information, 604.443.8484

Information Session:
Tuesday, April 6, 17:30-18:30
- City Centre, Room 218B

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

1 eve - Tu. Apr 6, 17:30-18:30 - CC Room 218B

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

Technical communication requires special skills. Today's professionals spend much of their time producing written documentation. Courses are 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 are offered on Saturdays on a rotating basis.

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 CRN 20100

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 CRN 20101

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 reader 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 CRN 20102

On-line Documentation (TECW 1106)

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

1 day - Sa. Sep 25, 09:00-16:30 - CC

Information Design and Human Factors (TECW 1110)

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

1 day - Sa. Oct 23, 09:00-16:30 - CC

Document Project Management (TECW 1104)

This session covers the critical steps in managing document projects from conception or proposal through to delivery. Learn how to produce a document plan and how to monitor project process. (Dean) \$155

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

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. (TBA) \$155

Available Winter 2005

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. (TBA) \$155

Available Winter 2005

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. (TBA) \$155

Available Winter 2005

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 and Wednesday evenings. Enroll individually at the regular price of \$80 or register for all four courses for a total of \$285 - a saving of \$35. This is not an ESL course. It is recommended that students register in Grammar Review for Productive Business Writing (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

1 day - Sa. May 1, 09:00-16:00 - CC CRN 20349

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

1 day - Sa. May 15, 09:00-16:00 - CC CRN 20351

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.

1 day - Sa. May 29, 09:00-16:00 - CC CRN 20353

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

1 day - Sa. Jun 12, 09:00-16:00 - CC CRN 20355

Note

Business English Skills Test

Sa. Jun 19, 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)

For students entering the Office Administration Certificate Program. Learn about current issues in business communication, including grammar review, vocabulary building, business language and virtual correspondence. Prepare for the Office Administration Program 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. Brush up on your business skills and language before taking the Office Administration Certificate Program. 3 hours (Gossen) \$50

1 day - Sa. Apr 24, 09:00-12:00 - CC CRN 20356

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. Apr 26, 18:00-21:00 - CC CRN 20357

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 CRN 20373

continued on next page...

**Register
online!**

Click Here!

...continued from previous page

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 CRN 20374

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 CRN 20376

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 CRN 20378

Office Administration

Office Administration Certificate Program

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Crystal Kreschuk, 604.443.8711

Information Session:
Monday, April 12, 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.

No entrance requirements. Need to "brush up" first? See pg 9 for details on our Business English Review and Preparation course and even use these 3 hours as an elective prior to program entry.

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

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 20330

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 CRN 20331

More Payroll (OACP 1193)

For former participants in the eight week Introduction to Payroll course, these two sessions will further enhance your payroll knowledge. These sessions tackle the more intricate elements of payroll, including Year End Procedures, Level Two Taxable Benefits, Terminations and Worker's Compensation requirements and reporting. 6 hours (Kaye) \$65

2 eve - We. Jun 23/30, 18:30-21:30 - CC CRN 20332

Introduction to Bookkeeping (OACP 1130)

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

8 eve - We. Sep 22, 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. Sep 20, 18:30-21:30 - CC

Office Procedures (OACP 1126)

Analyze the tasks and responsibilities of the administrative assistant. Understand how to handle business information and how technology can enhance productivity. Discussions and assignments focus on interpersonal skills and written communication, scheduling and organizing work activities, processing information, and organizing and managing manual and electronic records. Offered each January term. Text: The Electronic Office. Purchase at City Centre Bookstore prior to class. 18 hours (Close) \$150

Available January Term 2005

Other Administration, Supervision and Elective Courses

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

Managing Emotions - the Management Challenge! (OACP 1191) NEW!

Managers have triple emotion management trajectories, often poorly defined, trained for, but expected: their own, those they supervise, and those they report to. The nine families of Emotions at Work are embedded in communication. Learn to address the emotional byproducts of distress, anxiety, depression, and burnout, and the impact on learning, problem-solving, teamwork, relationships, and violence; assists with keeping emotionally balanced, and introduces how it is possible to eliminate conflict. (Borutski) \$125

2 eve - We. Apr 21, 18:00-21:00 - CC CRN 20098

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 CRN 20333

Building Effective Resumes (OACP 1192) NEW!

Be noticed! Resumes are a modern educational paradox. Part personal inventory, part sales job, resumes are complex documents that must convey intentions, qualifications, and work history in a very short time. Learn to assemble the very document that can make or break your career success! (Sieling) \$65

1 eve - Tu. May 4, 18:00-21:00 - CC CRN 20155

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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 **CRN 20334**

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. May 15, 09:00-16:30 - CC - **CRN 20099**

Information Management for Business (OACP 1189)

Discover 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 and 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 **CRN 20335**

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. Jun 5, 09:30-16:30 - CC **CRN 20336**

Computer Foundations (CMPT 1101)

For description, see Computer/Keyboarding page 18

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

1 day - Sa. May 1, 09:00-16:00 - CC **CRN 20349**

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

1 day - Sa. May 15, 09:00-16:00 - CC **CRN 20351**

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

1 day - Sa. May 29, 09:00-16:00 - CC **CRN 20353**

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

1 day - Sa. Jun 12, 09:00-16:00 - CC **CRN 20355**

Note

Business English Skills Test

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

Sa. Jun 19, 09:00 - CC

Business English - Non Package

Business English Skills: Review and Preparation (OACP 1187)

Intended for students entering the Office Administration Certificate Program. It will introduce the current issues in business communication, including grammar review, vocabulary building, business language and virtual correspondence. Prepare for the Office Administration Program 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. Brush up on your business skills and language before taking the Office Administration Certificate Program. 3 hours (Gossen) \$50

1 day - Sa. Apr 24, 09:00-12:00 - CC **CRN 20356**

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

Improve business-writing skills and build your vocabulary! Learn to 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, memos, outlines, etc., will be checked and revised for correct grammar and sentence structure. Class size limited. Bring dictionary. 18 hours (Gossen) \$150

6 eve - Mo. Apr 26, 18:00-21:00 - CC **CRN 20357**

Communication/Work Skills

Effective Oral Communication (OACP 1145)

Become a more successful communicator with family, friends, colleagues, clients and supervisors. 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. 18 hours (Kaye) \$190

6 eve - Mo. Apr 26, 18:30-21:30 - CC **CRN 20337**

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. Apr 24, 09:30-12:30 - CC **CRN 20338**

Keyboarding for Speed Building (OACP 1101)

Increase your speed and accuracy on the computer in a friendly, supportive environment. Learn new techniques to increase speed and accuracy through exercises and drills. Textbook: College Keyboarding to be purchased at City Centre Bookstore prior to first session. 18 hours (Wong) \$125

6 mng - Sa. Apr 24, 09:30-12:30 - CC **CRN 20339**

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. Apr 21, 18:30-21:30 - CC **CRN 20359**

Medical Office Billing - Computerized (OACP 1137)

For description, see Medical, page 10.

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. Courses are nine hours in duration. Enroll in individual courses or register for the package of all five courses at a reduced rate of \$350:

Introduction to the Legal Office Program (OACP 1113)

Civil Litigation (OACP 1114)

Corporate (OACP 1115)

Family Law (OACP 1116)

Conveyancing (OACP 1117)

Introduction to the Legal Office Program (OACP 1113)

This course will cover the various types of law firms in existence and the roles of legal support staff, as well as introduce reference sources and discuss the various areas of law. An overview of the "package" content and presentation is also included. 3 hours (Komorowska) \$45

1 eve - Tu. Sep 28, 18:30-21:30 - CC

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. (Brown) \$85

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

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 \$85

3 eve - Tu. Oct 5, 18:30-21:30 - CC

Family Law (OACP 1116)

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

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

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

The Legal Office Skills Test

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

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

Legal - Non-Package Courses

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 - Tu. Apr 27, 18:30-21:30 - CC **CRN 20340**

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 **CRN 20341**

continued on next page...

Register
online!

Click Here!

*...continued from previous page***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 **CRN** 20342

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** 20343

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 (Nelson) \$110

4 eve - We. Sep 29, 18:30-21:30 - CC

Medical**Medical Documentation/Transcription (OACP 1156)**

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

6 eve - Tu. Apr 20, 18:30-21:30 - CC **CRN** 20344

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. Apr 20, 18:30-21:30 - CC **CRN** 20345

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. Apr 22, 18:30-21:30 - CC **CRN** 20346

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. Sep 22, 18:30-21:30 - CC

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 twice per year. 6 hours (Hay) \$95

2 day - We. Nov 17/24, 18:30-21:30 - CC

Medical Office Billing - Computerized (OACP 1137)

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

2 day - Sa. Dec 11/18, 09:30-16:30 - CC

Records Management**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 **CRN** 20347

Records Management I (OACP 1128)

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

10 eve - We. Sep 22, 18:30-21:30 - CC

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

Available in Winter Term 2005

Note

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

Professional Development: Career Success

Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Crystal Kreschuk, 604.443.8711

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

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

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

Managing Emotions - the Management Challenge! (OACP 1191) NEW!

Managers have triple emotion management trajectories, often poorly defined, trained for, but expected: their own, those they supervise, and those they report to. The nine families of Emotions at Work are embedded in communication. Learn to address the emotional byproducts of distress, anxiety, depression, and burnout, and the impact on learning, problem-solving, teamwork, relationships, and violence; assists with keeping emotionally balanced, and introduces how it is possible to eliminate conflict. (Borutski) \$125

2 eve - We. Apr 21, 18:00-21:00 - CC **CRN** 20098

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 **CRN** 20333

Building Effective Resumes (OACP 1192) NEW!

Be noticed! Resumes are a modern educational paradox. Part personal inventory, part sales job, resumes are complex documents that must convey intentions, qualifications, and work history in a very short time. Learn to assemble the very document that can make or break your career success! (Sieling) \$65

1 eve - Tu. May 4, 18:00-21:00 - CC **CRN** 20155

continued on next page...

VANCOUVER COMMUNITY COLLEGE
Professional and Continuing Studies**How will
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Vancouver
Community
College 

Name:

Farouk

Last Year:

Juggled
several part-
time jobs

This Year:

Networking
a career in
telecom



...continued from previous page

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 CRN 20334

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. May 15, 09:00-16:30 - CC CRN 20099

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 CRN 20335

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. Jun 5, 09:30-16:30 - CC CRN 20336

Other Career Success Courses

Interview Skills for Writers and Researchers (CRWT 1125)

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 3.

Career Exploration

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Crystal Kreschuk, 604.443.8711

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.

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 includes three sessions that build on and refer to each one. Each session meets for two weeks. (Newell) \$195

6 eve - We. Sep 22, 18:30-21:30 - CC

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, how to assess constituencies and much more (Schaub) \$85

1 eve - Tu. May 1, 18:00-21:30 - CC CRN 20154

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. May 8, 18:00-21:30 - CC CRN 20153

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. May 15, 18:00-21:30 - CC CRN 20152

Event Planning

Program Coordinator: Peggy Worobetz, 604.443.8670

Registration and general information: 604.443.8484

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

Event Planning (BUSI 1158)

Learn the art and science of event planning. Create an event from concept to closing. Speakers will share hands-on experience and knowledge with you. (Hyder) \$230

8 eve - Th. Apr 29, 18:30-21:30 - CC CRN 20206

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?

These courses are 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 designed for people of any age who are interested in a successful financial future! (Leung) \$125

2 mng - Sa. Apr 24, 09:00-12:00 - CC CRN 20156

Fundamentals of Financial Planning (BUSI 1164)

Learn the basic financial concepts required to build a sound program to achieve financial goals and gain experience in using a financial calculator comfortably. You will be prepared to use your new knowledge of financial planning concepts to work on your financial problems. Students are required to bring a financial calculator to the first evening of class. (Leung) \$160

4 eve - Tu. Apr 27, 18:00-21:00 - CC CRN 20157

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)

Facilitation Skills for Team Leaders (LEAD 1108)

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 Associate Certificate in Leadership Coaching. Please see page 12 for these listings.

Coaching for High Performance (LEAD 1115)

Creative Thinking at Work (LEAD 1110)

Critical Thinking (LEAD 1101)

Finding Time for Results (LEAD 1114)

From Conflict to Collaboration (LEAD 1105)

Hiring the Right Person (LEAD 1107)

Performance Management: Goals and Reviews (LEAD 1106)

The Science and the Art of Leadership (LEAD 1119)

Speak Up! (LEAD 1109)

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

Credit Transferability

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

On-site Business Training

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

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 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 CRN 20296

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 CRN 20297

continued on next page...

Register
online!

Click Here!

...continued from previous page

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, you 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. May 14, 09:00-16:30 - IEC **CRN 20293**

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 **CRN 20298**

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 **CRN 20299**

Finding Time for Results (LEAD 1114)

Never seems to be enough time in a day? Learn how to get daily results through practical techniques. Manage your day, your projects and yourself. In this course you will learn the following time "diet" techniques: analyzing your day; setting goals and priorities; delegating; creating productive meetings; handling interruptions; understanding your self-motivation to complete your day and projects. (Stene Murphy) \$150

1 day - Sa. Jun 26, 09:00-16:30 - CC **CRN 20300**

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. Oct 1, 09:00-16:30 - IEC

Using Leadership Language (LEAD 1112)

"Lack of Communication" is one of the most 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) \$150

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

Managing Change (LEAD 1102)

Change is constant nowadays. Employees dread hearing another change is on the way, especially while still adjusting to the last one. Organizations need to consider both the business side of change and 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. Oct 30, 09:00-16:30 - CC

Performance Management: Goals and Reviews (LEAD 1106)

Performance management involves working with employees in setting and reaching agreement on goals, action plans and follow-up reviews. Through discussion and practice you will gain the knowledge, skills and confidence to 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. Nov 5, 09:00-16:30 - IEC

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 such techniques as: brainstorming, force field analysis, positive/negative analysis, fishbone diagrams, 5 why's, SCAMPER, grouping, prioritizing, and decision-making tools. (Heath) \$150

1 day - Sa. Nov 13, 09:00-16:30 - CC

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

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

Hiring the Right Person (LEAD 1107)

You're hiring - but interviewing and selecting the best candidate is difficult and time-consuming. Employee turnover, costly hiring expenses and the ever-changing job market make the interviewer's role an important one. Enhance your interviewing skills with this hands-on course. Learn a simple five step process to prepare for and interview, along with a 7-point system to use during the interview. 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. Dec 3, 09:00-16:30 - IEC

Creative Thinking at Work (LEAD 1110)

People today are asked to do more with less and find innovative ways to save money. Creative thinking is a tool you can use to accomplish both. It can help you solve problems, save money and make do with less - all required in today's business environment. This course covers the fundamentals of generating new ideas and options. Topics include: what is creative thinking, opening mental locks, soft and hard thinking, the creative process, and challenging the rules. (Dean) \$150

1 day - Sa. Dec 11, 09:00-16:30 - CC

The Science and the Art of Leadership (LEAD 1119)

Creating the balance between science and art is integral to everyday leadership. Take 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

Available Winter Term 2005

Withdrawal and Refund Policy

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

Leadership Coaching

Associate Certificate in Leadership Coaching

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 is offered as a subset of the Leadership Certificate Program. Each course is one day in length. To complete the associate certificate program, participants must complete all six courses. Participants may register for individual courses. For those wanting a full certificate in Leadership Coaching, please read information at the end of this section for details on course requirements.

Coaching courses will be offered on a rotating basis:

Coaching for High Performance (LEAD 1115)

Essential Leadership Coaching Skills (LEAD 1116)

Skill Coaching (LEAD 1117)

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

The Coach's Toolkit (LEAD 1120)

Team Coaching (LEAD 1121)

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. May 14, 09:00-16:30 - IEC **CRN 20293**

Skill Coaching (LEAD 1117)

Teaching or modeling behaviours on the job is a large part of coaching. 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; 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. May 28, 09:00-16:30 - IEC **CRN 20294**

The Coach's Toolkit (LEAD 1120)

Prerequisite: Coaching for High Performance (LEAD 1115). 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 **CRN 20295**

Essential Leadership Coaching Skills (LEAD 1116)

Deepen your understanding of essential communications skills. Through demonstration and practice, you will strengthen your leadership coaching skills, learn how to apply in-depth levels of listening; ask questions that stimulate employee insight/results and support employees to take responsibility for agreed-upon actions. Students who attended Coaching: Bridging the Motivation Gap prior to June 2002 will receive credit for Essential Leadership Coaching Skills. (Hannah) \$165

1 day - Fr. Oct 22, 09:00-16:30 - IEC

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

Prerequisite: Coaching for High Performance (LEAD 1115). Leader-coaches need to expand their capacity to assist individuals and teams to achieve practical outcomes. Building on the prerequisite, learn and practise new strategies and skills. 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) \$165

1 day - Fr. Nov 19, 09:00-16:30 - IEC

continued on next page...

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Team Coaching (LEAD 1121)

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

Available in Winter 2005

Certificate in Leadership Coaching Requirement

To complete a certificate in Leadership Coaching you must complete the six courses from the Associate Certificate in Leadership Coaching as well as the six core courses from the Leadership Certificate Program listed below. Please see page 12 for these listings.

Stepping Up to Leadership (LEAD 1111)

Using Leadership Language (LEAD 1112)

Building a Productive Team (LEAD 1113)

Managing Change (LEAD 1102)

Problem Solving and Action Planning (LEAD 1104)

Facilitation Skills for Team Leaders (LEAD 1108)

Please see the Leadership Certificate Program for individual course descriptions for the above. A total of 72 hours is required to attain the Leadership Coaching Certificate.

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 modules:

Interpersonal Communication Skills

Team Skills

Essential Management Skills

Managing Performance through Training and Development **NEW!**

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 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.

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 21, 18:30-21:30 - CC **CRN 20301**

Managing Performance through Training and Development (MSKL 1105) **NEW!**

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

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 24, 18:30-21:30 - CC

College CLOSURES

Good Friday - April 9

Easter Monday - April 12

Victoria Day - May 24

Canada Day - July 1

Civic Holiday - August 2

Business Leadership and Management

Business Leadership and Management Certificate Program

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Lynda Boothby, 604.443.8383

Information Session:
Wednesday, April 14, 2004, 17:30
City Centre, Room 218B

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 non profit 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.

Students must successfully complete all five core courses for a total of 120 hours and select from a number of already existing Business 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. Please see page 13 for these listings.

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. Please see page 11 for these listings.

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)

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 of the following from the Associate Certificate in Leadership Coaching. Please see page 12 for these listings.

Coaching for High Performance (LEAD 1115)

Essential Leadership Coaching Skills (LEAD 1116)

Skill Coaching (LEAD 1117)

The Coach's Toolkit (LEAD 1120)

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

Team Coaching (LEAD 1121)

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.

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. (Stene Murphy) \$310

8 eve - Mo. Apr 26, 18:30-21:30 - CC **CRN 20303**

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

continued on next page...

**Register
online!**

Click Here!

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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. (Stene Murphy) \$310

Paralegal

Paralegal Certificate Program

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:
April 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 hrs 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

You may register in any course in the Paralegal Certificate Program without being formally admitted to the program. However, if you wish to complete all courses towards your certificate, you must complete the application for admittance to the program. Forms are provided in the Information Guide available from the Centre for Professional and Continuing Studies office, or on the program website at <http://continuinged.vcc.ca/legal>.

Location

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

Courses

Criminal Law and Procedures (LEGL 1122)

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

4 eve - We. Mar 31, 18:00-21:00 - CC CRN 20215

Canadian Legal Process (LEGL 1111)

An introduction to Canada's legal system, legal institutions, and basic legal principles. Examines the sources of law and the structure of the court system. Text: Law and Business Administration in Canada. (Eng) \$130

4 eve - Tu. Apr 6, 18:00-21:00 - CC CRN 20210

Commercial Conveyances (LEGL 1103)

Covers commercial conveyancing matters, special issues in commercial conveyances, commercial sales, subdivisions and commercial leases. (Oshry) \$250

8 eve - We. Apr 7, 18:00-21:00 - CC CRN 20207

Property Law (LEGL 1106)

Property law concepts, the land title system, Land Title Office procedures, including all the documents necessary to handle a conveyancing file. (Brown) \$250

8 eve - Th. Apr 8, 18:00-21:00 - CC CRN 20209

Estate Administration (LEGL 1131)

Examines the process and documents for Probate and Administration applications, types of grants, asset gathering and distribution, and resealing. Prerequisite: Wills and Estate planning, or prior work experience in the Wills & Estates practice area. (Rodiuk) \$250

6 eve - Th. Apr 8, 18:00-21:00 - CC CRN 20217

What's New in Personal Injury Practice (LEGL 1133)

Covers recent changes in practice and procedures. (Windwick) \$60

1 day - Sa. Apr 17, 09:00-12:00 - CC CRN 20218

Securities (LEGL 1127)

Covers securities law and practice in corporate administration, filing requirements, CDNX listings, due diligence, BCSC policies, public financing and related matters. (Sheremeta) \$200

6 eve - Mo. Apr 19, 18:00-20:00 - CC CRN 20216

Advanced Corporate Administration (LEGL 1117)

Learn about the corporate filing procedures under the NEW BC Business Corporations Act. (Cofman) \$250

8 eve - Tu. Apr 20, 18:30-21:30 - CC CRN 20213

Legal Drafting (LEGL 1120)

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

1 day - Sa. Apr 24, 09:30-15:00 - CC CRN 20214

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 memoranda. (Dean) \$140

4 eve - Mo. Apr 26, 18:00-21:00 - CC CRN 20211

Mortgages (LEGL 1104)

Covers the nature of mortgages, features, legal and equitable interests, principles of interest, priorities, assignment and extinguishment, insurance issues, and payout strategies (Howatson) \$190

4 eve - Mo. Apr 26, 18:00-21:00 - CC CRN 20208

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SCHOOL OF Instructor Education



Professional Trainer Series

Not yet sure about training as a career? This modular approach lets you sample the skills and techniques needed to become a dynamic classroom instructor or trainer in business and industry.



Series 1: Delivering Training

Starts April 6, Tuesdays (eight evenings) 6-9pm.

Take the entire series for \$450

- Designing an Effective Training Session (1 evening) \$60
- Using Effective Training Techniques (1 evening) \$60
- Training Skills Workshop (6 evenings) \$360

Series 2: Managing the Learning Process

Starts June 1, Tuesdays (eight evenings) 6-9pm.

\$120 each or entire series for \$450

- Training with the Brain in Mind (2 evenings)
- Creating Active Training (2 evenings)
- Dealing with Difficult Learners (2 evenings)
- Facilitating Learning (2 evenings)

Provincial Instructor Diploma Program

Phone: 604-871-7488

Fax: 604-871-7511

Email: instructordiploma@vcc.ca

www.instructordiploma.com

Learn how you can use this series to obtain course credits towards the BC Provincial Instructor Diploma - Canada's biggest and best instructor training program - a Ministry of Advanced Education program.

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Bills of Costs and Assessments Before the Registrar (LEGL 1134)

Examines the documents, procedures and back-up cases used for preparation, review and assessment of a Bill of Costs. (Windwick) \$80

1 mng - Sa. May 1, 09:00-13:00 - CC **CRN 20219**

Agency, Partnership and Incorporation (LEGL 1116)

Explains agency relationships and liabilities, formation of partnerships and general concepts underlying incorporations, corporate structure and duties of directors and officers. Text: Law and Business Administration in Canada. (Eng) \$190

6 eve - Tu. May 4, 18:00-21:00 - CC **CRN 20212**

Practicum I (LEGL 1118)

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

500 hours - Ongoing

April **CRN 20420**, May **CRN 20421**, June **CRN 20424**, July **CRN 20426**, August **CRN 20429**

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 advisor. (Rodiuk) \$75 - Ongoing

April **CRN 20466**, May **CRN 20467**, June **CRN 20469**, July **CRN 20470**, August **CRN 20472**

Ongoing

Available September 2004.

Check our website at <http://continuinged.vcc.ca/legal> for updates on course offerings.

Small Business

Program Coordinator: Peggy Worobetz, 604.443.8670

Program Assistant: 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. Apr 26, 18:00-21:00 - CC **CRN 20077**

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. Apr 28, 18:00-21:00 - CC **CRN 20078**

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. May 3, 18:00-21:00 - CC **CRN 20079**

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. May 5, 18:00-21:00 - CC **CRN 20080**

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. May 10, 18:00-21:00 - CC **CRN 20081**

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. May 12, 18:00-21:00 - CC **CRN 20082**

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. May 17, 18:00-21:00 - CC **CRN 20084**

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. May 19, 18:00-21:00 - CC **CRN 20083**

Financing Your Business (BUSI 1138)

Become familiar with different sources of financing and banking and how applications are evaluated. (Freeman) \$85

1 eve - We. May 26, 18:00-21:00 - CC **CRN 20085**

Preparing Your Business Plan (BUSI 1139)

Learn and understand the essentials of creating a business plan. (Freeman) \$85

1 eve - Mo. May 31, 18:00-21:00 - CC **CRN 20086**

Other Small Business courses

Cost Reduction Strategies (BUSI 1160)

This interactive course is 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. Apr 24, 09:00-16:30 - CC **CRN 20147**

Staff Relations Management (BUSI 1159)

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. May 8, 09:00-16:30 - CC **CRN 20145**

Event Planning - see page 11.

Effective Negotiating - see page 11.

Managing Absenteeism - see page 11.

Telecommunications Management

Program Coordinator: Peggy Worobetz, 604.443.8670

Program Assistant: Lynda Boothby, 604.443.8383

Information Session:
Wednesday, April 7, 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. Apr 21, 18:00-21:00 - CC **CRN 20057**

Challenge Examinations

Challenge examinations are available for the Understanding Telecommunications, Infrastructure Fundamentals and Voice/Data Convergence courses. These 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 phoning 604.443.8670. Students will have ONE opportunity to pass the examination.

Understanding Telecommunications (TELE 1101) \$340

2 hrs - Tu. Apr 13, 18:30-20:30 - CC **CRN 20058**

Infrastructure Fundamentals (TELE 1102) \$340

2 hrs - Tu. Apr 13, 18:30-20:30 - CC **CRN 20059**

Voice/Data Convergence (TELE 1103) \$340

2 hrs - Tu. Apr 13, 18:30-20:30 - CC **CRN 20060**

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 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:**

Network Management for Financial Managers (ACIT 4211)

This course focuses on the management of network technologies in business applications. It reviews the underlying telecommunications, data communications, and networking technologies. It provides an in-depth study of network components and topologies; network planning and management; network security and access control; management issues, including backup and recovery and privacy and ethics; networking legal issues; and emerging technologies and trends. This course takes a managerial perspective and is designed to develop skills in selecting network technologies and managing technical staff. Additional cost of materials - approximately \$110. (TBA) \$585

13 eve - Mo. May 10, 18:00-21:00 - IEC **CRN 20506**

Auditing 1 (ACIT 4103)

This introductory course covers the auditing principles and procedures applicable to both internal and external auditing. Topics include reporting; professional standards and ethics; legal liability; audit objectives; audit evidence; planning and analysis; materiality and risk; internal control; audit sampling; and EDP auditing. Functions and procedures related to the revenue and collection cycle, acquisition and expenditure cycle, production and payroll cycle, as well as finance and investment cycle are also studied. Auditing software is used in the related Business Case 2. Additional cost of materials - approximately \$110. (TBA) \$585

13 eve - Tu. May 11, 18:00-21:00 - IEC **CRN 20507**

Business Case 2 (ACIT 4104)

This practice set provides hands-on experience in preparing the audit working papers required to support the audit opinion reached by an auditor. The practice set provides a real-life situation in which the student takes on the role of an audit assistant completing a year-end audit file for review by a senior partner. (TBA) \$250

13 eve - Tu. May 11, 18:00-21:00 - IEC **CRN 20508**

Register
online!

Click Here!

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 18 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 16.

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 16. Please pay particular attention to the required prerequisites. Experience is essential means that you are familiar with the program topics noted in the course description for the lower level. For example, Intermediate Excel assumes a skill level of the topics covered in the Introduction to Excel.

Internet and Web Publishing

Courses are available on page 16.

Desktop Publishing

Courses available are listed on page 17.

Networking and LAN Management

Courses available are listed on page 16.

Computer Hardware

Courses available are listed on page 16.

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. Additional classes may be added if there is sufficient interest. Custom training can also be arranged for groups of five or more students.

Note

All courses require some typing. If you have not done any typing before, or you are a bit "rusty," typing practice is useful before you attend. Introduction to Computers (CMPT 1123) is recommended for all students without previous computer experience. Mouse skills are essential. Introduction to Windows (CMPT 1169) is strongly recommended as a prerequisite. Computer accounting students must have a basic knowledge of accounting principles. Students taking any course (except Introduction to Computers and Introduction to Windows) must have mouse skills and experience in the Windows environment.

General Information

The Vancouver Community College Oakridge Computer Series is a comprehensive program of multi-level courses, designed to teach practical operating skills for all levels of computer users. Business professionals, office personnel and others can develop and refine their computer operating skills in any of the areas listed below.

The Oakridge Lab offers computer courses in these areas:

Introduction to Computers

Microsoft Windows

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

Internet and Web Publishing

Networking and LAN Management

Computer Hardware

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

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

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

Our courses will get you "up and running" quickly. Oakridge Lab courses run in a one-day format on weekdays and weekends. Choose the timing that best suits your schedule.

All courses at the Oakridge Lab offer seven hours of instruction.

Introduction to Computers

Introduction to Computers (CMPT 1123)

Designed for those with little computer experience. Understand how a computer works. Learn about CPUs, RAM, disk drives, files, and programs. Hands-on training involves overviews of word processing, spreadsheets, Windows and the Internet. Some typing is required. \$190

1 day - Sa. Apr 3, 9:00-17:00 - Oak **CRN** 20235
1 day - Tu. Apr 20, 9:00-17:00 - Oak **CRN** 20236
1 day - Mo. May 10, 9:00-17:00 - Oak **CRN** 20237
1 day - Sa. Jun 12, 9:00-17:00 - Oak **CRN** 20238
1 day - Mo. Jul 5, 9:00-17:00 - Oak **CRN** 20239
1 day - Mo. Aug 9, 9:00-17:00 - Oak **CRN** 20240

Windows

Introduction to Windows (CMPT 1169)

Use Windows effectively. Organize your Desktop. Manipulate windows, navigate the screen, use the Taskbar and manage files. Understand files, folders, and hard disk structure. Copy, move and delete files and folders. Introduction to Computers is strongly recommended for those with little experience. \$190

1 day - Sa. Apr 17, 9:00-17:00 - Oak **CRN** 20241
1 day - Th. Apr 22, 9:00-17:00 - Oak **CRN** 20242
1 day - Th. May 13, 9:00-17:00 - Oak **CRN** 20243
1 day - Sa. May 29, 9:00-17:00 - Oak **CRN** 20244
1 day - Tu. Jun 15, 9:00-17:00 - Oak **CRN** 20245
1 day - We. Jul 7, 9:00-17:00 - Oak **CRN** 20246
1 day - Tu. Aug 10, 9:00-17:00 - Oak **CRN** 20247

Intermediate Windows XP (CMPT 1231)

Customize the Desktop. Modify the Start menu. Adjust settings (mouse, display, etc.) with the Control Panel. Set up multiple users on one computer. Learn about Disk Cleanup, Defragmenter ScanDisk, and Scheduler. Experience is essential. Introduction to Windows is recommended. \$190

1 day - Sa. Apr 24, 9:00-17:00 - Oak **CRN** 20495
1 day - Th. May 20, 9:00-17:00 - Oak **CRN** 20496
1 day - Th. Jun 17, 9:00-17:00 - Oak **CRN** 20497
1 day - Th. Jul 15, 9:00-17:00 - Oak **CRN** 20498
1 day - Sa. Aug 21, 9:00-17:00 - Oak **CRN** 20499

Computer Hardware

Hardware Basics (CMPT 1184)

Take a computer apart and put it back together. Identify motherboard components. Understand CPUs, RAM, and peripheral devices. Install a video card, hard drive, CD or DVD drive and upgrade RAM. Experience using computers is essential. Class is limited to 6 participants. \$240

1 day - Sa. Apr 17, 9:00-17:00 - Oak **CRN** 20490
1 day - Mo. May 10, 9:00-17:00 - Oak **CRN** 20491
1 day - Th. Jun 3, 9:00-17:00 - Oak **CRN** 20492
1 day - Mo. Jul 12, 9:00-17:00 - Oak **CRN** 20493
1 day - Sa. Aug 14, 9:00-17:00 - Oak **CRN** 20494

Internet and Web Publishing

Effective Use of the Internet (CMPT 1171)

The Internet can be an asset or a time-waster. Get skills to find what you want on the Web. Understand various search engines and meta-search engines. Develop powerful search strategies using a variety of search engines and directories. Some Internet and Windows experience is required. \$190

1 day - Tu. Apr 13, 9:00-17:00 - Oak **CRN** 20484
1 day - Sa. May 8, 9:00-17:00 - Oak **CRN** 20485
1 day - We. May 19, 9:00-17:00 - Oak **CRN** 20486
1 day - Fr. Jun 11, 9:00-17:00 - Oak **CRN** 20487
1 day - Th. Jul 8, 9:00-17:00 - Oak **CRN** 20488
1 day - Fr. Aug 20, 9:00-17:00 - Oak **CRN** 20489

Introduction to Creating Web Pages with HTML (CMPT 1173)

Create web pages using HTML. Incorporate regular text, various levels of headings, bulleted and numbered lists, graphics, and hypertext links to other web pages. Upload to a Web server. Experience using the Internet is required. Effective Use of the Internet is strongly recommended. \$190

1 day - Mo. Apr 5, 9:00-17:00 - Oak **CRN** 20479
1 day - Th. May 6, 9:00-17:00 - Oak **CRN** 20480
1 day - Mo. Jun 7, 9:00-17:00 - Oak **CRN** 20481
1 day - Mo. Jul 5, 9:00-17:00 - Oak **CRN** 20482
1 day - Mo. Aug 9, 9:00-17:00 - Oak **CRN** 20483

Intermediate HTML Web Pages (CMPT 1186)

Use tables to enhance web page layout. Control the table using various attributes. Use frames for greater flexibility in presenting multiple documents on a single web page. Create image maps for easy Web navigation. Experience is essential. Introduction to Creating Web Pages is recommended. \$190

1 day - Mo. Apr 26, 9:00-17:00 - Oak **CRN** 20474
1 day - Th. May 13, 9:00-17:00 - Oak **CRN** 20475
1 day - Th. Jun 17, 9:00-17:00 - Oak **CRN** 20476
1 day - Th. Jul 8, 9:00-17:00 - Oak **CRN** 20477
1 day - Th. Aug 19, 9:00-17:00 - Oak **CRN** 20478

Advanced HTML Web Pages (CMPT 1199)

Manage a web site efficiently. Use style sheets for consistent page layout and to reduce tedious editing and repetitive formatting. Use Cascading Style Sheets including inline styles, document level styles,

and external style sheets. Experience is essential. Intermediate Web Pages is recommended. \$190

1 day - Mo. May 3, 9:00-17:00 - Oak **CRN** 20468
1 day - Mo. Jun 28, 9:00-17:00 - Oak **CRN** 20471
1 day - Mo. Aug 23, 9:00-17:00 - Oak **CRN** 20473

Introduction to Dreamweaver (CMPT 1204)

Dreamweaver will help you efficiently create and maintain your Web site. Learn to define your site, specify page and text properties, add links, insert images and rollover images. Experience with HTML is required. Introduction to Creating Web Pages is strongly recommended. \$190

1 day - Mo. Apr 19, 9:00-17:00 - Oak **CRN** 20461
1 day - Mo. May 17, 9:00-17:00 - Oak **CRN** 20462
1 day - Mo. Jun 14, 9:00-17:00 - Oak **CRN** 20463
1 day - Mo. Jul 19, 9:00-17:00 - Oak **CRN** 20464
1 day - Mo. Aug 16, 9:00-17:00 - Oak **CRN** 20465

Intermediate Dreamweaver (CMPT 1205)

Learn new strategies for writing and managing web pages. Automate your work using templates and code libraries applied to multiple pages. Use layers for more precise layout control. Create and apply cascading styles. Experience is essential. Introduction to Dreamweaver is recommended. \$190

1 day - Th. Apr 29, 9:00-17:00 - Oak **CRN** 20385
1 day - Mo. May 31, 9:00-17:00 - Oak **CRN** 20386
1 day - Th. Jun 24, 9:00-17:00 - Oak **CRN** 20387
1 day - Th. Jul 22, 9:00-17:00 - Oak **CRN** 20388
1 day - Th. Aug 26, 9:00-17:00 - Oak **CRN** 20389

Networking and LAN Management

Introduction to Networking (CMPT 1136)

Basic concepts and terminology are essential for using a network. Use peer-to-peer and server-based networks. Understand the requirements for physical and logical connectivity. Explore network security features associated with authentication, access to resources, and administrative authorization. \$190

1 day - We. Apr 14, 9:00-17:00 - Oak **CRN** 20457
1 day - Sa. May 15, 9:00-17:00 - Oak **CRN** 20458
1 day - Th. May 27, 9:00-17:00 - Oak **CRN** 20459
1 day - Mo. Jul 12, 9:00-17:00 - Oak **CRN** 20460

Windows Server - Level 1 (CMPT 1207)

Learn fundamental skills for Windows Server networks. Understand security, authentication, Access Tokens, access to resources, and administrative authorization. Explore shares, permissions, and NTFS. Use Active Directory for managing network resources. Introduction to Networking is strongly recommended. \$190

1 day - Fr. Apr 16, 9:00-17:00 - Oak **CRN** 20454
1 day - We. Jun 2, 9:00-17:00 - Oak **CRN** 20455
1 day - We. Jul 14, 9:00-17:00 - Oak **CRN** 20456

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. \$190

1 day - We. Apr 28, 9:00-17:00 - Oak **CRN** 20452
1 day - Fr. Jun 4, 9:00-17:00 - Oak **CRN** 20453

Windows Server - Level 3 (CMPT 1209)

Build 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. Manage shares. \$190

1 day - Th. May 6, 9:00-17:00 - Oak **CRN** 20450
1 day - We. Jun 9, 9:00-17:00 - Oak **CRN** 20451

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)

Create, edit, and save documents easily. Understand paragraph and character formatting to improve document presentation. Set tabs and margins, move and copy text, preview and print documents, and more. Those with experience in other word processing programs may want to consider Fast Track Microsoft Word \$190

1 day - Th. Apr 15, 9:00-17:00 - Oak **CRN 20254**
1 day - Sa. May 15, 9:00-17:00 - Oak **CRN 20255**
1 day - Tu. Jun 8, 9:00-17:00 - Oak **CRN 20257**
1 day - Tu. Jul 6, 9:00-17:00 - Oak **CRN 20258**
1 day - We. Aug 11, 9:00-17:00 - Oak **CRN 20259**

Fast Track Microsoft Word (CMPT 1157)

Have you used Word but aren't comfortable yet? Do you have experience with another word processing program? Learn key concepts, commands, and shortcuts. This intensive course is taught at a faster pace and covers more detail than the Introduction to Microsoft Word. \$190

1 day - We. Apr 21, 9:00-17:00 - Oak **CRN 20443**
1 day - Fr. May 28, 9:00-17:00 - Oak **CRN 20444**

Intermediate Microsoft Word (CMPT 1153)

Explore more powerful features of Word. Use AutoText and AutoCorrect for text entry. Create consistent document presentation using templates and styles. Use headers, footers, and page numbering. Create, format and manage tables and set up newspaper columns for enhanced document layout. Experience is essential. \$190

1 day - Fr. Apr 23, 9:00-17:00 - Oak **CRN 20439**
1 day - Fr. May 21, 9:00-17:00 - Oak **CRN 20440**
1 day - Fr. Jun 11, 9:00-17:00 - Oak **CRN 20441**
1 day - Fr. Aug 13, 9:00-17:00 - Oak **CRN 20442**

Advanced Microsoft Word (CMPT 1154)

Customize and automate Word operations. Use field codes for automatic text updates. 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 is essential. \$190

1 day - Fr. Apr 30, 9:00-17:00 - Oak **CRN 20435**
1 day - Tu. Jun 15, 9:00-17:00 - Oak **CRN 20437**
1 day - Tu. Aug 17, 9:00-17:00 - Oak **CRN 20438**

Spreadsheets/Charts

Introduction to Excel (CMPT 1129)

Use Excel for data calculations and reports. Learn worksheet components, navigation, 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. Basic mouse skills are essential. \$190

1 day - Tu. Apr 13, 9:00-17:00 - Oak **CRN 20260**
1 day - We. Apr 28, 9:00-17:00 - Oak **CRN 20261**
1 day - Sa. May 8, 9:00-17:00 - Oak **CRN 20262**
1 day - Tu. May 18, 9:00-17:00 - Oak **CRN 20263**
1 day - We. Jun 2, 9:00-17:00 - Oak **CRN 20264**
1 day - We. Jun 16, 9:00-17:00 - Oak **CRN 20265**
1 day - Fr. Jul 9, 9:00-17:00 - Oak **CRN 20266**
1 day - Tu. Aug 10, 9:00-17:00 - Oak **CRN 20267**

Intermediate Excel - Worksheets and Charts (CMPT 1131)

Use data series and AutoFill for quick data entry. Work with dates and do date math. Create decision-making formulas using the IF function, including complex nested IFs. Create 3-dimensional workbooks. Build charts using the Chart Wizard and enhance chart and graph presentation. Experience is essential. \$190

1 day - We. Apr 21, 9:00-17:00 - Oak **CRN 20268**
1 day - Fr. May 21, 9:00-17:00 - Oak **CRN 20269**
1 day - Sa. Jun 5, 9:00-17:00 - Oak **CRN 20270**
1 day - Fr. Jun 18, 9:00-17:00 - Oak **CRN 20271**
1 day - Fr. Jul 16, 9:00-17:00 - Oak **CRN 20272**
1 day - Th. Aug 12, 9:00-17:00 - Oak **CRN 20273**

Advanced Excel (CMPT 1132)

Understand Excel's database features to manage lists. Set validation rules to control data entry. Use forms for maintaining data and searching. Do simple and complex sorts. Use AutoFilter and custom filters to display records for a variety of custom search conditions. Analyze data with pivot tables. Experience is essential \$190

1 day - Fr. Apr 23, 9:00-17:00 - Oak **CRN 20274**
1 day - We. May 26, 9:00-17:00 - Oak **CRN 20391**
1 day - Mo. Jun 21, 9:00-17:00 - Oak **CRN 20275**
1 day - Sa. Aug 14, 9:00-17:00 - Oak **CRN 20276**

Excel Programming - Level 1 (CMPT 1197)

Speed up and automate repetitive procedures using macros and Excel's programming language - Visual Basic for Applications. Learn to record, manage, and run personal and workbook macros. Use the Visual Basic Editor. Add macros to menus and toolbars. Experience in Excel is essential. \$190

1 day - Tu. Apr 27, 9:00-17:00 - Oak **CRN 20432**
1 day - Fr. Jun 4, 9:00-17:00 - Oak **CRN 20433**
1 day - Sa. Aug 21, 9:00-17:00 - Oak **CRN 20434**

Computer Accounting

Introduction to QuickBooks (CMPT 1233)

Set up a company including Chart of Accounts, Vendors, and Customers. Set up Payables and Receivables. Enter bills, cheques, payments, and more. Adjust transactions. This course does not teach principles of accounting. You must have a basic understanding of accounting and experience in Windows before attending. \$190

1 day - Su. Apr 25, 9:00-17:00 - Oak **CRN 20408**
1 day - Su. Jun 6, 9:00-17:00 - Oak **CRN 20409**
1 day - Sa. Jul 17, 9:00-17:00 - Oak **CRN 20410**
1 day - Su. Aug 8, 9:00-17:00 - Oak **CRN 20411**

Advanced QuickBooks (CMPT 1234)

Use Payroll, Inventory and Jobs modules. Set up employees. Process Payroll, including Payroll Cheque Run. Set up Inventory Items, inventory transactions, and adjustments. Use budgeting and jobs for revenue and expense allocations. Experience is essential. Introduction to QuickBooks is strongly recommended. \$190

1 day - Su. May 2, 9:00-17:00 - Oak **CRN 20405**
1 day - Su. Jun 20, 9:00-17:00 - Oak **CRN 20406**
1 day - Sa. Aug 28, 9:00-17:00 - Oak **CRN 20407**

Introduction to Simply Accounting (CMPT 1150)

Set up a company including Chart of Accounts, Vendors, and Customers. Set up Payables and Receivables. Enter bills, cheques, payments, and more. Adjust transactions. This course does not teach principles of accounting. You must have a basic understanding of accounting and experience in Windows before attending. \$190

1 day - Su. Apr 18, 9:00-17:00 - Oak **CRN 20415**
1 day - Fr. May 14, 9:00-17:00 - Oak **CRN 20416**
1 day - Su. Jun 13, 9:00-17:00 - Oak **CRN 20417**
1 day - Fr. Jul 9, 9:00-17:00 - Oak **CRN 20418**
1 day - Su. Aug 15, 9:00-17:00 - Oak **CRN 20419**

Advanced Simply Accounting (CMPT 1151)

Use Payroll, Inventory and Project modules. Set up employees. Process Payroll, including Payroll Cheque Run. Set up Inventory Items, inventory transactions, adjustments and item assembly. Use Projects for revenue and expense allocations. Experience is essential. Introduction to Simply Accounting is recommended. \$190

1 day - Su. May 16, 9:00-17:00 - Oak **CRN 20412**
1 day - Fr. Jul 23, 9:00-17:00 - Oak **CRN 20413**
1 day - Su. Aug 22, 9:00-17:00 - Oak **CRN 20414**

ACCPAC for Windows - General Ledger (CMPT 1200)

Use System Manager functions. Set GL options, create codes, enter the chart of accounts. Make journal entries, post transactions to the GL, and create recurring entries. This course does not teach principles of accounting. You must have a basic understanding of accounting and experience in Windows before attending. \$190

1 day - Su. Apr 4, 9:00-17:00 - Oak **CRN 20402**
1 day - Su. May 30, 9:00-17:00 - Oak **CRN 20403**
1 day - Sa. Jul 10, 9:00-17:00 - Oak **CRN 20404**

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 presentation order and style. Create handouts, outlines, presentations, slides, overheads, and on-screen presentations. Basic mouse skills are required. \$190

1 day - We. Apr 14, 9:00-17:00 - Oak **CRN 20249**
1 day - Tu. May 11, 9:00-17:00 - Oak **CRN 20250**
1 day - Sa. May 29, 9:00-17:00 - Oak **CRN 20251**
1 day - Fr. Jun 18, 9:00-17:00 - Oak **CRN 20392**
1 day - Tu. Jul 13, 9:00-17:00 - Oak **CRN 20252**
1 day - Fr. Aug 20, 9:00-17:00 - Oak **CRN 20253**

Introduction to PageMaker Desktop Publishing (CMPT 1126)

Learn skills for document set up, typesetting and editing. Use 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. Familiarity with a mouse and experience with other programs is essential. \$190

1 day - Sa. Apr 24, 9:00-17:00 - Oak **CRN 20288**
1 day - We. May 19, 9:00-17:00 - Oak **CRN 20289**
1 day - Th. Jun 10, 9:00-17:00 - Oak **CRN 20290**
1 day - Fr. Jul 16, 9:00-17:00 - Oak **CRN 20291**

Intermediate PageMaker Desktop Publishing (CMPT 1128)

Set up a four-page, two-colour newsletter. Use master pages, create spot colour separations, and set up a style sheet. Enter text via word processing programs. Use additional text editing techniques and produce templates. Experience with PageMaker is essential. Introduction to PageMaker is strongly recommended. \$190 (CMPT 1126) is strongly recommended. \$190

1 day - Th. May 27, 9:00-17:00 - Oak **CRN 20401**

Introduction to InDesign (CMPT 1239)

InDesign is Adobe's newest design and layout program for print documents. Use InDesign's palettes, tools, and navigation features, create and modify text frames, and import text and images from other programs to create multiple-column documents. Create a two-sided brochure. Experience with other programs are essential. \$190

1 day - Fr. May 7, 9:00-17:00 - Oak **CRN 20502**
1 day - Mo. Jun 21, 9:00-17:00 - Oak **CRN 20503**
1 day - Th. Jul 15, 9:00-17:00 - Oak **CRN 20504**
1 day - Th. Aug 19, 9:00-17:00 - Oak **CRN 20505**

Introduction to Photoshop (CMPT 1212)

Learn to transform photos. Use the toolbox and palettes. Select parts of an image for modification. Rotate, scale, and size images. Apply a variety of effects. Fill selections with colour, use layers for composite images, and more. Familiarity with a mouse and experience in other Windows programs is essential. \$190

1 day - Fr. Apr 16, 9:00-17:00 - Oak **CRN 20277**
1 day - We. May 5, 9:00-17:00 - Oak **CRN 20278**
1 day - Sa. Jun 5, 9:00-17:00 - Oak **CRN 20279**
1 day - We. Jul 7, 9:00-17:00 - Oak **CRN 20281**
1 day - Th. Aug 12, 9:00-17:00 - Oak **CRN 20282**

Intermediate Photoshop (CMPT 1225)

Expand your Photoshop skills. Make technical adjustments using colour corrections, tonal adjustments, filters, levels, and adjustment layers. Explore photo enhancements using various masks, clipping groups, and fill layers. Experience with Photoshop is essential. Introduction to Photoshop is strongly recommended. \$190

1 day - Th. Apr 22, 9:00-17:00 - Oak **CRN 20283**
1 day - Sa. Jun 12, 9:00-17:00 - Oak **CRN 20285**
1 day - We. Jul 14, 9:00-17:00 - Oak **CRN 20286**

continued on next page...

**Register
online!**

Click Here!

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Introduction to Illustrator (CMPT 1226)

Create basic shapes, fill with colour, and apply patterns and gradients. Learn object manipulation: scaling, rotating, shearing, distorting objects, and changing perspective. Blend shapes and colours. Learn how to use and customize typefaces. Familiarity with a mouse and experience with other programs are essential. \$190

1 day - Th. Apr 29, 9:00-17:00 - Oak **CRN 20396**
 1 day - Fr. May 14, 9:00-17:00 - Oak **CRN 20397**
 1 day - Mo. Jun 14, 9:00-17:00 - Oak **CRN 20398**
 1 day - Tu. Aug 17, 9:00-17:00 - Oak **CRN 20399**

Database Management

Introduction to Access (CMPT 1164)

Build a solid foundation for database management. Understand 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. Experience with other programs is essential. \$190

1 day - Th. Apr 15, 9:00-17:00 - Oak **CRN 20422**
 1 day - Sa. May 1, 9:00-17:00 - Oak **CRN 20423**
 1 day - We. May 12, 9:00-17:00 - Oak **CRN 20425**
 1 day - Tu. Jun 1, 9:00-17:00 - Oak **CRN 20428**
 1 day - Tu. Jul 6, 9:00-17:00 - Oak **CRN 20430**
 1 day - We. Aug 11, 9:00-17:00 - Oak **CRN 20431**

Intermediate Access (CMPT 1165)

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 is strongly recommended. \$190

1 day - Tu. Apr 27, 9:00-17:00 - Oak **CRN 20380**
 1 day - Fr. May 28, 9:00-17:00 - Oak **CRN 20381**
 1 day - Th. Jun 3, 9:00-17:00 - Oak **CRN 20382**
 1 day - Tu. Jul 13, 9:00-17:00 - Oak **CRN 20383**
 1 day - Fr. Aug 13, 9:00-17:00 - Oak **CRN 20384**

Advanced Access (CMPT 1166)

Understand different relationships, join types, primary and related tables, and primary and foreign keys. Understand referential integrity. Use the Cascade options. Create specialized queries to bring together related data from multiple tables. Create forms and reports with data from related tables. Experience is essential. \$190

1 day - Fr. Apr 30, 9:00-17:00 - Oak **CRN 20375**
 1 day - Tu. Jun 8, 9:00-17:00 - Oak **CRN 20377**
 1 day - Mo. Aug 16, 9:00-17:00 - Oak **CRN 20379**

Access Programming - Level I (CMPT 1198)

Automate repetitive procedures. 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 is recommended. \$190

1 day - We. May 5, 9:00-17:00 - Oak **CRN 20370**
 1 day - Th. Jun 10, 9:00-17:00 - Oak **CRN 20371**
 1 day - We. Aug 18, 9:00-17:00 - Oak **CRN 20372**

Access Programming - Level 2 (CMPT 1206)

Customize Access with VBA Form modules. Create event-driven VBA procedures. Use message and input boxes to request user input. 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 is recommended. \$190

1 day - Fr. May 7, 9:00-17:00 - Oak **CRN 20368**
 1 day - We. Jun 16, 9:00-17:00 - Oak **CRN 20369**



Access Programming - Level 3 (CMPT 1227)

Organize your code effectively. Work with recordsets. Create and use loops. Build functions and procedures called from other procedures within a module. Create, manage and reference Module objects for global procedures. Access Programming - Level 2 is recommended. \$190

1 day - Tu. May 11, 9:00-17:00 - Oak **CRN 20390**

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. \$190

1 day - Tu. Apr 20, 9:00-17:00 - Oak **CRN 20445**
 1 day - We. May 12, 9:00-17:00 - Oak **CRN 20446**
 1 day - We. Jun 9, 9:00-17:00 - Oak **CRN 20447**
 1 day - Th. Jul 15, 9:00-17:00 - Oak **CRN 20448**
 1 day - We. Aug 18, 9:00-17:00 - Oak **CRN 20449**

Programming in Visual Basic

Note

Also see the Database Management section (page 18) for programming in Access. See the Spreadsheet section (page 17) for programming in Excel.

Introduction to Visual Basic (CMPT 1188)

Visit www.vccoaklab.com for a complete description. \$190

1 day - Th. May 20, 9:00-17:00 - Oak **CRN 20395**

Intermediate Visual Basic (CMPT 1195)

Visit www.vccoaklab.com for a complete description. \$190

1 day - We. May 26, 9:00-17:00 - Oak **CRN 20394**

Advanced Visual Basic (CMPT 1196)

Visit www.vccoaklab.com for a complete description. \$190

1 day - Tu. Jun 1, 9:00-17:00 - Oak **CRN 20393**

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: Rhon 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. 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. 18 hours (TBA) \$115

6 mng - Sa. Apr 24, 09:30-12:30 - CC **CRN 20338**

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. Apr 24, 09:30-12:30 - CC **CRN 20339**

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. Apr 21, 18:30-21:30 - CC **CRN 20359**

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.

Buy and Sell on eBay (CMPT 1238) **NEW!**

eBay is one of the most visited, and most popular online auction sites on the Internet. Discover a new way of finding bargains, or possibly even doing business on eBay. This unique course teaches you how to successfully buy and sell on eBay, and on all the other major online auction sites. Online auction topics covered include how to: Search for bargains online, over paying, determine what sells, effectively marketing what you are selling, be a savvy bidder. No textbook. \$95

3 eve - We. Apr 28, 18:30-21:30 - CC **CRN 20360**

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. Apr 27, 18:30-21:30 - CC **CRN 20361**

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. Apr 27, 18:30-21:30 - CC **CRN 20362**

Web Application Development (CMPT 1219)

This course covers all the elements necessary for building dynamic web applications. It 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. Apr 28, 18:30-21:30 - CC **CRN 20363**

Linux+ Certification Prep (CMPT 1236)

NEW!

This course is designed to help prepare the student to take the CompTia Linux+ exam by teaching how to install, configure, and maintain a Linux system in various workstation and server roles. \$395

10 eve - Th. Apr 29, 18:30-21:30 - CC **CRN 20364**

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. Apr 28, 18:30-21:30 - CC **CRN 20365**

Dreamweaver MX 2004 Version 7.0 (CMPT 1237)

Watch for our new Dreamweaver course being offered in September.

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. Apr 26, 18:00-21:00 - CC **CRN 20366**

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. Apr 27, 18:30-21:30 - CC **CRN 20367**

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.

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! (Eng) \$70

1 eve - Th. Apr 14, 18:30-21:30 - CC **CRN** 20161

Cake Decorating for All Occasions (CUIS 1121)

Learn the art of decorating birthday, occasion cakes and dessert cakes. Recipes included. (Bratkowski) \$240

5 eve - Mo. Apr 19, 18:30-21:30 - CC **CRN** 20143

Dessert Making and Plate Presentations (CUIS 1122)

Become knowledgeable in making desserts and learn the latest trends and techniques of plating and presentations. (Eng) \$150

3 eve - Tu. Apr 20, 18:30-21:30 - CC **CRN** 20144

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. Apr 20, 18:30-21:00 - CC **CRN** 20151

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. Apr 20, 18:30-21:30 - CC **CRN** 20146

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. Apr 21, 18:30-21:00 - CC **CRN** 20159

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. Apr 21, 18:30-21:00 - CC **CRN** 20149

Rustic Breads (CUIS 1125)

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

1 eve - Tu. May 4, 18:30-21:30 - CC **CRN** 20148

Health

Personal & Professional Development

Program Coordinator: 604.443.8674,

E-mail: sclarke@vcc.ca

Program Assistant: 604.443.8672

Foot Care for Older Adults Level 1 (HLTH 1241)

In response to requests from nurses, this course has been expanded to five full days. This course reviews the anatomy of the foot and introduces the basics of foot care in the older adult. Prerequisite: participants must be a RN, RPN or LPN currently licensed in BC. Proof of professional registration is required with your application. Maximum Class size: 12. (Olson) \$360 plus supplies

3 day - Th/Fr/Sa. May 6/7/8, 09:00 - 16:00
- KEC and clinical site **CRN** 20327

Foot Care for Older Adults Level 2 (HLTH 1196)

This is the continuation of HLTH 1241. Successful completion of HLTH 1241 is a prerequisite. This course introduces the use of the Dremel(r) drill and advanced foot care techniques for older adults as well as discussion on starting your own foot care business. Maximum class size: 12. (Olson) \$200 plus supplies

2 day - Th/Fr. May 27/28, 09:00-16:00 - KEC and clinical site **CRN** 20328

Foot Care for Older Adults (HLTH 1109)

For RNs, LPNs, home support workers, and resident care attendants, this one day course focuses on the structure and function of the foot, common nail and skin conditions, preventive measures, and foot care for older adults with diabetes and peripheral vascular diseases. Wear comfortable clothing, and shoes/socks that can be easily removed for assessment and demonstration. Bring towel. (Olson) \$150

1 day - Fr. Jun 11, 09:00-16:00 - KEC **CRN** 20326

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.

Waiting to get into the Practical Nursing or Registered Nursing Program? Consider this prerequisite.

Anatomy and Terminology Level 1 (HLTH 1304)

Medical terminology and basic human anatomy and physiology are combined in this program. This course has an emphasis on correct pronunciation, spelling and the meaning of the language of medicine. The medical systems of the body are explored using anatomical, physiological terminology, disease states, frequently used forms, laboratory tests and abbreviations. (Fukuyama) \$275

12 eve - We. Apr 7 - Jun 23, 18:30-21:30
- CC **CRN** 20500

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 - Th. Jun 3/10, 18:00-22:00 - CC **CRN** 20107

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. Particular interest to home care support workers, residential aide, daycare workers. Bring a blanket. \$125

2 day - Sa/Su. May 15/16, 09:00-17:30
- KEC **CRN** 20106

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. 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 education courses that can help you meet the requirements for Bill 14 regarding Joint Health and Safety committees in your workplace, or courses to help you interpret the Regulations.

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. 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 in class. Courses may be taken individually. (S. Clarke, MSN, RN, D. Freeman RN, BSN) \$225 each

Neurological Assessment (HLTH 1160)

2 day - Fr. Apr 16/23, 09:00-16:00 - KEC **CRN** 20111
Cardiovascular Assessment (HLTH 1163)
2 day - Fr. Apr 30, May 7, 09:00-16:00 - KEC **CRN** 20110

Respiratory Assessment (HLTH 1162)

2 day - Fr. May 21/28, 09:00-16:00 - KEC **CRN** 20112

Gastrointestinal Assessment (HLTH 1161)

2 day - Fr. Jun 11/18, 09:00-16:00 - KEC **CRN** 20109

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
1 day - Fr. Jun 25, 09:00-16:00 - KEC **CRN** 20108

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**Register
online!**

Click Here!

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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. May 14, 09:00-16:00 - KEC **CRN 20113**

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) \$300 plus text

3 day - Fr. May 7, 14, 21, 09:00-16:00 - KEC **CRN 20094**

Basic 12 Lead ECG Interpretation (HLTH 1178)

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

1 day - Fr. Apr 23, 09:00-16:00 - KEC **CRN 20104**

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) \$250

1 day - Sa. Mar 20, 09:00-16:00 - CC **CRN 10208**

1 day - Sa. Apr 23, 09:00-16:00 - CC **CRN 20203**

Cardiac Pharmacology (HLTH 1256)

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

1 day - Sa. Mar 27, 09:00-16:00 - CC **CRN 10671**

Basic Pacemaker ECG Interpretation (HLTH 1175)

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

1 day - Sa. Apr 3, 09:00-16:00 - CC **CRN 20095**

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 - Fr. Jun 18, 09:00-16:00 - KEC **CRN 20105**

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

Held once per year in the January term.

Clinical Leadership in Gerontological Nursing (HLTH 1194)

Nurses 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) \$250

Offered once per year or as a group offering. Call for details.

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. (Stuart) \$150

1 day - Sa. Jun 5, 09:00-16:00 - CC **CRN 20329**

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 tutorial and full day skills check out. Please call 604.443.8635 for details. \$650

CRN 20176, CRN 20177, CRN 20178, CRN 20179, CRN 20180

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. 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**

1 eve - Th. Jul 8, 16:00-21:00 - CC **CRN 20202**

Workshop and Skills Check for Pharmacology Students (HLTH 1130)

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

Apr 24 - **CRN 20198**

May 29 - **CRN 20199**

Jun 26 - **CRN 20200**

Jul 31 - **CRN 20201**

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

Subcutaneous Injection Theory (HLTH 1266)

Prerequisite: Successful completion of a recognized pharmacology course. Content includes diabetes management with insulin, subcutaneous injections of heparin, subcutaneous butterfly insertion and use for pain management. Course is available in distance format. Evaluation: Final exam and skill workshop. \$150

Workshop and Skills Check for Subcutaneous Injection (HLTH 1267)

Held the second Saturday of each month. Final exam to be completed prior to attending this workshop. Please call to register.

1 day - Sa. Apr 10, 08:00-13:30 - CC **CRN 20023**

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. Prerequisite: successful completion of a pharmacology 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. Cost includes skill check. \$150

IM Injection Skill Lab (HLTH 1139)

Prerequisite: Successful completion of the final exam prior to this session. Class is held on the second Saturday of the month (except April). Please call to register.

1 day - Sa. Apr 17, 12:00-17:00 - CC **CRN 20017**

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.

1 day - Classes offered with sufficient enrollment. Please call for information. \$250

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. Mar 20, 09:00-16:00 - CC **CRN 10208**

1 day - Sa. Apr 23, 09:00-16:00 - CC **CRN 20203**

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

Classes offered with sufficient enrollment.

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

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

Course begins May 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 May 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) (Stuart)

2 day - Fr/Sa. Mar 26/27, 09:00-16:00 - CC **CRN 10698**
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)

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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. Apr 20, 18:30-21:30 - CC CRN 20305

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. Apr 24, 09:00-16:00 - KEC CRN 20302

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. Participants are selected for the on-site class from the waitlist. Course tuition: \$2,700.

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 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

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. Registrations being accepted for September.

Entrance Requirements:

call for a detailed application form

English Language assessment - grade 10 equivalent

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

Introduction to Food Services for Health Care (HLTH 1300) 80 hours

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

16 sessions - We. Sep 8, 09:00-16:00 and
Th. Sep 9, 16:00-20:00 - CC

Food Services Meal Planning (HLTH 1301) 100 hours

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

20 sessions - We. Nov 3, 09:00-16:00,
Th. Nov 4, 16:00-20:00 - CC

Food Services for Health Care: Clinical Placement (HLTH 1302) 60 hours

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

(M-F) Jan 31 - Feb 11, 2005, full time and available for all shifts

Work experience arranged by Vancouver Community College

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/refreshers 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

Register
online!

Click Here!

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!

Kitchen Mathematics (BUSI 1162)

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. Apr 24, 09:00-16:00 - CC CRN 20165

Catering Your Wedding (BUSI 1166) **NEW!**

Catering your own wedding reception should not be a nightmare! Learn how to identify the different types of food service, examine the different venues, determine a budget and time-line, explore the different suppliers and have a knowledge of permits required. (Hyder) \$125

1 day - Sa. Apr 24, 09:00-16:00 - CC CRN 20168

Developing a Hospitality Business Plan (BUSI 1161)

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 - We. Apr 28, 18:00-21:00 - CC CRN 20163

Liquor License - Need to Knows! **NEW!** (BUSI 1165)

Whether you are new to the restaurant/bar business or a seasoned veteran, liquor licensing is one of the most confusing aspects of the hospitality industry. This introductory course guides you through making sense of the requirements and process of obtaining a liquor license in British Columbia, the types of licenses available, what is best for your establishment and why. There will also be a brief discussion on how the different parts of the liquor distribution network affect you, the current or future restaurant/bar owner. (Gautama) \$85

1 mng - Sa. May 1, 09:00-13:00 - CC CRN 20166

Creative Food and Buffet Display **NEW!** (BUSI 1168)

Designed for industry professionals or those who like to entertain with flair, learn to create breathtaking food and buffet displays. Let your imagination run free as you learn to use equipment outside the normal paradigm and learn the secret of how to create an edible center piece "the strawberry topiary tree!" Examine the affects of linens in relation to food and buffet presentations and design a menu that will leave your guest speechless! (Hyder) \$195

3 day - Sa. May 1, 09:00-16:00 - CC CRN 20169

Effective Catering Proposals **NEW!** (BUSI 1167)

Designed for those interested in moving into the hospitality industry those looking for a new market share, learn how to format an attractive proposal that will WOW your potential clients and up-sell to increase profit margins. Know how to identify different types of food service, find your market niche, wow factors and what sells. Explore what questions to ask a client in order to prepare an effective proposal, menu planning, costing, up-selling and closure. (Hyder) \$225

6 eve - Tu. May 4, 18:00-21:00 - CC CRN 20167

Discover Off-Premise Catering **NEW!** (BUSI 1169)

Are you looking to expand your business or explore off-premise catering as a career move? Touching on all aspects of off-premise catering learn to identify the different types of food service, assess venues (rental facilities to private residence), obtain proper permits and licenses, different types of equipment required, proper food handling and marketing skills. Decide if a career in off-premise catering is right for you! (Hyder) \$225

3 day - Sa. May 29, 09:00-16:00 - CC CRN 20170

Event Planning (BUSI 1158)

See page 11.

Human & Social Services

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, April 1, 2004, OR
Thursday, June 17, 2004
18:30-19:30, Centre for
Professional and Continuing
Studies Office, City Centre

For fifteen years, VCC'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. The course serves as the prerequisite course for the Certificate Programs, and 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 introduces 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. 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.

11 eve - Tu. Apr 13, 18:30-21:30 AND
1 mng - Sa. Apr 24, 09:30-12:30 - CC (Weir)
11 eve - Th. Apr 15, 18:30-21:30 AND
1 mng - Sa. Apr 17, 09:30-12:30 - CC (Krakow)
Summer Session
10 eve - Tu/Th. Jul 8, 18:30-21:30 AND
1 day - Sa. Jul 10, 09:30-16:30 - CC (Laird)

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



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Counselling Skills Certificate Program

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

Program Assistant: 604.443.8661

Registration: 604.443.8484

Information Sessions:
Thursday, April 1, 2004, OR
Thursday, June 17, 2004
18:30-19:30, Centre for
Professional and Continuing
Studies Office, City Centre

Offered since 1987, this well respected certificate program provides 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

12 eve - Th. Apr 8, 18:30-21:30 - CC

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

Offered September 2004 term

Personal/Professional Development (CNSK 1112)

Prerequisite course: CNSK 1103 or SUAB 1101. Building on previous knowledge and experience, this course provides an opportunity to continue your 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) \$250

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

Assessment, Referral and Community Resources (CNSK 1108)

Prerequisite course: CNSK 1103. 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

Offered September 2004 term

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

Group Counselling Skills (CNSK 1104)

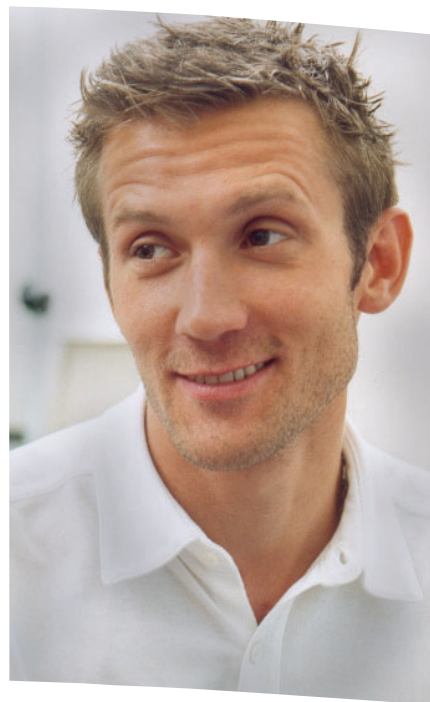
Add to your counselling knowledge and skills by examining group dynamics, types of groups, group structure and stages of group development. Learn about working with different populations of clients who present with varied concerns including substance misuse. This experiential course includes an extended 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 - Mo. Apr 19, 18:30-21:30 AND
1 day Sa. Apr 24 (No class May 24), 09:30-16:30 - CC

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 - Tu. Apr 6, 18:30-21:30 - CC



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

Offered January 2005 term

Vocational Counselling (CNSK 1109)

Be better prepared to assist clients in developing action plans that result in positive results! Expand your knowledge by acquiring practical skills, resources and strategies to assist clients in reaching realistic career goals. Focussing on the needs of individuals who face employment barriers, this course will highlight the process of career counselling, interview techniques, and accessing interests, values and skills. (Coomber/Koopman) \$195

Offered January 2005 term

Clinical Practice Course (CNSK 1113) **NEW!**

Do you wish you could have additional supervised clinical practice? Taught by two experienced clinicians, this course will focus on integrating theoretical knowledge and experience with instruction, demonstration, practice and feedback. Prerequisite course: CNSK 1103 or SUAB 1101 or permission of program coordinator. This course is not required for certificate completion. (Schur/Barker) \$315

3 sessions - Sa. Apr 24, 09:30-12:30, Sa. May 15, Jun 5, 09:30-16:30 - CC

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 are 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: Apr 14/28, May 12/26,
Jun 9/23, Jul 7/21, Sep 1/15/29,
No classes August 2004, 18:30-21:30 - CC

Registration: contact Sara Menzel: 604.443.8392

Practicum information meeting:

Th. Apr 29, 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: 604.443.8661

Registration: 604.443.8484

Information Sessions:
Thursday, April 1, 2004, OR
Thursday, June 17, 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 addiction workers. This well-established Program provides an excellent foundation for individuals who wish to work in the field of addiction. The 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 with 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.

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.

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**Register
online!**

Click Here!

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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

6 eve - Tu. Apr 6, 18:30-21:30 AND
 1 day - Sa. May 1, 09:30-12:30 - CC

Drugs and Human Behaviour (SUAB 1103)

Gain the basic pharmacological concepts needed to understand the action of psychoactive drugs in the human body. Understand the medical and non-medical use of commonly used mood-modifying drugs, including the long and short-term effects on the human body. (May) \$210

7 eve - Tu. May 18, 18:30-21:30 - CC

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 (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

Will be offered September 2004 term

Personal/Professional Development (CNSK 1112)

Prerequisite course: CNSK 1103 or SUAB 1101. 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. Apr 21, 18:30-21:30 - CC

Assessment and Referral for Substance Abuse (SUAB 1106)

Prerequisite course: SUAB 1101. This course examines the procedures and skills used in substance abuse assessment and referral as well as identifies and examines available community resources for individuals who are affected by substance abuse problems. Content includes: criteria for assessing chemical dependency, the assessment interview, assessment tools, assessment with special populations; making a successful referral, and pertinent ethical issues. Participants will be actively involved in the gathering, sharing, and evaluating of information about community resources. (Chadwick) \$380

12 eve - We. Apr 7, 18:30-21:30 - CC

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

Will be offered September 2004 term

Group Counselling Skills (CNSK 1104)

Add to your counselling knowledge and skills by examining group dynamics, types of groups, group structure and stages of group development. Learn about working with different populations of clients who present with varied concerns including substance misuse. This experiential course includes an extended group experience and the opportunity to lead structured group exercises. Attendance in the Saturday class is required for course credit. (Laird) \$380

11 sessions: 10 eve - Th. Apr 19, 18:30-21:30 AND
 1 day Sa. Apr 24, 09:30-16:30 - CC

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 - Tu. Apr 6, 18:30-21:30 - CC

Clinical Practice Course (CNSK 1113) **NEW!**

Do you wish you could have additional supervised clinical practice? Taught by two experienced clinicians, this course will focus on integrating theoretical knowledge and experience with instruction, demonstration, practice and feedback. Prerequisite course: CNSK 1103 or SUAB 1101 or permission of program coordinator. This course is not required for certificate completion. (Schur/Barker) \$315

3 sessions - Sa. Apr 24, 09:30-12:30, Sa. May 15, Jun 5, 09:30-16:30 - CC

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 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: Apr 14/28, May 12/26, Jun 9/23, Jul 7/21, Sep 1/15/29,

No classes August 2004, 18:30-21:30 - CC

Registration: contact Sara Menzel, 604.443.8392

Practicum information meeting:

Th. Apr 29, 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 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 - Mo. Apr 19, 18:30-21:30 AND
 1 day Sa. Apr 24, 09:30-16:30 - CC

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Stay-at-home mom

This Year:

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...continued from previous page

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 - Tu. Apr 8, 18:30-21:30 - CC

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

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 604.443.8428 for an application.

Infant and Toddler/Special Needs Certificate Programs

For those who have completed basic Early Childhood Education training, we offer two post-basic Certificate programs. Both Infant and Toddler and Special Needs Certificate Programs will commence in September of 2004.

Our new and revised curriculum includes core courses relevant to both certificate programs as well as specialized courses in each area of expertise. Should you wish to complete both certificate programs, you may register for two additional terms (September 2005 and January 2006, and complete the additional practica hours) to complete your second specialty and receive your additional certification.

Any time after June, 2004, you may call for an application form and program overview. Please call 604.443.8428.

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 Spring term offerings, please call 604.443.8428.

Leadership, Administration and Management in Child Care (ECCE 2112)

Build your knowledge and skills and broaden your professional horizons! This 60 hour program is designed for experienced child care staff who want to become more effective as leaders and administrators. Sessions meet Friday afternoons and full day Saturday once each month between November, 2004 and April, 2005. After June you may call 604.443.8428 for a brochure and application form.

Family Child Care

Introduction to Family Child Care: Good Beginnings (ECCE 1201)

Caring for a small group of children in your own home provides a rewarding experience and meets the important need of young families for quality child care. Recommended by Community Care Licensing, this course offers the information and skills you will need to ensure a good beginning, and an introduction to a variety of issues related to quality family child care. It provides an overview of child development, health and nutrition, activity planning, guiding behaviour and administration. Course fee includes a workbook. (I. Hager) \$235

8 eve - We. Apr 7, 19:00-21:30 AND 2 day - Sa. Apr 17 and May 29, 09:00-15:00 - CC CRN 20669

Note

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

Course fee includes all materials and tutor/marker support by telephone and/or e-mail. (Home Study) \$265. Please call 604.443.8428 for details.

Interpreting

For full information, visit our website at www.continuinged.vcc.ca/interpreting

**Information Session:
March 23, 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 tutor 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

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

- offered in March 2005

- also offered by Distance Education (see below)

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 health care interpreting or court interpreting.

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 \$85. Application deadline for Entrance Exam: January 15, 2005

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

Take the self-assessment survey on our website www.continuinged.vcc.ca/interpreting

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 Health Care Interpreting and Court Interpreting Certificate Programs directly. Challenge Exam (INTR 1158) \$780

1 mng - Sa. Sep 11, 2004, 09:30-13:00 CC
Application Deadline for Challenge Exam: September 7, 2004

The Advanced Programs

Entry Requirements for Advanced Programs

VCC Community Services Interpreting Certificate or successful completion of the Challenge Exam (INTR 1158).

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 cost: \$1,700

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

Offered September 2004 - May 2005

Application Deadline: August 5, 2004

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 cost: \$2,200 (Bursaries available)

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

Offered September 2004 - May 2005

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.

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.

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**Register
online!**

Click Here!



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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. Program cost: \$780

Program length: 72 hours of home study.
April - September 2004

Prerequisite: successful completion of entrance exam (INTR 1106)

Application deadline for Entrance Exam
- March 25, 2004

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 - September 2005
Prerequisite: successful completion of VCC Community Services Interpreting Program, or challenge exam (INTR 1158)

Application deadline: November 15, 2004

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

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 help you gain conversational fluency and provide 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. This beginner's conversation course covers ten popular topics. Pronunciation, tones, vocabulary and sentence structure related to the topics will be taught. Traditional Chinese characters will also be introduced. (Pan) \$155

10 eve - Th. Apr 15, 18:30-21:00 - KEC **CRN** 20510

French 1 (LANG 1137)

For beginners. Work from simple situational and interactive topics such as introductions, nationality, family, describing objects, your activities, leisure time, expressing feelings and states of mind, location in time and space, etc. We will also emphasize proper phonetics with the help of a tape. No class May 24. Text extra. (Menard) \$155

8 eve - Mo. Apr 19, 18:30-21:00 - CC **CRN** 20131

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. You will learn how to express yourself simply and efficiently on various topics, through learning new grammatical structures and with the help of everyday idiomatic expressions. You will also gain some information about francophone culture. Same text as Level 1. (Menard) \$155

8 eve - Tu. Apr 20, 18:30-21:00 - CC **CRN** 20133

Note: French 3 will be offered in Fall semester on Tuesday evenings.

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. (Maeda) \$155

10 eve - Th. Apr 15, 18:30-20:30 - CC **CRN** 20514

Japanese 2 (LANG 1110)

This is the course for the students who know basic Japanese conversation like self-introduction, asking price and simple verbs. In this course, you will learn objectives, te-forms (one of the most important forms in Japanese) and more complicated sentences. (Maeda) \$155

10 eve - We. Apr 14, 18:30-20:30 - CC **CRN** 20516

Spanish 1 (LANG 1101)

For pleasure or business, learning Spanish has never been more enjoyable! This beginner's course uses interactive methods to "quick start" learning the basics of Spanish. Emphasis is on developing conversational skills by integrating vocabulary and grammar. Come and have fun with this wonderful language. No class May 24. Text extra. (Menyhart) \$155

8 eve - Mo. Apr 19, 18:30-21:00 - CC **CRN** 20128

8 mng - Sa. Apr 24, 09:30-12:00 - CC **CRN** 20129

Spanish Conversation 1 (LANG 1111)

For those who have completed Level 1 or equivalent, this course will develop basic verbal skills through oral practice using different scenarios. When visiting Hispanic countries, you'll want to communicate with others, using short, simple, effective phrases in everyday situation. Come learn with us! (Menyhart) \$80

4 eve - Mo. May 21, 18:30-21:00 - CC **CRN** 20511

Spanish 2 (LANG 1102)

If you already have completed Level 1 or equivalent, then you're ready for Spanish 2. This course presents a simple approach to further expanding your spoken and written Spanish. We will cover the following grammar points: past and future tenses, reflexive verbs and pronouns. Same text as Level 1. \$155

8 eve - Tu. Apr 20, 18:30 - 21:00 - CC **CRN** 20132 (Horwitz)

8 aft - Sa. Apr 24, 13:00-15:30 - CC **CRN** 20130 (Menyhart)

Spanish Conversation 2 (LANG 1112)

This course will enhance your verbal expression of complete ideas by practicing coordination and subordination of clauses. Learn to communicate complex ideas by improving your ability to interrelate independent and dependent sentences, and, using the vocabulary to interact with Spanish speakers in every day situations. \$80

4 eve - Tu. May 22, 18:30-21:00 - CC **CRN** 20512

Spanish 3 (LANG 1136)

Bravo! You have made it to Level 3! Increase your knowledge of Spanish while enhancing your conversation skills. We will cover the following grammar points: present perfect, imperfecto, conditional and future tenses. Come to practice your new language with your classmates and have fun. Same text as Level 1. \$155 (Menyhart)

8 eve - Tu. Apr 20, 18:30-21:00 - CC **CRN** 20134

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 "Hanyu Pinyin" phonetic system will be introduced. Basic grammar and vocabulary, as well as ten topics on daily conversation will also be taught. Chinese customs and culture are interwoven into the classroom lessons. No class May 22. \$160

10 eve - We. Apr 21, 18:30-21:00 - KEC **CRN** 20120

10 mng - Sa. Apr 24, 09:30-12:00 - KEC **CRN** 20123

Mandarin Conversation - Level II (MAND 1121)

Designed to improve Mandarin conversational skills for daily use. Reading and writing directly from Chinese characters is encouraged to strengthen understanding. Interesting topics concerning Chinese custom and culture are interwoven into the classroom lessons. No class May 22. \$160

10 eve - We. Apr 21, 18:30-21:00 - KEC **CRN** 20121

10 mng - Sa. Apr 24, 09:30-12:00 - KEC **CRN** 20122

Mandarin Conversation - Level III (MAND 1122)

Designed for students who have mastered basic conversational skills and wish to improve their fluency in Mandarin. More sophisticated vocabulary and sentence structure will be introduced. Higher level reading and writing of Chinese characters is integrated into the course. No class May 22. \$160

10 eve - We. Apr 21, 18:30-21:00 - KEC **CRN** 20124

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

Focus on pronunciation and conversation. The "Hanyu Pinyin" phonetic system is used to facilitate easier learning. Students who have some knowledge of the Chinese written language are most suitable. \$160

10 mng - Sa. Apr 24, 09:30-12:00 - KEC **CRN** 20513

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 May 29, June 5, 12, and 19, 2004 (Saturday) from 09:30 to 14:00.
2. Call 604.443.8335 (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.

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Children and Youth Mandarin Education

Each course has 16 sessions. Classes are held on Saturday from 09:30-12:00 or 12:30-15:00 at King Edward Campus. Courses begin September 11, 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)
Mandarin Grade 1 (MAND 1101)
Mandarin Grade 2 (MAND 1102)
Mandarin Grade 3 (MAND 1103)
Mandarin Grade 4 (MAND 1104)
Mandarin Grade 5 (MAND 1105)
Mandarin Grade 6 (MAND 1106)
Mandarin Grade 7 (MAND 1107)
Mandarin Grade 8 (MAND 1108)
Mandarin Grade 9 (MAND 1109)
Mandarin Grade 10 (MAND 1110)
Mandarin Grade 11 (MAND 1111)
Mandarin Grade 12 (MAND 1112)

Simplified Version Classes

Mandarin Grade 1 (MAND 1201)
Mandarin Grade 2 (MAND 1202)
Mandarin Grade 3 (MAND 1203)
Mandarin Grade 4 (MAND 1204)
Mandarin Grade 5 (MAND 1205)
Mandarin Grade 6 (MAND 1206)

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.

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.

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 1 (MAND 1141)
Mathematics Grade 2 (MAND 1142)
Mathematics Grade 3 (MAND 1143)
Mathematics Grade 4 (MAND 1144)
Mathematics Grade 5 (MAND 1145)
Mathematics Grade 6 (MAND 1146)
Mathematics Grade 7 (MAND 1147)
Mathematics Grade 8 (MAND 1148)
Mathematics Grade 9 (MAND 1149)
Mathematics Grade 10 (MAND 1150)

Fine Arts

Children's fine arts courses have 16 sessions. They are held on Saturday from 12:30-13:30 or 13:45-14:45 at King Edward Campus.

Cartoon Drawing (MAND 1117)
Water Colour Drawing (MAND 1118)
Charcoal Drawing (MAND 1125)

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)
English Writing and Comprehension 2 (MAND 1162)
English Writing and Comprehension 3 (MAND 1163)
English Writing and Comprehension 4 (MAND 1164)
English Writing and Comprehension 5 (MAND 1165)
English Writing and Comprehension 6 (MAND 1166)
English Writing and Comprehension 7 (MAND 1167)

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 Basic Course consists 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. 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
1 day - Sa. May 1, 09:00-18:00 - CC CRN 20311
1 day - Sa. May 8, 09:00-18:00 - CC CRN 20312
1 day - Sa. May 15, 09:00-18:00 - CC CRN 20313
1 day - Sa. May 22, 09:00-18:00 - CC CRN 20314
1 day - Sa. May 29, 09:00-18:00 - CC CRN 20315
1 day - Sa. Jun 5, 09:00-18:00 - CC CRN 20316
1 day - Sa. Jun 12, 09:00-18:00 - CC CRN 20317
1 day - Sa. Jun 19, 09:00-18:00 - CC CRN 20318
1 day - Sa. Jun 26, 09:00-18:00 - CC CRN 20319
1 day - Sa. Jul 10, 09:00-18:00 - CC CRN 20320
1 day - Sa. Jul 27, 09:00-18:00 - KEC CRN 20321
1 day - Sa. Aug 7, 09:00-18:00 - KEC CRN 20323
1 day - Sa. Sep 11, 09:00-18:00 - CC CRN 3001



Food Safe Level 1 - Cantonese (HLTH 1104)

1 day - Apr 24, 08:00-17:00 - CC CRN 20324

Food Safe Level 2 - For Supervisors and Owners (HLTH 1102)

2 day - Sa. May 1/8, 08:00-17:00 - CC CRN 20325

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. Please call to arrange an on-site course offering of one or more of the following courses. 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.

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.

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.

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.

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.

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.

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.

Register
online!

Click Here!

Vancouver Community College is recognized 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 teacher training as well as our comprehensive program of studies. Our goal is to continue to build on our commitment to excellence in English language teacher training.

TESOL Programs

TESOL Diploma Program

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Jayeson Van Bryce

E-mail: jvanbryce@vcc.ca **Phone:** 604.443.8669

The TESOL Diploma Program is the premier training program for teaching English to Speakers of Other Languages (TESOL) in Canada. Applicants may be planning to teach internationally or at post-secondary educational institutions, community agencies or international schools in Canada. The program is over 300 hours in length and offers a comprehensive training program for teaching English language from the 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

A university degree;
Successful completion of the prerequisite course, Overview of TESOL, or an equivalent university course at 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 teaching English to speakers of other languages (TESOL). \$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 listening and speaking 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 in English at a post-secondary level. This course examines the instructional approaches for teaching reading, composition, literature and study skills at a college-preparatory English level. \$290

TESOL Internship (TESO 1139)

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

TESOL Elective Courses

Thirty hours of TESOL Elective Courses are required to successfully complete the TESOL Diploma Program. Please note that 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.

International TESOL Diploma Program

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Anne Sandor

E-mail: asandor@vcc.ca **Phone:** 604.443.8706

The International TESOL Diploma Program is an outstanding 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, Teaching English for Academic Purposes, Pronunciation and Communication Course, Cross Cultural Seminar, Academic Writing Seminar, the TESOL Internship and 30 hours of TESOL Elective Courses. On successful completion, graduates are awarded the International TESOL Diploma from Vancouver Community College. The International TESOL Diploma Program has three terms. The Spring Term begins in April 2004 and ends in April 2005. The application deadline is February 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:
Application Fee (non-refundable) \$150
Program Fees \$5,995

TESOL Inservice Diploma Program

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Patricia Fahrni

E-mail: pfahrni@vcc.ca **Phone:** 604.443.8362

The TESOL Inservice Diploma Program is a program for experienced English language instructors who do not have a recognized TESOL credential. This excellent 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 well as a comprehensive study package for each of the six courses in the program. On successful completion of the TESOL Inservice Diploma Program, graduates receive the TESOL Inservice Diploma from Vancouver Community College and qualify for national professional certification from TESL Canada. Graduates also may apply for the MA Applied Linguistics and TESOL on-line program at the University of Leicester.

Admission Requirements

A university degree;
Two teaching references from past employers;
Two years (a minimum of 800 hours) of documented classroom teaching in a well 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 to submit an English language proficiency test score.
A successful interview with the Program Coordinator.

Program of Studies

Foundations for English Language Instruction (TESO 1103)

This course examines the foundations for English language instruction. The course focuses on the adult English language learner, cultural awareness and cross-cultural communication, and a range of 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

University of Leicester, MA: Applied Linguistics and TESOL

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Patricia Fahrni

E-mail: pfahrni@vcc.ca **Phone:** 604.443.8362

Vancouver Community College is pleased to offer the University of Leicester's Master of Arts: Applied Linguistics and TESOL. This prestigious MA provides valuable and accessible opportunities for students to study applied linguistics and TESOL at a graduate level. Graduates from VCC's Diploma programs are eligible for exemption from the first Module, and may enter the University of Leicester MA program at Module Two.

All academic support is provided by the University of Leicester. The University also has an excellent Distance Learning Unit to support all distance learners with enquiry, database, inter-library loan and some photocopying services.

Admission Requirements

Undergraduate degree in high standing
Two years of English language teaching experience
TESOL Credential
English language Proficiency: TOEFL 600 (250 Computer-Based Test); IELTS 6.5

Fees

850 Pounds per module (Please note fees are revised at regular intervals)

Schedule

Please contact Program Coordinator Patricia Fahrni for application procedures and deadlines.

TEFL Programs

TEFL Certificate Program

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Alison McBride

E-mail: amcbride@vcc.ca **Phone:** 604.443.8663

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 with a minimum grade of B. A university degree is not required but recommended for the TEFL Certificate Program. Applicants whose first language is not English may be required to submit an English Language Proficiency score. On successful completion, graduates are awarded the TEFL Certificate from Vancouver Community College.

An Overview of TESOL (TESO 1101)

An 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, and lesson planning for teaching English to speakers of other languages (TESOL). \$225

Teaching English Overseas (TESO 1111)

This nine-hour workshop provides potential EFL instructors with information regarding living and teaching in an EFL environment, strategies for securing an EFL teaching position, as well as information on useful teaching resources for the EFL classroom. \$160

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Teach/Tutor Grammar (TESO 1202)

This 12-hour course examines the theory and instructional methodology used to teach/tutor grammar to English language students. \$200

Teach/Tutor Pronunciation (TESO 1201)

This 12-hour course examines the theory and instructional methodology used to teach/tutor pronunciation to English-language students. \$200

Teach/Tutor 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 successfully complete the TEFL In-Class Assignment. \$135

Intensive TEFL Certificate for International Students (TESO 1250)

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Alison McBride

E-mail: amcbride@vcc.ca Phone: 604.443.8663

The Intensive TEFL Certificate Program for International Students is specifically designed for international students wishing to teach English in their home countries. This excellent four week program 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 also 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 required for admission into the program.

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, or a minimum of 108/200 on the VCC English Language Assessment Test

A successful interview with program staff

Fees

Application Fee (non-refundable) \$100
Program Fee \$1,350

Future Intensive TEFL Certificate Programs for International Students

July 26 to August 20, 2004

(Application Deadline - July 11, 2004)

November 1 to November 26, 2004

(Application Deadline - September 24, 2004)

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

Intensive TEFL Certificate for Canadians (TESO 1238)

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Alison McBride

E-mail: amcbride@vcc.ca Phone: 604.443.8663

The Intensive TEFL Certificate is designed for Canadians wishing to teach English internationally. This outstanding 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 TEFL Certificate for Canadians from Vancouver Community College.

Admission Requirements

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.

Documented proof of completion of Grade 12 with a minimum grade of B in Academic English. A university degree is recommended but not required for admission into the program.

A successful interview with TESOL program staff

Fees

Application Fee (Non-refundable) \$100
Program Fee \$1,250

Future Intensive TEFL Certificate Programs for Canadians

May 3 to May 28, 2004

(Application Deadline - March 12, 2004)

August 3 to August 27, 2004

(Application Deadline - June 1, 2004)

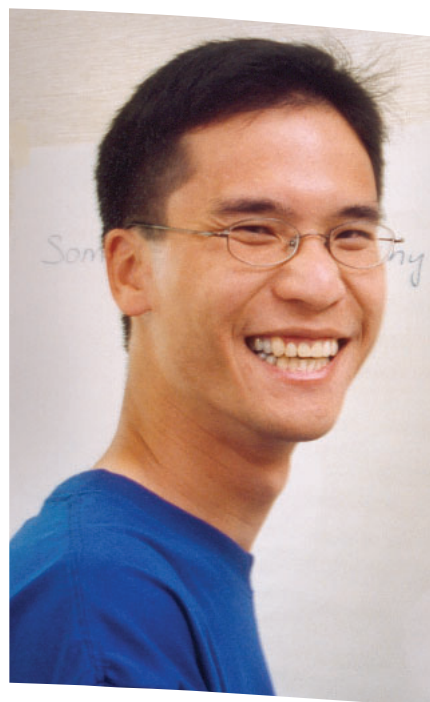
Intensive TEFL Certificate for Teaching Young Learners (TESO 1252)

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Sarah Burwood

E-mail: sburwood@vcc.ca Phone: 604.443.8663

The Intensive TEFL Certificate for Teaching Young Learners is designed for teaching English to children from the age of eight to sixteen years. This program has been developed in response to the growing demand worldwide for English language instruction for young learners. This excellent four-week program presents the instructional methodology for teaching grammar, pronunciation, writing, reading, and communication skills as well as featuring micro-teaching sessions. The program is taught by an internationally recognized teacher trainer who is considered to be among the finest in Canada. All successful graduates are awarded the TEFL Certificate for Teaching Young Learners from Vancouver Community College.



Admission Requirements

For International applicants:

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, or a minimum of 108/200 on the English Language Assessment Test at Vancouver Community College

A successful interview with program staff

For Canadian applicants:

Documented proof of completion of Grade 12 with a minimum grade of B in Grade XII Academic English. A university degree is recommended but not required for admission into the program.

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. Canadian applicants whose first language is not English may be required to submit a score on an English language proficiency test.

A successful interview with program staff

Fees

Application Fee (Non-refundable) \$100
Program Fee \$1350

Dates for Future Intensive TEFL Certificate Programs for Teaching Young Learners

May 31 to June 25, 2004

(Application Deadline - April 15, 2004)

July 26 to August 20, 2004

(Application Deadline - June 1, 2004)

Tutoring ESOL Certificate Program

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Jayeson Van Bryce

E-mail: jvanbryce@vcc.ca Phone: 604.443.8669

The Tutoring ESOL Certificate Program is for people who wish to tutor English to adults or school-aged children in a one-to-one or small group teaching situation. This unique program is recognized as the finest of its kind in Canada. It is 120 hours long and consists of 96 hours of core courses and 24 hours of elective courses. On successful completion of the program, graduates receive the Tutoring ESOL Certificate from Vancouver Community College.

Admission Requirements

Documented proof of completion of Grade 12 with a minimum grade of B in Grade XII Academic English. A university degree is not required but recommended for admission into this program.

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 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 teaching English to speakers of other languages (TESOL). \$225

Tutoring ESOL (TESO 1154)

This practical six-hour course examines tutoring English to speakers of other languages skills. The course focuses on a range of topics including how to get started, how to lesson plan for tutorial 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

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College CLOSURES

Good Friday - April 9

Easter Monday - April 12

Victoria Day - May 24

Canada Day - July 1

Civic Holiday - August 2

Register
online!

Click Here!

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Tutoring ESOL Practicum (TESO 1203)

This 32-hour course focuses on the practical application of the theory of tutoring English to speakers of other languages in real tutoring sessions. The principles of lesson planning and the effective use of instructional aids in tutoring sessions will also be examined. \$300

Tutoring ESOL Elective Courses

To successfully complete the Tutoring ESOL Certificate Program, students must complete 24 hours of elective credits. Examples of elective courses are Tutoring ESOL Elementary School Students, Tutoring ESL Secondary School Students, Tutoring for the TOEFL, Resources for Teaching and Tutoring English to speakers of other languages, Using Art in the Teaching of ESL, and An Introduction to CALL.

English Language Program Management

English Language Program Management Certificate

Senior Program Coordinator: Jennifer Pearson Terell

Program Coordinator: Jayeson Van Bryce

E-mail: jvanbryce@vcc.ca **Phone:** 604.443.8669

The English Language Program Management Certificate is designed to provide training for those planning to administer or manage an English language school or program in Canada or internationally. This excellent 100 hour program is offered on weekends and in the evenings at Vancouver Community College. The program consists of two prerequisite courses, An Overview of TESOL and Managing a Successful English Language Program. The Core Program consists of courses in English Language Program Administration and Business Management. All successful graduates are awarded the English Language Program Management Certificate from Vancouver Community College.

Admission Requirements

For Canadian applicants:

An official transcript for Grade XII graduation with a minimum grade of B in Grade XII Academic English. A university degree is recommended but not required for admission into the program.

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. Canadian applicants whose first language is not English may be asked to submit an English language proficiency test score.

An interview with program staff.

For International applicants:

A strong educational background in their home country. An university degree is recommended but not required for admission into the English Language Program Management Certificate

An English language proficiency test score of 570 on the written TOEFL Test or 230/300 on the computerized TOEFL Test.

An interview with program staff.

Program of Studies

Prerequisite Courses

An Overview of Teaching English to Speakers of Other Languages (TESO 1101)

An Overview of TESOL provides a practical overview of the teaching methodology and instructional resources used to teach English language. This 30 hour course examines the instructional methodology used in an English language program for teaching communicative skills, writing skills, reading skills, grammar and pronunciation to speakers of other languages (TESOL). Fee \$225

Managing a Successful English Language Program (TESO 1212)

This six-hour workshop will present an introduction to how to successfully manage and operate an English language program. Topics will include organizational structure, human resources, finances, clientele, program design, and program evaluation. Problem-solving with real case studies will give participants a chance to apply management principles presented in the course. Fee \$70

Core Program

English Language Program Administration (TESO 1255)

This 30-hour core course will examine the successful management and administration of an English language program. This course includes topics such as staff selection and job descriptions; performance reviews; administration and management issues; scheduling and organizing programs; office support systems and marketing. Fee \$315

Business Management Courses

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. (Three hours) Fee \$75

Identifying and Marketing Business Opportunities (BUSI 1131)

This course will examine how to identify a target market, evaluate the competition and determine the potential market for your program. (Three hours) Fee \$75

Understanding Financial Needs (BUSI 1134)

This course will identify your financial needs and those of your program. The course will also examine methods used to determine your initial business investment. (Three hours) Fee \$75

Small Business Operations (BUSI 1132)

This course will present the fundamentals of small business management, including human resources, time and stress management. (Three hours) Fee \$75

Financial Statements and Financial Planning (BUSI 1136)

This course will examine how to prepare and interpret a statement of income for a small business, a balance sheet, a cash budget and cash flow. (Three hours) Fee \$75

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. (Three hours) Fee \$75

Preparing Your Business Plan (BUSI 1139)

This course will present the essentials of creating a business plan. (Three hours) Fee \$75

Hiring the Right Person (LEAD 1107)

This course will examine interviewing skills. Employee turnover, and costly hiring expenses make the interviewer's role very important in program management. This hands-on course will enhance your interviewing skills. It includes a simple five step process to prepare for and interview, along with a seven-point system to use during the interview. Participants will practise interviewing and receive detailed feedback. Participants are requested to bring a sample job description for a position in the English language program. (Six and one half hours) Fee \$165

From Conflict to Collaboration (LEAD 1105)

This course will present practical information and skills that can be used to resolve conflict caused by differences in goals, employee performance and work habits. The course will also define the causes of conflict; conflict management concepts and styles; specific communication skills used to clarify and understand issues, and how to apply the conflict resolution process in an English language program. (Six and one half hours) Fee \$150

Fees

Program Fees \$1450

The English Language Program Management Certificate will be offered in the Fall Term (2004) and the Winter Term (2005)

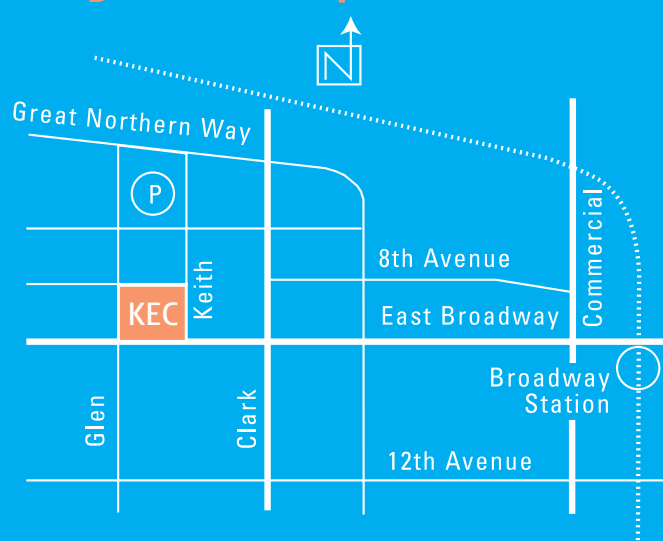
Application Deadlines

Fall Term (2004) Application Deadline is July 1, 2004

Winter Term (2005) Application Deadline is November 1, 2004

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

King Edward Campus



**Vancouver
Community
College**

City Centre Campus
250 West Pender Street
Vancouver, BC V6B 1S9

King Edward Campus
1155 East Broadway
Vancouver, BC V5T 4V5

International Education Centre
1080 Alberni Street
Vancouver, BC V6E 1A3

City Centre Campus and International Education Centre



5 ways to Register

1 Online
Register online at
WWW.VCC.CA

2 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

3 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

4 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)

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

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 must be paid in full 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
Country of Citizenship

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	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard
<input type="checkbox"/> Cheque	Name on Card		
<input type="checkbox"/> Money Order	Credit Card Account Number		
<input type="checkbox"/> 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 foreign domestic worker with valid employment authorization permit.
- An individual who is in Canada to carry out official duties as a diplomatic or consular officer, or as a representative or official of a country other than Canada, or of the United Nations or any of its agencies, or of any intergovernmental organizations in which Canada participates; or as a dependent or a member of the staff of any such diplomat, consular officer, representative or official and is able to substantiate with an identity card issued by External Affairs which gives his/her position, date of issuance and date of validity.
- An individual who is in Canada, who has applied for Permanent Resident/Landed Immigrant status and who can provide evidence of the "letter of approval in principle" to the institution for admissions purposes.
- Any person who has been determined under the Immigration Act to be a Convention Refugee and can present a letter from Employment and Immigration Canada confirming this.
- A person under an international exchange, scholarship or fellowship agreement where there has been joint approval by the receiving institution and by the Ministry of Advanced Education, Training and Technology.
- An individual with a valid full-time employment authorization permit and his/her dependants, excluding a person on a working holiday authorization, or a refugee claimant who has yet to be determined a Convention Refugee.
- A legal dependent of a Canadian citizen or permanent resident of Canada providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for exemption.

Withdrawals, Refunds & Course Cancellations

Unless otherwise stated in course 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.

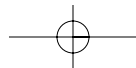
Refer to particular program area details for this information.

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.

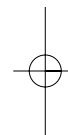
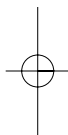
Refund requests to credit cards or debit cards must be made in person only. Please allow 4-6 weeks for processing refunds. The College reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrollment. FULL refunds will be made for any cancelled courses.

Register
online!

Click here!



VCC is here.



Vancouver Community College is everywhere. In fashion studios and top restaurants, in the classroom and the language lab. Managing and coaching, repairing and performing. Today VCC is five schools, two centres, 25,000 students, and graduates working everywhere. We're BC's No.1 college, and for almost 40 years we've been helping people gain the skills and knowledge to make a difference in the world. Take a look. You'll see.

www.vcc.ca 604.443.8484

Centre for Professional and Continuing Studies

