

April - August 2005

Vancouver Community College *Centre for Continuing Studies*



604.443.8484

**Look inside for our professional
credential programs including:**

- ◆ Accounting & Information Technology
- ◆ Bed and Breakfast
- ◆ Business Leadership & Management
- ◆ Interpreting
- ◆ Leadership & Coaching
- ◆ Teaching English to
Speakers of Other Languages
- ◆ Upgrading for
Health Professionals

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www.vcc.ca



**Vancouver
Community
College**



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Designer • Daniel Rohloff, Marketing
 Photographer • Lauch McKenzie, Media Services
 Photo Coordinator • Karen Wilson, Communications
 Thanks to the VCC students and staff who helped with this calendar.

D0089 • CS Calendar Spring 2005 (April-Aug) • 02.15.05 • 280k

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Centre for 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

How to Craft Irresistible Query Letters (CWRI 1132)

Whether you write magazine articles, non-fiction books, or novels, you must compose query letters that captivate editors/agents. Learn essential components/styles for each type of letter, start to develop the key paragraphs; discover how to format print and electronic queries, handle follow-ups, manage the oral query - a real possibility in Canada! Explore the tools to master the art of effective query letters. Receive no-nonsense advice to craft irresistible queries that result in publication! 6 hours (Ferguson) \$165 Fee includes GST

1 day - Sa. Apr 16, 09:00-16:00 - CC **CRN 20383**

Creative Journal Writing (CWRI 1133)

Participate in 16 journal techniques designed to help you write naturally and spontaneously. Learn to use your journal to experiment with creative writing, track the cycles, patterns and trends in your life, record your personal story, tap into your wise inner voice, clarify personal and career goals, and safely release tension, frustration, anger and other strong emotions. Free yourself to write intuitively, and without restraint! 12 hours (Chaplin) \$225 Fee includes GST

4 eve - Tu. Apr 26, 18:30-21:30 - CC **CRN 20384**

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! 3 hours (Ferguson) \$80 Fee includes GST

1 eve - We. Apr 27, 18:30-21:30 - CC **CRN 20385**

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. 9 hours (Metcalf) \$165 Fee includes GST

3 eve - Tu. May 3, 18:30-21:30 - CC **CRN 20386**

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. 3 hours (Ferguson) \$80 Fee includes GST

1 eve - Th. May 4, 18:30-21:30 - CC **CRN 20389**

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. 6.5 hours (Metcalf) \$165 Fee includes GST

1 day - Sa. May 7, 09:00-16:30 - CC **CRN 20388**

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. 3 hours (Ferguson) \$80 Fee includes GST

1 eve - We. May 11, 18:30-21:30 - CC **CRN 20390**

Brainstorming Brilliant Bios (CWRI 1134)

We all need brilliant bios, both short and long, to convince editors and agents that we are ideal to write a particular article or book. Indeed bios are the second most important piece of promotional writing writers undertake after composing descriptions of their work. Unearth the data you must include in a reassuring bio, expose the no-no's, illuminate the factors that spark success, and begin the composition process for one pagers and six liners! Don't let your bio let you down! 3 hours (Ferguson) \$80 Fee includes GST

1 eve - We. May 18, 18:30-21:30 - CC **CRN 20406**

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: www.vcc.ca/FashionArts

New Designer Fashion Show Fiat Mode XVII - October 2005

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

Application Deadlines

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

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.

Fashion Illustration (FASH 1150)

Interested in entering the Fashion Arts Certificate Programs? Improve your skills, update your drawing style and prepare a portfolio. Learn the basics of fashion drawing and the variety of media involved - from conte to guache and more. Render a variety of fabrics, study work of well-known illustrators and draw from a live model. Bring to first class: 18" x 24" newsprint sketch pad, black/brown conte crayon, 4B pencil. 30 hours (Dodd) \$280

10 eve - Tu. Apr 19, 18:30-21:30 - CC **CRN 20611**

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. 24 hours (Sustersich) \$225

6 aft - Sa. Apr 16, 12:30-16:30 - CC **CRN 20009**

Collection Design — An Introduction (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. 30 hours (Scott) \$280

10 eve - Mo. Apr 18, 18:30-21:30 - CC **CRN 20638**

Fashion Arts 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: www.vcc.ca/FashionArts

VCC's Fashion Arts Programs are among the most successful in Western Canada. All are designed for those entering the fashion industry and for professionals who wish to upgrade. Taught by industry-experienced instructors, our reputation builds on developing excellent technical skills and individual creativity. Employers seek our grads to make their mark on the local and international fashion scenes.

This flexible self-paced two-year program includes four separate Certificates: Pattern Making, Garment Construction, Fashion Design, and Fashion Arts. Choose the full program or concentrate on an individual Certificate. On a part-time evening basis, maintain regular employment while completing training. Students take one course in each of the three areas of study per 12 week term, attending three nights a week over a two year period.

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 \$30 application fee must be submitted with the application form.

Application Deadlines

February 15 for entry in April

June 15 for entry in September

Required Courses

Fashion Design Certificate

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.

Free Information Sessions

Counselling Skills and Substance Abuse Certificate Programs (pg 23)

Wednesday, March 30, 2005, Wednesday, June 22, 2005,
OR Wednesday, September 7, 2005, 18:30, City Centre

Paralegal Certificate Program and Paralegal Diploma Program (pg 14)

Wednesday, April 6, 18:30, City Centre, Rm 237

Office Administration Certificate Program (pg 8)

Thursday, April 7, 17:30, City Centre, Rm 237

Business & Technical Writing Certificate Program (pg 8)

Wednesday, April 13, 17:30, City Centre, Rm 218B

Business Leadership and Management Certificate Program (pg 14)

Tuesday, April 12, 17:30 - City Centre, Rm 218B

Interpreting Certificate Program (pg 25)

Thursday, September 8, 19:00, City Centre



**All prices include the College Initiative Fee (CIF)
for courses of over eight hours to a maximum of \$3.
The CIF supports college initiatives.**



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: www.vcc.ca/FashionArts

Study full time, daytime and fast-track for one-year! Based on our reputable part-time program, this certificate focuses on four areas: Fashion Design, Pattern Making, Garment Construction, and Fashion Business and Technology. Participate in an optional work-study placement on successful completion. Graduates can transfer credits to other design programs based on transcript/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 15 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 \$30 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
Photoshop for Fashion (FASH 1410) 3 credits

Fashion Merchandising Associate Certificate Program

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

Program Assistant: Phone: 604.443.8677

Registration: 604.443.8484

Website address: www.vcc.ca/FashionArts

A career in fashion merchandising takes you into the dynamic, fast-paced worlds of retail and wholesale marketing. Merchandisers are "people-persons" with an eye for colour, flair for fashion, and aptitude for management. Combine studies in business fundamentals with fashion theory using a multi-dimensional approach. Learn to project accurate forecasts for profits in sales and utilize varied techniques of merchandising to attract consumers.

This flexible, part-time evening 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.

Application Procedures

None required

Required Courses

FASH 1176 Merchandising Fashion
FASH 2202 Textiles
FASH 1402 Retail Sourcing and Buying
FASH 1301 History of Fashion
FASH 1401 Fashion Retailing and Management
FASH 1204 Fashion Trends Forecasting
FASH 1406 Fashion Marketing and Promotion
FASH 1404 Fashion Styling

Merchandising Fashion (FASH 1176)

From initial concept to consumer demand, students will explore the merchandising process. Topics include trends, top designers, social influence on fashion, the necessity of higher-priced apparel, and the timing of fashion. This course is ideal for those who are looking for a career in the field of fashion merchandising (design, manufacturing, and retail) or for those who want to advance their careers in the fashion industry. 36 hours (Ho) \$295

12 eve - Mo. Apr 4, 18:30-21:30 - CC **CRN** 20011

Fashion Trends Forecasting (FASH 1204)

Gain a general overview of the job of the fashion forecaster and the fashion forecasting process. Learn to differentiate between a trend and a fad, how to predict new fashion colours, popular fabrics, new styles, and upcoming trends. An important and essential course for the fashion designer, merchandiser, retailer, and the consumer. Class structures will consist of lectures, group discussions, projects, guest speakers, and presentations. 36 hours (TBA) \$295

12 eve - Tu. Apr 5, 18:30-21:30 - CC **CRN** 20610

History of Fashion (FASH 1301)

A study of the evolution of western fashion from early Europe to the 20th century provides the designer with an understanding of the development of fashion and the ability to apply this knowledge to current and future fashion. The course promotes research and provides design inspiration, with the student demonstrating personal interest in the completion of an individual design project or reproduction garment. 36 hours (Pearson) \$295

12 eve - We. Apr 6, 18:30-21:30 - CC **CRN** 20010

Fashion Marketing and Promotion (FASH 1405)

Study the theory and practical application of fashion sales promotion, public relations, special event promotion that influence the sale of merchandise, services and concepts. Examine market planning, environmental influences, research, information systems, and consumer behaviour in the everchanging fashion industry. Organize professional quality presentations including evaluation of copy for advertising visual display, internal communications and direct mail for various markets. 36 hours (Ho) \$295

12 eve - Th. Apr 7, 18:30-21:30 - CC **CRN** 20014

Courses Offered in September Term

Merchandising Fashion (FASH 1176)

Fashion Sourcing and Buying (FASH 1402)

Fashion Retailing and Management (FASH 1401)

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*

6 Applied Art & Design / Baking Pastry Arts



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.

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.

Access your **student tax receipt** online



www.vcc.ca

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

This part-time program is 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 successful completion of 428 hours (35 credits). 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 36 hours (Fensom) \$370

12 eve - Th. Apr 14, 18:30-21:30 - CC **CRN** 20636

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 36 hours (Keith) \$370

12 eve - We. Apr 13, 18:30-21:30 - CC **CRN** 20633

AutoCAD for Interior Designers (INTD 1150)

Today's designer relies heavily on computer aided drafting to communicate design details, make revisions and transfer information between disciplines. Learn techniques for producing 2D CAD drawings and move quickly from a "beginner" to "capable" user. Master the basics of AutoCAD and learn how to effectively use creative drawing strategies and shortcuts. Study drawing, editing, dimensioning and drawing layout, specific to Interior Design. Prerequisite: Basic Drafting. 3 credits 36 hours (Miller) \$370

12 eve - Th. Apr 14, 18:30-21:30 - CC **CRN** 20632

Space Planning 1 (INTD 1109)

Study of residential space planning and utilization of interior space as applied to functional and aesthetic requirements. Furniture types and dimensions will be covered. This is the first studio in a sequential series of design courses in which students apply their skills to small scale residential projects. Prerequisite: Design Basics (INTD 1158), co-requisite: Basic Drafting (INTD 1110) 36 hours (Repard) \$370

12 eve - We. Apr 13, 18:30-21:30 - CC **CRN** 20634

Lighting (INTD 1121)

Lighting plays a significant role in determining the effectiveness of any designed space. Interior designers must understand the relationship between lighting, atmosphere, the end user and overall efficiency. Gain a foundational understanding of residential lighting in the context of aesthetic, functional and economic factors. Learn basic principles of lighting design; including criteria, calculations, planning, code and layout. Develop an understanding of lighting design and its' relationship to the overall design process. 1.5 credits 20 hours (Keith) \$230

8 eve - Th. Apr 14, 18:30-21:00 - CC **CRN** 20637

Graphic Presentation* (INTD 1160)

Felt markers are used to develop quick communicative sketching abilities. One and two point perspective roughs with suggestions of pattern, texture and colour will be explored. Development of a personal identity package (logo, letterhead, business card) and investigation of current professional presentation techniques and practices. 3 credits 36 hours (Lyon) \$370

12 eve - Tu. Apr 12, 18:30-21:30 - CC **CRN** 20635

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 1103)

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. 24 hours (Brechault) \$405 Fee includes GST

8 eve - Mo. Apr 18, 18:30-21:30 - CC **CRN** 20075

Jewellery Techniques II (JEWL 1104)

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. 24 hours (Phillips) \$405 Fee includes GST

8 eve - We. Apr 20, 18:30-21:30 - CC **CRN** 20523

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

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.

Cake Decorating for All Occasions (CUIS 1121)

Learn the art of decorating birthday, occasion cakes and dessert cakes. Recipes included. 15 hours (Bratkowski) \$240

5 eve - Mo. Apr 11, 18:30-21:30 - CC **CRN** 20183

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! 12.5 hours (Dauke) \$190

5 eve - Tu. Apr 19, 18:30-21:00 - CC **CRN** 20184

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. 12.5 hours (Pohl) \$190

5 eve - We. Apr 13, 18:30-21:00 - CC **CRN** 20185

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. 12.5 hours (Pudar) \$190

5 eve - We. Apr 13, 18:30-21:00 - CC **CRN** 20186

Dessert Making and Plate Presentations (CUIS 1122)

Become knowledgeable in making desserts and learn the latest trends and techniques of plating and presentations. 9 hours (Pudar) \$150

3 mng - Sa. Apr 16, 09:30-12:30 - CC **CRN** 20187

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! 3 hours (Jensen) \$70

1 mng - Sa. Apr 16, 09:30-12:30 - CC **CRN** 20188

Basic Breads (CUIS 1102)

Multigrain, cornmeal and raisin breads will be demonstrated and created. Take home samples included. 4 hours (Rudolph) \$90

1 mng - Sa. Apr 30, 08:30-12:30 - CC **CRN** 20380

More Pies! Pies! Pies! (CUIS 1133)

Professionals bake pies with tender and delicious crusts - do you? Learn to make a variety of different crusts and toppings suitable for the finest occasion. Understand the basics of pie dough and fruit fillings using apple, tart-tatin, double crust bumble berry pie, poached pears and streusel. Take-home samples included. 4 hours (Cyr) \$90

1 mng - Sa. Apr 30, 08:30-12:30 - CC **CRN** 20189



NEW!

Bed and Breakfast

Program Coordinator: Patricia Fahrni
E-mail: pfahrni@vcc.ca

Program Information: 604.443.8677

Registration: 604.443.8484

NEW!

Bed and Breakfast Certificate Program - Distance Education

The Bed and Breakfast Certificate Program is an online program designed for adults throughout BC who wish to successfully open and operate Bed and Breakfast accommodation. The Program is also for those already operating Bed and Breakfast accommodation who wish to evaluate and improve their operation.

Participants receive a study package and work online with experienced professionals from the Bed and Breakfast field. This is a practical, comprehensive Program that includes the following aspects of Bed and Breakfast accommodation: the physical plant, costing and operations, marketing, menus, hospitality, communications and networking. On successful completion, graduates receive the Vancouver Community College Bed and Breakfast Certificate. Plan on 15 hours of study per week for this 8-week Program. 120 hours \$700

Bed and Breakfast is one of the fastest growing home-based businesses. More and more people are discovering this interesting and unique form of accommodation. If you are only thinking about B&B, this course will help you make an informed decision about getting into the B&B business. If you are already operating a B&B, this course provides a basis for review and evaluation of your operation.

Entrance Requirements

Reliable Internet access is required. Participants require an English language fluency level at least equivalent to that of a BC high school graduate.

Registration Procedure

Registration deadline of March 24, 2005

Register online, by phone, by fax or in person.

Feel free to reach Coordinator Patricia Fahrni at pfahrni@vcc.ca for more information.

Bed and Breakfast Certificate Program (BBCP 1101)

8 weeks - April 11 - June 4 - CC **CRN 20526**

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 residential, commercial and institutional building supervisors, staff, contract cleaners and others responsible for general cleaning and floor maintenance. Examine soil types, cleaners, chemicals, germicides, disinfectants, washroom and window cleaning, sweeping methods, equipment, floor machines and servicing specialty areas. Learn about safety, liability issues and WHMIS regulations. Hands-on training with powered equipment not included. Upon successful completion, a Document of Completion will be issued. 30 hours (Grose) \$295

5 day - Sa. Apr 16, 09:00-16:00 - CC **CRN 20381**

Building Service Management (REAL 1110)

Intended for building supervisors, service staff and others in building management. Explore basic supervisory and management skills focusing on practical solutions to problems. Topics: budget preparation, controls, estimates and costing; purchasing of equipment and chemicals; inventory control. Learn about teamwork and leadership skills, scheduling, motivating and supervising a multi-cultural staff. Selection and care of powered equipment is also covered. Recognized by CAHA/CBSA for Professional Certification credit. 39 hours (Neuls) \$365

13 eve - Mo/We. Apr 18/20/25/27, May 2/4/9/11/
16/18/25/30, Jun 1, 18:30-21:30 - CC **CRN 20382**

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. 30 hours (Neuls)

Available September 2005

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. Fee includes cost of Residential Tenancy Act and Residential Tenancy Regulation. 20 hours (Chauvin)

Available September 2005



Tenancy Act Update (REAL 1112)

Are you sure you have the most recent information in dealing with tenants? Learn about the changes and improvements to the new Residential Tenancy Act and Regulations. This is essential information for participants of Law and Tenant Relations (REAL 1101) prior to January 2004. 6 hours (Chauvin) \$105

1 day - Sa. Apr 30, 09:00-16:00 - CC **CRN 20408**

Business, Career & Law

Business English Skills

Senior Program Coordinator:

Anne Tollstam, 604.443.8668

Program Assistant: Patricia Tang, 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 at \$285 - a saving of \$35. This is not an ESL course. It is recommended that students register in Grammar Review for Productive Business Writing (OACP 1104) prior to enrolling in Writing Dynamic Business Letters (OACP 1103).

All Four Courses Listed Below: \$285

Grammar Review for Productive Business Writing (OACP 1104)

Building a Powerful Vocabulary (OACP 1106)

Writing Dynamic Business Letters (OACP 1103)

Effective Memo and Report Writing (OACP 1107)

Grammar Review for Productive Business Writing (OACP 1104)

Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. 6 hours (Gossen) \$80

1 day - Sa. Apr 30, 09:00-16:00 - CC **CRN 20401**

Building a Powerful Vocabulary (OACP 1106)

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

1 day - Sa. May 14, 09:00-16:00 - CC **CRN 20402**

Writing Dynamic Business Letters (OACP 1103)

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

1 day - Sa. May 28, 09:00-16:00 - CC **CRN 20403**

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

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

1 day - Sa. Jun 11, 09:00-16:00 - CC **CRN 20404**

Note

Business English Skills Test

Sa. Jun 18, 09:00 - CC

We. Nov 23, 18:00 - 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 Preparation (OACP 1187)

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

1 day - Sa. Apr 23, 09:00-12:00 - CC **CRN 20405**

Business English Skills: You Asked for More! (OACP 1197)

Improve business writing skills and build your vocabulary! As an extension of Writing Dynamic Business Letters, these sessions will help you write clearly, concisely and correctly for success in today's business world. Materials and exercises focus on how to read, comprehend and write more effectively. In-class assignments such as letters, e-mails and summaries will be checked for grammar and clear writing. A must for students looking to improve grammar, vocabulary and business writing skills! 12 hours (Gossen) \$122

4 eve - Mo. May 30, 18:00-21:00 - CC **CRN 20728**

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) \$122

4 eve - Mo. Sep 26, 18:00-21:00 - CC

**Register
online!**

Click Here!



Business Writing

Business & Technical Writing Certificate Program

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Advisor: Peggy Worobetz, 604.443.8670

Program Assistant: Patricia Tang, 604.443.8711

To register and for general information, 604.443.8484

Information Session:
Wednesday, April 13, 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 - We. Apr 13, 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 will build your professional portfolio.

This program consists of nine, one day courses. Participants may register for courses individually. Courses are offered on Saturdays on a rotating basis.

Proposal Writing (TECW 1105)

An effective proposal sets you apart in the current competitive market place. This course examines the principles and techniques of writing and presenting winning proposals. The course covers process, style, content and delivery. 6.5 hours (Gossen) \$155

1 day - Sa. May 7, 09:00-16:30 - CC CRN 20078

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. 6.5 hours (Desprez) \$155

1 day - Sa. Jun 4, 09:00-16:30 - CC CRN 20077

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. 6.5 hours (Twiss) \$155

1 day - Sa. Jun 25, 09:00-16:30 - CC CRN 20076

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. 6.5 hours (Desprez) \$155

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

Information Design and Human Factors (TECW 1110)

This course explores effective audience-centred information design for print and web-based media. Preview the principles and processes of effective information design, as well as human factor issues for consideration and analysis. This is not a computer course. 6.5 hours (Twiss) \$155

1 day - Sa. Oct 22, 09:00-16:30 - CC

Document Project Management (TECW 1104)

This session covers the critical steps in managing document projects from conception or proposal through to delivery. Learn how to produce a document plan and how to monitor project process. 6.5 hours (TBA) \$155

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

Technical Communication (TECW 1101)

Examine the various forms and styles for producing effective technical writing. Content includes techniques for describing, defining and interacting in print. 6.5 hours

Available Winter 2006

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. 6.5 hours

Available Winter 2006

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. Focus on the use of editing skills to improve writing. Practise the three levels of editing, peer review and group editing. Other topics include: grammar review, plain language, conceptual and stylist editing, proofreading, interpersonal issues in editing, and computerized document checkers. 6.5 hours

Available Winter 2006

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

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. 6 hours (Sieling) \$180 Fee includes GST

2 eve - Tu/Th. Apr 26/28, 18:00-21:00 - CC CRN 20149

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. 6 hours (Sieling) \$180 Fee includes GST

2 eve - Tu/Th. May 3/5, 18:00-21:00 - CC CRN 20150

Writing Requirements (BUSI 1173)

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; yet their development is often overlooked for more immediate needs. Technical writers who can produce software requirements are more deeply involved and contribute more strength to the development effort by helping define the product rather than just its documentation. 6 hours (Sieling) \$180 Fee includes GST

2 eve - Tu/Th. May 10/12, 18:00-21:00 - CC CRN 20151

Office Administration

Office Administration Certificate Program

Senior Program Coordinator:

Anne Tollstam, 604.443.8668

Program Assistant: 604.443.8711

Information Session: Thursday,
April 7, 17:30
City Centre, Room 237

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 9 for details on our Business English Review and Preparation course and even use these 3 hours as an elective prior to program entry.

Core Office Administration Courses

These courses are required under any of the certificate options. Courses will be rotated from term to term and may be taken in any order:

Office Procedures - 18 hours

Business English Skills Package - 24 hours

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

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

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

Note

Office Procedures is not a required course for the Legal or Medical option but may be taken as an elective course in the Legal option.

Challenge exam available for Office Procedures (OACP 1126)

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

College Closures

Good Friday March 25

Easter Monday March 28

Victoria Day May 23

Canada Day July 1

BC Day Aug 1

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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).

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) \$162

8 eve - We. Apr 20, 18:30-21:30 - CC **CRN 20392**

Introduction to Bookkeeping (OACP 1130)

This introductory course will deal with the procedures that make up the accounting cycle for a service business. You will be introduced to transactions, journals, general ledgers, trial balanced, as well as preparing simple financial statements. The text/kit is Accounting Fundamentals, Sixth Edition, Hoffman Pacy Flashner, Text should be purchased from City Centre Bookstore before the first class. 24 hours (Huston) \$167

8 eve - We. Apr 20, 18:30-21:30 - CC **CRN 20387**

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) \$66

2 eve - We. Jun 15, 18:30-21:30 - CC **CRN 20398**

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) \$152

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

Administration and Supervision

Supervisory/Management and Decision Making (OACP 1127)

This course will focus on the techniques and skills required to manage effectively within today's organization. Topics covered include communication, decision making and leadership skills, all vital skills for an effective supervisor/manager. 24 hours (Kaye) \$157

8 eve - Mo. Apr 25, 18:30-21:30 - CC **CRN 20399**

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) \$152

Available January term 2006

Other Administration, Supervision and Elective Courses

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

Effective Notes and Minutes (OACP 1122)

Effective note taking will contribute to the success of a meeting and enhance a company's productivity. Separate the important from the unnecessary and learn to use the role of a recorder to contribute to the success of a meeting. Learn to prepare an effective agenda, prepare for a meeting and follow up after the meeting. 6 hours (Kaye) \$110

1 day - Sa. May 7, 09:30-16:30 - CC **CRN 20400**

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. 6 hours (Kaye) \$110

1 day - Sa. Oct 22, 09:30-16:30 - CC

Computer Foundations (CMPT 1101)

For description, see Computer/Keyboarding page 19

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. Apr 30, 09:00-16:00 - CC **CRN 20401**

Building a Powerful Vocabulary (OACP 1106)

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

1 day - Sa. May 14, 09:00-16:00 - CC **CRN 20402**

Writing Dynamic Business Letters (OACP 1103)

Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc.). Some feedback will be given, but this seminar

focuses on providing information and direction on the most up-to-date ways of communicating in business. 6 hours (Gossen) \$80

1 day - Sa. May 28, 09:00-16:00 - CC **CRN 20403**

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

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

1 day - Sa. Jun 11, 09:00-16:00 - CC **CRN 20404**

Note: Business English Skills Test

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

Sa. Jun 18, 09:00 - CC

Business English - Non Package

Business English Skills Preparation (OACP 1187)

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

1 day - Sa. Apr 23, 09:00-12:00 - CC **CRN 20405**

Business English Skills: You Asked for More! (OACP 1197)

Improve business writing skills and build your vocabulary! As an extension of Writing Dynamic Business Letters, we 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. A must for students looking to improve grammar, vocabulary and business writing skills. 12 hours (Gossen) \$122

4 eve - Mo. May 30, 18:00-21:00 - CC **CRN 20728**

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) \$122

4 eve - Mo. Sep 26, 18:00-21:00 - CC

Register online!

Click here!



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 play, and evaluation of thinking and learning styles. The goal is for you to become more knowledgeable of oral communication barriers and skills and gain confidence and comfort in the public forum! 18 hours (Kaye) \$192

6 eve - Mo. Sep 26, 18:30-21:30 - CC

Computers/Keyboarding

Keyboarding for Beginners (OACP 1102)

Keyboarding is a skill needed for success in virtually every career. Because keyboarding is a skill, to be successful you must apply proper techniques and meaningful practice in each class. Learn to key letters, numbers and symbols. Classes are taught on computers with a keyboarding text and exciting Windows software. Textbook: College Keyboarding to be purchased at City Centre Bookstore prior to first session. 18 hours. (TBA) \$116

6 mng - Sa. Apr 23, 09:30-12:30 - CC **CRN 20412**

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) \$126

6 mng - Sa. Apr 23, 09:30-12:30 - CC **CRN 20509**

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. 30 hours \$297

10 eve - We. Apr 20, 18:30-21:30 - CC **CRN 20192**

Medical Office Billing - Computerized (OACP 1137)

For description, see Medical, page 10.

Legal

Legal Package

This five-course program package will introduce you to basic concepts and legal office routines. Gain an understanding of the value of discretion and confidentiality in the legal field, and familiarity with basic legal forms and procedures in respect to the four major areas of law. Introduction to the Legal Office Program (3 hours) is the first of five courses. Courses are nine hours in duration. Enroll in individual courses or register for the package of all five courses at a reduced rate of \$355:

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 (Birdsall) \$46

1 eve - Tu. Sep 27, 18:30-21:30 - CC

Conveyancing (OACP 1117)

This introductory course will provide an overview of the responsibilities and duties of conveyancing staff, including the steps required to complete a typical residential conveyance. 9 hours. (Cowie) \$86

3 eve - Th. Sep 29, 18:30-21:30 - CC

Civil Litigation (OACP 1114)

Discusses the levels of Court in British Columbia and takes you step-by-step through the procedures of a civil case, from Writ of Summons to trial, judgement and execution. 9 hours (Harrison) \$86

3 eve - Tu. Oct 25, 18:30-21:30 - CC

Family Law (OACP 1116)

Covers the "Family" court system in British Columbia and the various procedures and forms used in matrimonial law. Focus will be on Divorce Act Applications and Family Relations Act proceedings. 9 hours (Miller) \$86

3 eve - Th. Oct 20, 18:30-21:30 - CC

Corporate (OACP 1115)

Overview of incorporating a British Columbia company, plus annual reports and filings, and keeping minute books. 9 hours (Birdsall) \$86

3 eve - Tu. Oct 4, 18:30-21:30 - CC

The Legal Office Skills Test

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

1 eve - Tu. Nov 15, 18:30-21:30 - CC

Students who complete the Office Administration Certificate with a specialty in the Legal Office Skills may continue their studies in the Paralegal Certificate Program, in specialty areas such as Litigation, Corporate, Real Estate Law and Family and Estates. Those who currently have one year office experience and want to advance to the Paralegal Program may do so after only completing the Intro to the Legal Package.

Legal - Non-Package Courses

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) \$125

4 eve - We. Jun 1, 18:30-21:30 - CC **CRN 20510**

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) \$107

3 eve - We. Sep 28, 18:30-21:30 - CC

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) \$112

4 eve - We. Oct 19, 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) \$110

3 eve - We. Nov 16, 18:30-21:30 - CC

Medical

Medical Terminology I (OACP 1108)

A complete introduction to medical language for those wishing to work in technology/laboratory or related health fields. Learn the basics of anatomy, physiology, pathology, body structure and functions. Explore disease processes, investigations, treatments and learn surgical terms and practical applications. Study word parts (stems, prefixes, suffixes and abbreviations), pronunciation and spelling. Part one of a two-part course. Purchase: The Language of Medicine (Chabner) at CC Bookstore prior to class. 30 hours (Menhinick) \$187

10 eve - Tu. Apr 19, 18:30-21:30 - CC **CRN 20512**

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. Purchase: Medical Transcription, at CC Bookstore prior to first class. (Wong) 18 hours \$146

6 eve - Tu. Apr 26, 18:30-21:30 - CC **CRN 20511**

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) \$166

8 eve - We. Apr 27, 18:30-21:30 - CC **CRN 20513**

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) \$146

2 day - Sa. Jun 18/25, 09:30-16:30 - CC **CRN 20514**

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 (Clarke) \$95

2 eve - We. Jun 22/29, 18:30-21:30 - CC **CRN 20515**

Medical Terminology II (OACP 1109)

Follows Medical Terminology I and is offered twice a year. Continues medical terminology with further study of body systems. Learn about body senses; aspects of oncology and pharmacology. Consolidation of knowledge is encouraged through the use of reviews and case studies. Prerequisite: Medical Terminology I or a comparable course approved by the instructor. Medical Terminology I textbook will be used in this course. 30 hours (Menhinick) \$187

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



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www.vcc.ca

Records Management

Records Management - Specialized Functions (OACP 1147)

Introduction to specialized functions within records/information management. Explore several functions such as forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. 24 hours (Bradley) \$177

8 eve - We. Apr 20, 18:30-21:30 - CC CRN 20516

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 it. Valuable for anyone working with records and information systems in business or government. Covers key contemporary issues around freedom of information and privacy. Purchase "Information and Image Management" (Ricks, Swafford & Gow) from Bookstore prior to class. Supported by the Association of Records Managers and Administrators. Offered once a year. 30 hours (Bradley) \$187

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

Records Management - Advanced (OACP 1146)

Continues the development of concepts introduced in Records Management I. Students will be expected to do case studies based on outside research in a field which will require the application of skills and knowledge in records/information management. This course is supported by the Association of Records Management and Administrators. This course will be offered once a year. 30 hours (Bradley) \$187

Available in the Winter 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.

Professional Development: Career Success

Senior Program Coordinator:
Anne Tollstam, 604.443.8668

Program Assistant: Patricia Tang, 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

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. 6 hours (Kaye) \$110

1 day - Sa. May 7, 09:30-16:30 - CC 20524

Taking Control (OACP 1198)

Anxious, stressed about money knowledge but determined to be organized financially? This session is for you. Learn how to budget, handle cash flow, minimize taxes, set investment goals, calculate the cost of retirement and attain financial decisions. The presenter, Lynne Zlotnik has more than 17 years experience as a recognized leader in the field of Women and Finance. 6 hours (Zlotnik) \$110

1 day - Sa. Jun 4, 09:30-16:30 - CC CRN 20525

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. 6 hours (Kaye) \$110

1 day - Sa. Oct 22, 09:30-16:30 - CC

Survival Skills in the Business World (BUSI 1187)

See page 16

Other Career Success Courses

Interview Skills for Writers and Researchers (CWRI 1125)

Writing Online: the New Adventure for Writers (CWRI 1131)

Writing for Magazines (CWRI 1127)

How to Craft Irresistible Query Letters (CWRI 1132)

Business Communication for Leaders (LEAD 1138)

See course write ups under Creative Writing for Profit and Pleasure, page 4

See course write ups under Psychological Harassment in the Workplace, page 11

Career Exploration

Senior Program Coordinator:
Anne Tollstam, 604.443.8668

Program Assistant: Patricia Tang, 604.443.8711

Our careers offer us a place to express our talents and skills, be involved in meaningful activities and support ourselves financially. Join us to learn more about yourself, understand today's world of work and design your career plan.

Make concrete plans to move your career potential forward! Explore your dreams, interests and skills; identify your core values and learn how to match these with our new labour market and trends.

This 18 hour course focuses on three components that build on and refer to each other.

Career Exploration and Management (OACP 1184)

Thought provoking exercises and dynamic discussions will help you discover your preferences, values and needs. Learn about today's world of work and how to research, network and market yourself effectively. Gain the tools and resources to develop a new career plan or to make a career change! 18 hours (Newell) \$196

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

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. An additional fee of \$5 will be charged for supplies. 24 hours (Hyder) \$245 Fee includes GST

8 eve - Tu. Apr 19, 18:30-21:30 - CC CRN 20067

See - Wedding Planner - A Career, page 22

Psychological Harassment in the Workplace

Anger in the workplace is not the problem we think it is. Anger flags attention to a person's feeling of shame-humiliation. Contempt constitutes the problem we think belongs to anger. Disgust forms the basis of our civil and human right laws. "Psychological harassment" emerged from this knowledge as the means to address distress, depression, burnout, bullying and workplace violence. The way we communicate is making us sick, and has the potential to get us into legal trouble. What can we do?

Emotional Literacy in Communication, Conflict and Intervention (BUSI 1189)

Examine transcripts of conversations and video excerpts in order to work through our current assumptions around emotion and rationale, explore how we can do this, why we need to do this. Identify the nine families of interacting emotions at work in conversations so that we might respond to them better. 6 hours (Borutski) \$90 Fee includes GST

1 day - Sa. Apr 30, 09:00-16:00 - CC CRN 20410

Addressing Psychological Harassment (BUSI 1190)

Examine conversation excerpts and a legal case study illustrating the legal pressures to address emotions under psychological harassment: what it is and how it develops. What does this mean for the way we currently live our lives, how we communicate and work, and for the way we build the future? 6 hours (Borutski) \$90 Fee includes GST

1 day - Sa. May 7, 09:00-16:00 - CC CRN 20409

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Leadership

Leadership Certificate Program

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Lynda Boothby, 604.443.8383

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.

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.

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)

Managing Change (LEAD 1102)

Problem Solving and Action Planning (LEAD 1104)

Facilitation Skills for Team Leaders (LEAD 1108)

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 13 for these listings.

Business Communication for Leaders (LEAD 1138)

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. 6 hours (Lewis) \$150

*1 day - Sa. Apr 16, 09:00-16:30 - CC **CRN** 20545*

Managing Change (LEAD 1102)

Change is constant nowadays. Employees dread hearing a new change is on the way, especially while still adjusting to the last one. Organizations need to consider both the business and the human side of change. Managers will learn how to address employees' emotions as they manage the change process. Recognize how you personally react to change, understand your role in the process, apply five steps to communicating change to employees, deal with resistance, and increase team commitment to change. 6 hours (Lewis) \$165

*1 day - Fr. Apr 22, 09:00-16:30 - IEC **CRN** 20539*

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. 6 hours (Hannah) \$165

*1 day - Sa. Apr 30, 09:00-16:30 - CC **CRN** 20540*

Using Leadership Language (LEAD 1112)

Lack of clear, direct communication is one of the most cited causes of workplace ailments with staff, peers, or supervisors. Examine communication in organizations; improve awareness of key issues in organizational communication; discover three key behaviours that present when teams work together and the impact of perception on communication. Analyze four common leadership communication styles. Learn the art of style flexing when communicating, negotiating or delegating to get desired results. 6 hours (Stene Murphy) \$150

*1 day - Sa. May 14, 09:00-16:30 - CC **CRN** 20541*

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. 6 hours (Cockell) \$150

*1 day - Sa. May 28, 09:00-16:30 - CC **CRN** 20542*

Systemic Thinking (LEAD 1137)

Build your awareness of "systemic thinking," experience how it differs from other ways of thinking and learn how it allows us to see reality and relationships in workplace challenges. Practice "systemic thinking" to better understand "underlying structures and processes" which cause problematic behaviour patterns for teams and organizations. In a front-line, supervisory or management level position, gain a new and important perspective and increased capacity for working with people and getting more sustainable results. 6 hours (Stevenson) \$150

*1 day - Sa. Jun 11, 09:00-16:30 - CC **CRN** 20612*

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. 6 hours (Brindle) \$165

*1 day - Fr. Jun 17, 09:00-16:30 - TBA **CRN** 20544*

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. 6 hours (Swankey) \$150

*1 day - Sa. Jun 25, 09:00-16:30 - CC **CRN** 20543*

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. 6 hours (Lewis) \$150

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

Performance Management: Goals and Reviews (LEAD 1106)

Performance management involves working with employees in setting and reaching agreement on goals, action plans and follow-up reviews. Through discussion and practice you will gain the knowledge, skills and confidence to understand the key aspects of effective performance; write performance goals, measures and action plans; provide positive and constructive performance feedback, leadership, training, information and support required for successful achievement of goals. 6 hours (Hannah) \$150

1 day - Sa. Oct 15, 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. 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. 6 hours (Stene Murphy) \$150

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

Hiring the Right Person (LEAD 1107)

You're hiring - but interviewing and selecting the best candidate is difficult and time-consuming. Employee turnover, costly hiring expenses and the ever-changing job market make the interviewer's role critical! Enhance your interview skills with this hands-on course. Learn a simple five step process to prepare for interviews, and 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. 6 hours (Lewis) \$165

1 day - Fr. Nov 18, 09:00-16:30 - TBA

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. 6 hours (Gossen) \$150

1 day - Sa. Nov 26, 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. 6 hours (McArthur-Blair) \$150

1 day - Sa. Dec 10, 09:00-16:30 - CC

Problem Solving and Action Planning (LEAD 1104)

All leaders encounter problems in the workplace. Effective leadership is determined by your ability to successfully resolve complex problems on your own and with your team. Discover and practice interpersonal skills for successful group/team participation in problem-solving; steps in the problem-solving process; techniques for leading and assisting in the problem-solving and decision-making process; move from a solution to successful implementation of the action plan. 6 hours (Brindle) \$165

1 day - Fr. Dec 16, 09:00-16:30 - TBA

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; apply the conflict resolution process to your everyday work situation; set goals for building competency in conflict resolution skills and methods. 6 hours (Hannah) \$165

January Term 2006

Critical Thinking (LEAD 1101)

Critical thinking was identified by the Conference Board of Canada as one of the most-desired skills in today's leaders. Using case studies and current events, discover the concepts of critical thinking in what you do at work and reap the immediate benefits of critical thinking in your workplace. 6 hours (Brindle) \$150

January Term 2006

Withdrawal and Refund Policy

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

Leadership Coaching

Associate Certificate in Leadership Coaching

Senior Program Coordinator:
Anne Tollstam, 604.443.8668

Program Assistant: Lynda Boothby, 604.443.8383

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.

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

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 helps rather than teaches! Following 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. 6 hours (Lewis) \$150

1 day - Sa. Apr 16, 09:00-16:30 - CC **CRN 20545**

Skill Coaching (LEAD 1117)

Teaching or modeling behaviours on the job is a key part of coaching. Skill coaching involves assessing performance, providing advice/instruction, modeling and providing timely feedback to enable employees to reach higher performance levels. Learn to use a systematic approach to achieve performance results and coach with different learning styles. Gain a repertoire of coaching methods; use tools to prepare, conduct, and follow up: check for understanding; and enhance your effectiveness with a personal action plan. 6 hours (Lewis) \$165

1 day - Fr. May 6, 09:00-16:30 - TBA **CRN 20546**

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. 6 hours (Hannah) \$165

1 day - Fr. Oct 28, 09:00-16:30 - IEC

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

Prerequisite: Coaching for High Performance (LEAD 1115). Leader-coaches need to expand their capacity to assist individuals and teams to achieve practical outcomes. Building on the prerequisite, learn and practise new strategies and skills. Learn when to use skill coaching and/or motivational coaching and how to conduct collaborative focused performance discussions, help employees overcome performance obstacles; develop skills in self-management, creative collaboration and accountability. 6 hours (Hannah/Lewis) \$165

1 day - Fr. Nov 25, 09:00-16:30 - IEC

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. 6 hours (Hannah/Lewis) \$165

1 day - Sa. Feb 18, 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. 6 hours (Hannah/Lewis) \$165

1 day - Sa. Mar 18, 09:00-16:30 - CC

Certificate in Leadership Coaching Requirement

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

Stepping Up to Leadership (LEAD 1111)
Using Leadership Language (LEAD 1112)
Building a Productive Team (LEAD 1113)
Managing Change (LEAD 1102)
Problem Solving and Action Planning (LEAD 1104)
Facilitation Skills for Team Leaders (LEAD 1108)

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

Withdrawal and Refund Policy

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

Management Skills

Management Skills for Supervisors Certificate Program

Senior Program Coordinator:
Anne Tollstam, 604.443.8668

Program Assistant: Lynda Boothby, 604.443.8383

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

The three modules total 72 hours. One of the strengths of the program is the diversity of experience shared by participants. Choose three of the following four modules:

Interpersonal Communication Skills

Team Skills

Essential Management Skills

Managing Performance through Training and Development

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.

continued on next page...

King Edward Campus



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



Management Skills (continued)

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. 24 hours (Stene Murphy) \$312

*8 eve - Mo. Apr 25, 18:30-21:30 - CC **CRN** 20548*

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. 24 hours (Brindle) \$312

*8 eve - We. Apr 27, 18:30-21:30 - CC **CRN** 20750*

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. 24 hours (Stene Murphy) \$312

8 eve - Mo. Sep 26, 18:30-21:30 - CC

Interpersonal Communication Skills (MSKL 1101)

In this session, you'll learn how to use effective verbal and non-verbal communication skills, conduct organized interviews, use decision-making methods in individual and group situations, utilize appropriate assertiveness techniques, and make win/win decisions one-on-one and in groups. 24 hours (Cuzzetto) \$312

8 eve - Tu. Sep 27, 18:30-21:30 - CC

NEW! Courses for Spring Term 2005

Applied Art & Design

Creative Writing for Profit and Pleasure
Brainstorming Brilliant Bios (CWRI 1134)

Fashion Arts

Fashion Illustration (FASH 1150)

Bed and Breakfast

Bed and Breakfast Certificate Program
- Distance Education

Building Management & Services

Building Manager Certificate Program
Tenancy Act Update (REAL 1112)

Business, Career & Law

Psychological Harassment in the Workplace

Paralegal

Business Corporations Act Seminar:
"Transitions and Beyond" (LEGL 1160)

Veterinary Hospital Management

International Business Fundamentals

Hospitality

Guest Experience Management
(BUSI 1195)

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: Tuesday,
April 12, 2005, 17:30
City Centre, Room 218B

Maximize your leadership potential in a business environment and meet the knowledge and skills base desired by industry. Position yourself for career advancement!

This new Certificate Program 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. Building on excellent offerings in our Business area, it provides professional development in Leadership, Coaching, Management Skills and other critical areas for success.

Core course curricula focus on timely and topical foundation themes while electives highlight issues related to supervision, leadership, leadership coaching and interpersonal communication. In total the program comprises 204 hours. Students must successfully complete all five core courses for a total of 120 hours and select from a number of already existing Business Certificate Programs for the remaining 84 hours.

Credit Transferability

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

Core Courses

Introduction to Business (LEAD 1150)

Human Resource Management (LEAD 1151)

Finance (LEAD 1152)

Sales and Marketing Management (LEAD 1153)

Business Ethics (LEAD 1154)

Electives

Two of the following from the Management Skills for Supervisors Certificate Program. Please see page 13 for these listings.

Interpersonal Communication Skills (MSKL 1101)

Team Skills (MSKL 1102)

Essential Management Skills (MSKL 1103)

Managing Performance through Training and Development (MSKL 1105)

Four of the following from the Leadership Certificate Program. Please see page 12 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 the 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 13 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.

Business Ethics (LEAD 1154)

This course discusses a variety of topics in terms of the role of ethics in the business world and ethical dilemmas as encountered by managers. The curriculum emphasizes the relationships between the various stakeholders that have roles in business situations - between government and business; individual issues; group issues; corporations and nations. Textbook required. 24 hours (Matak) \$312

*8 eve - Tu. Apr 19, 18:30-21:30 - CC **CRN** 20547*

Look for the following offerings in the future

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. 24 hours (TBA) \$312

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. 24 hours (Stene Murphy) \$312

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. 24 hours (Jackson) \$312

Finance (LEAD 1152)

An introduction for financial decision-making for learners with little or no previous exposure to accounting or finance principles. Curriculum is organized around investment, operating and financial management decision making. Learn how to analyze and plan for the financial health of a business using accounting principles. Analyze effective financial strategies and investment options for business. Textbook required. 24 hours (Jackson) \$312

Paralegal

Paralegal Certificate Program

and

Paralegal Diploma Program

Senior Program Coordinator:

Anne Tollstam, 604.443.8668

Program Advisor: Melanie Rodiuk, 604.443.8649

Program Assistant: Patricia Tang, 604.443.8711

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

Information Session: Wednesday,
April 6, 2005, 18:30
City Centre, Room 237

Paralegal Seminars



Business Corporations Act Seminar: "Transitions and Beyond" (LEGL 1160)

Questions about the NEW Business Corporations Act? Join our intensive, non-credit seminar, on new procedures under the Act. Learn about: Transitions, Incorporations, Annual Records, Dissolutions, Extra-provincial Companies, Amalgamations, Restorations, and Continuations. Course includes bonus CD Rom with over 200 updated precedents and full version of the Evlin Ross "Guide to Corporate Records" practice manual (approx. 1,000 pages) valued at \$416.25. Authors, Komorowska and Haynes are your instructors. 7 hours \$425

Available January, 2005 and April, 2005 terms - 2 seminar sessions to choose from:

*1 day - Sa. Mar 12, 09:00-17:00 - CC **CRN** 20729*

*1 day - Sa. Apr 16, 09:00-17:00 - CC **CRN** 20730*

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 of ever-increasing demand for qualified paralegals.

Continuous intake is welcome in the Fall, Winter, or Spring term to meet your needs. All courses are taught by experienced legal professionals. We provide access to QUICKLAW for computer research.

Admission Procedures

Unless noted otherwise, you can take ANY course in the VCC Paralegal Program without being formally admitted to the Program. Any courses that you take under this "open door" policy will be credited towards your Certificate if you decide to become formally accepted to the Certificate Program at some future point.

Formal Admission to the Paralegal Certificate Program

In order to graduate from the Paralegal Certificate Program, students must be formally accepted to the Program. In order to be formally accepted to the Paralegal Certificate Program you must demonstrate English proficiency. In addition, you must have (1) work experience in the legal field OR (2) a graduation certificate from a legal secretary/legal administrative assistant program, OR (3) a University degree. The Paralegal Program is primarily designed for students who are already employed in a legal office setting and who wish to advance in their careers through part-time study. You can find

Paralegal (continued)

the full details on formal admission criteria and an application for the Paralegal Program on our website at <http://continuinged.vcc.ca/legal>.

Requirements for the Certificate Program

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

1. ALL Level I - Core Courses

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

2. ONE Level II - Practice Area

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

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

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.

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

Paralegal Diploma Program

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.

All graduates of the Paralegal Certificate Program are automatically admitted to the Paralegal Diploma Program.

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

Textbooks

Textbooks are available at the beginning of each term in the VCC Bookstore. You will be notified on the first night of your class of the textbooks required for your course.

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). Each Tuesday night from Tuesday, January 4, 2005 to Tuesday, June 28, 2005, 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.

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. 24 hours \$190

Offered again in September 2005

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. 18 hours \$190

Offered again in September 2005

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. 18 hours \$190

6 eve - Th. Apr 14, 18:00-21:00 - CC CRN 20550

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. 18 hours \$190

6 mng - Sa. May 28, 09:00-12:00 - CC CRN 20561

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. This course is only available for students who are accepted to the Paralegal Certificate Program. 21 hours \$190

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. 18 hours \$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 of civil litigation practice in British Columbia. Use Rules to understand how the Court system functions, including commencing legal proceedings, defending actions, and setting a matter for trial. Explore litigation Chambers practice and application of the Rules in day to day practice, document production, attendance at

discoveries, and general interlocutory applications. Recommended pre-requisite: Canadian Legal Process (LEGL 1153), or prior work experience in Litigation. 18 hours \$200

Offered again in September 2005

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 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. 18 hours \$200

Offered again in September 2005

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. 12 hours \$140

Offered again in January 2006

Personal Injury Practice (LEGL 1110)

Covers relevant substantive law and procedures required to manage a personal injury file. 24 hours \$260

Offered again in January 2006

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 12 hours \$140

Offered again in September 2005

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. 24 hours \$260

Offered again in September 2005

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. 12 hours \$140

Offered again in January 2006

Commercial Conveyances (LEGL 1103)

Explains commercial conveyancing matters, special issues in commercial conveyances, commercial sales, subdivisions and commercial leases. 24 hours \$260

Offered again in January 2006

C. Corporate and Commercial

Company Law (LEGL 1102)

Explains the highlights of new Business Corporations Act and the main differences between the new and old Company Act. Covers the general overview of a company, choice of business organization and jurisdiction, incorporation and organization of a British Columbia Company, setting up and maintenance of corporate records (Records Book) and as well as the transition to the new Business Corporations Act. 24 hours \$260

Offered again in September 2005

Securities (LEGL 1127)

Covers securities law and practice in corporate administration, filing requirements, due diligence, BCSC policies, public financing and related matters. Recommended pre-requisite: Company Law (LEGL 1102) or prior work experience in the Securities field. 12 hours \$140

Offered again in September 2005

Advanced Corporate Administration (LEGL 1117)

Advanced corporate procedures and documentation in particular for corporate alterations, special rights and restrictions, roll-overs, amendments, changes in share structure, dissolutions, restorations, amalgamations, continuations, extra-provincial registrations and review of transition procedures for the new Business Corporations Act. Recommended pre-requisites: Company Law (LEGL 1102) or prior work experience in the corporate records field. 24 hours \$260

Offered again in January 2006

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. 12 hours \$140

Offered again in January 2006

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. 18 hours \$200

Offered again in September 2005

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. 18 hours \$200

Offered again in September 2005

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. 18 hours \$200

Offered again in January 2006

continued on next page...

**Register
online!**

Click here!

...continued from last page

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. 18 hours \$200

Offered again in January 2006

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. 18 hours \$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. 18 hours \$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. 18 hours \$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. 18 hours \$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. 18 hours \$200

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

Practicum (LEGL 1118)

Apply your legal knowledge gained in course work to Paralegal tasks in a legal office setting. Practicum prepares you to demonstrate your achievements to potential employers. You are responsible for arranging your own practicum placement under the supervision of a Lawyer or Notary. Pre-requisites: (1) acceptance to the Paralegal Certificate Program; (2) completion of all "Level I - Core courses;" and (3) completion of the "Practicum Application Form," available on the Program website at <http://continuing.vcc.ca/legal>. 500 hours \$115

April term Practicum

*12 weeks full time, outside campus **CRN** 20032*

Practicum meeting dates:

- initial meeting: Friday, April 15, 2005, 18:00 - CC
- mid term meeting: Friday, May 27, 2005, 18:00 - CC
- final meeting: Friday, June 24, 2005, 18:00 - CC

June Practicum

*12 weeks full time, outside campus **CRN** 20646*

Practicum meeting dates:

- initial meeting: Friday, June 3, 2005, 18:00 - CC
- mid term meeting: Friday, July 8, 2005, 18:00 - CC
- final meeting: Friday, August 19, 2005, 18:00 - CC

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. 3 hours (Freeman) \$85

*1 eve - Mo. Apr 25, 18:00-21:00 - CC **CRN** 20043*

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. 3 hours (Freeman) \$85

*1 eve - We. Apr 27, 18:00-21:00 - CC **CRN** 20044*

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. 3 hours (Freeman) \$85

*1 eve - Mo. May 2, 18:00-21:00 - CC **CRN** 20045*

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. 3 hours (Freeman) \$85

*1 eve - We. May 4, 18:00-21:00 - CC **CRN** 20046*

Small Business Operations (BUSI 1132)

Learn about the fundamentals of small business management, including human resources, time and stress management. 3 hours (Freeman) \$85

*1 eve - Mo. May 9, 18:00-21:00 - CC **CRN** 20047*

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. 3 hours (Freeman) \$85

*1 eve - We. May 11, 18:00-21:00 - CC **CRN** 20048*

Legal Obligations (BUSI 1137)

Understand the pros and cons of the principal three legal structures and the legal and financial obligations that they entail. 3 hours (Freeman) \$85

*1 eve - Mo. May 16, 18:00-21:00 - CC **CRN** 20050*

Human Resources (BUSI 1135)

Do you know how to build a team? Learn how to keep your team an effective working group. 3 hours (Freeman) \$85

*1 eve - We. May 18, 18:00-21:00 - CC **CRN** 20049*

Financing Your Business (BUSI 1138)

Become familiar with different sources of financing and banking and how applications are evaluated. 3 hours (Freeman) \$85

*1 eve - We. May 25, 18:00-21:00 - CC **CRN** 20051*

Preparing Your Business Plan (BUSI 1139)

Learn and understand the essentials of creating a business plan. 3 hours (Freeman) \$85

*1 eve - Mo. May 30, 18:00-21:00 - CC **CRN** 20052*

More Small Business Courses

Survival Skills in the Business World (BUSI 1187)

Know how to generate business success! Learn how to create opportunities, increase productivity and inflate the bottom line by developing networking skills and being able to identify various business ethics and protocols that are acceptable in the Canadian business culture. Develop confidence in your interpersonal skills through buzz groups, discussions, role playing, videos, and guest speakers. 18 hours (Hyder) \$215 Fee includes GST

*3 day - Sa. May 28, 09:00-16:00 - CC **CRN** 20080*

Also see:

Event Planning, see page 11

Wedding Planner - A Career, see page 22

Advanced Diploma in Accounting & Information Technology

Program Advisors: Dianna Morgan, 604.443.8542

Program Coordinator: Peggy Worobetz, 604.443.8670

Registration: 604.443.8484

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

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

Network Management for Financial Managers (ACIT 4211)

Learn management of network technologies in business applications. Review telecommunications, data communications and networking technologies. Focus: network components and topologies; network planning and management; network security and access control; management issues, including backup and recovery and privacy and ethics; networking legal issues; and emerging technologies/trends. From a managerial perspective, develop skills in selecting network technologies and managing technical staff. Extra materials \$110 (approx.) 39 hours (TBA) \$595

*13 eve - Mo. May 9, 18:00-21:00
(No class May 23/Aug 1) IEC **CRN** 20081*

Auditing 1 (ACIT 4103)

Explore auditing principles and procedures applicable to internal and external auditing. Topics: reporting; professional standards and ethics; legal liability; audit objectives; audit evidence; planning and analysis; materiality and risk; internal control; audit sampling; EDP auditing. Functions and procedures related to the revenue and collection cycle, acquisition and expenditure cycle, production/payroll cycle, and finance/investment cycle. Auditing software is used in Business Case 2. Extra materials \$110 (approx.) 39 hours (TBA) \$595

*13 eve - Tu. May 10, 18:00-21:00 - IEC **CRN** 20082*

Business Case 2 (ACIT 4104)

This practice set provides hands-on experience in preparing the audit working papers required to support the audit opinion reached by an auditor. The practice set provides a real-life situation in which the student takes on the role of an audit assistant completing a year-end audit file for review by a senior partner. 39 hours (TBA) \$275

*13 eve - Tu. May 10, 18:00-21:00 - IEC **CRN** 20152*

NEW!

Veterinary Hospital Management

Designed for those already employed in the profession and wanting to upgrade their skills or those who wish to enter the Veterinary profession in a support staff position, this introductory program provides an overview of the duties and knowledge required to obtain a position in a Veterinary Hospital.

Introduction to Veterinary Hospital Management (BUSI 1191)

Learn or upgrade your skills in this area of expertise! Topics include: introduction - to various duties and positions; administrative duties - creating, organizing and maintaining medical records, filing of patient records, admitting and discharging of patients, scheduling of appointments and procedures; learn proper office policies and procedures; effective hospital management - organizing staff meetings, conducting effective interviews, effective communication skills and time management and staff training. 48 hours (Dauncey) \$530

*8 eve - Mo/We. Apr 25, 18:00-21:00 - CC **CRN** 20411*

NEW!

International Business Fundamentals

International Business Fundamentals Package

Designed for small to medium size businesses, learn how to establish the fundamental knowledge to develop a successful strategy to expand your business internationally. Understand how the global business is changing and where the new opportunities and pitfalls are. Explore the benefits of outsourcing instead of being a victim of global competition. Discover new export markets and how to expand sales internationally!

Participants attending all three courses will receive a Document of Continuing Studies. \$95 per course or a total of \$220 for all three courses for a savings of \$60. See course descriptions below. \$220

Globalization of Business (BUSI 1192)

Discover the opportunities and limitations of the globalization of business (macro view). Learn about differences in dealing with trading blocks and major global economic areas. Explore major sources of useful information: governments, chambers of commerce, embassies, economist, bankers, etc. Handouts, recommended reading list, and information sources will be provided. 3 hours (Schaub) \$95 Fee includes GST

*1 eve - Tu. Apr 26, 18:00-21:00 - CC **CRN** 20391*

Outsourcing (BUSI 1193)

Gain insights how outsourcing works and who benefits from it. Identify the driving forces that are transforming global business faster than ever before. Outsourcing is one of the new phenomenon of the new globalization game. Learn how to identify its potential and limitations for your business. Handouts, recommended reading list, and information sources will be provided. 3 hours (Schaub) \$95 Fee includes GST

*1 eve - Tu. May 3, 18:00-21:00 - CC **CRN** 20393*

Import/Export: Benefits and Costs of Global Diversification (BUSI 1194)

Explore the rapidly changing forces of global business, and the risks and opportunities when entering new markets on a shoestring! Assess various resources for the development of successful Import/Export strategies. Handouts, recommended reading list, and information sources will be provided. 3 hours (Schaub) \$95 Fee includes GST

*1 eve - Tu. May 10, 18:00-21:00 - CC **CRN** 20395*

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

Oakridge Computer Lab

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

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

Registration: 604.443.8484

Class Sizes and Information

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

Counselling

Oakridge courses only - Mishele Mathern or Pat Austin (604.261.2806),

E-mail: mmathern@vccoaklab.com

What do you wish to learn?

An Introduction to Computers

Courses available are listed on page 17.

How to Operate a Specific Software Program

Courses are listed according to the application area (e.g. Accounting, Word Processing, etc.) Courses start on page 18. Please pay particular attention to the required prerequisites. 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 17.

Graphics, Publishing, and Presentations

Courses are available on page 18.

Networking and LAN Management

Courses available are listed on page 17.

Computer Hardware

Courses available are listed on page 17.

Programming

Courses available are listed on page 19.

Does our schedule suit your needs?

Additional classes may be added after the publication of this calendar. If the Oakridge Computer Lab class you want is full, or there are no more scheduled dates, call 604.261.2806 to inquire about alternate dates. Additional classes may be added if there is sufficient interest. Custom training can also be arranged for groups of five or more students.

Note

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

General Information

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

The Oakridge Lab offers computer courses in these areas:

Introduction to Computers

Microsoft Windows

Computer Applications: Microsoft Office, Word Processing, Worksheets/Charts, Database Management, Accounting, Graphics, Publishing, and Presentations 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)

Understand how a computer works. Learn about CPUs, RAM, disk drives, files, and programs. Hands-on training involves using a mouse and overviews of word processing, spreadsheets, Windows and the Internet. Some typing is required. 7 hours (Austin) \$190

1 day - Sa. Apr 2, 9:00-17:00 - Oak **CRN 20193**
1 day - Tu. Apr 19, 9:00-17:00 - Oak **CRN 20194**
1 day - Tu. May 17, 9:00-17:00 - Oak **CRN 20195**
1 day - Mo. Jun 6, 9:00-17:00 - Oak **CRN 20196**
1 day - Tu. Jul 5, 9:00-17:00 - Oak **CRN 20197**
1 day - Mo. Aug 8, 9:00-17:00 - Oak **CRN 20198**

Windows

Introduction to Windows (CMPT 1169)

Use Windows effectively. Understand your Desktop. Manipulate windows, navigate the screen, and use the Taskbar. Learn how to manage files and folders. Understand and navigate the folder structure. Introduction to Computers is strongly recommended for those with little experience. 7 hours (Austin) \$190

1 day - Sa. Apr 9, 9:00-17:00 - Oak **CRN 20199**
1 day - Th. Apr 21, 9:00-17:00 - Oak **CRN 20200**
1 day - Th. May 19, 9:00-17:00 - Oak **CRN 20201**
1 day - We. Jun 8, 9:00-17:00 - Oak **CRN 20203**
1 day - Th. Jul 7, 9:00-17:00 - Oak **CRN 20204**
1 day - Tu. Aug 9, 9:00-17:00 - Oak **CRN 20205**

Intermediate Windows XP (CMPT 1231)

Customize Windows. Modify the Desktop and Start menu. Work with multiple users on one computer. Learn Windows utilities to manage your computer (Disk Cleanup, Defragmenter, etc.) Experience is essential. Introduction to Windows is recommended. 7 hours (Austin) \$190

1 day - Sa. Apr 23, 9:00-17:00 - Oak **CRN 20363**
1 day - Fr. May 27, 9:00-17:00 - Oak **CRN 20364**
1 day - Th. Jun 16, 9:00-17:00 - Oak **CRN 20365**
1 day - Fr. Aug 19, 9:00-17:00 - Oak **CRN 20367**

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. 7 hours (Mathern) \$190

1 day - Sa. Apr 16, 9:00-17:00 - Oak **CRN 20358**
1 day - Th. May 19, 9:00-17:00 - Oak **CRN 20359**
1 day - Th. Jun 2, 9:00-17:00 - Oak **CRN 20360**
1 day - Mo. Jul 11, 9:00-17:00 - Oak **CRN 20361**
1 day - Sa. Aug 13, 9:00-17:00 - Oak **CRN 20362**

Internet and Web Publishing

Effective Use of the Internet (CMPT 1171)

Learn a variety of methods to find what you want on the Web. Develop powerful search strategies using various search engines, meta-search engines and directories. Some Internet and Windows experience is required. 7 hours (Austin) \$190

1 day - Th. May 12, 9:00-17:00 - Oak **CRN 20354**
1 day - Fr. Jun 10, 9:00-17:00 - Oak **CRN 20355**
1 day - Th. Aug 18, 9:00-17:00 - Oak **CRN 20357**

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. 7 hours (Code) \$190

1 day - Th. Apr 7, 9:00-17:00 - Oak **CRN 20347**
1 day - Th. May 5, 9:00-17:00 - Oak **CRN 20348**
1 day - Mo. May 30, 9:00-17:00 - Oak **CRN 20349**
1 day - Mo. Jun 27, 9:00-17:00 - Oak **CRN 20350**

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. 7 hours (Code) \$190

1 day - Mo. Apr 25, 9:00-17:00 - Oak **CRN 20342**
1 day - Mo. Jun 13, 9:00-17:00 - Oak **CRN 20344**

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. 7 hours (Code) \$190

1 day - Mo. May 2, 9:00-17:00 - Oak **CRN 20339**
1 day - Mo. Jun 20, 9:00-17:00 - Oak **CRN 20340**

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. 7 hours (Code) \$190

1 day - Mo. Apr 18, 9:00-17:00 - Oak **CRN 20334**
1 day - Mo. May 16, 9:00-17:00 - Oak **CRN 20335**
1 day - Th. Jun 9, 9:00-17:00 - Oak **CRN 20336**

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. 7 hours (Code) \$190

1 day - Th. Apr 28, 9:00-17:00 - Oak **CRN 20266**
1 day - Th. Jun 23, 9:00-17:00 - Oak **CRN 20268**

Networking and LAN Management

Introduction to Networking (CMPT 1136)

Find out how networks work. Understand network concepts, terminology, components and requirements for connectivity. Use peer-to-peer and server-based networks. Explore network security issues. 7 hours (Austin) \$190

1 day - We. Apr 13, 9:00-17:00 - Oak **CRN 20330**
1 day - Sa. May 14, 9:00-17:00 - Oak **CRN 20331**
1 day - We. Jun 1, 9:00-17:00 - Oak **CRN 20332**
1 day - Fr. Jul 8, 9:00-17:00 - Oak **CRN 20333**

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. 7 hours (Austin) \$190

1 day - Fr. Apr 15, 9:00-17:00 - Oak **CRN 20327**
1 day - Fr. Jun 3, 9:00-17:00 - Oak **CRN 20328**
1 day - Tu. Jul 12, 9:00-17:00 - Oak **CRN 20329**

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. 7 hours (Austin) \$190

1 day - Tu. May 3, 9:00-17:00 - Oak **CRN 20325**
1 day - Tu. Jun 14, 9:00-17:00 - Oak **CRN 20326**

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. 7 hours (Austin) \$190

1 day - Th. May 5, 9:00-17:00 - Oak **CRN 20323**
1 day - Tu. Jun 21, 9:00-17:00 - Oak **CRN 20324**

Register online!

Click here!

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 Graphics, Publishing, and Presentations 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. 7 hours (Mathern) \$190

1 day - Th. Apr 14, 9:00-17:00 - Oak **CRN** 20211
 1 day - Sa. May 14, 9:00-17:00 - Oak **CRN** 20212
 1 day - Tu. Jun 7, 9:00-17:00 - Oak **CRN** 20213
 1 day - We. Jul 6, 9:00-17:00 - Oak **CRN** 20214
 1 day - We. Aug 10, 9:00-17:00 - Oak **CRN** 20215

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. 7 hours (Mathern) \$190

1 day - Tu. Apr 19, 9:00-17:00 - Oak **CRN** 20316
 1 day - Fr. May 27, 9:00-17:00 - Oak **CRN** 20317
 1 day - Fr. Aug 12, 9:00-17:00 - Oak **CRN** 20556

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. 7 hours (Mathern) \$190

1 day - Fr. Apr 22, 9:00-17:00 - Oak **CRN** 20312
 1 day - Fr. May 20, 9:00-17:00 - Oak **CRN** 20313
 1 day - Fr. Jun 10, 9:00-17:00 - Oak **CRN** 20314
 1 day - Mo. Aug 22, 9:00-17:00 - Oak **CRN** 20315

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. 7 hours (Mathern) \$190

1 day - Fr. Apr 29, 9:00-17:00 - Oak **CRN** 20309
 1 day - Tu. Jun 14, 9:00-17:00 - Oak **CRN** 20310
 1 day - We. Aug 17, 9:00-17:00 - Oak **CRN** 20311

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. 7 hours (Mathern) \$190

1 day - Fr. Apr 8, 9:00-17:00 - Oak **CRN** 20216
 1 day - We. Apr 27, 9:00-17:00 - Oak **CRN** 20217
 1 day - Sa. May 7, 9:00-17:00 - Oak **CRN** 20218
 1 day - Tu. May 17, 9:00-17:00 - Oak **CRN** 20219
 1 day - We. Jun 1, 9:00-17:00 - Oak **CRN** 20220
 1 day - We. Jun 15, 9:00-17:00 - Oak **CRN** 20221
 1 day - Fr. Jul 8, 9:00-17:00 - Oak **CRN** 20222
 1 day - Tu. Aug 9, 9:00-17:00 - Oak **CRN** 20223

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. 7 hours (Austin) \$190

1 day - We. Apr 20, 9:00-17:00 - Oak **CRN** 20224
 1 day - Fr. May 20, 9:00-17:00 - Oak **CRN** 20225
 1 day - Sa. Jun 4, 9:00-17:00 - Oak **CRN** 20226
 1 day - Fr. Jun 17, 9:00-17:00 - Oak **CRN** 20227
 1 day - Mo. Jul 11, 9:00-17:00 - Oak **CRN** 20228
 1 day - Th. Aug 11, 9:00-17:00 - Oak **CRN** 20229

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 7 hours (Austin) \$190

1 day - Fr. Apr 22, 9:00-17:00 - Oak **CRN** 20230
 1 day - Th. May 26, 9:00-17:00 - Oak **CRN** 20272
 1 day - Mo. Jun 20, 9:00-17:00 - Oak **CRN** 20231
 1 day - We. Jul 13, 9:00-17:00 - Oak **CRN** 20555
 1 day - Tu. Aug 16, 9:00-17:00 - Oak **CRN** 20232

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. 7 hours (Mathern) \$190

1 day - Tu. Apr 26, 9:00-17:00 - Oak **CRN** 20306
 1 day - Fr. Jun 3, 9:00-17:00 - Oak **CRN** 20307
 1 day - Fr. Jul 15, 9:00-17:00 - Oak **CRN** 20308

Computer Accounting

Introduction to QuickBooks (CMPT 1233)

Set up the 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. 7 hours (Nair) \$190

1 day - Sa. Apr 16, 9:00-17:00 - Oak **CRN** 20288
 1 day - Su. May 15, 9:00-17:00 - Oak **CRN** 20558
 1 day - Sa. Jun 11, 9:00-17:00 - Oak **CRN** 20289
 1 day - Sa. Jul 9, 9:00-17:00 - Oak **CRN** 20290
 1 day - Sa. Aug 13, 9:00-17:00 - Oak **CRN** 20291

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. 7 hours (Nair) \$190

1 day - Sa. Apr 23, 9:00-17:00 - Oak **CRN** 20285
 1 day - Sa. Jul 23, 9:00-17:00 - Oak **CRN** 20286

Introduction to Simply Accounting (CMPT 1150)

Set up the 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. 7 hours (Nair) \$190

1 day - Sa. Apr 9, 9:00-17:00 - Oak **CRN** 20295
 1 day - Su. May 8, 9:00-17:00 - Oak **CRN** 20296
 1 day - Sa. Jun 18, 9:00-17:00 - Oak **CRN** 20297
 1 day - Sa. Jul 16, 9:00-17:00 - Oak **CRN** 20298
 1 day - Sa. Aug 20, 9:00-17:00 - Oak **CRN** 20299

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. 7 hours (Nair) \$190

1 day - Su. May 29, 9:00-17:00 - Oak **CRN** 20292
 1 day - Sa. Jun 25, 9:00-17:00 - Oak **CRN** 20293

Graphics, Publishing, and Presentations

Windows Environment

Introduction to PowerPoint (CMPT 1168)

PowerPoint combines publishing and graphics capabilities 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. 7 hours (Mathern) \$190

1 day - We. Apr 13, 9:00-17:00 - Oak **CRN** 20206
 1 day - Th. May 12, 9:00-17:00 - Oak **CRN** 20207
 1 day - Sa. May 28, 9:00-17:00 - Oak **CRN** 20208
 1 day - Th. Jun 16, 9:00-17:00 - Oak **CRN** 20273
 1 day - Tu. Jul 12, 9:00-17:00 - Oak **CRN** 20209
 1 day - Fr. Aug 19, 9:00-17:00 - Oak **CRN** 20210

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. 7 hours (Mathern) \$190

1 day - Fr. Apr 15, 9:00-17:00 - Oak **CRN** 20233
 1 day - We. May 4, 9:00-17:00 - Oak **CRN** 20234
 1 day - Sa. Jun 4, 9:00-17:00 - Oak **CRN** 20235
 1 day - We. Jul 13, 9:00-17:00 - Oak **CRN** 20236
 1 day - Th. Aug 11, 9:00-17:00 - Oak **CRN** 20237

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. 7 hours (Mathern) \$190

1 day - Fr. May 13, 9:00-17:00 - Oak **CRN** 20238
 1 day - Sa. Jun 11, 9:00-17:00 - Oak **CRN** 20239
 1 day - Th. Aug 18, 9:00-17:00 - Oak **CRN** 20240

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. 7 hours (Mathern) \$190

1 day - Th. Apr 28, 9:00-17:00 - Oak **CRN** 20277
 1 day - Mo. Jun 13, 9:00-17:00 - Oak **CRN** 20279
 1 day - Tu. Aug 16, 9:00-17:00 - Oak **CRN** 20280

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. 7 hours (Mathern) \$190

1 day - Tu. May 10, 9:00-17:00 - Oak **CRN** 20368
 1 day - Tu. Jun 21, 9:00-17:00 - Oak **CRN** 20369
 1 day - We. Aug 24, 9:00-17:00 - Oak **CRN** 20371

Introduction to Publishing with PageMaker (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. 7 hours (Mathern) \$190

1 day - Tu. May 3, 9:00-17:00 - Oak **CRN** 20242
 1 day - Fr. Jun 17, 9:00-17:00 - Oak **CRN** 20243
 1 day - Mo. Aug 8, 9:00-17:00 - Oak **CRN** 20244

Intermediate Publishing with PageMaker (CMPT 1128)

Set up a four-page, two-colour newsletter. Use master pages, create spot colour separations, and set up a style sheet. Enter text via word processing programs. Use additional text editing techniques and produce templates. Experience with PageMaker is essential. Introduction to PageMaker is (CMPT 1126) is strongly recommended. 7 hours (Mathern) \$190

1 day - We. Jun 22, 9:00-17:00 - Oak **CRN** 20281
 1 day - Mo. Aug 15, 9:00-17:00 - Oak **CRN** 20557

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. 7 hours (Austin) \$190

1 day - Th. Apr 14, 9:00-17:00 - Oak **CRN** 20300
 1 day - Sa. Apr 30, 9:00-17:00 - Oak **CRN** 20301
 1 day - We. May 11, 9:00-17:00 - Oak **CRN** 20302
 1 day - Tu. May 31, 9:00-17:00 - Oak **CRN** 20303
 1 day - We. Jul 6, 9:00-17:00 - Oak **CRN** 20304
 1 day - We. Aug 10, 9:00-17:00 - Oak **CRN** 20305

Intermediate Access (CMPT 1165)

Use field properties to control data entry. 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 analysis. Experience with Access is essential. Introduction to Access is strongly recommended. 7 hours (Austin) \$190

1 day - Tu. Apr 26, 9:00-17:00 - Oak **CRN** 20261
 1 day - We. May 18, 9:00-17:00 - Oak **CRN** 20262
 1 day - Th. Jun 2, 9:00-17:00 - Oak **CRN** 20263
 1 day - Th. Jul 14, 9:00-17:00 - Oak **CRN** 20264
 1 day - Fr. Aug 12, 9:00-17:00 - Oak **CRN** 20265

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 in Access is essential. 7 hours (Austin) \$190

1 day - Fr. Apr 29, 9:00-17:00 - Oak **CRN** 20258
 1 day - Tu. Jun 7, 9:00-17:00 - Oak **CRN** 20259
 1 day - Mo. Aug 15, 9:00-17:00 - Oak **CRN** 20260



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. 7 hours (Austin) \$190

1 day - We. May 4, 9:00-17:00 - Oak **CRN 20255**
 1 day - Th. Jun 9, 9:00-17:00 - Oak **CRN 20256**
 1 day - We. Aug 17, 9:00-17:00 - Oak **CRN 20257**

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. 7 hours (Austin) \$190

1 day - Fr. May 6, 9:00-17:00 - Oak **CRN 20253**
 1 day - We. Jun 15, 9:00-17:00 - Oak **CRN 20254**

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. 7 hours (Austin) \$190

1 day - Fr. May 13, 9:00-17:00 - Oak **CRN 20271**
 1 day - We. Jun 22, 9:00-17:00 - Oak **CRN 20554**

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. 7 hours (Mathern) \$190

1 day - Th. Apr 21, 9:00-17:00 - Oak **CRN 20318**
 1 day - We. May 11, 9:00-17:00 - Oak **CRN 20319**
 1 day - We. Jun 8, 9:00-17:00 - Oak **CRN 20320**
 1 day - Th. Jul 14, 9:00-17:00 - Oak **CRN 20321**

City Centre Computer Lab

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

General Information and Registration: 604.443.8484

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

Computer 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. 30 hours \$297

10 eve - We. Apr 20, 18:30-21:30 - CC **CRN 20192**

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 \$116

6 mng - Sa. Apr 23, 09:30-12:30 - CC **CRN 20412**

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 \$126

6 mng - Sa. Apr 23, 09:30-12:30 - CC **CRN 20509**

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 12 hours \$166

4 eve - Tu. Apr 26, 18:30-21:30 - CC **CRN 20517**

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. 12 hours \$166

4 eve - Tu. May 24, 18:30-21:30 - CC **CRN 20518**

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. 30 hours \$295

10 eve - Mo. Apr 25, 18:30-21:30 - CC **CRN 20246**

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. 9 hours \$96

3 eve - We. Apr 27, 18:30-21:30 - CC **CRN 20245**

Dreamweaver MX 2004 Version 7 (CMPT 1237)

For those with no prior Dreamweaver experience. Provides knowledge and hands-on practice to build dynamic web sites. 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. Gain confidence to build and maintain your own personal or company web site. Completion of the Web Page Design course recommended. Text information provided at first class. 30 hours \$378

10 eve - We. Apr 27, 18:30-21:30 - CC **CRN 20519**

continued on next page...

Register online!



Click here!

...continued from previous page

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. 30 hours \$295

10 eve - We. Apr 27, 18:30-21:30 - CC **CRN** 20248

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. 30 hours \$497

10 eve - Mo. Apr 25, 18:00-21:00 - CC **CRN** 20251

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. 30 hours \$397

10 eve - Th. Apr 28, 18:30-21:30 - CC **CRN** 20249

Windows Professional Certification

Microsoft Certified Professional (MCP) credential is for individuals who have the skills to successfully implement Microsoft technology as part of a business solution in an organization. Students are required to pass one current Microsoft certification exam to qualify for their MCP.

Windows XP Professional Certification Preparation (CMPT 1213)

This course will prepare students to write the Microsoft Certified Professional (MCP) exam 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. 30 hours \$397

10 eve - Tu. Apr 26, 18:30-21:30 - CC **CRN** 20252

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.

Health

Personal & Professional Development

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

Program Assistant: 604.443.8672

To register for these courses please call 604.443.8672

Our course fees have been reduced to accommodate the College Initiative Fee.

Foot Care for Older Adults Level 1 (HLTH 1241)

In response to requests from nurses, this course has been expanded to five full days, offered in two blocks. Level 1 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. 24 hours (Olson) \$400 plus supplies

3 day - Fr/Sa/Su. Apr 15/16/17, 09:00 - 16:00 - KEC and clinical site **CRN** 20191

3 day - We/Th/Fr. Jun 15/16/17, 09:00 - 16:00 - KEC and clinical site **CRN** 20377

Foot Care for Older Adults Level 2 (HLTH 1196)

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. 16 hours (Olson) \$225 plus supplies

2 day - Sa/Su. Apr 23/24, 09:00-16:00 - KEC and clinical site **CRN** 20376

2 day - Sa/Su. May 26/27, 09:00-16:00 - KEC and clinical site **CRN** 20379

2 day - Sa/Su. Jun 18/19, 09:00-16:00 - KEC and clinical site **CRN** 20378

Wound Care for RNs (HLTH 1239)

Do you know the difference between an arterial ulcer and venous ulcer? How much pressure does it take to cause a pressure sore? Can you prevent amputation of a diabetic limb? Come to this all day, interactive session developed to bring nurses up to date on all the exciting changes that have occurred in wound care. 7 hours (Pearson) \$150

1 day - Fr. May 13, 09:00-16:00 - KEC **CRN** 20160

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

Medical Terminology I (OACP 1108)

A complete introduction to medical language for those wishing to work in technology/laboratory or related health fields. Learn the basics of anatomy, physiology, pathology, body structure and functions. Explore disease processes, investigations, treatments and learn surgical terms and practical applications. Study word parts (stems, prefixes, suffixes and abbreviations), pronunciation and spelling. Part one of a two-part course. Purchase: The Language of Medicine (Chabner) at CC Bookstore prior to class. 30 hours (Menhinick) \$187

10 eve - Tu. Apr 19, 18:30-21:30 - CC **CRN** 20512

Medical Terminology II (OACP 1109)

Follows Medical Terminology I and is offered twice a year. Continues medical terminology with further study of body systems. Learn about body senses; aspects of oncology and pharmacology. Consolidation of knowledge is encouraged through the use of reviews and case studies. Prerequisite Medical Terminology I or a comparable course approved by the instructor. Medical Terminology I textbook will be used in this course. 30 hours (Menhinick) \$187

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

RN Exam Preparation (HLTH 1317)

VCC 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, we will assist you in four concrete ways! We 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. Also available as an on-line course. For more information please call 604.443.8673. 40 hours (Stuart/Clarke) \$600

8 day - Tu/We. May 3/4/10/11/17/18/24/25, 09:00-16:00 - KEC **CRN** 20181

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. 8 hours (Clark) \$75

2 eve - We. May 11/18, 18:00-22:00 - CC **CRN** 20177

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. 16 hours \$125

2 day - Sa/Su. May 28/29, 09:00-17:30 - KEC **CRN** 20639

Foodsafe

Program Assistant: 604.443.8677

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 27 for details or check www.vcc.ca for dates.

"Offered every Saturday"

Worksafe Education

Program Coordinator: 604.443.8673

Program Assistant: 604.443.8635

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 27 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. 7 hours (M. Brazier, RN, MSN, CINA (c)) \$150

1 day - Sa. Apr 16, 08:30-16:30 - KEC **CRN** 20144

1 day - Sa. May 14, 08:30-16:30 - KEC **CRN** 20145

1 day - Sa. Jun 18, 08:30-16:30 - KEC **CRN** 20146

Physical Assessment Series

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. 6 hours each (D. Freeman RN, BSN) \$150 each

Head to Toe Assessment (HLTH 1187)

An overview of the total assessment process.

1 day - Fr. Apr 15, 09:00-16:00 - KEC **CRN** 20143

Cardiovascular Assessment (HLTH 1184)

1 day - Fr. Apr 29, 09:00-16:00 - KEC **CRN** 20140

Respiratory Assessment (HLTH 1191)

1 day - Fr. May 13, 09:00-16:00 - KEC **CRN** 20139

Neurological Assessment (HLTH 1188)

1 day - Fr. May 27, 09:00-16:00 - KEC **CRN** 20142

Gastrointestinal Assessment (HLTH 1169)

1 day - Fr. Jun 10, 09:00-16:00 - KEC **CRN** 20182

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. 6 hours (Earthy) \$150

1 day - Fr. May 13, 09:00-16:00 - KEC **CRN** 20520

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. 6 hours (S. Clarke MSN, RN) \$150

1 day - Fr. May 6, 09:00-16:00 - KEC **CRN** 20141

Access your **student tax receipt** online



www.vcc.ca

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. 24 hours (Hundial) \$325

3 day - We/Th/Fr. May 11/12/13, 09:00-16:00 - CC **CRN** 20521

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

This three-day course is designed for RNs who wish to learn the art of single lead ECG interpretation. Course content includes an overview of cardiac electrophysiology and presents a systematic approach to the interpretation and management of cardiac dysrhythmias. You will learn cardiac monitoring skills through an interactive hands-on approach. Workbook required: Basic Dysrhythmias: Interpretation and management (Huszar) 3rd ed. Available at KEC bookstore. 21 hours (D. Snyder RN, BSN) \$300 plus text

3 day - Fr. May 6/13/20, 09:00-16:00 - KEC **CRN** 20551

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/Fukuyama/Tait) \$250

Tutorial: 5 hours - 1 eve - second Thursday of every month, 16:00-21:00 - CC Skill Practice: 7 hours - 1 day - last Saturday of every month, 08:00-16:00 - CC

Clinical Leadership (HLTH 1194)

Nurses need to provide clinical leadership for their unit, team or shift. This practical 2-day course will help you with leadership and communication challenges: team building, interdisciplinary problem-solving, delegating, coaching, resolving conflicts, maintaining standards, advocating for clients and families, and facilitating change. It will help you understand your professional role and accountability more clearly. Be a clinical leader with greater competence and satisfaction. 14 hours (I. Rohrer, RN, MSN) \$250

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

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

For information call Leslie Stuart, Program Coordinator: 604.443.8673, E-mail: lstuart@vcc.ca

To Register call 604.443.8635

Our course fees have been reduced to accommodate the College Initiative Fee. 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. 7 hours \$150

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. 21 hours (Hundial) \$325

3 day - May 11/12/13, 09:00-16:00 - CC

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. To obtain a Statement of Completion of Professional Studies, you must complete a Clinical Practicum (HLTH 1131). 70 hours \$650

Pharmacology Theory On Line (HLTH 1307)

For students who prefer to work on a computer, the pharmacology theory is available in an Elearning format. Course material includes Geropharm, SC, IM, SC butterfly, Narcotics. Tutor support is readily available. Must have access to the Internet, e-mail, and some computer skills to complete this course. \$650. To obtain a Statement of Completion of Professional Studies, you must complete a Clinical Practicum (HLTH 1131). 135 hours. Call to Register

Tutorial for Pharmacology Theory LPNs (HLTH 1269)

Please call to register. If you have finished your midterm exam we strongly recommend attending this session. 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. 5 hours

1 eve - Th. Apr 14, 16:00-21:00 - CC
1 eve - Th. May 12, 16:00-21:00 - CC
1 eve - Th. Jun 9, 16:00-21:00 - CC
1 eve - Th. Jul 14, 16:00-21:00 - CC
1 eve - Th. Aug 11, 16:00-21:00 - CC

Workshop and Skills Check for Pharmacology Students (HLTH 1130)

After you complete your final exam the skills check is required.

*"Last Saturday of every month" - 08:00-16:00. Please call to register. 7 hours
Apr 30, May 28, Jun 25*

LPN Upgrading

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. 30 hours (Hundial) \$350

5 day - Fr. Apr 27, Jun 3/10/17/24, 09:00-16:00 - CC

Pharmacology Clinical Practicum (HLTH 1131)

Due to the increased pressure for clinical placements we are required to use a computer database for placement requests. We will offer instructor led clinical practicum for all students in the Greater Vancouver Regional District. Practicum will be offered every six weeks in facilities throughout the lower mainland. The ratio will be 1:6. Please call to register. 22.5 hours, \$150

Subcutaneous Injection (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. Cost includes skills check. 6 hours \$150

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 skills check. 6 hours \$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. Please call to register. 5 hours

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. 5 hours

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. 8 hours (Stuart) \$150

Classes offered with sufficient enrollment.

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. 8 hours \$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. 7 hours \$250

*Second Thursday of every month, 16:00-21:00 - CC
Last Saturday of every month, 08:00-16:00 - 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. 6 hours (various) \$150

1 day - Sa. Apr 2, 09:00-16:00 - CC **CRN** 20130
1 day - Sa. Apr 16, 09:00-16:00 - CC **CRN** 20131
1 day - Sa. May 7, 09:00-16:00 - CC **CRN** 20132
1 day - Sa. May 28, 09:00-16:00 - CC **CRN** 20133
1 day - Sa. Jun 18, 09:00-16:00 - CC **CRN** 20134
1 day - Sa. Jul 9, 09:00-16:00 - CC **CRN** 20135
1 day - Sa. Aug 6, 09:00-16:00 - CC **CRN** 20136

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. Class size limited to 12. 6 hours \$150

1 day - Sa. Apr 9, 09:00-16:00 - CC **CRN** 20124
1 day - Sa. Apr 23, 09:00-16:00 - CC **CRN** 20125
1 day - Sa. May 7, 09:00-16:00 - CC **CRN** 20394
1 day - Sa. May 14, 09:00-16:00 - CC **CRN** 20126
1 day - Sa. Jun 4, 09:00-16:00 - CC **CRN** 20127
1 day - Sa. Jun 25, 09:00-16:00 - CC **CRN** 20128
1 day - Sa. Jul 16, 09:00-16:00 - CC **CRN** 20397
1 day - Sa. Aug 20, 09:00-16:00 - CC **CRN** 20129
Also available as 6 Month Distance Self-Study

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

A five-day course for RCA/HSW who administer medications. Learn the principles of medication administration, legal responsibilities and routes of administration. Offered as three classroom days and a two day practicum. Prerequisites: Graduate from a recognized educational facility, must be currently working. Writing and reading assessment and ELA test may be required for ESL applicants. To register please call 604.443.8672. For more information, call Leslie Stuart at 604.443.8673. 35 hours \$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. 7 hours (Clarke) \$150

Classes offered with sufficient enrollment. Please call for information.

Register online!

Click here!

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: estrohwald@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.

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. Strohwald 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 Continuing Studies
250 West Pender
Vancouver, BC V6B 1S9
Fax: 604.443.8667

Nursing Management Certificate Program (HLTH 1199)

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

Program Assistant: 604.443.8672, E-mail: estrohwald@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. Held once per year. 45 hours \$455 plus textbook. Offered once per year.

PeriAnesthesia Nursing Certificate Program (HLTH 1311)

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

Program Assistant: 604.443.8672, E-mail: estrohwald@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. 96 hours

Evaluation is through exams, journaling and peer review.

Clinical Practicum (HLTH 1312) of 144 hours follows the theory portion.

Prerequisites

Currently licensed as a RN

Two years of medical/surgical Nursing experience in the past four years

Proficiency with ECG interpretation

Current Level "C" CPR

Recommendation letter from an immediate supervisor

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

Cost: \$800 includes the practicum and preceptor costs.

Renal Dialysis Technician Certificate Program

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

Program Assistant: 604.443.8672, E-mail: estrohwald@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 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. 30 hours (McConnachie) \$187

10 eve - Tu. Apr 19, 18:30-21:30 - CC **CRN 20630**

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. 24 hours (Cuzzetto) \$312

4 day - Sa. Apr 23, 09:00-16:00 - KEC **CRN 20631**

Sterile Supply Technician Certificate Program

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

Program Assistant: 604.443.8428, E-mail: pcooper@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. 73 hours. Course tuition: \$3,000.

Correspondence or distance course offered to participants living outside the Greater Vancouver area and does not include a clinical practicum. 98 hours. Course tuition: \$550.

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

Dental

Program Coordinator: 604.443.8676

Program Assistant: Sarah Mokaber, 604.443.8635

Registration: 604.443.8635/604.443.8484

The Centre for 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 Distance Learning 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. 40-50 hours (Rosko) \$600

Continuous Intake - CC

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

A clinical session will be scheduled to accommodate students who have successfully completed the theory component of the course. Clinical dates are three all-day Saturday sessions. Limited enrollment. Prerequisite: successful completion of DNTL 1127 written exam. 27 hours (Rosko) \$800 - 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. For more information and/or to register, contact Sarah Mokaber 604.443.8635. Limited enrollment 4-8 hours (Schmitz) Tuition: TBA - CC

Hospitality

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!

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 décor and display to WOW your brides! 24 hours (Hyder) \$245

4 day - Sa. Apr 23, 09:00-16:00 - CC **CRN 20079**

Guest Experience Management (BUSI 1195)

In this day and age, simply delivering great service is no longer a winning strategy. Success comes from creating experiences and pushing the envelope by staging every interaction as a once-in-a-lifetime event. Guest Experience Management is a strategy to increase profitability through enhanced relationships with targeted guests. Gain a better understanding of guests' needs and behaviours to create and develop stronger relationships and maximize values. 12 hours (Nakonechny) \$165

2 day - Sa. Apr 30, May 7, 09:00-16:00 - CC **CRN 20522**

Event Planning (BUSI 1158)

See page 11

Survival Skills in the BusinessWorld (BUSI 1187)

See page 16

As Vancouver
prepares for
2010
think about the
contribution you can make!

Check out **OUR**
part-time offerings in:

Leadership	Hospitality
Bed and Breakfast	Interpreting
Building Services Manager	Translating

Counselling Skills and Substance Abuse Certificate Programs

Program Coordinator: Sara Menzel, 604.443.8392,
E-mail: smenzel@vcc.ca
Program Assistant: 604.443.8417
Registration: 604.443.8484

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, this course is the prerequisite for both the Substance Abuse and Counselling Skills Certificate Programs. This practical course provides relationship building and listening skills to improve communication with clients, coworkers, friends and families. Open to those who wish to take it as a stand alone course for general interest and/or professional development. Students describe "Basic" as life changing! Self disclosure, self exploration and fluency in English is necessary. 36 hours (Picton/Krakow/Laird) \$390

10 eve - Mo. Apr 11, 18:30-21:30 AND 1 day - Sa. May 14, 09:30-16:30 - CC **CRN** 20748

12 eve - Th. Apr 14, 18:30-21:30 - CC **CRN** 20613

Summer Session

10 eve - Tu/Th. Jul 5, 18:30-21:30 AND 1 day - Sa. Jul 9, 09:30-16:30 - CC **CRN** 20617

To Register

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

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

In person - at the Centre for 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: 604.443.8417
Registration: 604.443.8484

Offered since 1987, this well respected and recognized 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.

This part time evening program can be completed in 15 months to three years depending on each 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. Course work provides solid foundational counselling skills, is experiential practical and topical and is supervised by experienced and practicing clinicians. 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.

Recommended three years successful recovery for those affected by chemical dependency.

Maturity and emotional stability.

Completed application form and 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)

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. 36 hours (Grant/Schur) \$390

Next offered: September 2005

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. 36 hours (Cohen) \$390

10 eve - Th. Apr 21, 18:30-21:30 AND 1 day - Sa. Jun 11, 09:30-16:30 (No class Th. Jun 2) - CC **CRN** 20625
Next offered: January 2006

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. 24 hours (Adilman) \$260

7 eve - We. Apr 13, 18:30-21:30 AND 1 mng - Sa. Apr 30, 09:30-12:30 - CC **CRN** 20627
Next offered: September 2005

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. 36 hours (Rosen) \$390

11 eve - Tu. Apr 12, 18:30-21:30 AND 1 mng - Sa. May 28, 09:30-12:30 (No class Tu. May 3) - CC **CRN** 20622
Next offered: January 2006

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. 36 hours (Laird) \$390

11 sessions: 10 eve - Th. Apr 14, 18:30-21:30 AND 1 day - Sa. Apr 23, 09:30-16:30 (No class Th. May 26) - CC **CRN** 20621
Next offered: September 2005

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. 36 hours (Rypkema) \$390

10 eve - Mo. Apr 11, 18:30-21:30 AND 1 day - Sa. May 7, 09:30-16:30 - CC **CRN** 20616
12 eve - We. Apr 13, 18:30-21:30 - CC **CRN** 20614
Next offered: September 2005

Vocational Counselling Skills (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. 18 hours (Coomber/Koopman) \$205

Next offered: January 2006

Cross-Cultural Counselling Skills (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. 18 hours (Grant) \$205
Next offered: January 2006

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. 18 hours (Schur/Chadwick) \$325

3 Sessions: Sa. Apr 23, Sa. May 7, Sa. Jun 18, 09:30-16:30 - CC **CRN** 20620

Next offered: Spring 2006

Practicum: Volunteer option (CNSK 1398)

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 on supervision and feedback. Continuous liaison with the program is maintained throughout the practicum by attendance in six seminars and a negotiated contract between the student, the agency and VCC. 18 hours (Laird) \$390

- OR -

Practicum: Worksite option (CNSK 1299)

For those currently working in the field, this option offers an opportunity to enhance knowledge and skills by examining worksite experiences during 12 practicum seminars. Program Coordinator approval is required. 36 hours (Laird) \$390

Practicum seminar dates: Mar 16/30, Apr 13/27, May 11/25, Jun 8/22, Jul 6/20, Aug 3, Sep 14/28, (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 1398) **CRN** 20619

Practicum: Worksite option (CNSK 1299) **CRN** 20618

Practicum information meeting: Tu. May 10, 17:30-18:30 - CC Centre for Continuing Studies Office

Substance Abuse Counselling Skills Certificate Program

Program Coordinator: Sara Menzel, 604.443.8392,
E-mail: smenzel@vcc.ca
Program Assistant: 604.443.8417
Registration: 604.443.8484

For 19 years, this respected and recognized program has prepared and trained addiction workers. An excellent foundation for individuals who wish to work in the field of substance misuse 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 part time evening Program can be completed in 15 months to three years depending on student time constraints. This Program consists of 6 required

continued on next page...

**Register
online!**

Click Here!

...continued from previous page

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 available three terms per year. Experiential and practical, this program integrates a variety of substance misuse treatment options with skill practice. 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.

Recommended 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 including prevention/health enhancement, early intervention, harm reduction and treatment to the needs of different populations. Learn about rehabilitative strategies and discuss the importance of ethical behaviour by service providers. 21 hours (Reynolds) \$220

Next offered: September 2005

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. 21 hours (May) \$220

Next offered: September 2005

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. 36 hours (Leddy) \$390

*12 eve - We. Apr 13, 18:30-21:30 - CC CRN 20615
Next offered: January 2006*

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. 24 hours (Adilman) \$260

*8 eve - We. Apr 13, 18:30-21:30 AND 1 mng - Sa. Apr 30, 09:30-12:30 - CC CRN 20627
Next offered: September 2005*

Assessment and Referral for Substance Abuse (SUAB 1106)

Prerequisite course: SUAB 1101. Examine the procedures and skills used in assessment and referral. Identify and examine available community resources. Learn how to assess chemical dependency, conduct an assessment interview, utilize various assessment tools, and make a successful referral. Exploring ethical issues will play an important role as will working with special populations. Gathering, sharing, and evaluating information about community resources is required. 36 hours (Chadwick) \$390

Next offered: September 2005

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. Participants will also learn how cultural expression and identity can provide the basis for healing. Attendance in the Saturday field trip is required for course credit. 36 hours (Armstrong) \$390

*10 eve - Mo. Apr 11, 18:30-21:30 AND 1 day - Sa. May 14, 09:30-16:30 - CC CRN 20623
Next offered: January 2006*

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. 36 hours (Laird) \$390

*11 sessions: 10 eve - Th. Apr 14, 18:30-21:30 AND 1 day - Sa. Apr 23, 09:30-16:30 (No class Th. May 26) - CC CRN 20621
Next offered: September 2005*

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. 36 hours (Rypkema) \$390

*10 eve - Mo. Apr 11, 18:30-21:30 AND 1 day - Sa. May 7, 09:30-16:30 - CC CRN 20616
12 eve - We. Apr 13, 18:30-21:30 - CC CRN 20614
Next offered: September 2005*

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. 18 hours (Schur/Chadwick) \$340

*3 Sessions: Sa. Apr 23, Sa. May 7, Sa. Jun 18, 09:30-16:30 - CC CRN 20620
Next offered: Spring 2006*

Practicum: Volunteer option (CNSK 1398)

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 on supervision and feedback. Continuous liaison with the program is maintained throughout the practicum by attendance in six seminars and a negotiated contract between the student, the agency and VCC. 18 hours (Laird) \$390

- OR -

Practicum: Worksite option (CNSK 1299)

For those currently working in the field, this option offers an opportunity to enhance knowledge and skills by examining worksite experiences during 12 practicum seminars. Program Coordinator approval is required. 36 hours (Laird) \$390

Practicum seminar dates: Mar 16/30, Apr 13/27, May 11/25, Jun 8/22, Jul 6/20, Aug 3, Sep 14/28, (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 1398) CRN 20619
Practicum: Worksite option (CNSK 1299) CRN 20618
Practicum information meeting: Tu. May 10, 17:30-21:30 - CC Centre for Continuing Studies Office*

Working with Children

Program Coordinator: Jane Jimison, 604.443.8660

Information: Pat Cooper, 604.443.8428

The Centre for 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 2005.

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

Any time after June, 2005, you may call 604.443.8428 for an application form and program overview.

Continuing Study Workshops for the ECCE Community

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

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

Build your knowledge and skills and broaden your professional horizons! This 60 hour program is designed for experienced child care staff who want to become more effective as leaders and administrators. Sessions meet Friday afternoons and full day Saturday once each month between November, 2005 and April, 2006. After June please call 604.443.8428 for a brochure and application form.

Family Child Care

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

Caring for a small group of children in your own home is a rewarding experience and meets a critical need for quality child care. Recommended by Community Care Licensing, this course offers the information and skills you need to ensure a good beginning! It introduces a variety of issues related to quality family child care: child development, health and nutrition, activity planning, guiding behaviour and administration. Course fee includes workbook. 30 hours (I. Hager/Beltran-Sellitti) \$250

8 eve - We. Apr 6 - Jun 1, 19:00-21:30 AND 2 day - Sa. Apr 16 and May 28, 09:00-15:00 - CC CRN 20592

Note

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

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.

School Age Child Care Certificate Program

Designed for those who currently work or wish to work with 5-12 year old children in school-age care facilities, recreation programs, community centres or leadership, service and church groups, this 185 hour program comprises a prerequisite course, five core courses and a variety of electives. To register, applicants must successfully complete the 24-hour prerequisite course entitled Introduction to School Age Child Care which is offered ONLY in September every other year. Call 604.443.8428 for brochure.

Next offered September 2005



Interpreting

Program Coordinator: Silvana E. Carr, 604.443.8389

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

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

Information Session:
Thursday, September 8, 2005,
19:00 - City Centre Campus

Unique across Canada, our Programs prepare bilingual individuals to work as language interpreters in the community, health care and the court systems. Learn from bilingual instructors. Languages offered are determined by applicant suitability and community, court and health system needs. 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. 108 hours Program Cost: \$898

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

Dates: March - June 2006

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. Jan 21, 2006

Application deadline for Entrance Exam: January 15, 2006

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

Challenge Exam (INTR 1158)

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. Please contact our Program Assistant for a Challenge Exam Application Form. 3.5 hours \$898 payable on submission of application

Application Deadline for Challenge Exam:
August 15, 2005

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. 141 hours Program cost: \$1,705

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

Offered Fall 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. 171 hours Program cost: \$2,205 (Bursaries available)

Program length: 8 months of part-time study, CC

Offered Fall 2005

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

Interpreting Programs by Distance Education

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.

The modules of the program will be delivered to your home in a variety of formats: online; through print materials, video and audio tapes. Interaction with course instructors takes place by e-mail and audio conferencing.

Interpreting in the Community

This program is the online equivalent of the courses of the classroom based Community Services Interpreting Certificate Program. 108 hours of self-paced home study \$898

*Offered October 2005 - April 2006. Entrance exam
September 24, 2005.*

Application deadline: September 12, 2005.
Application fee: \$85

Court Interpreting Certificate Program - Distance Education

In this self-paced part-time program, you will be introduced to the skills required to act as an effective interpreter in and out of our courts.

Equivalent to the classroom based Court Interpreting Certificate Program

Program length. A minimum of 171 hours of self-paced home study.

Prerequisite: Certificate from the Interpreting in the Community Program or Community Services Interpreting Program

Offered Fall 2005

Application deadline: September 12, 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

Health Care Terminology for Interpreters (INTR 1167)

An introduction to the language interpreters will encounter in health care situations. Learn the basics of anatomy, specialties in medicine, common tests, diagnoses and treatments, and the more commonly encountered terminology in the Canadian health care system. Modified to meet the needs of interpreters. Accepted as continuing education credits for STIBC. 15 hours (Fai) \$150 (VCC Interpreting students and STIBC members \$120)

5 mng - Sa. Apr 16, 09:30-12:30 - CC CRN 20553

Interpreting for Immigration Settings (INTR 1116)

There is always a demand for good interpreters in immigration settings. This course offers practise in interpreting for immigration and refugee hearings, inquiries and detention reviews. Put into interpreting practice the immigration terminology covered in the Immigration Law for Interpreters course. Open to VCC court interpreting students and graduates, and experienced interpreters. Qualifies for STIBC continuing education requirements. 15 hours (Hobrough) \$200 (VCC students and STIBC members \$150)

5 aft - Sa. Apr 23, 13:00-16:00 - CC CRN 20552

**Register
online!**

Click here!



Modern Languages

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

Program Assistant: Christina Wong, 604.443.8335, E-mail: chwong@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. 25 hours \$160 Fee includes GST

*10 eve - We. Apr 13, 18:30-21:00 - CC **CRN** 20091*

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 May 23. Text with tape available at CC Bookstore. 20 hours (Grosjean) \$155

*8 eve - Mo. Apr 11, 18:30-21:00 - CC **CRN** 20087*

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. 20 hours (St. Pierre) \$155

*8 eve - Tu. Apr 19, 18:30-21:00 - CC **CRN** 20089*

Italian 1 (LANG 1139)

For beginners. Learn the language of so many artistic masters! Imagine travelling to Rome, Venice, Florence or the many small villages along the Italian Riviera and actually being able to speak the language to the people you meet! Come to these conversational, interactive classes and begin to speak almost immediately. Text extra. 20 hours \$160 Fee includes GST

*8 eve - Tu. Apr 19, 18:30-21:00 - CC **CRN** 20118*

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. 20 hours (Maeda) \$160 Fee includes GST

*8 eve - Th. Apr 14, 18:30-21:00 - CC **CRN** 20093*

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 Sa. May 21. Text with CD available at CC bookstore. 20 hours (Menyhart) \$160 Fee includes GST

*8 eve - Tu. Apr 12, 18:30-21:00 - CC **CRN** 20084
8 mng - Sa. Apr 16, 09:30-12:00 - CC **CRN** 20085*

Spanish Conversation 1 (LANG 1111)

For those who have completed Spanish 1 (LANG 1101) or equivalent. This course will develop basic verbal skills through oral practice using different scenarios. Focus on using short, simple but effective phrases in everyday situations for easy communication. 10 hours (Menyhart) \$80 Fee includes GST

*4 eve - Tu. Jun 7, 18:30-21:00 - CC **CRN** 20092*

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 Mo. May 23. Same text as Level 1. 20 hours \$160 Fee includes GST

*8 eve - Mo. Apr 11, 18:30 - 21:00 - CC **CRN** 20086 (Menyhart)*

*8 eve - Tu. Apr 12, 18:30 - 21:00 - CC **CRN** 20088 (Horwitz)*

Spanish 3 (LANG 1136)

Increase your knowledge of Spanish while enhancing your conversation skills. We will cover the following grammar points: present perfect, imperfecto, conditional and future tenses. Focus on use of grammar acquired through readings, conversation, and typical situations. No class May 23. Same text as Level 1 and 2. 20 hours \$160 Fee includes GST

*8 eve - Mo. Apr 18, 18:30 - 21:00 - CC **CRN** 20090*

Mandarin Education

Adult Language Courses

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

Program Assistant: Christina Wong, 604.443.8335, E-mail: chwong@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 May 21. Text available at KEC bookstore. 25 hours \$160 Fee includes GST

*10 eve - We. Apr 20, 18:30-21:00 - KEC (Pan) **CRN** 20096*

*10 mng - Sa. Apr 16, 09:30-12:00 - KEC (Lin) **CRN** 20095*

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 May 21. Same text as Level 1. 25 hours (Pan) \$160 Fee includes GST

*10 mng - Sa. Apr 16, 09:30-12:00 - KEC **CRN** 20098
10 eve - We. Apr 20, 18:30-21:00 - KEC **CRN** 20097*

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 May 21. Same text as Level 1 and 2. 25 hours \$160 Fee includes GST

*10 mng - Sa. Apr 16, 09:30-12:00 - KEC **CRN** 20100*

Mandarin School for Children and Youth

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

Program Assistant: Christina Wong, 604.443.8335, E-mail: chwong@vcc.ca

Registration: 604.443.8335 (English, Cantonese, Mandarin), 604.443.8484

Our courses emphasize practicality, 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 are taught. Please specify your option at registration. All instructors have Mandarin as their first language. Classes are held at VCC King Edward Campus.

Three ways to register:

1. Registration for classes for the Fall Semester will be held on the 4th floor of King Edward Campus at 1155 East Broadway, Vancouver on May 28 and June 4, 11, 18, 2005 (Saturday) from 09:00 to 14:00. New students who want to confirm their class level could go to Room 2015 (next to the library) for a placement test on the above mentioned dates. 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 10, 2005. All students from four years old and up will be accepted. Fee includes textbooks, exercise books, duo tangs and supplementary materials.

Traditional Version Classes

The following courses are 40 hours each

Mandarin Preschool (MAND 1119)

*16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 aft - Sa. Sep 10, 12:30-15:00 - KEC*

Mandarin Grade 1 (MAND 1101)

*16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 aft - Sa. Sep 10, 12:30-15:00 - KEC*

Mandarin Grade 2 (MAND 1102)

*16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 aft - Sa. Sep 10, 12:30-15:00 - KEC*

Mandarin Grade 3 (MAND 1103)

*16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 aft - Sa. Sep 10, 12:30-15:00 - KEC*

Mandarin Grade 4 (MAND 1104)

*16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 aft - Sa. Sep 10, 12:30-15:00 - KEC*

Mandarin Grade 5 (MAND 1105)

*16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 aft - Sa. Sep 10, 12:30-15:00 - KEC*

Mandarin Grade 6 (MAND 1106)

*16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 aft - Sa. Sep 10, 12:30-15:00 - KEC*

Mandarin Grade 7 (MAND 1107)

*16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 mng - Sa. Sep 10, 09:30-12:00 - KEC*

Mandarin Grade 8 (MAND 1108)

*16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 mng - Sa. Sep 10, 09:30-12:00 - KEC*

Mandarin Grade 9 (MAND 1109)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC

Mandarin Grade 10 (MAND 1110)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC

Mandarin Grade 11 (MAND 1111)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC

Mandarin Grade 12 (MAND 1112)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC

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. 40 hours

*16 mng - Sa. Sep 10, 09:30-12:30 - KEC
16 aft - Sa. Sep 10, 12:30-15:00 - KEC*

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. 40 hours

*16 mng - Sa. Sep 10, 09:30-12:00 - KEC
16 aft - Sa. Sep 10, 12:30-15:00 - KEC*

Simplified Version Classes

The following courses are 40 hours each

Mandarin Grade 1 (MAND 1201)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC

Mandarin Grade 2 (MAND 1202)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC

Mandarin Grade 3 (MAND 1203)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC

Mandarin Grade 4 (MAND 1204)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC

Mandarin Grade 5 (MAND 1205)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC

Mandarin Grade 6 (MAND 1206)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC

Mandarin Grade 11 (MAND 1211)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC

Mandarin Grade 12 (MAND 1212)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC

Chinese Proficiency Test (HSK) Preparation (MAND 1128)

This course helps students to prepare for the Chinese Proficiency Test (HSK) which is a standardized test designed to assess the Chinese language proficiency of non-Chinese or overseas Chinese. Chinese Proficiency of HSK will be issued to those who have secured the required scores in the test. Classes are taught through extensive exercises and practice tests on listening and reading comprehension, sentence structure and essay writing. Supplementary materials included. 40 hours \$160

16 aft - Sa. Sep 10, 12:30-15:00 - KEC

Mathematics for Children and Youth

These courses match the grade level in the regular school system of B.C. 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.

The following courses are 16 hours each.

Mathematics Grade 1 (MAND 1141)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC

Mathematics Grade 2 (MAND 1142)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC

Mathematics Grade 3 (MAND 1143)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC

Mathematics Grade 4 (MAND 1144)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC

Mathematics Grade 5 (MAND 1145)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC

Mathematics Grade 6 (MAND 1146)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC

Mathematics Grade 7 (MAND 1147)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC

Mathematics Grade 8 (MAND 1148)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC

Mathematics Grade 9 (MAND 1149)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC

Mathematics Grade 10 (MAND 1150)

16 aft - Sa. Sep 10, 13:30-15:00 - KEC (24 hours)

Mathematics Grade 11 (MAND 1151)

16 aft - Sa. Sep 10, 13:30-15:00 - KEC (24 hours)

Fine Arts

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

Cartoon Drawing (MAND 1117)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC

16 aft - Sa. Sep 10, 13:45-14:45 - KEC

Water Colour Drawing (MAND 1118)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC

Charcoal Drawing (MAND 1125)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC

16 aft - Sa. Sep 10, 13:45-14:45 - KEC

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.

The following courses are 16 hours each

English Writing and Comprehension 1 (MAND 1161)

16 aft - Sa. Sep 10, 13:45-14:45 - KEC

English Writing and Comprehension 2 (MAND 1162)

16 aft - Sa. Sep 10, 13:45-14:45 - KEC

English Writing and Comprehension 3 (MAND 1163)

16 aft - Sa. Sep 10, 13:45-14:45 - KEC

English Writing and Comprehension 4 (MAND 1164)

16 aft - Sa. Sep 10, 13:45-14:45 - KEC

English Writing and Comprehension 5 (MAND 1165)

16 aft - Sa. Sep 10, 13:45-14:45 - KEC

English Writing and Comprehension 6 (MAND 1166)

16 aft - Sa. Sep 10, 13:45-14:45 - KEC

English Writing and Comprehension 7 (MAND 1167)

16 aft - Sa. Sep 10, 13:45-14:45 - KEC

English Writing and Comprehension 8 (MAND 1168)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC

Safety

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. 6 hours

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. 7 hours

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. 8 hours

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. 7 hours

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. 7 hours

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. 7 hours

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. 4 hours

Access your student tax receipt online



www.vcc.ca

Foodsafe

Program Assistant: 604.443.8677

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. 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.

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.

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. 8 hours \$95

1 day - Sa. Apr 2, 09:00-18:00 - CC **CRN** 20038

1 day - Sa. Apr 9, 09:00-18:00 - CC **CRN** 20039

1 day - Sa. Apr 16, 09:00-18:00 - CC **CRN** 20040

1 day - Sa. Apr 23, 09:00-18:00 - CC **CRN** 20041

1 day - Sa. Apr 30, 09:00-18:00 - CC **CRN** 20042

1 day - Sa. May 7, 09:00-18:00 - CC **CRN** 20103

1 day - Sa. May 14, 09:00-18:00 - CC **CRN** 20108

1 day - Sa. May 21, 09:00-18:00 - CC **CRN** 20104

1 day - Sa. May 28, 09:00-18:00 - CC **CRN** 20109

1 day - Sa. Jun 4, 09:00-18:00 - CC **CRN** 20115

1 day - Sa. Jun 11, 09:00-18:00 - CC **CRN** 20105

1 day - Sa. Jun 18, 09:00-18:00 - CC **CRN** 20110

1 day - Sa. Jun 18, 09:00-18:00 - CC **CRN** 20112

1 day - Sa. Jun 25, 09:00-18:00 - CC **CRN** 20106

1 day - Sa. Jun 9, 09:00-18:00 - CC **CRN** 20111

1 day - Sa. Jun 9, 09:00-18:00 - CC **CRN** 20113

1 day - Sa. Jul 16, 09:00-18:00 - CC **CRN** 20107

1 day - Sa. Jul 23, 09:00-18:00 - CC **CRN** 20162

1 day - Sa. Aug 6, 09:00-18:00 - CC **CRN** 20114

1 day - Sa. Aug 6, 09:00-18:00 - CC **CRN** 20116

1 day - Sa. Aug 13, 09:00-18:00 - CC **CRN** 20164

1 day - Sa. Aug 20, 09:00-18:00 - CC **CRN** 20117

Food Safe Level I - Cantonese (HLTH 1104)

8 hours \$95

1 day - May 14, 08:00-17:00 - CC **CRN** 20179

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

12 hours \$110

2 day - Sa. May 28, Jun 4, 08:00-17:00 - CC **CRN** 20180

Register online!

Click here!



TESOL Teacher Training Programs

Visit our website www.tesol.vcc.ca

Vancouver Community College is recognized nationally and internationally as a leader in teaching English to speakers of other languages (TESOL) and is home to the largest TESOL 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 excellent and comprehensive programs. Our goal is to continue to build on our commitment to excellence in TESOL teacher training.

TESOL Programs

TESOL Diploma

Senior Program Coordinator: Jennifer Pearson Terrell
Program Coordinator: Jayeson Van Bryce
E-mail: jvanbryce@vcc.ca **Phone:** 604.443.8669

The TESOL Diploma Program is the premier training program for teaching English to Speakers of Other Languages (TESOL) in Canada.

Applicants may plan to teach internationally or at provincial colleges, 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 a literacy to university entry level. The Program consists of a prerequisite course, seven core courses, 21 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 TESL Canada National Professional Certification.

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. 30 hours \$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. 30 hours \$295

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. 30 hours \$295

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. 30 hours \$295

Teaching Listening and Speaking (TESO 1132)

This 30-hour course focuses on the theory, resources and instructional methodology used for teaching listening and speaking skills in an English language class as well as the instructional resources used to develop a listening and speaking program. 30 hours \$295

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. 30 hours \$295

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 language skills, generating writing ideas, revising, editing and assessing writing. 30 hours \$295

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. 24 hours \$235

TESOL Internship (TESO 1139)

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

Senior Program Coordinator: Jennifer Pearson Terrell
Program Coordinator: Anne Sandor
E-mail: asandor@vcc.ca **Phone:** 604.443.8706

International TESOL Diploma Program provides outstanding teacher-training specifically designed for international students who plan to teach English language at educational institutions in their home countries.

The Program is 360 hours in length and takes ten months to complete. The Program of Studies include the following courses and workshops: 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 Skills, Cross Cultural Workshop, Academic Writing Workshop, TESOL Internship and the TESOL Elective Courses. All graduates are awarded the International TESOL Diploma from Vancouver Community College.

International TESOL Diploma Program has three terms. Spring Term begins in April 2005. Application deadline is February 1, 2005. Fall Term begins in September 2005. Application deadline is May 1, 2005. There are no classes for international students in July or August 2005. The Winter Term begins in January 2006. Application deadline is October 1, 2005.

Fees for International TESOL Diploma Program:

Application Fee (non-refundable) \$150

Program Fees 360 hours \$5,995

For Further Information

Contact Program Coordinator: Anne Sandor
E-mail: asandor@vcc.ca
Phone: 604.443.8706



All prices include the College Initiative Fee (CIF) for courses of over eight hours to a maximum of \$3. The CIF supports college initiatives.

Visit our web site
www.tesol.vcc.ca
e-mail: tesol@vcc.ca

TESOL Inservice Diploma

Senior Program Coordinator: Jennifer Pearson Terrell
Program Coordinator: Patricia Fahrni
E-mail: pfahrni@vcc.ca **Phone:** 604.443.8362

The TESOL Inservice Diploma Program is a teacher training program for experienced English language instructors who would benefit from 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 20, December 8, and March 22. Each student is assigned an experienced teacher-trainer and provided with a comprehensive study package for each of the six courses in the program. Graduates receive the TESOL Inservice Diploma from Vancouver Community College and qualify for TESL Canada National Professional Certification. Graduates also may apply for the MA Applied Linguistics and TESOL 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 overseas or in Canada.
- 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. Applicants whose first language is not English may be asked to submit an English language proficiency test score by the Program Coordinator.
- A successful interview with the Program Coordinator.

Program Outline

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 the instructional approaches used to teach English language. 60 hours \$300

Teaching Grammar (TESO 1104)

This course examines the instructional methodology used to teach grammar to English language learners. 60 hours \$375

Teaching Listening and Speaking (TESO 1105)

This course examines the instructional methodology used to teach listening and speaking skills to English language learners. 60 hours \$375

Teaching Pronunciation (TESO 1108)

This course examines the instructional methodology used to teach pronunciation to English language learners. 60 hours \$375

Teaching Reading and Writing (TESO 1106)

This course examines the instructional methodology used to teach reading and writing skills to English language learners. 60 hours \$375

Practicum (TESO 1107)

This course, completed under supervision of a sponsor teacher and focuses on the practical application of the theory of English language instruction in an English-language classroom. 60 hours \$400

For Further Information

Contact Program Coordinator: Patricia Fahrni
E-mail: pfahrni@vcc.ca

MA: Applied Linguistics and TESOL - University of Leicester

Senior Program Coordinator: Jennifer Pearson Terrell
Program Coordinator: Patricia Fahrni
E-mail: pfahrni@vcc.ca

Phone: 604.443.8362

VCC is pleased to offer the University of Leicester's Master of Arts: Applied Linguistics and TESOL. This internationally respected masters program provides excellent and accessible opportunities for ESL teachers living in Canada to study at the graduate level. The University of Leicester Masters of Arts program is available on-line or on-site at the University of Leicester.

All graduates from VCC TESOL Diploma Program and VCC TESOL Inservice Diploma Program at Vancouver Community College are eligible for exemption from Module One of the masters program. 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 services. Graduates receive a MA: Applied Linguistics and TESOL from the University of Leicester.

Admission Requirements

- University degree in high standing
- Two years of documented English language teaching experience
- TESOL Credential from a well 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

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

Schedule

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

Students with Special Needs

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

604-443-8596

TEFL Certificate Programs

TEFL Certificate: Part-time Studies

Senior Program Coordinator: Jennifer Pearson Terrell
Program Coordinator: Stephanie Howard

E-mail: showard@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 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 entry into the TEFL Certificate Program. Applicants whose first language is not English may be required to submit an English language proficiency score. All graduates are awarded the TEFL Certificate from Vancouver Community College.

An Overview of TESOL (TESO 1101)

This 30-hour course is 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. 30 hours \$225

Applying for a TESOL Job - the Job Search, the Interview Process, the Employment Portfolio and You! (TESO 1227)

This dynamic, hands-on, six-hour workshop will feature information on how to be effective in identifying TESOL teaching positions that are right for you using print resources and the internet. Participants will also explore how to use effective interviewing skills and how to create a personal employment portfolio. Participants are requested to bring their most recent résumé to the workshop. 6 hours \$90

Teaching Vocabulary in the English Language Classroom (TESO 1269)

This six-hour workshop examines how to teach vocabulary. Topics will include introducing new vocabulary and guidelines for teaching vocabulary, as well as how to develop thought-provoking vocabulary activities. This hands-on workshop will also examine using vocabulary computer programs to create creative vocabulary activities. 6 hours \$80

Teach/Tutor Grammar (TESO 1202)

This 12-hour course examines the theory and instructional methodology used to teach/tutor grammar to English language students. 12 hours \$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. 12 hours \$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. 6 hours \$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 28 hours and successfully complete the TEFL In-Class Assignment. 30 hours \$140

Intensive TEFL Certificate for Internationals (TESO 1250)

Senior Program Coordinator: Jennifer Pearson Terrell
Program Coordinator: Stephanie Howard
E-mail: showard@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 Teaching English as a Foreign Language 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

Fees

Application Fee (non-refundable) \$100

Program Fee 100 hours \$1,350

Future Intensive TEFL Certificate Programs for International Students

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 Terrell
Program Coordinator: Stephanie Howard
E-mail: showard@vcc.ca **Phone:** 604.443.8663

The Intensive TEFL Certificate is designed for Canadians wishing to teach English internationally. This outstanding four week program 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 Teaching English as a Foreign Language Certificate 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.

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Fees

Application Fee (Non-refundable) \$100

Program Fee 100 hours \$1,250

Future Intensive TEFL Certificate Programs for Canadians

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 Terrell

Program Coordinator: Stephanie Howard

E-mail: showard@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:

i) 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

For Canadian applicants:

i) 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.

ii) 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.

iii) A successful interview with program staff

Fees for the Intensive TEFL Certificate Programs for Teaching Young Learners

Application Fee (Non-refundable) \$100

Program Fee 100 hours \$1350

Dates for Future Intensive TEFL Certificate Programs for Teaching Young Learners

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

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Jayeson Van Bryce

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

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

Admission Requirements

- Documented proof of completion of Grade 12 with a minimum grade of B in Grade XII Academic English. A university degree is not required but recommended for admission into this program.
- A current criminal record search document completed by the RCMP or local police department.
- 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. 30 hours \$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. 6 hours \$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. 12 hours \$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. 12 hours \$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. 6 hours \$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. 32 hours \$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 An Introduction to CALL, Teaching Vocabulary, and Teaching Business English.

TESOL Program Management

TESOL Program Management Certificate

Senior Program Coordinator: Jennifer Pearson Terrell

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. 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)

This 30-hour course provides a practical overview of the teaching methodology and instructional resources used to teach English language. The course examines the instructional methodology used in an English language program for teaching communicative skills, writing skills, reading skills, grammar and pronunciation. 30 hours Fee \$225

Managing a Successful TESOL Program (TESO 1212)

This six-hour workshop presents an introduction to how to successfully manage and operate a TESOL program. Topics 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. 6 hours Fee \$70

Visit our web site
www.tesol.vcc.ca

e-mail: tesol@vcc.ca

TESOL Program Administration (TESO 1255)

This 40-hour core course examines 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. 40 hours Fee \$450

Entrepreneurial Leadership Skills (BUSI 1130)

This course provides a variety of information on what it takes to begin a small business, including how to set objectives and determine your entrepreneurial style. 3 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. 3 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. 3 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. 3 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. 3 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. 3 hours Fee \$85

Preparing Your Business Plan (BUSI 1139)

This course will present the essentials of creating a business plan. 3 hours Fee \$85

Human Resources (BUSI 1135)

Do you know how to build a team? Learn how to keep your team an effective working group. 3 hours Fee \$85

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

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 credit card information or cheque.

Sorry, no post-dated cheques.

Mail to: VCC

Centre for 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 debit, credit card, cash or cheque.

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. We accept VISA, MasterCard, and American Express. Payment can also be by cash, debit, cheque or money-order, payable to Vancouver Community College. 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 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

____/____/____
MONTH DAY YEAR

____/____/____
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

☐ Money Order

☐ Fee Credit

\$ _____ Total

Name on Card

Credit Card Account Number

Expiry Date

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 Centre for Continuing Studies, telephone 604-443-8484.

Citizenship Requirements for Admission

Canadian citizens, including permanent residents in Canada (landed immigrants), are eligible for enrollment at Vancouver Community College.

By exception, those whose status in Canada falls within one or more of the following categories may be considered for enrollment as though they were Canadian citizens or permanent residents in Canada, including:

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

Withdrawals, Refunds & Cancellations

Refund requests must be received prior to the second session of the course and must be accompanied by your original receipt.

Refunds are subject to an administrative charge of 20 percent of course fees, to a maximum of \$30 per course with some exceptions. For courses of 12 hours or less, refund requests must be received 48 business hours prior to start date.

Specific refund policies apply to some programs and courses. Refund request deadlines and administrative fees vary. Refer to particular program guides, websites, and materials for specific refund details.

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 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. FULL refunds will be made for any cancelled courses.

Register online!



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Enhancing employment and earning potential
Catering to the professional adult learner
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Connecting to lifelong learning and networking opportunities

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For more information call **604.443.8484** or visit **www.vcc.ca**

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



INFO NIGHT

APRIL 20, 2005
4:30 - 6:30 PM

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One night. Everything you need to know.

VCC downtown at Dunsmuir & Hamilton 604.871.7000 VCC.CA

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