September-December 2004

Vancouver Community College
Professional and Continuing Studies

604.443.8484

Look inside for our professional credential programs & more!

- ◆ Accounting & Information Technology
- ◆ Business Leadership & Management
- ◆ Creative Writing
- ◆ Leadership and Coaching
- ◆ Teaching English to Speakers of Other Languages
- ◆ Technical Writing for Software Development
- ◆ Volunteerism

Register online!

⇨ Click Here!

www.vcc.ca

Vancouver Community College

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**

Creative Writing for Profit and Pleasure

Program Coordinator: Peggy Worobetz, 604.443.8670

Program Assistant: Phone 604.443.8381

Writing for TV (CWRI 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. (No class October 11) (Gereaux) $240 Fee includes GST

6 eve - Mo. Sep 20, 18:00-21:00 - CC CRN 30318

Interview Skills for Writers and Researchers (CWRI 1125)
Learn how to interview subject matter experts for a variety of purposes, including technical documentation, magazine articles and press junkets. Participants will learn the dos and don'ts of interviewing, how to create an environment that promotes disclosure and ease of communication. (Metcalf) $165 Fee includes GST

3 eve - Tu. Sep 21, 18:30-21:30 - CC CRN 30315

NEW! Crack Open Your Creative Channel (CWRI 1129)
Revitalize your creative process with new approaches to writing. Designed to release the floodgates for emerging and experienced writers of short stories, novels, non-fiction books, and articles. Hands-on and packed with proven professional writing tips, learn how to warm up your brain, how to banish boring beginnings, and how to use power triplets so that get you published more often. No grammar in this session... Craft paragraphs that jump off the page! (Ferguson) $80 Fee includes GST

1 eve - We. Sep 29, 18:30-21:30 - CC CRN 30320

Writing for Magazines (CWRI 1127)
Explore how to write feature articles. Learn how to make cold calls to editors, research topics, organize and manage writing projects, contact subject matter experts, negotiate rates of pay, write to editorial and style guides and deliver articles to the editor on time! Learn how to develop a portfolio of work, a publication list and a file of tear sheets to provide prospective clients. (Metcalf) $165 Fee includes GST

1 day - Sa. Oct 2, 09:00-16:30 - CC CRN 30317

NEW! Getting Published in Canada 101 (CWRI 1130)
If you write on Canadian subjects, this workshop is for you. Discover how the Canadian publishing scene differs from the American and how approachable Canadian publishers really are. Learn some uniquely Canadian tips that will boost your chances of getting published. Explore the legitimate facts about agents, query letters, phone calls to editors, sales, and the North American market... Learn how to get published in Canada from a successful author's perspective. (Ferguson) $80 Fee includes GST

1 eve - We. Oct 6, 18:30-21:30 - CC CRN 30322

Successful Writing for Marketing and Communications (CWRI 1126)
Designed for small business operators, writers, artists and non-profit organizations. Learn how to design, develop, write and edit marketing communication (marcom). Understand what marketing collateral is and how organizations can benefit from using marcom techniques to reach goals. Explore the role of the internet in today's marketing. Discover how a website can help to promote an organization's events and/or cause. (Metcalf) $165 Fee includes GST

3 eve - Tu. Oct 12, 18:30-21:30 - CC CRN 30316

NEW! Writing Online: the New Adventure for Writers (CWRI 1131)
Tap the exploding online market for content and start building your publishing portfolio. Find out about e-markets, e-audiences, and learn about electronic rights. Explore the difference between writing for the computer screen and for print and learn how to make your electronic submissions e-editor-friendly. Break into the electronic publishing scene around the world with your articles or books. (Ferguson) $80 Fee includes GST

1 eve - We. Oct 13, 18:30-21:30 - CC CRN 30321

NEW! How to Craft Irresistible Query Letters (CWRI 1132)
Whether you write magazine articles, non-fiction books, or novels, you must be able to compose query letters that captivate editors/agents. Learn the essential components and style for each type of letter and start to develop the key paragraphs; discover how to format print and electronic queries, handle follow-ups, and manage the oral query - always a possibility in Canada! Everyone can master the art of writing effective query letters... given the tools. Explore all the tools and receive the no-nonsense assistance you need to craft irresistible queries that result in publication. (Ferguson) $165 Fee includes GST

1 day - Sa. Oct 30, 09:00-16:00 - CC CRN 30323

FREE Information Sessions, September 2004

Business Leadership and Management Certificate Program (pg 13)
Wednesday, September 8, 17:30 - City Centre, Rm 218B
Interpreting Certificate Program (pg 26)
Wednesday, September 8, 19:00, City Centre
Paralegal Certificate Program and Paralegal Diploma Program (pg 13)
Wednesday, September 8, 18:30, City Centre, Rm 237
Designing for New Media (pg 19)
Wednesday, September 8, 18:00 City Centre
Counselling Skills and Substance Abuse Certificate Programs (pg 24)
Thursday, September 9, OR Thursday, January 6, 18:30, City Centre
Office Administration Certificate Program (pg 7)
Thursday, September 9, 17:30, City Centre, Rm 218B
Business & Technical Writing Certificate Program (pg 6)
Tuesday, September 14, 17:30, City Centre, Rm 218B

Fashion Arts

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

Program Assistant: Phone: 604.443. 8677

Registration: 604.443.8484

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

Fashion Arts Specialty Courses
These courses introduce fashion skills, assist those 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 a "mini" collection as done in the fashion industry. Explore colour prediction, presentation storyboards, fabric selection and co-ordination, designing and rendering sketches. You may choose between women's, men's, children's and accessories. 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. Sep 28, 18:30-21:30 - CC CRN 30272

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

6 aft - Sa. Sep 18, 12:30-16:30 - CC CRN 30278

Find out more... VCC Information Night

Thurs. October 14 4:30-6:30 pm

Full-time & Part-time Programs including:
• Transportation trades
• Technology
• Hospitality & Business

Come to: Downtown Campus
Corner of Hamilton & Dunsmuir

Fashion Arts Certificate Programs

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

Program Assistant: Phone: 604.443.8667

Registration: 604.443.8484

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

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

This flexible self-paced two-year program is comprised of four separate Certificates in Pattern Making, Garment Construction, Fashion Design, and the Fashion Arts Certificate. You 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

continued on next page...

Register online! Click Here!

...continued from previous page

Required Courses

Fashion Design Certificate
Required Courses: Fashion Drawing; Fashion Design; History of Fashion; Collection Design; Textiles

Pattern Making Certificate
Required Courses: Block Construction; Design Drafting Theory; Design Drafting Practical; Designer Patterns/Draping; Production Patterns Grading

Garment Construction Certificate
Required Courses: Sewing Techniques; Industrial Sewing; Tailoring; Couture; Collection Toiles

Fashion Arts Certificate
Required Courses: Fashion Graphics; Collection Portfolio; Collection Manufacture; Fashion Show Preparation

Please call 604.443.8484 to receive an in-depth Fashion Arts Certificate Program guide and application form.

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

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

Program Assistant: Phone: 604.443.8677

Registration: 604.443.8484

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

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

This flexible, self-paced program allows you 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.

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 1204 Fashion Trends Forecasting
FASH 1406 Fashion Marketing and Promotion
FASH 1404 Fashion Styling

Merchandising Fashion (FASH 1176)
Explore the planning, buying, and selling processes from initial concept to final consumer demand. Gain a broad understanding of the product life cycle, fashion adoption processes, trends, forecasting methods, and social, political, economic, and cultural influences upon the fashion industry. Deal with the challenges faced by today's designers, manufacturers, marketers, and retailers. (Pearson) $290

12 eve - We. Sep 13, 18:30-21:30 - CC CRN 30276

Fashion Retailing and Management (FASH 1401)
Focussing on the strategic issues facing Canadian fashion retailers, this course covers the challenges faced by retailers, describes alternate ways to classify the retail structure, outlines steps involved in strategic retail planning, and explains the strategic dimensions of location decision, layout and merchandise presentation. Text required: Canadian Retailing, 4th Edition, Laroche & McDougall, Irwin. ISBN: 0-07-086044-0. (Choy) $290

12 eve - Tu. Sep 14, 18:30 - 21:30 - CC CRN 30266

Retail Buying (FASH 1402)
Learn to effectively manage the planning and buying of appropriate merchandise for a retail department or boutique. This course emphasizes the coordination of the buyer's varied responsibilities, buying terminology, mathematical equations for retail buying, plan projections and stock planning, and domestic and foreign resources. Text required: Retail Buying, Prentice Hall, Jay and Gerald Pintel Diamond 2001. ISBN: 0-13-025432-0 (Choy) $290

12 eve - Th. Sep 16, 18:30-21:30 - CC CRN 30280

Courses Offered in January Term
Fashion Styling (FASH 1404)
Textiles (FASH 2201)
Fashion Trends Forecasting (FASH 1204)

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

Program Assistant: Phone: 604.443.8677

Registration: 604.443.8484

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

This fast-track one-year program provides focussed training on a full-time, daytime basis. Based on the reputable part-time program, this 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. Those 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.

Typically, students 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. You can also expect at least six hours of Directed Study per week. A Fashion Arts Advanced Certificate is awarded to those who complete this program.

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

Application Deadlines

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

Required Courses

All courses previously listed under the
Fashion Design Certificate
Pattern Making Certificate
Garment Construction Certificate
Fashion Arts Certificate
As well as courses in the

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

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. $1,800 (supplies and examination fees extra)

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. $2,800 (supplies and examination fees extra)

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, e-mailed or mailed to you by request.

British Certification

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

GIA Certification

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

Interior Design

Registration: 604.443.8484

Program Coordinator: Bernie Lyon, 604.443.8671, blyon@vcc.ca

Information: Program Assistant: 604.443.8711

Interior Design Certificate Program

A part-time program tailored to the needs of the ever growing residential and renovation design industry. Our program offers you foundation skills for entry level employment and the opportunity to develop a solid portfolio for further study if you wish to become a registered interior designer. Courses with an asterisk* have been articulated to BCIT's Interior Design program and may be used for credit with BCIT for further education in this area (subject to Portfolio review and 65 percent GPA). Not all courses are offered each term. The Interior Design Certificate is awarded upon completion of 400 hours (34 credits) of Foundation Studies, Design Studies and Professional Development Workshops. Ask for a Program Guide for details.

Design Basics* (INTD 1158)

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

12 eve - Mo. Sep 20, 18:30-21:30 - CC CRN 30500

Design Drawing* (INTD 1159)

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

12 eve - Tu. Sep 21, 18:30-21:30 - CC CRN 30498

Colour Theory and Application* (INTD 1114)

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

10 eve - We. Sep 22, 18:30-21:30 - CC CRN 30499

Introduction to Business (LEAD 1150)

An overview of business operations in Canada providing essential knowledge for all managers and staff. Examine the issues arising from government policies, ethics, marketing, finance and economics and the overall components of business operations. Textbook required. (Jackson) $310

8 eve - We. Sep 22, 18:30-21:30 - CC CRN 30387

History of Furniture* (INTD 1102)

Knowledge of furniture styles is a crucial factor for the interior designer in today's marketplace. Whether advising clients on the purchase of antiques or furnishing a client's home with contemporary furniture, designers' credibility rests in the extent of their knowledge. Formerly Furniture Design and Style plus History of Contemporary Interiors. 3 credits (Thomson) $365

12 eve - Th. Sep 23, 18:00-21:00 - CC CRN 30502

Materials and Finishes* (INTD 1124)

Introduces a variety of interior materials and finishes including: wood furniture and flooring, carpet, stone and tile, glass metal and plastics. Includes discussion of environmental issues and their impact on design. You will study and research origin, characteristics, installation and maintenance of the materials. 1.5 credits (Keith) $225

5 day - Sa. Sep 25, 10:00-15:00 - CC CRN 30503

Textiles* (INTD 1120)

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

5 day - Sa. Sep 25, 10:00 -14:30 - CC CRN 30501

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 (Miller) $225

8 eve -Tu. Sep 21, 18:30-21:00 - CC CRN 30497

Basic Drafting Concepts (INTD 1110)

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

12 eve - Mo. Sep 20, 18:30-21:30 - CC CRN 30496

NEW! Non-credit courses in Interior Design

NEW! Interior Design and Decorating - The Basics (INTD 1166)

Designed for people who have an interest in pursuing a career in interior design and want to know more about the industry as well as for those who wish to express creativity through the design and decorating of personal space. This "hands on" course will give you an excellent overview of the industry while supporting your learning of the basics of interior design. Packed with information delivered by a teacher who is passionate about the subject, this 60 hour course provides an excellent opportunity to learn about the current practices of interior design and interior decorating. (Repard) $500 *Fee includes GST*

20 eve - Mo/We. Sep 20, 18:00-21:00 - CC CRN 30506

NEW! Refresh, Refine and Design (INTD 1165)

Planning on renovating? This five day workshop is for you! Develop your ideas. Get the confidence and inspiration to "Go for it!" Receive advice on design, space planning, finishes and window treatments. Learn to make informed design decisions and enjoy the process. If you have photos, drawings, plans, ideas and fabric or product samples... please bring them to first class. (Repard) $230 Fee includes GST

5 day - Sa. Sep 25, 10:00-15:00 - CC CRN 30505

NEW! Small Space and Budget Decorating (INTD 1164)

Learn how to implement the elements and principles of design in a small environment. Understand how surfaces, colour and light can be used to create the illusion of space. Explore the many ways in which you can make the most of a small space while being creative in a big way and saving money too. Bring to first class: scissors, ruler, glue stick, colour wheel, Xacto type knife, magazines to cut up, including, Elle DÈcor, pencils and two pieces of black 11" x 14" cardboard. (Repard) $150 Fee includes GST

3 day - Sa. Oct 30, 10:00-15:00 - CC CRN 30504

Jewellery

Program Coordinator: Peggy Worobetz, 604.443.8670

Program Assistant: 604.443.8381

Registration: 604.443.8484

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

Jewellery Techniques I (JEWL 1101)

Learn basic techniques in jewellery making including piercing, filing, soldering, shaping, and forming, as well as design layout and application. Additional costs for tools and materials - approximately $150. List of supplies to be given at first class. (Brechault) $405 Fee includes GST

10 eve - Mo. Sep 20, 18:30-21:30 - CC CRN 30025

Jewellery Techniques II (JEWL 1124)

Further your knowledge and experience as you explore advanced jewellery projects, design, construction and detailing. Additional costs for tools and materials approximately $150. List of supplies to be given at first class. Prerequisite: Jewellery Techniques I or the equivalent. (Brechault) $405 Fee includes GST

10 eve - We. Sep 22, 18:30-21:30 - CC CRN 30026

Building Management & Services

Program Coordinator: Peggy Worobetz, 604.443.8670

Program Assistant: 604.443.8381

Registration and course information: 604.443.8484

Building Manager Certificate Program

Designed for building managers to gain knowledge and skills in building service management and leadership, landlord-tenant law, basic building maintenance, fire safety and security and record keeping. Supervisory skills focus on goal setting, problem-solving techniques, staff supervision and tenant/owner relations. Graduates are well prepared for building service supervisory roles in hospitals, schools, commercial buildings, and on-site managers 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 responsible for general cleaning and floor maintenance. Examine types of soils, cleaners, cleaning chemicals, germicides and disinfectants, washroom and window cleaning, sweeping methods and equipment, floor machines and servicing specialty areas. Learn about safety, liability issues and WHMIS regulations. Content applies to residential, commercial and institutional buildings. Course does not include hands-on training with powered equipment. Upon successful completion, a transcript and a Document of Completion will be issued. (Grose) $295

5 day - Sa. Sep 25, 09:00-16:00 (No class Oct 9) - CC CRN 30006

Building Service Management (REAL 1110)

Intended for building supervisors, 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. Topics include budget preparation and controls, estimates and costing, purchasing of equipment and chemicals, and inventory control. Learn about teamwork and leadership skills, scheduling, motivating and supervising a multi-cultural staff. The selection and care of powered equipment is also covered. Recognized by the Canadian Administrative Housekeeping Association (CAHA) and the Canadian Building Servicing Association (CBSA) for Professional Certification credit. (Neuls) $365

10 day - Sa. Sep 25, 09:00-13:00 (No class Oct 9) - CC CRN 30003

Building Maintenance and Cost Control (REAL 1102)

An introductory course in the physical maintenance of apartment buildings and other multi-unit residential properties. Review the primary maintenance responsibilities of residential building managers. Learn about 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) $295

10 eve - We. Sep 22, 18:30-21:30 - CC CRN 30002

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) $270

10 eve - Tu. Oct 5, 19:00-21:30 - CC CRN 30001

Register online!
Click Here!

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

2 eve - We. Sep 22/29, 18:00-21:00 - CC **CRN** *30298*
1 day - Sa. Oct 2, 09:00-16:00 - CC **CRN** *30299*

Building a Powerful Vocabulary (OACP 1106)

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

2 eve - We. Oct 6/13, 18:00-21:00 - CC **CRN** *30300*
1 day - Sa. Oct 16, 09:00-16:00 - CC **CRN** *30301*

Writing Dynamic Business Letters (OACP 1103)

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

2 eve - We. Oct 20/27, 18:00-21:00 - CC **CRN** *30302*
1 day - Sa. Oct 30, 09:00-16:00 - CC **CRN** *30303*

Effective Memo, E-mail and Report Writing (OACP 1107)

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

2 eve - We. Nov 3/10, 18:00-21:00 - CC **CRN** *30304*
1 day - Sa. Nov 13, 09:00-16:00 - CC **CRN** *30305*

Note

Business English Skills Test

We. Nov 17, 18:00 - CC

Sa. Nov 20, 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 learning 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. Sep 25, 09:00-12:00 - CC **CRN** *30306*

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

Improve business writing skills and build your vocabulary! This course is designed as an extension of Writing Dynamic Business Letters and will help you write clearly, concisely and correctly in order to succeed in today's business world. Reading material and exercises will focus on how to read, comprehend and write more effectively. Written in-class assignments such as letters, e-mails and summaries will be checked for grammar and clear writing. This class is a must for students looking to improve grammar, vocabulary and business writing skills. 12 hours (Gossen) $120

4 eve - Mo. Sep 20, 18:00-21:00 - CC **CRN** *30307*

Written and Verbal Communication Skills for Business (OACP 1196)

Learn how to be an effective communicator in today's fast paced, multicultural, technological business world. Learn the verbal and written skills necessary for business success. Focus will be on communication theory, skills and practise to teach students the power of clear business language and professional communication. 12 hours (Gossen) $120

4 eve - Mo. Nov 1, 18:00-21:00 - CC **CRN** *30319*

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, September 14,
17:30-18:30
City Centre, Room 218B

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

1 eve - Tu. Sep 14, 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.

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. (Desprez) $155

1 day - Sa. Sep 25, 09:00-16:30 - CC **CRN** *30259*

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. (Twiss) $155

1 day - Sa. Oct 23, 09:00-16:30 - CC **CRN** *30260*

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. (Sieling) $155

1 day - Sa. Nov 20, 09:00-16:30 - CC **CRN** *30261*

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. (Desprez) $155

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

Working hard to achieve their goals...

Be a part of their success.

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

Vancouver Community College FOUNDATION

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

www.vcc.ca

Vancouver Community College

Current Issues in Technical Writing (TECW 1102)

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

1 day - Sa. Feb 26, 09:00-16:30 - CC

Editing (TECW 1103)

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

1 day - Sa. Mar 26, 09:00-16:30 - CC

Proposal Writing (TECW 1105)

An effective proposal sets you apart in the current competitive market place. This course examines the principles and techniques of writing and presenting winning proposals. The course covers process, style, content and delivery.

Available Spring 2005

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.

Available Spring 2005

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.

Available Spring 2005

Other courses (non-certificate)

Technical Writing for Software Development

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 in less than 48 hours notice. The College will accept substitutes for employer-sponsored participants.

NEW!

Technical Writing for Software Development

Program Coordinator: Peggy Worobetz, 604.443.8670

Program Assistant: 604.443.8381

The complexity and inter-disciplinary nature of software projects demands clear and comprehensive documentation to keep everyone on the same page. Technical Writers looking to move beyond end-user documentation can enhance both the quality of software and the internal processes of their development team through the courses offered in this program. Participants will receive a Document of Professional Studies for each course.

Writing for Software Development Projects (BUSI 1171)

Clear communication is essential to a successful software development project. As technical communication specialists, Technical Writers can play a strong role in ensuring that internal development documents such as product visions, use cases, requirements and more are properly written and distributed. (Sieling) $180

2 eve - Tu/Th. Sep 28/30, 18:00-21:00 - CC CRN 30310

Writing Use Cases (BUSI 1172)

Use cases are very popular with software developers who seek to understand the real-world context of the software they build. Striking a balance between describing user needs and system responses, use case analysis and documentation are often the most important steps in defining the details of a software product. Students will learn how use cases bring value to software projects, techniques for gathering source material, and strategies for organizing and converting use case documents. (Sieling) $180

2 eve - Tu/Th. Oct 12/14, 18:00-21:00 - CC CRN 30311

Writing Requirements (BUSI 1173)

Having a comprehensive software requirements document can make or break the delivery of a software product. Knowing how to gather, organize, record and distribute requirements is among the most valued skill sets in a software team, and yet their development is often overlooked for more immediate needs. Technical writers who are able to produce software requirements can be more deeply involved and contribute more strongly to the development effort by helping to define the product rather than just its documentation. (Sieling) $180

2 eve - Tu/Th. Oct 26/28, 18:00-21:00 - CC CRN 30312
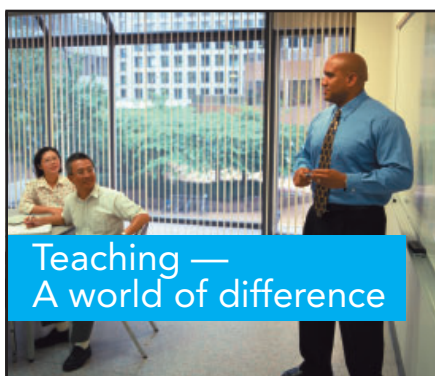
Teaching — A world of difference

Put your experience to work teaching with training with VCC's School of Instructor Education

See the details on the back page of this calendar

School of Instructor Education
www.intructordiploma.com

Office Administration

Office Administration Certificate Program

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Crystal Kreschuk, 604.443.8711

Information Session: Thursday, September 9, 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 page 6 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. See Computer Foundations (CMPT 1101) in City Centre Computers section. 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).

Register online!

Click Here!

Accounting/Bookkeeping/Payroll

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

8 eve - We. Sep 22, 18:30-21:30 - CC **CRN** *30379*

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

8 eve - We. Sep 22, 18:30-21:30 - CC **CRN** *30132*

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. Nov 17/24, 18:30-21:30 - CC **CRN** *30380*

Accounting for the Non-Accountant (OACP 1129)
A management overview of accounting. Previous knowledge is not required. Learn the role of an accountant, the double-entry accounting system, how to prepare and interpret financial statements, working capital concepts and general accounting terms. It will be accounting made easy and fun! Textbook: Accounting: Nanci Lee, see City Centre Bookstore for textbook purchase prior to class. 18 hours (Huston) $150

6 eve - We. Jan 19, 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 **CRN** *30133*

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)
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. Sep 29, 18:00-21:00 - CC **CRN** *30256*

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. Oct 2, 09:00-16:30 - CC - **CRN** *30258*

Building Effective Resumes (OACP 1192)
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. Oct 5, 18:00-21:00 - CC **CRN** *30257*

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

1 day - Sa. Oct 23, 09:30-16:30 - CC **CRN** *30381*

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. Dec 4, 09:30-16:30 - CC **CRN** *30262*

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. Dec 11, 09:30-16:30 - CC **CRN** *30263*

Time Management (OACP 1185)
Manage priorities! What is time management? Good stress versus bad stress? Potential sources of troubles at work? Learn about time management techniques, tips and traps, the impact of technology and change and cheating a personal time management plan. (Kaye) $110

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

Computer Foundations (CMPT 1101)
For description, see Computer/Keyboarding page 16

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. Oct 2, 09:00-16:00 - CC **CRN** *30299*
2 eve - We. Sep 22/29, 18:00-21:00 - CC **CRN** *30298*

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. Oct 16, 09:00-16:00 - CC **CRN** *30301*
2 eve - We. Oct 6/13, 18:00-21:00 - CC **CRN** *30300*

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. Oct 30, 09:00-16:00 - CC **CRN** *30303*
2 eve - We. Oct 20/27, 18:00-21:00 - CC **CRN** *30302*

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. Nov 13, 09:00-16:00 - CC **CRN** *30305*
2 eve - We. Nov 3/10, 18:00-21:00 - CC **CRN** *30304*

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. Nov 20, 09:00 - CC
We. Nov 17, 18:00 - CC

Business English - Non Package

Business English Skills: You Asked for More! (OACP 1152)
Improve business writing skills and build your vocabulary! This course is designed as an extension of Writing Dynamic Business Letters and will help you write clearly, concisely and correctly in order to succeed in today's business world. Reading material and exercises will focus on how to read, comprehend and write more effectively. Written in-class assignments such as letters, e-mails and summaries will be checked for grammar and clear writing. This class is a must for students looking to improve grammar, vocabulary and business writing skills. 12 hours (Gossen) $120

4 eve - Mo. Sep 20, 18:00-21:00 - CC **CRN** *30307*

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. Sep 25, 09:00-12:00 - CC **CRN** *30306*

Written and Verbal Communication Skills for Business (OACP 1196)
Learn how to be an effective communicator in today's fast paced, multicultural, technological business world. Learn the verbal and written skills necessary for business success. Focus will be on communication theory, skills and practise to teach students the power of clear business language and professional communication. 12 hours (Gossen) $120

4 eve - Mo. Nov 1, 18:00-21:00 - CC **CRN** *30319*

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

24-hour clock

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

Computers/Keyboarding

Computer Foundations (CMPT 1101)
A broad introduction to computers for the beginning computer user. Basic keyboarding skills recommended. 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. Sep 22, 18:30-21:30 - CC CRN 30384

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. Sep 25, 09:30-12:30 - CC CRN 30382

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. Sep 25, 09:30-12:30 - CC CRN 30383

Medical Office Billing - Computerized (OACP 1137)
For description, see Medical, page 9.

Legal

Legal Package
This five-course program package will introduce you to basic concepts and legal office routines. Gain an understanding of the value of discretion and confidentiality in the legal field, and familiarity with basic legal forms and procedures in respect to the four major areas of law. Introduction to the Legal Office Program (3 hours) is the first of five courses. 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 CRN 30134

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 CRN 30135

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 CRN 30136

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 CRN 30137

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 26, 18:30-21:30 - CC CRN 30138

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 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 CRN 30139

Legal Terminology (OACP 1138)
This course covers the rules of legal language and terminology unique to each area of law. This course consists of mini-workshops to familiarize students with the main areas of law. Handouts included. Please bring a dictionary. 9 hours (Komorowska) $105

3 eve - We. Jan 26, 18:30-21:30 - CC

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. Mar 8, 18:30-21:30 - CC CRN 30385

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. Jun 1, 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. Sep 21, 18:30-21:30 - CC CRN 30386

Medical Terminology I (OACP 1108)
A complete introduction to the language of medicine for those wishing to work in the technology/laboratory or related health field. Learn the basics of anatomy, physiology, pathology, body structure and functions. Explore disease processes, investigations and treatments. Word parts (stems, prefixes, suffixes and abbreviations) are covered as well as pronunciation and spelling. The first half of a two-part course. Purchase text at City Centre Bookstore prior to first class. (Hay) $185

10 eve - Tu. Sep 21, 18:30-21:30 - CC CRN 30264

Medical Terminology II (OACP 1109)
Follows Medical Terminology I and is offered twice a year. Continues medical terminology with further study of body systems. In addition, learn surgical terms, study body senses and consider aspects of oncology. Consolidation of knowledge is encouraged through the use of case histories and reviews. Prerequisite: Medical Terminology I or a comparable course which must be approved by the instructor. The textbook used in Medical Terminology I will be used again in this course. (Hay) $185

10 eve - Th. Sep 23, 18:30-21:30 - CC CRN 30265

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 CRN 30140

Clinical Procedures (OACP 1155)
Introduction to basic clinical procedures and tests performed in a medical office or setting. Aspects of personnel safety, care of equipment and investigations are discussed. Practical procedures are demonstrated with hands-on experience and student participation. Course offered twice a year. No textbook necessary. 6 hours (Hay) $95

2 eve - We. Nov 17/24, 18:30-21:30 - CC CRN 30141

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 CRN 30142

Records Management

Records Management I (OACP 1128)
As the volume of information processed by business increases so does the need for a systematic approach to creating, classifying, storing, retrieving and disposing of that information. Valuable for anyone working with records and information systems in business or government. Key contemporary issues around freedom of information and privacy are covered. Purchase "Information and Image Management" (Ricks, Swafford & Gow) from Bookstore prior to class. 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 CRN 30143

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

10 eve - We. Jan 19, 18:30-21:30 - CC

Records Management - Specialized Functions (OACP 1147)
Introduction to specialized functions within records/information management. Explore several functions such as forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. 24 hours (Bradley) $175

Available in the Spring term.

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.

Register online!
Click Here!

Professional Development: Career Success

Senior 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)

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. Sep 29, 18:00-21:00 - CC CRN 30256

Effective Notes and Minutes (OACP 1122)

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

1 day - Sa. Oct 23, 09:30-16:30 - CC CRN 30381

Building Effective Resumes (OACP 1192)

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. Oct 5, 18:00-21:00 - CC CRN 30257

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) $125

1 day - Sa. Dec 4, 09:30-16:30 - CC CRN 30262

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. Oct 2, 09:00-16:30 - CC CRN 30258

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. Feb 26, 09:30-16:30 - CC

Time Management (OACP 1185)

Manage priorities! What is time management? Good stress versus bad stress? Potential sources of troubles at work? Learn about time management techniques, tips and traps, the impact of technology and change and cheating a personal time management plan. (Kaye) $110

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

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)

Business Communication for Leaders (LEAD 1138)

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 CRN 30388

NEW! Negotiating "Learning by Doing"

**Program Coordinator:
Peggy Worobetz, 604.443.8670**

Program Assistant: 604.443.8381

Deal with conflict and uncertainty! Reduce stress and save time in negotiations! Gain a solid foundation for a life-time of successful negotiating. Use your new skills immediately to improve the quality of your negotiations in your business or private life.

High Impact Negotiating (BUSI 1175)

Built on the principle of "learning by doing," this course will provide you with the building blocks in the key negotiation process and show you how to choose the most appropriate negotiation strategies to succeed. Explore new communication tools that are based on the latest research on the way the brain works and how perceptions are formed! Through role-plays, negotiation simulations and highly effective exercises, learn the most appropriate negotiation strategies to succeed! A Document of Professional Studies will be issued at the end of this course. (Schaub) $315 Fee includes GST

8 eve - Tu. Sep 28, 18:30-21:30 - CC CRN 30313

Event Planning

Program Coordinator: Peggy Worobetz, 604.443.8670

Registration and general information: 604.443.8484

Interested in planning your next event, large or small, 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. Understand the basic steps and be able to apply them to any type of event. Become familiar with industry terminology as per Event Coordination Standards. Speakers will share hands-on experience and knowledge. (Hyder) $245 Fee includes GST

8 eve - Th. Sep 30, 18:30-21:30 - CC CRN 30018

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)
Systemic Thinking (LEAD 1137)
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.

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) $150

*1 day - Sa. Sep 25, 09:00-16:30 - CC **CRN** 30403*

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 **CRN** 30409*

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 **CRN** 30395*

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 **CRN** 30396*

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 **CRN** 30397*

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 a variety of techniques. (Cockell) $150

*1 day - Sa. Nov 13, 09:00-16:30 - CC **CRN** 30398*

Systemic Thinking (LEAD 1137)
Build your awareness of "systemic thinking," experience how it differs from other ways of thinking and learn how using it allows us to see reality and relationships in meeting workplace challenges. By practicing "systemic thinking" you will strengthen your ability to understand "underlying structures and processes" which cause problematic behaviour patterns for groups, teams and organizations. Whether you're in a front-line, supervisory or management level position, this session will offer you a new and important perspective and increased capacity for working with people and getting more sustainable results. (Stevenson) $150

*1 day - Sa. Nov 20, 09:00-16:30 - CC **CRN** 30399*

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 **CRN** 30400*

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 **CRN** 30401*

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. (Brindle) $150

*1 day - Sa. Dec 11, 09:00-16:30 - CC **CRN** 30402*

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. Jan 29, 09:00-16:30 - CC

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

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) $165

1 day - Fr. Feb 18, 09:00-16:30 - IEC

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. (Brindle) $150

1 day - Sa. Feb 26, 09:00-16:30 - CC

Business Communication for Leaders (LEAD 1138)
Learn the importance of effective business communication in today's modern, multicultural business world. This course will teach leaders how to communicate at work, in small groups, teams and across cultures. Focus will be on the relationships between communication and culture, ethics and technology. Students will learn how to use powerful written and oral communication skills to succeed at work. (Gossen) $150

1 day - Sa. Mar 5, 09:00-16:30 - CC

Problem Solving and Action Planning (LEAD 1104)
Leaders encounter problems in the workplace. Effectiveness of leaders is determined by their ability to successfully resolve complex problems, both on their own and with their work team. This course provides knowledge and practice sessions on the following: interpersonal skills for successful group/team participation in the problem-solving process; steps in the problem-solving process; leading the problem-solving process; techniques for assisting in the problem-solving and decision-making process; getting from a solution to an action plan; successful implementation of an action plan. (Brindle) $150

1 day - Sa. Mar 12, 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

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

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

Register online!

Click Here!

Leadership Coaching

Associate Certificate in Leadership Coaching

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Lynda Boothby, 604.443.8383

Leader Coaching is vital to linking organizational goals with the creativity and ingenuity of people. Coaching is a process for challenging and supporting people to continually explore new ideas and expand their capacity to produce results.

In almost every field where performance is crucial, coaching plays an integral part. The more outstanding the performer, the more likely they are to have an organized and committed partnership with a coach. Leadership Coaching fosters a genuine partnership for building and creating success together.

This program 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) $150

1 day - Sa. Sep 25, 09:00-16:30 - CC CRN 30403

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 CRN 30404

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 CRN 30405

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. Feb 26, 09:00-16:30 - CC

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) $165

1 day - Fr. Mar 18, 09:00-16:30 - IEC

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 6, 09:00-16:30 - IEC

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 11 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

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.

NEW! Managing Performance through Training and Development (MSKL 1105)
Effective management of employee training and development is more important than ever in today's workforce. This course provides students with the tools and insights required to master the art of helping employees reach their full potential through professional development training. You will experience constructive "hands on" case studies featuring actual companies and situations. (Stene Murphy) $310

8 eve - Mo. Sep 20, 18:30-21:30 - CC CRN 30406

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 CRN 30407

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

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

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, September 8, 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 12 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 1105)

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)
Systemic Thinking (LEAD 1137)
Business Communication for Leaders (LEAD 1138)

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.

Introduction to Business (LEAD 1150)

An overview of business operations in Canada providing essential knowledge for all managers and staff. Examine the issues arising from government policies, ethics, marketing, finance and economics and the overall components of business operations. Textbook required. (Jackson) $310

8 eve - We. Sep 22, 18:30-21:30 - CC **CRN** *30387*

Look for the following offerings in the upcoming year

Finance (LEAD 1152)

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

Sales and Marketing Management (LEAD 1153)

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

Business Ethics (LEAD 1154)

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

Human Resource Management (LEAD 1151)

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

Paralegal

Paralegal Certificate Program

and

NEW! ### Paralegal Diploma Program

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Advisor: Melanie Rodiuk, 604.443.8649

Program Assistant: Crystal Kreschuk, 604.443.8711

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

Information Session: Wednesday, September 8, 2004, 18:30 City Centre, Room 237

Program Description

As a paralegal, you play an invaluable role in a law office that strives to deliver high-quality service to clients. 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. Continuous intake is welcome in the Fall, Winter, or Spring term to meet your needs.

Admission to the Certificate Program

You can take ANY course in our Paralegal Program WITHOUT meeting our admission criteria. To complete all coursework and receive a graduation certificate, however, all admission criteria must be met.

Admission criteria, along with an Application Form for the Paralegal Certificate Program, can be found on our website at http://continuinged.vcc.ca/legal or by contacting the Program Assistant at 604.443.8711.

Once you are formally accepted to the Paralegal Certificate Program, any courses you take prior to formal admission are credited towards completion of your Certificate.

Requirements for the Certificate Program

In order to graduate from the Paralegal Certificate Program, you must complete:

1. ALL Level I - Core Courses (117 hours)

Canadian Legal Process, Legal Research, Legal Communications, Torts, Contracts, Agency Partnerships and Incorporations;

2. ONE Level II - Practice Area (72 hours)

Choose ONE of four Practice Areas:

a) Litigation: - Litigation for Paralegals I and II, Creditors Remedies, Personal Injury Practice

b) Conveyancing: - Property Law, Personal Property Security, Mortgages and Commercial Conveyances

c) Corporate and Commercial: - Company Law, Advanced Corporate Administration, Securities, and Commercial Transactions

d) Family and Estate Law: - Family Practice Essentials, Family Law Precedents and Procedures, Will and Estate Planning, and Estate Administration

3. Electives (36 hours)

You choose 36 hours of Electives in a field other than your chosen Practice Area, or from a variety of Elective courses that are offered each Spring term.

4. A Practicum of four months (500 hours)

Register for practicum any time after completion of all Level I - Core Courses. Each student is responsible for arranging his or her own practicum sponsor. The practicum sponsor must be a qualified Lawyer or Notary. Students who are employed in a legal office environment may use their existing position towards their practicum experience.

Total Certificate Requirements

Classroom Courses - 225 hours

Practicum - 4 months (500 hours)

Total: 725 hours

You can complete all requirements in the Paralegal Certificate Program in five semesters (approximately 1 1/2 years) of part-time study.

VCC is pleased to introduce the Paralegal Diploma Program. This is designed for graduates of the Certificate Program who wish to continue their professional growth by completing all Level II - Practice Area courses. There is no time limit placed on students to complete the Diploma Program.

Graduates of the Paralegal Certificate Program are automatically admitted to the Paralegal Diploma Program.

If you have graduated from the Certificate Program and you now wish to attain your Paralegal Diploma, you may simply continue taking Level II - Practice Area courses.

Total Diploma Requirements

Classroom Courses - 441 hours

Practicum - 4 months (500 hours)

Total: 941 hours

Additional 216 instructional hours in "Level II - Practice Area" courses.

Textbooks

Textbooks are available at the beginning of each term in the VCC Bookstore. Contact the Bookstore at the beginning of each term to determine textbook requirements.

Questions? Come To Course Planning Tuesdays

Meet with a Program Advisor to discuss admission to the Paralegal Certificate Program, Certificate or Diploma requirements, or course planning questions, on a "drop-in" basis. Visit in person at City Centre (Room 202) or by telephone at 604.443.8649. Each Tuesday night from Tuesday, June 1, 2004 to December 7, 2004, from 17:30 to 20:30.

Location

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

Register online!

Click Here!

Level I - Core Courses

We recommend that students in the Paralegal Certificate or Diploma Program take "Level I - Core Courses" before taking "Level II - Practice Area Courses."

Canadian Legal Process (LEGL 1153)

Learn the history of Canadian law, various institutions in the Canadian court system, and basic legal principles. Examine the sources of law and the structure of the court system. Understand the roles and responsibilities of members of the legal profession. This course provides a foundation for further studies in the Paralegal Program. $190

8 mng - Sa. Sep 11, 09:00-12:00 - CC **CRN** *30688*
8 aft - Sa. Sep 11, 13:00-16:00 - CC **CRN** *30689*

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. $190

6 eve - Tu. Sep 14, 18:00-21:00 - CC **CRN** *30329*
6 eve - Tu. Oct 26, 18:00-21:00 - CC **CRN** *30330*

Legal Communications (LEGL 1155)

Communication is key in the legal office workplace. Learn to communicate clearly. Includes both business writing and verbal communication skills. This is a practical course which will improve your communication style. $190

6 eve - Th. Jan 13, 18:00-21:00 - CC **CRN** *10030*
6 eve - Th. Feb 24, 18:00-21:00 - CC **CRN** *10031*

Torts (LEGL 1114)

An overview of tort law in Canada. Reviews civil wrongs where an individual's conduct interferes with other persons or their property. $190

6 mng - Sa. Jan 15, 09:00-12:00 - CC **CRN** *10032*
6 aft - Sa. Jan 15, 13:00-16:00 - CC **CRN** *10033*

Legal Research (LEGL 1154)

Need to cite a case? Learn correct legal citation and briefing skills. Study legal research techniques so that you can find relevant legislation and case law. Students do hands-on research in the Law Library at the Vancouver Law Courts and in a computer lab. QuickLaw account and training provided. As this course is in a computer lab setting, seating is limited. $190

5 day - Sa. Mar 5, 10:00-15:00 - CC **CRN** *10029*
5 day - Sa. Apr 16, 10:00-15:00 - CC **CRN** *20029*

Contracts (LEGL 1115)

Contract law essentials, including: formation, consideration, capacity, breach and remedies. $190

6 eve - Tu. Apr 12, 18:00-21:00 - CC **CRN** *20034*
6 eve - Tu. May 24, 18:00-21:00 - CC **CRN** *20033*

Level II - Practice Area Courses

A. Litigation

Litigation for Paralegals I (formerly Chambers Practice) (LEGL 1150)

Learn the Rules of Court, Statutes, and Regulations that are an integral part in a civil litigation practice in British Columbia. Use the Rules to understand how the Court system functions, including commencing legal proceedings, defending actions, and setting a matter for trial. You will be introduced to Chambers practice and the application of the Rules in the day to day practice of litigation, including production of documents, attendance at discoveries, and general interlocutory applications. Recommended pre-requisite: Canadian Legal Process (LEGL 1153), or prior work experience in the Litigation field. $200

6 eve - We. Sep 15, 18:00-21:00 - CC **CRN** *30690*

Litigation for Paralegals II (formerly Commercial Litigation) (LEGL 1151)

Build your litigation knowledge with a more in depth look at the Rules of Court as they apply to the procedures in various areas such as foreclosure, family law, evidence, experts, orders and costs. Learn more complex and detailed Chambers practice including the preparation of interlocutory application materials for various forms of complex relief. Recommended pre-requisite: Litigation for Paralegals I (formerly "Chambers Practice") (LEGL 1150) or prior work experience in the Litigation field. $200

6 eve - We. Oct 27, 18:00-21:00 - CC **CRN** *30691*

Creditor's Remedies (LEGL 1108)

Examines law and procedure, including builder's liens, applicable statutes, creditor's remedies, debtor's remedies and defences, pre-judgement and execution proceedings. $140

4 eve - Tu. Jan 11, 18:00-21:00 - CC **CRN** *10037*

Personal Injury Practice (LEGL 1110)

Covers relevant substantive law and procedures required to manage a personal injury file. $260

8 eve - Tu. Feb 8, 18:00-21:00 - CC **CRN** *10036*

B. Conveyancing

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 $140

4 eve - Mo. Sep 13, 18:00-21:00 - CC **CRN** *30353*

Property Law (LEGL 1106)

Covers property law concepts, the land title system, undertakings, conflict of interest, contract of purchase and sale, and tax issues. Condominium laws and issues are also covered. $260

8 eve - Mo. Oct 18, 18:00-21:00 - CC **CRN** *30354*

Personal Property Securities Act (LEGL 1105)

Reviews validity of security agreements, rights of parties and theory, concepts, procedures and forms for the Personal Property security regime. $140

4 eve - We. Jan 12, 18:00-21:00 - CC **CRN** *10023*

Commercial Conveyances (LEGL 1103)

Explains commercial conveyancing matters, special issues in commercial conveyances, commercial sales, subdivisions and commercial leases. $260

8 eve - We. Feb 9, 18:00-21:00 - CC **CRN** *10022*

C. Corporate and Commercial

Company Law (LEGL 1102)

Covers legal principles and statutory regime under the NEW Business Corporations Act, choice of business organization and jurisdiction, shareholders' agreements, corporate governance and alterations. $260

8 eve - Th. Sep 16, 18:00-21:00 - CC **CRN** *30355*

Securities (LEGL 1127)

Covers securities law and practice in corporate administration, filing requirements, CDNX listings, due diligence, BCSC policies, public financing and related matters. Recommended pre-requisite: Company Law (LEGL 1102) or prior work experience in the Securities field. $140

4 eve - Mo. Nov 1, 18:00-21:00 - CC **CRN** *30422*

Advanced Corporate Administration (LEGL 1117)

Describes procedures and documentation for corporate alterations, roll-overs, amendments, changes in share structure, amalgamations, continuations, extra-provincial registrations and federal incorporation with the NEW Business Corporations Act. $260

8 eve - Th. Jan 13, 18:00-21:00 - CC **CRN** *10025*

Commercial Transactions (LEGL 1101)

Examine methods of securing financial transactions and acquiring assets. Review types of financial arrangements, nature of security, credit devices, priorities and assignments. Recommended pre-requisite: Personal Property Securities Act (LEGL 1105) or prior work experience. $140

4 eve - Mo. Mar 7, 18:00-21:00 - CC **CRN** *10024*

D. Family and Estate

Family Practice Essentials (LEGL 1132)

Provides a practical introduction to the family court system in British Columbia. Students will learn to complete Provincial and Supreme Court documents and the relevant procedures in bringing issues of custody, access, maintenance and property to resolution using the legal system. $200

6 eve - We. Sep 15, 18:00-21:00 - CC **CRN** *30356*

Will and Estate Planning (LEGL 1130)

An introduction to will and estate planning, intestacy, requirements of a valid will, execution procedures, the Wills Variation Act, Living Wills, Powers of Attorney, Representation Agreements and recent developments in this practice area. This course uses the computer lab for Will drafting activities. $200

6 eve - We. Oct 27, 18:00-21:00 - CC **CRN** *30357*

Family Law Procedure (LEGL 1119)

Examines Family Relations Act and Divorce Act and overviews procedures, statutes and case law. Learn the Rules of Court in relation to family cases. Recommended pre-requisite: Family Practice Essentials (LEGL 1132) or work experience in the Family Law field. $200

6 eve - We. Jan 12, 18:00-21:00 - CC **CRN** *10026*

King Edward Campus

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

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

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

Estate Administration (LEGL 1131)

Examines the process and documents for Probate and Administration applications, types of grants, asset gathering and distribution, taxes and resealing. Students will administer a fictional estate in class. Recommended pre-requisite: Will and Estate Planning (LEGL 1130), or work experience in the Wills & Estates practice area. $200

6 eve - We. Feb 23, 18:00-21:00 - CC **CRN** *10027*

Level III - Electives Courses

Interviewing for Paralegals (LEGL 1159)
Learn skills and techniques for clients and witness interviews. Students will participate in role playing client interviews in class. $200

6 eve - Tu. Apr 12, 18:00-21:00 - CC **CRN** *20026*

Criminal Law (LEGL 1158)
Explains substantive law and procedures in the criminal law system in British Columbia. Students will apply their criminal law knowledge by handling a fictional criminal law file in this class. $200

6 eve - Tu. Apr 12, 18:00-21:00 - CC **CRN** *20027*

Legal Drafting (LEGL 1157)
Improve the quality of your documents by learning about the drafting process. Covers guidelines for drafting and applying plain language drafting strategies to legal documents. $200

6 eve - We. Apr 13, 18:00-21:00 - CC **CRN** *20028*

Court of Appeal Practice (LEGL 1148)
Offers a comprehensive examination of the appellate procedure in British Columbia, including jurisdiction, filings and forms. Instructs on Court of Appeal Leave to Appeal applications, chamber motions and the required supporting material, and appellate Bills of Costs. This course is recommended for all students in the litigation practice area. Recommended pre-requisite: Litigation for Paralegals I or II, or prior work experience in the litigation practice area. $200

6 eve - Tu. May 24, 18:00-21:00 - CC **CRN** *20030*

Evidence (LEGL 1147)
Examine various types of evidence and the rules of evidence through statutes and case law. This course is recommended for all students in the litigation practice area. $200

6 eve - Th. May 26, 18:00-21:00 - CC **CRN** *20031*

Practicum (LEGL 1118)
Students will apply their legal knowledge gained in course work to Paralegal tasks in a legal office setting. Pre-requisites: Acceptance to the Paralegal Certificate Program and completion of all "Level I - Core courses" $115

12 weeks full time - Sep 13, outside campus - **CRN** *30687*
12 weeks full time - Jan 10, outside campus - **CRN** *10028*
12 weeks full time - Apr 12, outside campus - **CRN** *20032*

College CLOSURES

Labour Day - Sept 6
Thanksgiving - Oct 11
Remembrance Day - Nov 11
Christmas Break -
                Dec 22 - Jan 4

NEW! Project Management

Program Coordinator: Peggy Worobetz, 604.443.8670
Program Assistant: 604.443.8381

Learn the basics of planning, controlling or implementing projects!

Fundamentals of Project Management (BUSI 1103)
Designed to provide the basics for those seeking Project Management Professional Certification, understand the project management discipline, gain insight into the application of project management, form a framework for successful implementation of techniques and practical tools for process improvement, team motivation and communication! (Mogan) $240 Fee includes GST

4 eve - Tu. Sep 28, 18:30-21:30 - CC **CRN** *30309*

NEW! Volunteerism

Take the first step toward becoming an Olympic volunteer! Ready yourself for the Games by learning the tools to successfully avoid culturally-based misunderstandings!

Understanding Cultural Differences (BUSI 1174)
Understand cultures in terms of assumptions, values, expectations, and behaviours. Examine the pivotal roles these play in our own and in contracting cultures. Explore the role of nonverbal forms of communication that often lead to intercultural confusion. (Straub) $240 Fee includes GST

6 eve - Tu/Th. Sep 28, 18:00-21:00 - CC **CRN** *30314*

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:

Accounting Theory I (ACIT 4105)
This advanced course in financial accounting includes in-depth treatment of current issues and problems in the field. Topics cover the contributions of economics, finance, and other disciplines to accounting theory; the practical and theoretical problems of the present value model; foreign exchange accounting; hedging; the process and issues of standard-setting; agency theory; and other topics related to specific industries or sectors of the economy. (An additional 21 hours of E-learning is included in this course.) Cost of materials - approximately $110 (TBA) $595

13 eve - We. Sep 15, 18:00-21:00 - IEC **CRN** *30717*

Small Business

Program Coordinator: Peggy Worobetz, 604.443.8670
Program Assistant: 604.443.8381
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. Sep 20, 18:00-21:00 - CC **CRN** *30007*

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. Sep 22, 18:00-21:00 - CC **CRN** *30012*

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. Sep 27, 18:00-21:00 - CC **CRN** *30008*

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. Sep 29, 18:00-21:00 - CC **CRN** *30013*

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. Oct 4, 18:00-21:00 - CC **CRN** *30009*

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. Oct 6, 18:00-21:00 - CC **CRN** *30014*

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 - We. Oct 13, 18:00-21:00 - CC **CRN** *30015*

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 - Mo. Oct 18, 18:00-21:00 - CC **CRN** *30010*

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

1 eve - We. Oct 20, 18:00-21:00 - CC **CRN** *30016*

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

1 eve - Mo. Oct 25, 18:00-21:00 - CC **CRN** *30011*

Event Planning - *see page10*

Effective Negotiating - *see page10*

Managing Absenteeism - *see page10*

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. Sep 11, 9:00-17:00 - Oak **CRN** 30507*
*1 day - Tu. Sep 28, 9:00-17:00 - Oak **CRN** 30509*
*1 day - Tu. Oct 19, 9:00-17:00 - Oak **CRN** 30511*
*1 day - We. Nov 17, 9:00-17:00 - Oak **CRN** 30513*
*1 day - Sa. Dec 11, 9:00-17:00 - Oak **CRN** 30515*

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 - Tu. Sep 14, 9:00-17:00 - Oak **CRN** 30580*
*1 day - Sa. Sep 25, 9:00-17:00 - Oak **CRN** 30581*
*1 day - Fr. Oct 22, 9:00-17:00 - Oak **CRN** 30582*
*1 day - Mo. Nov 8, 9:00-17:00 - Oak **CRN** 30584*
*1 day - Sa. Nov 20, 9:00-17:00 - Oak **CRN** 30585*
*1 day - Tu. Dec 14, 9:00-17:00 - Oak **CRN** 30586*

Intermediate Windows XP (CMPT 1231)

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

*1 day - Th. Sep 16, 9:00-17:00 - Oak **CRN** 30658*
*1 day - Sa. Oct 16, 9:00-17:00 - Oak **CRN** 30659*
*1 day - We. Nov 24, 9:00-17:00 - Oak **CRN** 30660*

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. Sep 18, 9:00-17:00 - Oak **CRN** 30651*
*1 day - Fr. Oct 15, 9:00-17:00 - Oak **CRN** 30652*
*1 day - Sa. Nov 6, 9:00-17:00 - Oak **CRN** 30654*
*1 day - Th. Dec 2, 9:00-17:00 - Oak **CRN** 30655*

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 - We. Sep 15, 9:00-17:00 - Oak **CRN** 30600*
*1 day - Sa. Oct 2, 9:00-17:00 - Oak **CRN** 30601*
*1 day - Fr. Nov 5, 9:00-17:00 - Oak **CRN** 30602*
*1 day - Tu. Dec 7, 9:00-17:00 - Oak **CRN** 30603*

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. Sep 13, 9:00-17:00 - Oak **CRN** 30566*
*1 day - Th. Oct 14, 9:00-17:00 - Oak **CRN** 30572*
*1 day - Mo. Nov 15, 9:00-17:00 - Oak **CRN** 30573*
*1 day - Mo. Dec 6, 9:00-17:00 - Oak **CRN** 30574*

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. Sep 20, 9:00-17:00 - Oak **CRN** 30557*
*1 day - Mo. Oct 18, 9:00-17:00 - Oak **CRN** 30558*
*1 day - Th. Nov 18, 9:00-17:00 - Oak **CRN** 30560*
*1 day - Th. Dec 9, 9:00-17:00 - Oak **CRN** 30563*

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. Sep 27, 9:00-17:00 - Oak **CRN** 30587*
*1 day - Mo. Nov 22, 9:00-17:00 - Oak **CRN** 30588*

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 - Th. Sep 23, 9:00-17:00 - Oak **CRN** 30664*
*1 day - Mo. Oct 25, 9:00-17:00 - Oak **CRN** 30604*
*1 day - Th. Nov 25, 9:00-17:00 - Oak **CRN** 30606*
*1 day - Mo. Dec 13, 9:00-17:00 - Oak **CRN** 30611*

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. Sep 30, 9:00-17:00 - Oak **CRN** 30665*
*1 day - Mo. Nov 29, 9:00-17:00 - Oak **CRN** 30613*
*1 day - Th. Dec 16, 9:00-17:00 - Oak **CRN** 30666*

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 - Mo. Sep 13, 9:00-17:00 - Oak **CRN** 30508*
*1 day - Th. Oct 14, 9:00-17:00 - Oak **CRN** 30510*
*1 day - Tu. Nov 2, 9:00-17:00 - Oak **CRN** 30514*
*1 day - We. Dec 1, 9:00-17:00 - Oak **CRN** 30516*

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 - Mo. Sep 20, 9:00-17:00 - Oak **CRN** 30626*
*1 day - Th. Nov 4, 9:00-17:00 - Oak **CRN** 30627*
*1 day - Fr. Dec 3, 9:00-17:00 - Oak **CRN** 30629*

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 - Mo. Sep 27, 9:00-17:00 - Oak **CRN** 30631*
*1 day - Tu. Nov 9, 9:00-17:00 - Oak **CRN** 30633*

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 - Fr. Oct 1, 9:00-17:00 - Oak **CRN** 30634*
*1 day - Th. Nov 18, 9:00-17:00 - Oak **CRN** 30635*

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 - Fr. Sep 17, 9:00-17:00 - Oak CRN 30544
1 day - We. Oct 6, 9:00-17:00 - Oak CRN 30546
1 day - Sa. Oct 16, 9:00-17:00 - Oak CRN 30704
1 day - Tu. Nov 2, 9:00-17:00 - Oak CRN 30548
1 day - We. Dec 1, 9:00-17:00 - Oak CRN 30549

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. Sep 22, 9:00-17:00 - Oak CRN 30616
1 day - We. Oct 20, 9:00-17:00 - Oak CRN 30617
1 day - Tu. Nov 16, 9:00-17:00 - Oak CRN 30618

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 - Tu. Sep 28, 9:00-17:00 - Oak CRN 30605
1 day - We. Oct 27, 9:00-17:00 - Oak CRN 30607
1 day - We. Nov 24, 9:00-17:00 - Oak CRN 30608
1 day - We. Dec 8, 9:00-17:00 - Oak CRN 30610

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 - Tu. Oct 5, 9:00-17:00 - Oak CRN 30662
1 day - Fr. Nov 5, 9:00-17:00 - Oak CRN 30615
1 day - We. Dec 15, 9:00-17:00 - Oak CRN 30663

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 - We. Sep 15, 9:00-17:00 - Oak CRN 30532
1 day - Th. Sep 30, 9:00-17:00 - Oak CRN 30534
1 day - We. Oct 13, 9:00-17:00 - Oak CRN 30535
1 day - Sa. Oct 23, 9:00-17:00 - Oak CRN 30537
1 day - Th. Nov 4, 9:00-17:00 - Oak CRN 30539
1 day - Tu. Nov 23, 9:00-17:00 - Oak CRN 30540
1 day - Tu. Dec 7, 9:00-17:00 - Oak CRN 30543

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 - Tu. Sep 21, 9:00-17:00 - Oak CRN 30551
1 day - Fr. Oct 15, 9:00-17:00 - Oak CRN 30552
1 day - Sa. Oct 30, 9:00-17:00 - Oak CRN 30553
1 day - Tu. Nov 16, 9:00-17:00 - Oak CRN 30554
1 day - Th. Dec 9, 9:00-17:00 - Oak CRN 30555

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. Sep 24, 9:00-17:00 - Oak CRN 30559
1 day - Th. Oct 21, 9:00-17:00 - Oak CRN 30561
1 day - Sa. Nov 6, 9:00-17:00 - Oak CRN 30564
1 day - We. Dec 15, 9:00-17:00 - Oak CRN 30567

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 - Fr. Oct 1, 9:00-17:00 - Oak CRN 30647
1 day - Sa. Nov 20, 9:00-17:00 - Oak CRN 30648

Computer Accounting

Introduction to QuickBooks (CMPT 1233)

Set up a company including Chart of Accounts, Vendors, and Customers. Work with 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 - Sa. Sep 18, 9:00-17:00 - Oak CRN 30673
1 day - Su. Oct 17, 9:00-17:00 - Oak CRN 30674
1 day - Sa. Dec 4, 9:00-17:00 - Oak CRN 30676

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. Sep 19, 9:00-17:00 - Oak CRN 30677
1 day - Su. Nov 7, 9:00-17:00 - Oak CRN 30678

Introduction to Simply Accounting (CMPT 1150)

Set up a company including Chart of Accounts, Vendors, and Customers. Work with 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. Sep 12, 9:00-17:00 - Oak CRN 30562
1 day - Su. Oct 24, 9:00-17:00 - Oak CRN 30565
1 day - Su. Nov 21, 9:00-17:00 - Oak CRN 30568
1 day - Sa. Dec 11, 9:00-17:00 - Oak CRN 30571

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. Oct 3, 9:00-17:00 - Oak CRN 30636
1 day - Sa. Dec 18, 9:00-17:00 - Oak CRN 30637

ACCPAC for Windows - General Ledger (CMPT 1200)

Use System Manager functions. Set GL options, create codes, modify 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. Sep 26, 9:00-17:00 - Oak CRN 30638
1 day - Sa. Nov 27, 9:00-17:00 - Oak CRN 30639

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 - Th. Sep 16, 9:00-17:00 - Oak CRN 30575
1 day - Mo. Oct 4, 9:00-17:00 - Oak CRN 30576
1 day - We. Nov 3, 9:00-17:00 - Oak CRN 30578
1 day - Fr. Dec 3, 9:00-17:00 - Oak CRN 30579

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 - Th. Sep 23, 9:00-17:00 - Oak CRN 30517
1 day - Tu. Oct 19, 9:00-17:00 - Oak CRN 30518
1 day - We. Nov 17, 9:00-17:00 - Oak CRN 30519

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 (CMPT 1126) is strongly recommended. $190

1 day - Tu. Oct 26, 9:00-17:00 - Oak CRN 30528
1 day - Tu. Nov 30, 9:00-17:00 - Oak CRN 30530

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 is essential. $190

1 day - Tu. Oct 12, 9:00-17:00 - Oak CRN 30707
1 day - Tu. Nov 9, 9:00-17:00 - Oak CRN 30708
1 day - Mo. Dec 13, 9:00-17:00 - Oak CRN 30709

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. Sep 24, 9:00-17:00 - Oak CRN 30589
1 day - Th. Oct 21, 9:00-17:00 - Oak CRN 30590
1 day - Th. Nov 18, 9:00-17:00 - Oak CRN 30591
1 day - Fr. Dec 10, 9:00-17:00 - Oak CRN 30592

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 - We. Sep 29, 9:00-17:00 - Oak CRN 30593
1 day - Th. Oct 28, 9:00-17:00 - Oak CRN 30594
1 day - Th. Nov 25, 9:00-17:00 - Oak CRN 30595
1 day - Tu. Dec 14, 9:00-17:00 - Oak CRN 30706

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 - Tu. Sep 21, 9:00-17:00 - Oak CRN 30679
1 day - Fr. Oct 22, 9:00-17:00 - Oak CRN 30681
1 day - Fr. Nov 19, 9:00-17:00 - Oak CRN 30682
1 day - Th. Dec 16, 9:00-17:00 - Oak CRN 30683

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 - Fr. Sep 17, 9:00-17:00 - Oak CRN 30522
1 day - Tu. Oct 5, 9:00-17:00 - Oak CRN 30523
1 day - Fr. Oct 29, 9:00-17:00 - Oak CRN 30524
1 day - Fr. Nov 19, 9:00-17:00 - Oak CRN 30525
1 day - We. Dec 8, 9:00-17:00 - Oak CRN 30527

Register online!

Click Here!

...continued from previous page

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 - We. Sep 22, 9:00-17:00 - Oak CRN 30529
1 day - Tu. Oct 12, 9:00-17:00 - Oak CRN 30531
1 day - Fr. Nov 26, 9:00-17:00 - Oak CRN 30536
1 day - Fr. Dec 10, 9:00-17:00 - Oak CRN 30538

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 - We. Sep 29, 9:00-17:00 - Oak CRN 30541
1 day - Tu. Oct 26, 9:00-17:00 - Oak CRN 30542
1 day - Th. Dec 16, 9:00-17:00 - Oak CRN 30545

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. Oct 6, 9:00-17:00 - Oak CRN 30556
1 day - We. Nov 3, 9:00-17:00 - Oak CRN 30686

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 - We. Oct 13, 9:00-17:00 - Oak CRN 30623
1 day - Tu. Nov 23, 9:00-17:00 - Oak CRN 30625

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 - We. Oct 20, 9:00-17:00 - Oak CRN 30671
1 day - Tu. Nov 30, 9:00-17:00 - Oak CRN 30672

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. Sep 14, 9:00-17:00 - Oak CRN 30596
1 day - Th. Oct 14, 9:00-17:00 - Oak CRN 30597
1 day - Fr. Nov 26, 9:00-17:00 - Oak CRN 30598

City Centre Computer Lab

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

General Information and Registration: 604.443.8484

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

NEW! ## Computer Application Package
The following four courses provide essentials skills in office computer applications for students requiring basic to advanced computer skills. Upon completion, students will receive a Statement of Completion. Former students who have completed our Keyboarding or Computer Foundations courses may apply for an exemption. Prior to enrolling in computer courses, keyboarding skills are recommended.
Keyboarding for Beginners (OACP 1102)
Computer Foundations (CMPT 1101)
Word Advanced (CMPT 1241)
Excel Advanced (CMPT 1242)

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. Basic keyboarding skills recommended. Textbook included. $295

10 eve - We. Sep 22, 18:30-21:30 - CC CRN 30703

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 $115

6 mng - Sa. Sep 25, 09:30-12:30 - CC CRN 30382

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 $125

6 mng - Sa. Sep 25, 09:30-12:30 - CC CRN 30383

NEW! ### Word Advanced (CMPT 1241)
This course has been designed to further the student's skill with MS Word 2000. Topics such as mail merge, macro writing, tables, customizing the environment will be discussed. It is recommended that you have completed the Computer Foundations course. Textbook will be provided $165

4 eve - Tu. Sep 28, 18:30-21:30 - CC CRN 30701

NEW! ### Excel Advanced (CMPT 1242)
This course has been designed to further the student's skill with MS Excel 2000. Topics such as, macro writing, rules, validation, goal seeking, advanced formulas will be discussed. It is recommended that you have completed the Computer Foundations course. Textbook will be provided. $165

4 eve - Th. Sep 30, 18:30-21:30 - CC CRN 30702

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. Sep 21, 18:30-21:30 - CC CRN 30699

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. Sep 21, 18:30-21:30 - CC CRN 30696

Buy and Sell on eBay (CMPT 1238)
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. Sep 22, 18:30-21:30 - CC CRN 30700

NEW! ### Dreamweaver MX 2004 Version 7 (CMPT 1237)
For students with no prior Dreamweaver experience, this course provides the knowledge and hands-on practice to build dynamic web sites. You will learn the fundamentals of Dreamweaver's interface; create pages with well-structured HTML content; create hyperlinks between documents; add image maps, tables, frames, cascading style sheets, forms, test and deploy your own web site. You will gain the confidence to build and maintain your own personal or company web site. It is recommended that you have completed the Web Page Design course. Textbook information provided at the first class. $375

10 eve - Th. Sep 23, 18:30-21:30 - CC CRN 30698

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. Sep 22, 18:30-21:30 - CC CRN 30697

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.

Comptia Certifications

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/2000/XP. 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. Sep 20, 18:00-21:00 - CC CRN 30693

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. Sep 22, 18:30-21:30 - CC CRN 30695

Linux+ Certification Prep (CMPT 1236)
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. Sep 23, 18:30-21:30 - CC CRN 30694

Windows 2000 Professional Certification

Windows 2000 XP 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 and XP 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. Sep 21, 18:30-21:30 - CC CRN 30692

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

Designing for New Media

Registration: 604.443.8484

Course Information: e-mail jclay@canada.com

*Information Session:
Wednesday, September 8, 18:00
City Centre
Go to Continuing Studies office for
room location.*

### Introduction to New Media
(CMPT 1240)

Learn the world of New Media. Students will become familiar with the expanding scope of New Media as well as current software, hardware and terminology. Specific topics include: industry overview, popular software programs for interface design, digital audio, digital video, platform choices (e.g. PC, Mac, Playstation), gaming and DVD. An excellent course for persons who wish to enhance their career options and develop new skills. $250

3 day - Sa. Sep 25, 09:00-16:00 - CC **CRN** *30711*

New Media courses in development

Designing for Interactivity

Image Editing for New Media

Audio for New Media

Video for New Media

Animation for New Media

Interactive Portfolio

Presentation for New Media

Cisco Certified Network Associate (CCNA)

CISCO SYSTEMS

NETWORKING ACADEMY
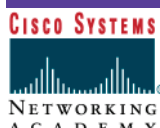
Registration and General information: 604.443.8484

Course Advice: Jostein Indbryn, 604.443.8561 or jindbryn@vcc.ca

The Cisco Certified Network Associate Program is a part-time, four course program. It begins at an introductory level, covering the theory and architecture of current and emerging network technology and includes hands-on and project-based work, enabling you to develop practical skills in designing, building and maintaining Internet-based networks. Upon successful completion of all four levels, you will earn the CCNA Certification.

Cisco Networking - Level I (CMPT 1115)

For beginning network administrators or experienced professionals seeking enhanced skills, this excellent introduction and hands on training offers continuous access to the Cisco server throughout. Gain a strong conceptual understanding of the OSI model and industry networking standards. Topics include: LANs, WANs, routers, network protocols, the OSI model, cabling, cabling tools, network topologies and IP addressing. Learn about network trouble-shooting techniques and the use of networking software, tools and equipment. Prerequisite: a strong interest and aptitude in computers. $975

10 day - Sa. Sep 18, 09:00-17:00 - CC **CRN** *30710*

Cisco Networking - Level 2 (CMPT 1116)
January, 2005

Cisco Networking - Level 3 (CMPT 1117)
April, 2005

Cisco Networking - Level 4 (CMPT 1118)
September, 2005

Courses for Fall Term 2004

Applied Art & Design
Creative Writing for Profit and Pleasure
Crack Open Your Creative Channel
Getting Published in Canada 101
Writing Online: the New Adventure for Writers
How to Craft Irresistible Query Letters
Interior Design
Non credit courses in Interior Design
Interior Design and Decorating - The Basics
Refresh, Refine and Design
Small Space and Budget Decorating
Health
Personal & Professional Development
RN Exam Preparation
Clinical Competencies
LPN Upgrading
Enhanced Competencies: Three Day Head to Toe Assessment
Pharmacology Theory in Class Presentation
Hospitality
Wedding Planner - A Career!
Customer Loyalty - Your Key to Hospitality Success!
Languages
Modern Languages
Cantonese 2
French 3

City Centre Computer Lab
Computer Application Package
Word Advanced
Excel Advanced
Web Development and Programming
Dreamweaver MX 2004 Version 7
Designing for New Media

Business, Career & Law
Business Writing
Technical Writing for Software Development
Professional Development: Career Success
Negotiating "Learning by Doing"
Management Skills
Managing Performance through Training and Development
Paralegal
Paralegal Diploma Program
Project Management
Volunteerism
Interpreting
Interpreting for Languages of Lesser Diffusion Certificate Program
Interpreting Programs by Distance Education
Ethics for Interpreters and Translators
Introduction to Document Translation

Culinary

Baking & Pastry Arts

Program Coordinator: Peggy Worobetz, 604.443.8670

Program Assistant: 604.443.8381

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) $90

1 mng - Sa. Sep 25, 09:30-12:30 - CC **CRN** *30035*

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. Oct 5, 18:30-21:00 - CC **CRN** *30029*

Chocolate Tempering and Making of Chocolates/Marzipan (CUIS 1118)

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

5 eve - We. Oct 6, 18:30-21:00 - CC **CRN** *30028*

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 mng - Sa. Oct 16, 09:30-12:30 - CC **CRN** *30032*

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. Oct 18, 18:30-21:30 - CC **CRN** *30031*
5 mng - Sa. Oct 16, 09:00-12:00 - CC **CRN** *30325*

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. Take-home samples included. (Cyr) $70

1 eve - Tu. Oct 19, 18:30-21:30 - CC **CRN** *30034*

More Pies! Pies! Pies! (CUIS 1133)

Cover course content of Pies! Pies! Pies! plus poached pears and streusel. $90

1 mng - Sa. Oct 23, 08:30-12:30 - CC **CRN** *30715*

Decorating Wedding and Special Occasion Cakes (CUIS 1117)

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

5 eve - We. Oct 20, 18:30-21:00 - CC **CRN** *30030*

Rustic Bread Making (CUIS 1134)

Country style rye, cranberry-pecan sourdough and fancy buns will be demonstrated and created. Take-home samples included. (Rudolph) $90

1 mng - Sa. Oct 23, 08:30-12:30 - CC **CRN** *30714*

Basic Breads (CUIS 1102)

Multigrain, cornmeal and raisin breads will be demonstrated and created. Take home samples included. (Rudolph) $90

1 mng - Sa. Oct 30, 08:30-12:30 - CC **CRN** *30324*

Christmas Baking to Impress (CUIS 1131)

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

1 eve - We. Nov 24, 18:30-21:30 - CC **CRN** *30036*

you can also . . .

Access your grades online!
Click Here!

www.vcc.ca

Register online!
Click Here!

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 - Fr/Sa/Su. Oct 29/30/31, 09:00 -16:00 - KEC and clinical site **CRN** 30283*

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 - Sa/Su. Dec 4/5, 09:00-16:00 - KEC and clinical site **CRN** 30284*

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.

Medical Terminology I (OACP 1108)
A complete introduction to the language of medicine for those wishing to work in the technology/laboratory or related health field. Learn the basics of anatomy, physiology, pathology, body structure and functions. Explore disease processes, investigations and treatments. Word parts (stems, prefixes, suffixes and abbreviations) are covered as well as pronunciation and spelling. The first half of a two-part course. Purchase text at City Centre Bookstore prior to first class. (Hay) $185

*10 eve - Tu. Sep 21, 18:30-21:30 - CC **CRN** 30264*

24-hour clock

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

Medical Terminology II (OACP 1109)
Follows Medical Terminology I and is offered twice a year. Continues medical terminology with further study of body systems. In addition, learn surgical terms, study body senses and consider aspects of oncology. Consolidation of knowledge is encouraged through the use of case histories and reviews. Prerequisite: Medical Terminology I or a comparable course which must be approved by the instructor. The textbook used in Medical Terminology I will be used again in this course. (Hay) $185

*10 eve - Th. Sep 23, 18:30-21:30 - CC **CRN** 30265*

NEW! RN Exam Preparation
Vancouver Community College is pleased to offer a course that assists new graduates and internationally educated nurses prepare for the Canadian Registered Nurse Examination (CRNE). While we cannot guarantee the outcome, this course will assist you in four concrete ways! It will help you understand the design of the CRNE exam; offer coping strategies for exam anxiety; build your confidence and prepare you to approach the exam experience. For more information please call 604.443.8673.

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. Nov 9/16, 18:00-22:00 - CC **CRN** 30255*

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. Oct 16/17, 09:00-17:30 - KEC **CRN** 30254*

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 was revised in 2002. See page 28 for details or check www.vcc.ca for dates.

"Offered every Saturday"

Worksafe Education
Program Coordinator: 604.443.8673

Program Assistant: 604.443.8672

Call for information about Worksafe courses that can help you meet the requirements for Bill 14 regarding Joint Health and Safety committees in your workplace, or courses to help you interpret the Regulations. See page 28 for details.

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. Sep 11, 08:30-16:30 - KEC **CRN** 30151*
*1 day - Sa. Oct 9, 08:30-16:30 - KEC **CRN** 30152*
*1 day - Sa. Nov 20, 08:30-16:30 - KEC **CRN** 30153*
*1 day - Sa. Dec 11, 08:30-16:30 - KEC **CRN** 30154*

Physical Assessment Series - One day format - Back by popular demand
For RNs and LPNs. The assessment series reviews A&P and pathophysiology. Bring a stethoscope. Wear comfortable clothing. Detailed workbooks provided in class. Courses may be taken individually. (D. Freeman RN, BSN) $150 each

Head to Toe Assessment (HLTH 1187)
An overview of the total assessment process.
*1 day - Fr. Sep 17, 09:00-16:00 - KEC **CRN** 30249*

Cardiovascular Assessment (HLTH 1184)
*1 day - Fr. Oct 1, 09:00-16:00 - KEC **CRN** 30253*

Respiratory Assessment (HLTH 1191)
*1 day - Fr. Oct 15, 09:00-16:00 - KEC **CRN** 30250*

Neurological Assessment (HLTH 1188)
*1 day - Fr. Oct 29, 09:00-16:00 - KEC **CRN** 30251*

Gastrointestinal Assessment (HLTH 1169)
*1 day - Fr. Nov 19, 09:00-16:00 - KEC **CRN** 30252*

Fluids and Electrolytes (HLTH 1164)
A good review of the cellular activity that makes the body work.

*1 day - Fr. Dec 3, 09:00-16:00 - KEC **CRN** 30248*

Assessment of the Elderly (HLTH 1230)
For RNs and LPNs. Are you caring for the elderly? Refresh and renew your gerontology assessment skills. A one day session that will assist you to recognize the clinical concerns of the elderly in any setting and an opportunity to discuss evidence based interventions. (Earthy) $150

*1 day - Fr. Nov 19, 09:00-16:00 - KEC **CRN** 30148*

NEW! Enhanced Competencies: Three Day Head to Toe Assessment (HLTH 1298)
For RNs and LPNs. Expand your knowledge of assessment in this three day course. Theory and lab practice are combined to offer you an opportunity to practice the skills associated with heart and lung sounds. You will use your expert knowledge to identify the potential risks and intervene before the crisis in some of the most common client diagnosis (congestive heart failure, diabetes, hypertension). Bring a stethoscope. (Clarke/Stuart) $325

*3 day - We/Th/Fr. Oct 27/28/29, 09:00-16:00 - CC **CRN** 30349*

Common Medical Emergencies: Nursing Assessment and Intervention (HLTH 1231)
For nurses in acute care, home care and long term care working with adults at risk for emergency episodes, such as respiratory failure, angina, myocardial infarction, heart failure, stroke, seizures, hypo\hyperglycemia, delirium. Increase your clinical judgement of how and when to intervene and how to prioritize your assessment and actions. (S. Clarke MSN, RN) $150

*1 day - Fr. Oct 22, 09:00-16:00 - KEC **CRN** 30308*

Conscious Sedation Workshop (HLTH 1182)
For Practising RNs. 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. Oct 1, 09:00-16:00 - KEC **CRN** 30150*

The ABC's of PQRST: Cardiac Monitoring and Nursing Interventions (HLTH 1174)
For RNs. 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. Sep 17/24, Oct 1, 09:00-16:00 - KEC **CRN** 30345*
*3 day - Fr. Nov 19/26, Dec 3, 09:00-16:00 - KEC **CRN** 30346*

Basic 12 Lead ECG Interpretation (HLTH 1178)
For RNs. 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. Oct 22, 09:00-16:00 - KEC **CRN** 30347*

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 include: oral, subcutaneous injections, butterfly administration and intramuscular injections. Pre-reading required. Prerequisite: Valid practicing license, completion of a pharmacology course within the past three years. (Clarke) $250

Tutorial: 1 eve - second Thursday of every month, 16:00-21:00 - CC
Skill Practice: 1 day - last Saturday of every month, 08:00-16:00 - CC

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. Nov 20, 09:00-16:00 - CC **CRN** 30348*

Vancouver Community College

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. Nov 27, 09:00-16:00 - CC CRN 30344

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.

Physical Assessment for LPNs (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. $150

Course offered with sufficient enrollment.

NEW! Enhanced Competencies: Three Day Head to Toe Assessment (HLTH 1298)

Expand your knowledge of assessment in this three day course. Theory and lab practice are combined to offer you an opportunity to practice the skills associated with heart and lung sounds. You will use your expert knowledge to identify the potential risks and intervene before the crisis in some of the most common client diagnosis (congestive heart failure, diabetes, hypertension). Bring a stethoscope. (Clarke/Stuart) $325

3 day - We/Th/Fr. Oct 27/28/29, 09:00-16:00 - CC CRN 30349

College CLOSURES

**Labour Day - Sept 6
Thanksgiving - Oct 11
Remembrance Day - Nov 11
Christmas Break -
          Dec 22 - Jan 4**

Pharmacology Theory for LPNs (HLTH 1128)

This comprehensive course is available as a distance program. The usual completion time is 3-6 months. This course has continuous intake. Subjects covered are oral administration of medication, 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

Tutorial for Pharmacology Theory LPNs (HLTH 1269)

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

1 eve - Th. Sep 9, 16:00-21:00 - CC CRN 30208
1 eve - Th. Oct 14, 16:00-21:00 - CC CRN 30209
1 eve - Th. Nov 4, 16:00-21:00 - CC CRN 30210
1 eve - Th. Dec 9, 16:00-21:00 - CC CRN 30211

Workshop and Skills Check for Pharmacology Students (HLTH 1130)

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

Sep 25, Oct 30, Nov 25, Dec 18

NEW! Pharmacology Theory in Class Presentation (HLTH 1308)

Have you signed up for the Pharmacology Theory class, but find it difficult to study on your own? Join our five week tutorial. Course cost does not include the course syllabus theory. (Clarke) $350

5 day - Fr. Sep 10/24, Oct 8/15/22, 09:00-16:00 - CC CRN 30216

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.

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)

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 October). Please call to register.

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

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

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

Pharmacology Review (HLTH 1295)

Are you a 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. $250

1 eve - Th. Sep 9, 16:00-21:00 - CC
1 day - Sa. Sep 25, 09:00-16:00 - CC

IV Therapy Presentation for LPNs (HLTH 1272)

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

1 day - Sa. Sep 18, 09:00-16:00 - CC CRN 30373

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. (Stuart) $150

1 day - Sa. Oct 2, 09:00-16:00 - CC CRN 30371
1 day - Sa. Nov 6, 09:00-16:00 - CC CRN 30372
Also available as 3 Month Distance Self-Study

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

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. 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)

Unit 3 Social 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

Register online!
Click Here!

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

Held once per year in the spring semester.

PeriAnesthesia Nursing
Certificate Program (HLTH 1311)

**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 (HLTH 1312) 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.

Sterile Supply Technician
Certificate Program

**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

Renal Dialysis Technician
Certificate Program

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 $3,000.

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. Sep 21, 18:30-21:30 - CC **CRN** *30350*

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. Sep 25, 09:00-16:00 - KEC **CRN** *30351*

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

Valid standard first aid and level "C" CPR

Proof of negative TB skin test

Criminal records search

Valid food safe Level 1 - may be completed prior to graduation

Recent Workplace Hazardous Materials Information System (WHMIS) training - may be completed prior to graduation

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 **CRN** *30285*

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 **CRN** *30286*

Food Services for Health Care: Clinical Placement (HLTH 1313) 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 - **CRN** *10021*
Work experience arranged by Vancouver Community College

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

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

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

Continuous Intake - CC

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

It is anticipated that a clinical session will be scheduled for the fall of 2003 to accommodate students who have successfully completed the theory component of the course. Clinical dates are four consecutive all-day Saturday sessions. Limited enrollment. Prerequisite: successful completion of DNTL 1127 written exam. (Rosko) $600 - CC

Fissure Sealant Application (DNTL 1120)

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

Hospitality

Especially with the 2010 Olympics in sight, 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!

NEW! Wedding Planner - A Career! (BUSI 1176)
Explore all aspects of wedding planning from its inception to execution. Determine the different types of food service, learn how to assess venues, set a budget and time-line, customize unusual dÈcor and display to WOW your brides! (Hyder) $245

4 day - Sa. Sep 25, 09:00-16:00 - CC CRN 30378

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. Oct 2, 09:00-16:00 - CC CRN 30365

Liquor License - Need to Knows! (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. Oct 2, 09:00-13:00 - CC CRN 30363

NEW! Customer Loyalty - Your Key to Hospitality Success! (BUSI 1177)
Learn the skill of effective networking for developing prospective and new customers! Identify the importance of ethics and etiquette in the hospitality industry. Explore customer care techniques which will result in both customer loyalty and referral business! (Hyder) $225

3 day - Sa. Oct 30, 09:00-16:00 - CC CRN 30377

Discover Off-Premise Catering (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. Nov 20, 09:00-16:00 - CC CRN 30364

Event Planning (BUSI 1158)
See page 10

Understanding Cultural Differences (BUSI 1174)
See page 15

VCC International welcomes students from around the world

VCC offers you nearly 40 years of experience, high quality teaching and a wide range of programs and student services

Vancouver Community College

ENGLISH
- **General English** ■ **Business**
- **TOEFL** ■ **Cambridge** ■ **TESOL** ■ **TEFL**

- **Diplomas and Certificates** ■ **Hospitality Management**
- **Music** ■ **Accounting** ■ **High School Completion**
- **University of Cambridge International Diplomas**
- **University Transfer (Sciences)**

...and much more

Tel 604.871.7537
Fax 604.682.2857
E-mail: study@vcc.ca

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

www.vcc.ca   *www.study.vcc.ca*

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. Sep 11, 09:00-18:00 - CC CRN 30144
1 day - Sa. Sep 18, 09:00-18:00 - CC CRN 30287
1 day - Sa. Sep 25, 09:00-18:00 - CC CRN 30288
1 day - Sa. Oct 2, 09:00-18:00 - CC CRN 30247
1 day - Sa. Oct 9, 09:00-18:00 - CC CRN 30289
1 day - Sa. Oct 16, 09:00-18:00 - CC CRN 30290
1 day - Sa. Oct 23, 09:00-18:00 - CC CRN 30291
1 day - Sa. Oct 30, 09:00-18:00 - CC CRN 30292
1 day - Sa. Nov 6, 09:00-18:00 - CC CRN 30146
1 day - Sa. Nov 13, 09:00-18:00 - CC CRN 30293
1 day - Sa. Nov 20, 09:00-18:00 - CC CRN 30297
1 day - Sa. Nov 27, 09:00-18:00 - CC CRN 30295
1 day - Sa. Dec 4, 09:00-18:00 - CC CRN 30147
1 day - Sa. Dec 11, 09:00-18:00 - CC CRN 30296
1 day - Sa. Dec 18, 09:00-18:00 - KEC CRN 30294

Food Safe Level I - Cantonese (HLTH 1104)
$95

1 day - Sep 25, 08:00-17:00 - CC CRN 30145

Food Safe Level 2 - For Supervisors and Owners (HLTH 1102)
$110

2 day - Sa. Oct 16/23, 08:00-17:00 - CC CRN 30149

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!

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, September 9, 2004,
OR
Thursday, January 6, 2005
18:30-19:30, Centre for
Professional and Continuing
Studies Office, City Centre

For almost 20 years, VCC's two Certificate Programs in Substance Abuse and Counselling Skills 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 (CNSK 1101)

Attended by thousands of individuals around the Lower Mainland, Basic Counselling Skills is the prerequisite for both the Substance Abuse and Counselling Skills Certificate Programs. This practical skills-based course provides relationship building and listening skills to improve communication with clients, coworkers, friends and families. This prerequisite for the Certificate Programs is also open to those who wish to take it as a stand alone course for general interest and/or professional development. Our students describe "Basic" as life changing! Self disclosure, self exploration and fluency in English is necessary. Expect to spend at least three hours per week on reading and assignments. Tuition $380 plus textbook.

10 eve - We. Sep 22, 18:30-21:30 AND 1 day - Sa. Oct 2, 09:30-16:30 - CC (Shamai)
CRN *30341*
12 eve - Th. Sep 23, 18:30-21:30 (No class Thursday, Nov 11) - CC (Krakow)
CRN *30340*
11 sessions: 10 mng - Fr. Sep 24, 09:30-12:30 AND 1 day - Fr. Oct 1, 09:30-16:30 - KEC (Rungta)
CRN *30339*

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

Online: www.vcc.ca

Counselling Skills Certificate Program

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

Program Assistant: Charis Chung, 604.443.8661, E-mail: cchung@vcc.ca

Registration: 604.443.8484

Information Sessions:
Thursday, September 9, 2004,
OR
Thursday, January 6, 2005
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. Designed for 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 and provides thorough evaluation and feedback. Experiential in nature and taught by experienced and 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. It 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.

Entrance Requirements

Grade 12 or equivalent (waived if mature student).

Good knowledge of English, both oral and written (an assessment may be required).

Satisfactory completion of Basic Counselling Skills (CNSK 1101) or equivalent.

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.

Maturity and emotional stability.

Completed application form and successful interview.

Application

Call 604.443.8484 for brochure and application form. A non-refundable application fee of $25 must be submitted with the application form. 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:
Practicum: Volunteer option (CNSK 1298) OR
Practicum: Workplace option (CNSK 1299)

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 working with individuals on a one-to-one basis. Deepen your knowledge of the helping process, increase your self-awareness, practice and improve your skills, and expand your understanding of ethical considerations. You will experience the client/counsellor relationship and analyze the issues that emerge. Students will spend additional time outside of class time practicing their skills. (Schur) $380

Offered Jan 2005 term

Counselling Theories (CNSK 1102)

Learn about different counselling theories and consider their contributions and limitations. Use this knowledge to discuss your own beliefs, values and approaches to the helping professions and articulate these beliefs and approaches through various assignments. Increase your understanding of the significance and development of the relationship between helper and client and broaden your awareness of the ethical behaviour involved. (Cohen) $380

12 eve - Tu. Sep 21, 18:30-21:30 - CC **CRN** *30338*
Next offered: April 2005 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. Expand your knowledge of ethical principles, as they apply to practice issues. This process-oriented course requires you to explore and examine your own values and beliefs and identify your personal limitations. (May/Adilman) $250

8 eve - Tu. Sep 21, 18:30-21:30 - CC **CRN** *30361*
8 eve - We. Sep 29, 18:30-21:30 - CC **CRN** *30337*
Next offered: January 2005 term

Assessment, Referral and Community Resources (CNSK 1108)

Prerequisite course: CNSK 1103. Examine the role of assessments and referrals in the helping field. Learn how to conduct an effective assessment, identify issues which require specialized referral, and make successful referrals. Expand your knowledge of community resources, and explore the legal/ethical implications inherent in this process. (Rosen) $380

12 eve - We. Sep 22, 18:30-21:30 (No class Oct 13) - CC **CRN** *30336*
Next offered: April 2005 term

Students with Special Needs

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

The following courses (CNSK 1104, CNSK 1105, CNSK 1111, CNSK 1109, CNSK 1113) 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)

Enhance 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. Enjoy this experiential course which includes an extended group experience and the opportunity to lead structured group exercises. Attendance in the Saturday class is required for course credit. (Laird) $380

11 sessions: 10 eve - Mo. Sep 20, 18:30-21:30 AND 1 day Sa. Oct 16, 09:30-16:30 (No class Monday, Oct 11) - CC **CRN** *30375*
11 sessions: 10 eve - Th. Sep 23, 18:30-21:30 AND 1 day Sa. Oct 23, 09:30-16:30 (No class Thursday, Nov 11) - CC **CRN** *30362*
Next offered: January 2005 term

Family Counselling Skills (CNSK 1105)

Examine the knowledge, and practice the foundational skills required when working with families. Explore issues of substance misuse and violence in families using a family systems perspective. Course content includes: theoretical assumptions, family assessments, counter transference and ethical issues. Two approaches to working with families will be explored in detail: family of origin and solution focused counselling. (Rypkema) $380

12 eve - Tu. Sep 21, 18:30-21:30 - CC **CRN** *30335*
12 eve - Th. Sep 23, 18:30-21:30 (No class Thursday, Nov 11) - CC **CRN** *30374*
Next offered: January 2005 term

Cross-Cultural Counselling (CNSK 1111)

Integrating theory and practices, this course examines cross-cultural counselling issues, theories and approaches, including value orientation, cultural-racial identity development and intercultural communication. 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 highlights 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)

Do you wish you could have additional supervised clinical practice? Taught by two experienced clinicians, this course focuses 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

Offered Spring 2005 term

Practicum: Volunteer option (CNSK 1298)

Practicum provides an opportunity to master and demonstrate the knowledge and skills gained during the classroom component of the Counselling Skills Certificate Program. Practice your skills at a social service agency with an emphasis placed on supervision and feedback. Continuous liaison with the program is maintained throughout the practicum by attendance in a minimum of four seminars and a contract which is negotiated between the student, the agency supervisor and the VCC program coordinator. $380

- OR -

Practicum: Worksite option (CNSK 1299)

Available to students who are currently working in the field and who wish to complete the practicum through their current duties, this option gives students an opportunity to enhance their knowledge and skills by examining their worksite experiences in a series of 12 practicum seminars. Students choosing this option must submit information about their current job to the Program Coordinator to determine suitability. (Laird)

Practicum seminar dates: Jul 7/21, Sep 1/15/29, Oct 13/27, Nov 10/24, Dec 8, Jan 5/19, (This course has a continuous intake and seminars are offered alternate Wednesday evenings except August and Christmas closure throughout the year), 18:30-21:30 - CC (Laird)
Practicum: Volunteer option (CNSK 1298) CRN 30343
Practicum: Worksite option (CNSK 1299) CRN 30359
Practicum information meeting: Th. Oct 21, 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: Charis Chung, 604.443.8661, E-mail: cchung@vcc.ca

Registration: 604.443.8484

Information Sessions:
Thursday, September 9, 2004, OR
Thursday, January 6, 2005
18:30-19:30, Centre for Professional and Continuing Studies Office, City Centre

For 18 years, the Substance Abuse Counselling Skills Certificate Program has prepared and trained addiction workers and provides an excellent foundation for individuals who wish to work in the field of substance misuse. Intended for those who wish to pursue 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 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.

Entrance Requirements

Grade 12 or equivalent (waived if mature student).
Good knowledge of English, both oral and written (an assessment may be requested).
Satisfactory completion of Basic Counselling Skills (CNSK 1101) or equivalent.
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.
Maturity and emotional stability.
Completed application form and successful interview.

Application

Call 604.443.8484 for brochure and application form. A non-refundable application fee of $25 must be submitted with the application form. Intake dates: January, April, September.

Certificate Requirements

Introduction to Substance Abuse (SUAB 1102) - 21 hours
Drugs and Human Behaviour (SUAB 1103) - 21 hours
Individual Counselling Skills for Substance Abuse (SUAB 1101) - 36 hours
Substance Abuse - The Aboriginal Context (SUAB 1115) - 36 hours
Personal/Professional Development (CNSK 1112) - 24 hours
Assessment, Referral and Community Resources (SUAB 1106) - 36 hours
One of the following two courses:
Group Counselling Skills for Substance Abuse (CNSK 1104) - 36 hours
Family Counselling Skills for Substance Abuse (CNSK 1105) - 36 hours
After completion of all required course work:
Practicum: Volunteer option (CNSK 1298) - 112 hours
Practicum: Worksite option (CNSK 1299)

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 to the development of an addiction. Apply the principles of the substance use/abuse continuum which includes prevention/health enhancement, early intervention, harm reduction and treatment to the needs of different populations. Learn about different counselling/rehabilitative strategies and discuss the importance of ethical behaviour by service providers. (Dennstedt) $210

Offered January 2005 term

Drugs and Human Behaviour (SUAB 1103)

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

Offered January 2005 term

Individual Counselling Skills for Substance Abuse (SUAB 1101)

Learn skills and strategies used by helpers working in the area of substance abuse. Build on content areas covered in Basic Counselling Skills (CNSK 1101), and acquire the skills of motivational interviewing. You will experience the client/counsellor relationship and analyze the issues that emerge. Students will spend additional time outside of class time practicing their skills. $380

12 eve - We. Sep 22, 18:30-21:30 - CC CRN 30360
Next offered: April 2005 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. Expand your knowledge of ethical principles, as they apply to practice issues. This process-oriented course requires you to explore and examine your own values and beliefs and identify your personal limitations. (May/Adilman) $250

8 eve - Tu. Sep 21, 18:30-21:30 - CC CRN 30361
8 eve - We. Sep 22, 18:30-21:30 - CC CRN 30337
Next offered: January 2005 term

Assessment and Referral for Substance Abuse (SUAB 1106)

Prerequisite course: SUAB 1101. Examine the procedures and skills used in substance abuse assessment and referral as well as identify and examine available community resources. Learn how to assess for chemical dependency, conduct an assessment interview, utilize various assessment tools, and make a successful referral. Ethical issues will play an important role in this class as well as the consideration of working with special populations. Active involvement in the gathering, sharing, and evaluating of information knowledge about community resources is required. (Chadwick) $380

Offered January 2005 term

The following courses (SUAB 1115, CNSK 1104, CNSK 1105, CNSK 1113) 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 enjoy 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 learn how cultural expression and identity can provide the basis for healing. Attendance in the Saturday field trip is required for course credit. (Armstrong) $380

10 eve - Mo. Sep 20, 18:30-21:30 AND 1 day Sa. Nov 6, 09:30-16:30 (no class Monday, Oct 11) - CC CRN 30334
Next offered: April 2005 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. Attend this experiential course which includes an extended group experience and the opportunity to lead structured group exercises. Attendance in the Saturday class is required for course credit. (Laird) $380

11 sessions: 10 eve - Mo. Sep 20, 18:30-21:30 AND 1 day Sa. Oct 16, 09:30-16:30 (no class Monday, Oct 11) - CC CRN 30375
11 sessions: 10 eve - Th. Sep 23, 18:30-21:30 AND 1 day Sa. Oct 23, 09:30-16:30 (no class Thursday, Nov 11) - CC CRN 30362
Next offered: January 2005 term

Family Counselling Skills (CNSK 1105)

Examine the knowledge and practice the foundational skills required when working with families. Explore issues of substance misuse and violence in families using a family systems perspective. Course content includes: theoretical assumptions, family assessments, counter transference and ethical issues. Two approaches to working with families will be explored in detail: family of origin and solution focused counselling. (Rypkema) $380

12 eve - Tu. Sep 21, 18:30-21:30 - CC CRN 30335
12 eve - Th. Sep 23, 18:30-21:30 - CC CRN 30374
Next offered: January 2005 term

Clinical Practice Course (CNSK 1113)

Do you wish you could have additional supervised clinical practice? Taught by two experienced clinicians, this course focuses 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

Offered Spring 2005 term

Practicum: Volunteer option (CNSK 1298)

Practicum provides an opportunity to master and demonstrate the knowledge and skills gained during the classroom component of the Substance Abuse Certificate Program. Practice your skills at a social service agency with an emphasis placed on supervision and feedback. Continuous liaison with the program is maintained throughout the practicum by attendance in a minimum of four seminars and a contract which is negotiated between the student, the agency supervisor and the VCC program coordinator. $380

- OR -

Practicum: Worksite option (CNSK 1299)

Available to students who are currently working in the field and who wish to complete the practicum through their current duties, this option gives students an opportunity to enhance their knowledge and skills by examining their worksite experiences in a series of 12 practicum seminars. Students choosing this option must submit information about their current job to the Program Coordinator to determine suitability. (Laird)

Practicum seminar dates: Jul 7/21, Sep 1/15/29, Oct 13/27, Nov 10/24, Dec 8, Jan 5/19, (This course has a continuous intake and seminars continue to be offered alternate Wednesday evenings except August and Christmas closure), 18:30-21:30 - CC (Laird)
Practicum: Volunteer option (CNSK 1298) CRN 30343
Practicum: Worksite option (CNSK 1299) CRN 30359
Practicum information meeting: Th. Oct 21, 17:30-18:30 - CC Centre for Professional and Continuing Studies Office

Register online!
Click Here!

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 2005. 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.

Continuing Study Workshops for the ECCE Community

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

Leadership, Administration and Management in Child Care (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.

24-hour clock

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

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. Oct 6, 19:00-21:30 AND 2 day - Sa. Oct 16 and Nov 20, 09:00-15:00 - CC CRN 30157

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: September 8, 19:00 - City Centre Campus

Program Coordinator: Silvana E. Carr, 604.443.8389

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

Unique and well respected across Canada, VCC's Certificate Programs in Interpreting prepare bilingual individuals to work as language interpreters in the community, in health care settings and in the court system. Training is language-specific. Bilingual instructor/interpreters tutor in each of the various language combinations selected. Language combinations are determined by the suitability of applicants and the needs of the community, courts and health care systems. Please note: a very high level of language skills is required of professional interpreters. Individual courses qualify for STIBC Continuing Education requirements.

Interpreting Programs, Classroom Based

The Basic Program

Community Services Interpreting Certificate Program

Are you fluent in English and another language? This program provides you with basic skills to work as an interpreter in the community and is the prerequisite for admission into the Health Care and Court Interpreting Certificate Programs. Program Cost: $895

Program length: 4 months of part-time study, 108 hours CC

Dates: October 18, 2004 - February 2005

Graduates receive the VCC Community Services Interpreting Certificate and may then choose to continue specialty studies in the fields of health care 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 evaluates written and oral command of English and a language of specialty, as well as your aptitude for interpreting. Please contact our Program Assistant for an Entrance Exam Application Form. Fee: $85 payable on submission of application.

1 day - Sa. Sep 18, 09:30-18:00
Application deadline for Entrance Exam: September 10

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 examination in order to enter the Health Care Interpreting and Court Interpreting Certificate Programs directly. Challenge Exam (INTR 1158) $895

1 mng - Sa. Sep 18, 09:30-13:00 CC
Application Deadline for Challenge Exam: September 10

Advanced Interpreting 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 health care interpreter in hospitals, clinics, and other health care settings. Program cost: $1,700

Program length: 7 months of part-time study, 165 classroom hours CC

October 30, 2004 - May 2005

Court Interpreting Certificate Program

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

Upgrade your interpreting skills and prepare to be an effective interpreter in the justice system. Program cost: $2,200 (Bursaries available)

Program length: 8 months of part-time study, 195 classroom hours CC
October 30, 2004 - June 2005
The Ministry of Attorney General, Court Services, accepts our Court Interpreting Certificate as proof of accreditation to work in the BC courts.

NEW! Interpreting for Languages of Lesser Diffusion Program

This program offers interpreter training for speakers of languages in which training is not available in our certificate programs. Courses focus on pre-interpreting skills, text analysis, specialized terminologies, introduction to interpreting skills and to document translation, the role of the interpreter, ethics, and strategies to resolve ethical conflicts. Prepare to work as an interpreter in various areas in community services, health care and the legal systems. Program cost: $775

Program length: 4 months of part-time study, 89 hours
Dates: October 18, 2004 - February 2005
Applicants must sit an entrance examination. For further information, call the Program Assistant at 604.443.8661.

Interpreting Programs by Distance Education

Certificates in Community Services Interpreting and Court Interpreting

This exciting self-study opportunity with tutor support enables you to pursue two certificates to work as an interpreter in the areas of community services and the legal system. Use your bilingual skills to enhance your opportunities. Successful completion of the Community Services Interpreting Certificate is the pre-requisite for the Certificate in Court Interpreting. Available only to participants outside the Lower Mainland. Program cost: $2,400, payable in installments. Bursaries available.

Offered in January 2005

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

Other Courses

NEW! Ethics for Interpreters and Translators (INTR 1164)

As interpreters and translators, we will explore the duties owed to the community at large and to each other in the I/T profession. We will compare codes of ethics and their justification in actual practice. Working through case studies we will examine ethical conflicts that confront interpreters and translators, and develop workable strategies and solutions. Accepted as continuing education credits for STIBC. (Hobrough) $85 (VCC students and STIBC members $65)

3 aft - Sa. Nov 6, 13:30-16:30 - CC CRN 30712

NEW! Introduction to Document Translation (INTR 1165)

The course is suitable for beginner translators without formal linguistic education. Review basic challenges of document translation and benefit from peer and instructor revision of your own sample documents. Develop skills and proficiency in document translation and learn strategies for successful self revision. Explore basic translation-related word processing skills to increase efficiency (such as template creation), and quality control. Excellent knowledge of English is required as instruction in English grammar is not part of this course. Accepted as continuing education credit for STIBC (Kucerova) $150 (VCC students and STIBC members $120)

5 eve - Tu. Nov 16, 18:30-21:30 - CC CRN 30713

Languages

Modern Languages

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

Program Assistant: 604.443.8335 E-mail: sip@vcc.ca

Registration: 604.443.8484

Our 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 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. No class November 11. $160 Fee includes GST

10 eve - Th. Sep 23, 18:30-21:00 - KEC CRN 30131

NEW! Cantonese 2 (LANG 1122)

For those who have taken Level 1 or have some Cantonese exposure. Useful topics together with related grammar and vocabulary will be taught. More practice on conversation with emphasis on correct pronunciation and tones. Traditional custom and culture as well as contemporary sentence usage will be introduced. No class November 11. $160 Fee includes GST

10 eve - Th. Sep 23, 18:30-21:00 - KEC CRN 30328

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. Will also emphasize proper phonetics with the help of a tape. No class October 11. Text extra, available at CC Bookstore. (Menard) $155

8 eve - Mo. Sep 27, 18:30-21:00 - CC CRN 30126

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. Learn how to express yourself easily and efficiently on various topics, through learning new grammatical structures and with the help of everyday idiomatic expressions. Will also include information about francophone culture. Same text as Level 1. (Menard) $155

8 eve - Tu. Sep 28, 18:30-21:00 - CC CRN 30125

NEW! French 3 (LANG 1135)

Learn to speak about and describe daily activities in the past, present and future tenses. More subjectively, to express opinions, intentions, wishes, obligations and hypothesis in a simple but effective way. The course includes information on various francophone cultural references. Same text as Level 1 and 2. $155

8 eve - Tu. Sep 28, 18:30-21:00 - CC CRN 30342

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) $160 Fee includes GST

10 eve - Th. Sep 23, 18:30-20:30 - CC CRN 30130

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 October 9. Text extra, available at CC bookstore. (Menyhart) $160 Fee includes GST

8 eve - Tu. Sep 28, 18:30-21:00 - CC CRN 30121
8 mng - Sa. Oct 2, 09:30-12:00 - CC CRN 30120

Spanish 2 (LANG 1102)

If you have completed Level 1 or equivalent, then you are 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. No class October 9. Same text as Level 1. $160 Fee includes GST

8 eve - Tu. Sep 28, 18:30 - 21:00 - CC CRN 30122 (Horwitz)
8 aft - Sa. Oct 2, 13:00-15:30 - CC CRN 30129 (Menyhart)

College CLOSURES

Labour Day - Sept 6
Thanksgiving - Oct 11
Remembrance Day - Nov 11
Christmas Break -
Dec 22 - Jan 4

Mandarin Education

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

Program Assistant: 604.443.8335, E-mail: sip@vcc.ca

Registration: 604.443.8484

Mandarin Conversation - Level 1 (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 October 9. $160 Fee includes GST

10 eve - We. Sep 29, 18:30-21:00 - KEC CRN 30050
10 mng - Sa. Sep 25, 09:30-12:00 - KEC CRN 30052

Mandarin Conversation - Level 2 (MAND 1121)

For those with knowledge of "Hanyu Pinyin" and want to improve Mandarin conversational skills for daily use. Ten topics with increasing vocabulary as well as sentence structure will be taught. Interesting topics concerning Chinese custom and culture are interwoven into the classroom lessons. No class October 9. $160 Fee includes GST

10 mng - Sa. Sep 25, 09:30-12:00 - KEC CRN 30055

Mandarin Conversation - Level 3 (MAND 1122)

Designed for students who have mastered basic conversational skills and wish to improve their fluency in Mandarin. More sophisticated vocabulary, grammar and sentence structure will be introduced. Reading and writing of Chinese characters is integrated into the course. No class October 9. $160 Fee includes GST

10 mng - Sa. Sep 25, 09:30-12:00 - KEC CRN 30057

NEW! Mandarin Conversation for Cantonese Speakers - Level 3 (MAND 1126)

For students who have completed Mandarin Conversation Level 2 or equivalent. Most suitable for those who have some knowledge of the Chinese written language. Focus on pronunciation and more sophisticated conversation. No class October 9. $160 Fee includes GST

10 mng - Sa. Sep 25, 09:30-12:00 - KEC CRN 30421

Mandarin School for Children and Youth
Program Coordinator: Shirley Luk, 604.443.8696,
E-mail: sluk@vcc.ca

Program Assistant: 604.443.8335,

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. Focus 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 in person at City Centre Campus at 250 West Pender Street. Pay by cash, cheque, debit or credit card.**

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.**

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. Fee includes textbooks, exercise books and supplementary materials.

Traditional Version Classes

Mandarin Preschool (MAND 1119)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30038 $120
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30041 $120
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30043 $120
16 aft - Sa. Sep 11, 12:30-15:00 - KEC CRN 30064 $120

Mandarin Grade 1 (MAND 1101)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30048 $120
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30051 $120
16 aft - Sa. Sep 11, 12:30-15:00 - KEC CRN 30090 $120

Mandarin Grade 2 (MAND 1102)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30053 $120
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30054 $120
16 aft - Sa. Sep 11, 12:30-15:00 - KEC CRN 30056 $120

Mandarin Grade 3 (MAND 1103)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30058 $120
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30060 $120
16 aft - Sa. Sep 11, 12:30-15:00 - KEC CRN 30062 $120

Mandarin Grade 4 (MAND 1104)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30065 $120
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30066 $120
16 aft - Sa. Sep 11, 12:30-15:00 - KEC CRN 30092 $120

Mandarin Grade 5 (MAND 1105)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30067 $120
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30068 $120
16 aft - Sa. Sep 11, 12:30-15:00 - KEC CRN 30069 $120

Mandarin Grade 6 (MAND 1106)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30070 $120
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30071 $120
16 aft - Sa. Sep 11, 12:30-15:00 - KEC CRN 30111 $120

Mandarin Grade 7 (MAND 1107)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30072 $120
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30073 $120
16 aft - Sa. Sep 11, 12:30-15:00 - KEC CRN 30074 $120

Mandarin Grade 8 (MAND 1108)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30075 $120
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30076 $120

Mandarin Grade 9 (MAND 1109)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30077 $120

Mandarin Grade 10 (MAND 1110)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30078 $130

Mandarin Grade 11 (MAND 1111)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30079 $130 Fee includes GST

Mandarin Grade 12 (MAND 1112)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30080 $130 Fee includes GST

Register online!
Click Here!

...continued from previous page

Mandarin Conversation for Children and Teens (MAND 1133)

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

16 mng - Sa. Sep 11, 09:30-12:30 - KEC CRN 30096 $120
16 aft - Sa. Sep 11, 12:30-15:00 - KEC CRN 30097 $120

Conversational Mandarin (MAND 1138)

For children and teens who know the Hanyu Pinyin and some Mandarin but want to practice more. Designed to improve Mandarin speaking ability through intensive oral practice in class. Focus on correct pronunciation and intonation. Cultural and practical topics are included.

16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30109 $120
16 aft - Sa. Sep 11, 12:30-15:00 - KEC CRN 30110 $120

Simplified Version Classes

Mandarin Grade 1 (MAND 1201)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30115 $120

Mandarin Grade 2 (MAND 1202)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30116 $120

Mandarin Grade 3 (MAND 1203)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30117 $120

Mandarin Grade 4 (MAND 1204)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30243 $120

Mandarin Grade 5 (MAND 1205)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30118 $120

Mandarin Grade 6 (MAND 1206)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30244 $120

Mandarin Grade 7 (MAND 1207)
16 mng - Sa. Sep 11, 09:30-12:00 - KEC CRN 30245 $120

Mathematics for Children and Youth

These courses match the grade level in the regular school system. Mathematics courses have 16 sessions per term. Classes are held on Saturday afternoons at King Edward Campus. There are take home assignments for every session. Classes are taught in English.

Mathematics Grade 1 (MAND 1141)
16 aft - Sa. Sep 11, 12:30-13:30 - KEC CRN 30081 $120

Mathematics Grade 2 (MAND 1142)
16 aft - Sa. Sep 11, 12:30-13:30 - KEC CRN 30082 $120

Mathematics Grade 3 (MAND 1143)
16 aft - Sa. Sep 11, 12:30-13:30 - KEC CRN 30083 $120

Mathematics Grade 4 (MAND 1144)
16 aft - Sa. Sep 11, 12:30-13:30 - KEC CRN 30084 $120

Mathematics Grade 5 (MAND 1145)
16 aft - Sa. Sep 11, 12:30-13:30 - KEC CRN 30085 $120

Mathematics Grade 6 (MAND 1146)
16 aft - Sa. Sep 11, 12:30-13:30 - KEC CRN 30086 $120

Mathematics Grade 7 (MAND 1147)
16 aft - Sa. Sep 11, 12:30-13:30 - KEC CRN 30087 $120
16 aft - Sa. Sep 11, 13:45-14:45 - KEC CRN 30246 $120

Mathematics Grade 8 (MAND 1148)
16 aft - Sa. Sep 11, 12:30-13:30 - KEC CRN 30089 $120

Mathematics Grade 9 (MAND 1149)
16 aft - Sa. Sep 11, 12:30-13:30 - KEC CRN 30088 $120

Mathematics Grade 10 (MAND 1150)
16 aft - Sa. Sep 11, 13:30-15:00 - KEC CRN 30037 $160

Mathematics Grade 11 (MAND 1151)
16 aft - Sa. Sep 11, 13:30-15:00 - KEC CRN 30107 $160
Fee includes GST

Mathematics Grade 12 (MAND 1152)
16 aft - Sa. Sep 11, 13:30-15:00 - KEC CRN 30108 $160
Fee includes GST

Fine Arts

Children's fine arts courses have 16 sessions. They are held on Saturdays at King Edward Campus.

Cartoon Drawing (MAND 1117)
16 aft - Sa. Sep 11, 12:30-13:30 - KEC CRN 30044 $120
16 aft - Sa. Sep 11, 13:45-14:45 - KEC CRN 30098 $120

Water Colour Drawing (MAND 1118)
16 aft - Sa. Sep 11, 12:30-13:30 - KEC CRN 30099 $120

Charcoal Drawing (MAND 1125)
16 aft - Sa. Sep 11, 12:30-13:30 - KEC CRN 30046 $120
16 aft - Sa. Sep 11, 13:45-14:45 - KEC CRN 30705 $120

English Writing and Comprehension

This course will help students increase their vocabulary and learn basic grammar. Word usage and grammar practice will be emphasized through reading and working on passages. Techniques on writing skills are taught and supplemented by immediate practice. There are take home assignments for every session. Each course has 16 sessions. Classes are held on Saturday afternoons at King Edward Campus.

English Writing and Comprehension 1 (MAND 1161)
16 aft - Sa. Sep 11, 13:45-14:45 - KEC CRN 30091 $120

English Writing and Comprehension 2 (MAND 1162)
16 aft - Sa. Sep 11, 13:45-14:45 - KEC CRN 30100 $120

English Writing and Comprehension 3 (MAND 1163)
16 aft - Sa. Sep 11, 13:45-14:45 - KEC CRN 30101 $120

English Writing and Comprehension 4 (MAND 1164)
16 aft - Sa. Sep 11, 13:45-14:45 - KEC CRN 30102 $120

English Writing and Comprehension 5 (MAND 1165)
16 aft - Sa. Sep 11, 13:45-14:45 - KEC CRN 30103 $120

English Writing and Comprehension 6 (MAND 1166)
16 aft - Sa. Sep 11, 13:45-14:45 - KEC CRN 30104 $120

English Writing and Comprehension 7 (MAND 1167)
16 aft - Sa. Sep 11, 13:45-14:45 - KEC CRN 30105 $120

TESOL Teacher Training Programs

Vancouver Community College is recognized nationally and internationally as a leader in teaching English to speakers of other languages (TESOL) teacher training and is home to the largest TESOL 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 TESOL teacher training.

TESOL Programs

TESOL Diploma Program

Senior Program Coordinator: Jennifer Pearson Terell
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 English equivalent to a score of 570 on the written TOEFL Test, 230/300 on the computer TOEFL Test, Band 6.5 on the IELTS Test or 145/200 on the VCC English Language Assessment. Please note that applicants whose first language is not English may be asked to submit an English language proficiency test score at the discretion of the Program Coordinator.

- 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 33-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. $325

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 24-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. $235

TESOL Internship (TESO 1139)

The TESOL Internship is a 50-hour course. Consisting of 25 hours of compulsory workshops and 25 hours of practice teaching in an English language classroom. $490

TESOL Elective Courses

Twenty-one 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 Terell

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 364 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 Terell

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 English equivalent to a score of 570 on the written TOEFL Test, 230/300 on the computer TOEFL Test, Band 6.5 on the IELTS Test or 145/200 on the VCC English Language Assessment. Please note that applicants whose first language is not English may be asked to submit an English language proficiency test score at the discretion of the Program Coordinator.

- 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. $300

Teaching Grammar (TESO 1104)

This course examines the instructional methodology used to teach grammar to English language learners. $375

Teaching Listening and Speaking (TESO 1105)

This course examines the instructional methodology used to teach listening and speaking skills to English language learners. $375

Teaching Pronunciation (TESO 1108)

This course examines the instructional methodology used to teach pronunciation to English language learners. $375

Teaching Reading and Writing (TESO 1106)

This course examines the instructional methodology used to teach reading and writing skills to English language learners. $375

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. $400

MA: Applied Linguistics and TESOL - University of Leicester

Senior Program Coordinator: Jennifer Pearson Terell

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 world class masters program provides excellent and accessible opportunities for students living in Canada to study Applied Linguistics and TESOL at a graduate level. The University of Leicester masters program is available on line or on site at the University of Leicester. All graduates from TESOL Diploma Program and TESOL Inservice Diploma Program at Vancouver Community College are eligible for exemption from Module One. Academic support is provided by the University of Leicester through their world class Distance Learning Unit which fully supports all distance learners with enquiry, database, and inter-library loan student services.

Admission Requirements

- University degree in high standing

- Two years of documented English language teaching experience

- TESOL Credential from a recognized educational institution

- English language Proficiency: 250/300 on the computer TOEFL Test, 600 on the written TOEFL Test or Band 6.5 on the IELTS Test

Fees

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

Schedule

Please contact Program Coordinator Patricia Fahrni by e-mail for an information package outlining application procedures and deadlines.

TEFL Certificate Programs

TEFL Certificate Program (Part Time Studies)

Senior Program Coordinator: Jennifer Pearson Terell

Program Coordinator: Alison McBride

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

The TEFL Certificate Program (part time studies) is a 100 hour program for people who are planning to teach English internationally. This program is designed for those students who wish to complete their TEFL Certificate through a part time studies program. 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

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

Program Fees $1025

Intensive TEFL Certificate for Internationals (TESO 1250)

Senior Program Coordinator: Jennifer Pearson Terell

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 is required: 480 on the written TOEFL Test, 157/300 on the computerized TOEFL Test, 650 on the TOEIC Test, or 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 is July 11, 2004)
November 1 to November 26, 2004
(Application Deadline is September 24, 2004)
January 3 to January 28, 2005
(Application Deadline is December 1, 2004)
May 2 to May 27, 2005
(Application Deadline is April 4, 2005)
July 18 to August 12, 2005
(Application Deadline is June 6, 2005)
October 31 to November 25, 2005
(Application Deadline is October 3, 2005)

Intensive TEFL Certificate for Canadians (TESO 1238)

Senior Program Coordinator: Jennifer Pearson Terell

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

August 3 to August 27, 2004
(Application Deadline is June 1, 2004)
October 4 to October 29, 2004
(Application Deadline is September 5, 2004)
January 10 to February 4, 2005
(Application Deadline is December 1, 2004)
May 9 to June 3, 2005
(Application Deadline is April 4, 2005)
August 2 to August 26, 2005
(Application Deadline is July 4, 2005)
October 3 to October 28, 2005
(Application Deadline is September 5, 2005)

Intensive TEFL Certificate for Teaching Young Learners (TESO 1252)

Senior Program Coordinator: Jennifer Pearson Terell

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: 480 on the written TOEFL Test, 157/300 on the TOEFL Test, 650 on the TOEIC Test, or 108/200 on the VCC English Language Assessment is required for admission into the Intensive TEFL Certificate for Young Learners

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

*July 26 to August 20, 2004
(Application Deadline - June 1, 2004)
September 27 to October 22, 2004
(Application Deadline is August 31, 2004)
January 31 to February 26, 2005
(Application Deadline is January 3, 2005)
May 30 to June 24, 2005 (Application Deadline is May 10, 2005)
August 2 to August 26, 2005 (Application Deadline is June 1, 2005)
September 26 to October 21, 2005 (Application Deadline is August 31, 2005)*

Tutoring ESOL Certificate Program

Senior Program Coordinator: Jennifer Pearson Terell

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.

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

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

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.

TESOL Program Management

TESOL Program Management Certificate

Senior Program Coordinator: Jennifer Pearson Terell

Program Coordinator: Jayeson Van Bryce

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

The TESOL Program Management Certificate is designed to provide training for those planning to administer or manage an institution or program dedicated to teaching English to speakers of other languages (TESOL) 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 TESOL Program. The Core Program consists of courses in TESOL Program Administration and Business Management. All successful graduates are awarded the TESOL 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 TESOL Program Management Certificate

- An English language proficiency test score of 570 on the written TOEFL Test or 230/300 on the computerized TOEFL Test is required for admission into the English Language Program Management Certificate Program.

- 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 TESOL Program (TESO 1212)

This six-hour workshop will present an introduction to how to successfully manage and operate a TESOL 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

TESOL Program Administration (TESO 1255)

This 30-hour core course will examine the successful management and administration of a TESOL 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 $85

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 $85

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 $85

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 $85

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 $85

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 $85

Preparing Your Business Plan (BUSI 1139)

This course will present the essentials of creating a business plan. (Three hours) Fee $85

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 $165

Fees

Program Fees $1535

Program Schedule

The TESOL 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

5 ways to Register

1 **Register online!**
Click Here!
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 West Pender Street Vancouver, BC V6B 1S9 Please provide complete information

4 **By Phone**
Pay by MasterCard, VISA or American Express 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, American Express 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, AMERICAN EXPRESS 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	❏ VISA	❏ MasterCard	❏ American Express

❏ **Cheque**

Name on Card

❏ **Money Order**

Credit Card Account Number

❏ **Fee Credit**

Expiry Date

$ _____ **Total**

Signature   Date

The information on this form is collected under the authority of the Freedom of Information/Protection of Privacy Act and is needed to process your application for admission. If you have any questions about the collection or use of the information, contact the Director of Professional and Continuing Studies, telephone 604-443-8484.

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

Withdrawals, Refunds & Course Cancellations
Unless otherwise stated in course materials or advertising, refund requests **must be received prior to the second session of the course**. Refund requests must be accompanied by your original receipt.
GENERALLY, REFUNDS ARE SUBJECT TO AN ADMINISTRATIVE CHARGE OF 20% OF COURSE FEES, TO A MAXIMUM OF $30 PER COURSE.
Specific refund policies may apply to some programs and courses. Refer to particular program area details for this information.
We are pleased to issue a "deferred fee credit" for 100% of the course fee. Fee deferred credits are valid for **up to one year only**. Normally, all refunds are issued by cheque.
Refund requests to credit cards or debit cards must be made in person only. Please allow 4-6 weeks for processing refunds. The College reserves the right to cancel courses due to unavailablility of instructors, facilities or insufficient enrollment. FULL refunds will be made for any cancelled courses.

Register online!
Click Here!

Teaching — A world of difference

BC Provincial Instructor Diploma
Start a career in adult education and training with the Instructor Diploma, recognized by employers throughout B.C.

Professional Trainer Series
Learn to be a powerful, effective trainer in business and industry with this series, transferable to the Instructor Diploma program.

Diploma in Adult Education
Expand your current Instructor Diploma with in-depth teaching skills and knowledge; transferable to bachelor's degree programs.

Certificate in Online/eLearning
Learn all aspects of planning, designing, developing and delivering classes online.

For more information call **604.871.7488** or visit **www.instructordiploma.com**

School of Instructor Education   Centre for Transportation Trades
School of Health Sciences   School of Hospitality and Business
Technology Programs   Centre for Professional and Continuing Studies
School of Arts, Sciences and Language Studies   School of Music

Vancouver Community College