

September - December 2005

# Vancouver Community College *Centre for Continuing Studies*



**604.443.8484**

PHONE

**604.443.8393**

FACSIMILE

**Look inside for our professional  
certificate & diploma programs:**

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

**Register  
online!**



Click Here!

**www.vcc.ca**



**Vancouver  
Community  
College**



# Continuing to study in a changing world



VCC's Centre for Continuing Studies has been meeting the needs of part-time adult learners for 40 years.

**Providing more than 40 professional certificate/diploma programs**  
**Fostering career entry and advancement**  
**Enhancing employment and earning potential**  
**Catering to the professional adult learner**  
**Featuring instructors with expertise and credibility**  
**Connecting to lifelong learning and networking opportunities**

Check out our evening, weekend and daytime offerings inside.

For more information call **604.443.8484** or visit **[www.vcc.ca](http://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

OCTOBER 19, 2005  
4:30 - 6:30 PM

**Vancouver Community College. 150 programs.**  
**One night. Everything you need to know.**

**Health Sciences**  
**Art & Design**  
**First-year University**  
**Music**  
**Continuing Studies**  
**English as a Second Language**  
**Hospitality & Business**  
**Technology & Trades**  
**High School & Upgrading**  
**Instructor Education**



<b>Applied Art &amp; Design</b> .....	4
Creative Writing for Profit and Pleasure...	4
Fashion Arts .....	4
<i>Fashion Arts Certificate Program</i> .....	5
<i>Fashion Arts Advanced Certificate Program</i> .....	5
<i>Fashion Merchandising Associate Certificate Program</i> .....	5
Gemmology .....	6
<i>Gemmology Certification Program - Canadian Certification</i> .....	6
<i>British Certification</i> .....	6
<i>GIA Certification</i> .....	6
Interior Design .....	6
<i>Interior Design Certificate Program</i> .....	6
Jewellery.....	7

<b>Baking &amp; Pastry Arts</b> .....	7
<b>Bed and Breakfast</b> .....	7
<i>Bed and Breakfast Certificate Program - Distance Education</i> .....	7
<b>Building Management &amp; Services</b> .....	8
<i>Building Manager Certificate Program</i> .....	8
<b>Business, Career &amp; Law</b> .....	8
Business English Skills .....	8
Business Writing .....	9
<i>Business &amp; Technical Writing Certificate Program</i> .....	9
Writing Software Specifications .....	9
Office Administration .....	9
<i>Office Administration Certificate Program</i> .....	9
Accounting/Bookkeeping/Payroll .....	10
Administration and Supervision .....	10
Business English .....	10
Legal.....	11
Medical.....	11
Records Management .....	11
Professional Development: Career Success...	11
Career Exploration .....	12
Event Planning.....	12
Wedding Planning.....	12
Sommelier Program.....	12
<i>Sommelier Certificate Program</i> .....	12
<i>Sommelier Diploma Program</i> .....	12
Personal Financial Management & Investment Planning.....	13
Wealth Without Sacrifice Program.....	13
Leadership .....	13
<i>Leadership Certificate Program</i> .....	13
Leadership Coaching .....	14
<i>Associate Certificate in Leadership Coaching</i> ..	14
Management Skills.....	14
<i>Management Skills for Supervisors Certificate Program</i> .....	14
Business Leadership and Management ..	15
<i>Business Leadership and Management Certificate Program</i> .....	15
Private Investigating .....	15
Paralegal .....	16
<i>Paralegal Certificate Program</i> .....	16
<i>Paralegal Diploma Program</i> .....	16
Project Management .....	18
Small Business .....	18
<i>How to Start a Business Program</i> .....	18
Veterinary Hospital Management .....	18

<b>Computers</b> .....	18
Oakridge Computer Lab .....	18
<i>Introduction to Computers</i> .....	18
<i>Windows</i> .....	18
<i>Computer Hardware</i> .....	19
<i>Internet and Web Publishing</i> .....	19
<i>Networking and LAN Management</i> .....	19
<i>Computer Applications</i> .....	19
<i>Word Processing</i> .....	19
<i>Spreadsheets/Charts</i> .....	19
<i>Computer Accounting</i> .....	19
<i>Graphics, Publishing, and Presentations</i> .....	20
<i>Database Management</i> .....	20
<i>Personal Information Managers</i> .....	20
City Centre Computer Lab .....	20
<i>Computer Application Package</i> .....	20
<i>Web Development and Programming</i> .....	20
<i>Comptia Certifications</i> .....	21
<i>Windows Professional Certification</i> .....	21
<b>Health</b> .....	21
Health Care & Professional Development ...	21
Nursing Competencies .....	21
LPN Continuing Studies .....	22
Resident Care/Home Support Worker Continuing Studies.....	22
Health Certificate Programs .....	22
<i>Gerontology Nursing Certificate Program</i> .....	22
<i>Nursing Management Certificate Program</i> .....	22
<i>PeriAnesthesia Nursing Certificate Program</i> .....	23
<i>Renal Dialysis Technician Certificate Program</i> .....	23
<i>Sterile Supply Technician Certificate Program</i> ..	23
Dental.....	23
<b>Hospitality</b> .....	23
<b>Human &amp; Social Services</b> .....	23
Counselling Skills and Substance Abuse Certificate Programs.....	23
<i>Counselling Skills Certificate Program</i> .....	23
<i>Substance Abuse Counselling Skills Certificate Program</i> .....	24
Early Childhood .....	25
<i>Early Childhood Care and Education Level I</i> .....	25
<i>Infant and Toddler/Special Needs Certificate Programs</i> .....	25
<i>Continuing Study Workshops for the ECCE Community</i> .....	25
<i>Family Child Care</i> .....	25
<i>School Age Child Care Certificate Program</i> .....	25
<b>Interpreting</b> .....	25
<i>Interpreting in Health Care and Community Services Certificate Program</i> .....	25
<i>Court Interpreting Certificate Program</i> .....	26
Interpreting Programs-Distance Education ...	26
<i>Certificates in Community Services Interpreting and Court Interpreting</i> .....	26
<i>Interpreting in the Community</i> .....	26
<i>Court Interpreting Certificate Program - Distance Education</i> .....	26
<b>Languages</b> .....	26
Modern Languages .....	26
Mandarin Education .....	26
<i>Adult Language Courses</i> .....	26
<i>Mandarin School for Children and Youth</i> .....	27

<b>Safety</b> .....	28
Foodsafe .....	28
<b>TESOL Teacher Training Programs</b> .....	28
TESOL Programs .....	28
<i>TESOL Diploma</i> .....	28
<i>International TESOL Diploma</i> .....	29
<i>TESOL Inservice Diploma</i> .....	29
<i>MA: Applied Linguistics and TESOL - University of Leicester</i> .....	29
TEFL Certificate Programs.....	29
<i>TEFL Certificate: Part-time Program</i> .....	29
<i>Intensive TEFL Certificate for International Students</i> .....	29
<i>Intensive TEFL Certificate for Canadians</i> .....	30
<i>Intensive TEFL Certificate for Teaching Young Learners</i> .....	30
<i>Tutoring ESOL Certificate</i> .....	30
<b>Registration Form</b> .....	31

## Certificates, Associate Certificates and Diplomas

<i>Bed and Breakfast</i> .....	7
<i>Building Manager</i> .....	8
<i>Business and Technical Writing</i> .....	9
<i>Business Leadership and Management</i> .....	15
<i>CGA Diploma (Canadian Gemmology Association)</i> .....	6
<i>Community Services Interpreting</i> .....	25
<i>Counselling Skills</i> .....	3
<i>Court Interpreting</i> .....	26
<i>Early Childhood Care and Education</i> .....	25
<i>Fashion Arts</i> .....	5
<i>Fashion Arts Advanced</i> .....	5
<i>Fashion Merchandising</i> .....	5
<i>Gemmology</i> .....	6
<i>Gerontology Nursing</i> .....	22
<i>Health Care Interpreting</i> .....	25
<i>Infant and Toddler</i> .....	25
<i>Interior Design</i> .....	6
<i>Leadership</i> .....	13
<i>Leadership Coaching</i> .....	14
<i>Management Skills for Supervisors</i> .....	14
<i>Nursing Management</i> .....	22
<i>Office Administration</i> .....	9
<i>Paralegal</i> .....	16
<i>PeriAnesthesia Nursing</i> .....	23
<i>Renal Dialysis Technician</i> .....	23
<i>Sommelier</i> .....	12
<i>Special Needs</i> .....	25
<i>Sterile Supply Technician</i> .....	23
<i>Substance Abuse Counselling Skills</i> .....	24
<i>TESOL Diploma</i> .....	28
<i>International TESOL Diploma</i> .....	29
<i>TESOL Inservice Diploma</i> .....	29
<i>MA: Applied Linguistics and TESOL - University of Leicester</i> .....	29
<i>TEFL Certificate (Part Time Program)</i> .....	29
<i>Intensive TEFL Certificate for Internationals</i> .....	29
<i>Intensive TEFL Certificate for Canadians</i> .....	30
<i>Intensive TEFL Certificate for Teaching Young Learners</i> .....	30
<i>Tutoring ESOL Certificate</i> .....	30

## NEW! Courses for Fall Term 2005

### Applied Art & Design

#### Creative Writing for Profit and Pleasure

- Essential Building Blocks of Fiction Writing (CWRI 1140)
- Novel Writing (CWRI 1137)
- A Passion for Poetry (CWRI 1135)
- Beginning Fiction Writing (CWRI 1141)
- Memoir Writing (CWRI 1136)
- Working with Point of View (CWRI 1139)
- Developing a Theme in Fiction (CWRI 1138)

### Fashion Arts

- Fashion Writing (FASH 1409)

### Business, Career & Law

#### Personal Financial Management & Investment Planning

- Deliberately Attract Wealth (BUSI 1201)
- Mutual Funds - Fearless Investing (BUSI 1208)

### Leadership

#### Leadership Certificate Program

- Progressive Discipline in the Workplace (LEAD 1155)

### Private Investigating

- Introduction to Private Sector Investigations (LEAD 1160)
- Surveillance Techniques - Tools, Techniques and Tactics (LEAD 1161)
- Case Management and Critical Thinking (LEAD 1162)

### Computers

#### Oakridge Computer Lab

- Introduction to Adobe Acrobat (CMPT 1243)

### Interpreting

#### Interpreting Programs by Distance Education

#### Court Interpreting Certificate Program - Distance Education

- Proofreading and Editing for Translators - Level 1 (Beginners) (INTR 1120)
- Proofreading and Editing for Translators - Level 2 (Advanced) (INTR 1121)

### Languages

#### Mandarin Education

- Chinese Culture and History (MAND 1129)

### Fine Arts

- Martial Arts (MAND 1131)

### English Writing and Comprehension

- English Writing and Comprehension 8 (MAND 1168)

Designer • Keith Parker, Marketing + Communications

Photographer • Lauch McKenzie, Media Services

Thanks to the VCC students and staff who helped with this calendar.

K0097 • CS Calendar Fall 2005 (Sept-Dec) • 07.18.05 • 280k

## Creative Writing for Profit and Pleasure

**Program Coordinator:** Peggy Worobetz, 604.443.8670

**Program Assistant:** Phone 604.443.8381

### **NEW!** Essential Building Blocks of Fiction Writing (CWRI 1140)

For beginning writers who wish to write fiction for personal or professional satisfaction, this supportive workshop provides insight into the basic tools in the writer's toolbox. Geared towards motivating and cultivating the beginning writer, topics include: writing from getting started, observation, writing from life experience, creating dynamic characters, developing points of view and writing dialogue. 18 hours (Reid) \$240 Fee includes GST

6 eve - Mo. Sep 26, 18:30-21:30 (No class Mo. Oct 10) - CC **CRN 30441**

### **NEW!** Novel Writing (CWRI 1137)

Explore the many elements of the novel including structure, character development, setting and voice. Whether you have already completed a first draft of your novel, or are just beginning to write it, this workshop will give you the tools to feel confident about the novel process. This course includes in-class assignments, peer work shopping, discussions on writing process, readings and feedback on your work. 12 hours (MacPherson) \$195 Fee includes GST

4 eve - Mo. Sep 26, 18:30-21:30 (No class Mo. Oct 10) - CC **CRN 30412**

### **NEW!** A Passion for Poetry (CWRI 1135)

Refine your work in a workshop setting focussing on the narrative aspect of poetry. Examine contemporary writers, and experiment with further developing the narrative quality in your work. You will be expected to present your own work, as well as comment on the work of other class members. 12 hours (MacPherson) \$195 Fee includes GST

4 eve - Tu. Sep 27, 18:30-21:30 - CC **CRN 30410**

### **Creative Journal Writing (CWRI 1133)**

Designed for those who want to explore creative journal writing as well as professional counsellors and therapists, and those in training, who can utilize these valuable techniques in their practice. 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) \$195 Fee includes GST

4 eve - Tu. Sep 27, 18:30-21:30 - CC **CRN 30572**

### **NEW!** Beginning Fiction Writing (CWRI 1141)

This introductory course will be divided into lecture/discussion and workshop components. Explore various tools in the fiction writer's toolbox such as story structure, dialogue, suspense, scene, point of view and character development - try out those tools in class! Finally, present a full story to the class for peer work shopping. 18 hours (Reid) \$240 Fee includes GST

6 eve - We. Sep 28, 18:30-21:30 - CC **CRN 30442**

### **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, banish boring beginnings, and 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. Sep 28, 18:30-21:30 - CC **CRN 30005**

### **NEW!** Memoir Writing (CWRI 1136)

Discover how to translate your life stories into this popular non-fiction genre. Classes incorporate readings, discussion and writing assignments intended for experimentation with memoir writing. Focus on your writing, including the development of voice and story. Participants will be expected to present their own work, as well as comment on the work of other class members. 12 hours (MacPherson) \$195 Fee includes GST

4 eve - We. Sep 28, 18:30-21:30 - CC **CRN 30411**

### **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. Oct 1, 09:00-16:00 - CC **CRN 30008**

### **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 (Metcalfe) \$165 Fee includes GST

1 day - Sa. Oct 1, 09:00-16:30 - CC **CRN 30003**

### **NEW!** Working with Point of View (CWRI 1139)

An intensive look at point of view, one of the most interesting and complex tools in the writer's toolbox. Look at various possibilities, and explore how the choice of a point of view can help enhance meaning. 3 hours (Reid) \$80 Fee includes GST

1 eve - Tu. Oct 4, 18:30-21:30 - CC **CRN 30414**

### **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 - We. Oct 5, 18:30-21:30 - CC **CRN 30007**

### **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. Oct 12, 18:30-21:30 - CC **CRN 30006**

### **NEW!** Developing a Theme in Fiction (CWRI 1138)

Writing teachers often avoid discussing theme because it is genuinely difficult. But consideration of theme as we write makes for more dynamic, richer fiction. Great literature deals with moral and ethical questions, but rarely answers them definitively. For writers with some writing experience, this course offers some approaches to asking those questions, and suggests that work on theme after the first draft can help guide the revision process. Explore exercises that evoke precise, specific images from big, abstract ideas. 3 hours (Reid) \$80 Fee includes GST

1 eve - Tu. Oct 18, 18:30-21:30 - CC **CRN 30747**

### **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. Oct 26, 18:30-21:30 - CC **CRN 30409**

## VCC Training and Consulting Services

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

*We understand that quality service is what brings our clients back. With Vancouver Community College, you do more than hire trainers and consultants; you enter into a partnership with professionals committed to your success.*

*Please contact the  
Director of Continuing Studies  
• Gyda Chud: 604-443-8416*

## 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](http://www.vcc.ca/FashionArts)

### **New Designer Fashion Show Fiat Mode XVIII**

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.

Fiat Mode XVIII takes place on Friday, September 23, 2005 at Performance Works, Granville Island. Two shows - 3 pm & 8 pm. For more information call 604.443.8484.

### **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 offer new fashion-related courses. Limited enrollment.

### **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) \$245

6 aft - Sa. Sep 24, 12:30-16:30 - CC **CRN 30432**

### **Introduction to Fashion Design (FASH 1178)**

This creativity workshop explores the fundamentals of good fashion design. Working on fashion figures, students learn how to create fashionable "mini-collections" starting with the basic sketch and following through to finished presentation quality. Topics include: symmetry and proportion; line and silhouette; colour theory; fabric pattern and texture. Basic figure drawing will be taught, but no previous drawing or design experience is necessary. Bring to first class: 9" x 12" tracing paper, HB pencil, blue and red fine-tipped felt pens, 12" ruler, scotch tape, fashion magazines. 30 hours (Pearson) \$280

10 eve - We. Sep 28, 18:30-21:30 - CC **CRN 30659**

### **NEW!** Fashion Writing (FASH 1409)

Analyze fashion publications and learn to develop sellable ideas. Learn how to pitch, interview, and write fashion articles. Other types of fashion writing such as advertorials and press releases will also be discussed. 24 hours (Murray) \$245

8 eve - Tu. Oct 4, 18:30-21:30 - CC **CRN 30657**

**Fax & Mail in  
Registration Form  
for all courses  
on page 31**

## Fashion Arts (continued)

### 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](http://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

May 30 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 or go to [www.vcc.ca/FashionArts](http://www.vcc.ca/FashionArts).

### 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](http://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

February 15 for entry in April

May 30 for entry in September

#### Required Courses

All courses previously listed under the

##### Fashion Design Certificate

##### Pattern Making Certificate

##### Garment Construction Certificate

##### Fashion Arts Certificate

As well as courses in the

Fashion Business and Technology Certificate:

Computer Aided Drafting (FASH 1253) 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](http://www.vcc.ca/FashionArts)

#### All merchandising courses are open to the public.

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)

Explore the planning, buying, and selling processes from initial concept to final consumer demand. Gain a broad understanding of the product life cycle, fashion adoption processes, trends, forecasting methods, and social, political, economic, and cultural influences upon the fashion industry. Deal with the challenges faced by today's designers, manufacturers, marketers, and retailers. (Pearson) \$295

12 eve - Mo. Sep 19, 18:30-21:30 - CC **CRN 30430**

### Fashion Retailing and Management (FASH 1401)

Focussing on the strategic issues facing Canadian fashion retailers, this course covers the challenges faced by retailers, describes alternate ways to classify the retail structure, outlines steps involved in strategic retail planning, and explains the strategic dimensions of location decision, layout and merchandise presentation. Text required: Retailing Management, Canadian Edition, Levy, Weitz & Beattie 2005. ISBN: 0-07-093173-9 (Sam) \$295

12 eve - Tu. Sep 20, 18:30 - 21:30 - CC **CRN 30422**

### Retail Buying (FASH 1402)

Learn to effectively manage the planning and buying of appropriate merchandise for a retail department or boutique. This course emphasizes the coordination of the buyer's varied responsibilities, buying terminology, mathematical equations for retail buying, plan projections and stock planning, and domestic and foreign resources. Text required: Retail Buying, 7th Edition, Prentice Hall, Jay and Gerald Pintel Diamond 2001. ISBN: 0-13-025432-0 (Sam) \$295

12 eve - Th. Sep 22, 18:30-21:30 - CC **CRN 30433**

### Courses Offered in January Term

Merchandising Fashion (FASH 1176)

Textiles (FASH 2201)

Fashion Marketing & Promotion (FASH 1405)

## Free Information Sessions

### Gemmology (pg 6)

Wednesday, September 7, 18:30, City Centre, Rm 164

### Business & Technical Writing Certificate Program (pg 9)

Wednesday, September 14, 17:30, City Centre, Rm 218B

### Office Administration Certificate Program (pg 9)

Tuesday, September 6, 17:30, City Centre, Rm 237

### Business Leadership and Management Certificate Program (pg 15)

Wednesday, September 7, 17:30, City Centre, Rm 218B

### Counselling Skills and Substance Abuse Certificate Programs (pg 23)

Wednesday, September 14, 2005, Wednesday, December 14, 2005, or Wednesday, January 4, 2006, 18:30, City Centre, Centre for Continuing Studies Office

### Interpreting (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.



## Gemmology

**Program Coordinator:** Donna Hawrelko, 604.443.8670

**Program Assistant:** 604.443.8381

**Information Session:**  
**Please join us for a free 'drop-in' information session - learn more about the program and meet the program instructors: Wednesday, September 7, 18:30 - 19:30**  
**The session will be held in room 164, City Centre Campus**

## 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 intensive, part-time, two-year program 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.

## Interior Design

**Registration:** 604.443.8484

**Program Coordinator:** Bernie Lyon, 604.443.8671, [blyon@vcc.ca](mailto: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 design industry. Our program offers you foundation skills for entry level employment and the opportunity to develop a solid portfolio for further study.

Courses with an asterisk\* have been articulated to BCIT's Interior Design program and may be used for credit with BCIT for further education in this area (subject to Portfolio review and 65 percent GPA). Not all courses are offered each term. The Interior Design Certificate is awarded upon completion of the program.

### 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. 36 hours (Fensom) \$370

12 eve - Mo. Sep 12, 18:30-21:30 - CC **CRN 30560**

### Design Drawing\* (INTD 1159)

Learn the basic concepts of expressing your ideas through freehand drawing. Develop skills in manipulating line, form, space, volume, proportion and value to effectively communicate in a visual format. Useful for Interior Design as well as other design disciplines. 36 hours (Lyon) \$370

12 eve - Tu. Sep 13, 18:30-21:30 - CC **CRN 30561**

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

Colour is the foundation of the mood, style and feel of interior spaces. Learn about a variety of colour systems, traditional and contemporary colour schemes, as well as colour mixing, relationships and applications. 36 hours (Harman) \$370

12 eve - We. Sep 14, 18:30-21:30 - CC **CRN 30569**

### 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. 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 - Tu. Sep 13, 18:30-21:30 - CC **CRN 30562**

### Space Planning 2 (INTD 1128)

Designing Home/Work spaces. Areas of study include: Code, Barrier Free (Universal) Design, research and implementation of a design program and client interviews. Students will develop complete plans for an In-home Daycare, Hairdressing Salon or Accountant's office. 30 hours (Fensom) \$320

10 eve - Th. Sep 15, 18:30-21:30 - CC **CRN 30563**

### History of Furniture\* (INTD 1102)

Knowledge of furniture styles is a crucial factor for the interior designer in today's marketplace. Whether advising clients on the purchase of antiques or furnishing a client's home with contemporary furniture, designers' credibility rests in the extent of their knowledge. Offered only in the Fall Term. Text: Sotheby's Concise Encyclopaedia of Furniture. 36 hours (Thomson) \$370

12 eve - Th. Sep 15, 18:00-21:00 - CC **CRN 30568**

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

Introduces a variety of interior materials and finishes including: wood furniture and flooring, carpet, stone and tile, glass, metal and plastics. Includes discussion of environmental issues and their impact on design. Study and research origin, characteristics, installation and maintenance of the materials. 20 hours (Keith) \$230

5 day - Sa. Oct 29, 10:00-14:30 - CC **CRN 30565**

### Textiles\* (INTD 1120)

Become familiar with the history, properties, production, maintenance and specialized uses of textiles in designing interiors. Includes the use of appropriate fabrics for soft home furnishings such as window treatments, upholstery and bedding. 20 hours (Kramer) \$230

5 day - Sa. Sep 17, 10:00 -14:30 - CC **CRN 30567**

### Kitchen and Bath Design (INTD 1169)

The focus of this vital area of home design will be upon planning, circulation layouts, scheduling, researching specifications, appliances, cabinets and fixtures. Students will create elevations and floor plans and learn NKBA guidelines, prepare finished materials boards and present projects in class. Text: Designing Interiors, (Kilmer) 36 hours (Askey) \$370

12 eve - Tu. Sep 13, 18:30-21:30 - CC **CRN 30664**

### 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. 36 hours (Keith) \$370

12 eve - We. Sep 14, 18:30-21:30 - CC **CRN 30566**

## College Closures

**Labour Day Sept. 5**

**Thanksgiving Oct. 10**

**Remembrance Day Nov. 11**

## Jewellery

**Program Coordinator:** Donna Hawrelko, 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 provided at first class. 24 hours (Brehault) \$405 Fee includes GST

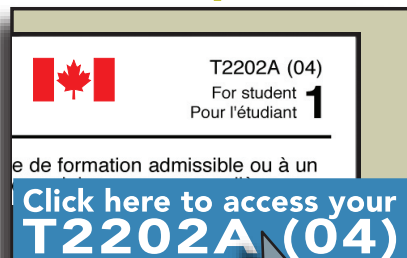
8 eve - Mo. Sep 19, 18:30-21:30 (No class Mo. Oct 10) - CC CRN 30146

### 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 provided at first class. Prerequisite: Jewellery Techniques I or the equivalent. 24 hours (Brehault) \$405 Fee includes GST

8 eve - We. Sep 21, 18:30-21:30 - CC CRN 30147

Access your **student tax receipt** online



**www.vcc.ca**

## Baking & Pastry Arts

**Program Coordinator:** Carey McBeth-Cooper, 604.443.8670

**Program Assistant:** 604.443.8381

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

### Tantalizing Desserts (CUIS 1126)

Combine various flavours and textures to create delicious treats for your guests including creme brulee, baked cheese cake, and caramelized apple napoleons. Plate and decorate the desserts with appropriate garnishes and sauces. Finally, sit down and enjoy your creations to be sure they are appropriate for your most special guests! 3 hours (TBA) \$70

1 mng - Sa. Oct 1, 09:30-12:30 - CC CRN 30025

### 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. Oct 4, 18:30-21:00 - CC CRN 30019

### 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. Oct 5, 18:30-21:00 - CC CRN 30018

### 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 (TBA) \$150

3 mng - Sa. Oct 15, 09:30-12:30 - CC CRN 30022

### 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. Oct 17, 18:30-21:30 - CC CRN 30021

### 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 (Wilson) \$190

5 eve - We. Oct 19, 18:30-21:00 - CC CRN 30020

### 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. Oct 22, 08:30-12:30 - CC CRN 30031

### Basic Breads (CUIS 1102)

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

1 mng - Sa. Oct 29, 08:30-12:30 - CC CRN 30027

### Rustic Bread Making (CUIS 1134)

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

1 mng - Sa. Nov 5, 08:30-12:30 - CC CRN 30030

### Christmas Baking to Impress (CUIS 1131)

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

1 eve - We. Nov 23, 18:30-21:30 - CC CRN 30026

## 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

## Bed and Breakfast

**Program Coordinator:** Patricia Fahrni

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

**Program Assistant:** Kevin Coutts 604.443.8677

**Registration:** 604.443.8484

## Bed and Breakfast Certificate Program - Distance Education

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

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.

**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.**

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. Flexible study time. 8 weeks 120 hours \$700

### 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: September 26, 2005

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

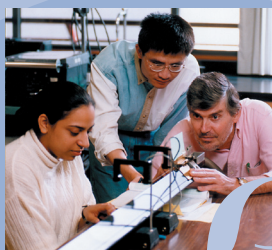
### Bed and Breakfast Certificate Program (BBP 1101)

8 weeks - Oct 3 - Nov 25 - CC CRN 30453

**NEW! Courses for Fall Term 2005**  
 see page 3

**Register online!**

**Click here!**



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

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



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

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

## Building Management & Services

Program Coordinator: 604.443.8649

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 (TBA) \$295

5 day - Sa. Sep 24, 09:00-16:00 (No class Oct 8) - CC CRN 30037

#### 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. 40 hours (Neuls) \$365

10 day - Sa. Sep 24, 09:00-13:00 (No class Oct 8) - CC CRN 30036

#### 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) \$295

10 eve - We. Sep 21, 18:30-21:30 - CC CRN 30035

#### 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) \$280

8 eve - Tu. Sep 27, 19:00-21:30 - CC CRN 30034

## Business, Career & Law

### Business English Skills

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: 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 questions and concerns to share in this workshop. 6 hours (Gossen) \$80

1 day - Sa. Sep 24, 09:00-16:00 - CC CRN 30498

2 eve - We. Sep 28, 18:00 - 21:00 - CC CRN 30497

#### Building a Powerful Vocabulary (OACP 1106)

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

2 eve - We. Oct 12, 18:00-21:00 - CC CRN 30499

1 day - Sa. Oct 15, 09:00-16:00 - CC CRN 30500

#### Writing Dynamic Business Letters (OACP 1103)

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

2 eve - We. Oct 26, 18:00-21:00 - CC CRN 30501

1 day - Sa. Oct 29, 09:00-16:00 - CC CRN 30502

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

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

2 eve - We. Nov 9, 18:00-21:00 - CC CRN 30503

1 day - Sa. Nov 19, 09:00-16:00 - CC CRN 30504

#### Note

#### Business English Skills Test

We. Nov 23, 18:00 - CC

Sa. Dec 3, 09:00 - CC

Administered at the end of the Business English Skills Package (four courses). No charge. For students who wish credit toward Office Administration Program.

#### English Elective

#### Business English Skills 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 - We. Sep 21, 09:00-12:00 - CC CRN 30505

### 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

## Teaching Adults — A World of Difference



Start a career in adult education and training with Canada's most comprehensive instructor and facilitator training programs.

#### BC Provincial Instructor Diploma

This is British Columbia's premier instructor training program.

#### Diploma in Adult Education

An essential complement to the Provincial Instructor Diploma.

#### Certificate in Online/eLearning Instruction

Learn how to design, develop and conduct web based learning.

#### Professional Trainer Series

A workshop series that provides the basics of effective instruction.

For more information go to [www.instructordiploma.com](http://www.instructordiploma.com) or contact Provincial Instructor Diploma Program 604.871.7510

## 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) \$123

4 eve - Mo. Sep 26, 18:00-21:00 - CC **CRN 30506**

## 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) \$123

4 eve - Mo. Oct 31, 18:00-21:00 - CC **CRN 30515**

## Business Writing

## Business & Technical Writing Certificate Program

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

**Program Advisor:** Peggy Worobetz, 604.443.8670

**Program Assistant:** 604.443.8711

**To register and for general information,** 604.443.8484

**Information Session: Wednesday,  
September 14, 17:30-18:30  
City Centre, Room 218B**

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

1 eve - We. Sep 14, 17:30-18:30 - CC Room 218B

Clear and concise writing can work for you! Learn to sell your ideas and present information in a variety of written forms. Technical communication requires special skills. Today's professionals spend much of their time producing written documentation. Courses are of interest to those in diverse fields, including science, health, technology, engineering, education, and all business occupations. Assignments 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.

## 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 **CRN 30454**

## 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 **CRN 30455**

## 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 (Twiss) \$155

1 day - Sa. Nov 19, 09:00-16:30 - CC **CRN 30456**

## 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 (Desprez)

1 day - Sa. Jan 28, 09:00-16:30 - CC

## Current Issues in Technical Writing (TECW 1102)

Update your writing skills by adopting the techniques of successful technical writers. Review trends in the technical communication profession and growth in the application of on-line writing. Discuss the development of a work portfolio and its use as an employment aid. Review the key characteristics necessary for success in this field. 6.5 hours (Metcalf)

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

## Editing (TECW 1103)

Successful technical writers have good style and design skills built on a foundation of strong technical skills in writing mechanics, editing and plain language usage. 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 (Twiss)

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

## Proposal Writing (TECW 1105)

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

Available Spring 2006

## 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 (TBA)

Available Spring 2006

## Industry Specific Report Writing (TECW 1108)

This course focuses on the structure, content, format, audience, purpose, and style of reports. Topics 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 (TBA)

Available Spring 2006

## Other courses (non-certificate)

Writing Software Specifications

## 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.

## Writing Software Specifications

**Program Coordinator:** Peggy Worobetz, 604.443.8670

**Program Assistant:** 604.443.8381

The lack of proper requirements specifications is cited as the leading cause of software project problems and failure. Learn how to create specifications that become the glue that hold your projects together and keep everyone on the same page.

## Writing Software Specifications (BUSI 1196)

This detail-oriented course provides a comprehensive introduction to software requirements gathering and specification processes. In addition to introducing the facts and theory behind the success of requirements methods, we focus on the practical applications of use cases and detailed requirements writing and management. (Sieling) \$225 Fee includes GST

5 eve - Th. Sep 29, 18:00-21:00 - CC **CRN 30166**

## Office Administration

## Office Administration Certificate Program

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

**Program Assistant:** 604.443.8711

**Information Session:  
Tuesday, September 6, 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 10 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 rotate from term to term and may be taken in any order:

Office Procedures - 18 hours

Business English Skills Package - 24 hours

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

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

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

## Note

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

Challenge exam available for Office Procedures (OACP 1126)

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

## Specialization Courses

### Option 1 Administration and Supervision

This option further develops specific functional office skills and provides increased knowledge of office automation. Supervisory/management skills are also developed:

Records Management I (OACP 1128) - 30 hours

Effective Oral Communication (OACP 1145) - 18 hours

Any elective course/s from the Office Administration Program, the Professional Development Career Success section and City Centre Computer Application Package - 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, the Professional Development Career Success section and City Centre Computer Application Package. 33 hours

**Register  
online!**

**Click here!**

**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, City Centre Computer Application Package 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) \$163

8 eve - We. Sep 21, 18:30-21:30 - CC **CRN 30508**

**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 **CRN 30648**

**Introduction to Bookkeeping (OACP 1130)**

This introductory course deals with the procedures that make up the accounting cycle for a service business. You will be introduced to transactions, journals, general ledgers, trial balanced, as well as preparing simple financial statements. The text/kit is Accounting Fundamentals, Sixth Edition, Hoffman Pacsy Flashner. Text should be purchased from City Centre Bookstore before the first class. 24 hours (Huston) \$168

8 eve - We. Jan 25, 18:30-21:30 - CC

## Administration and Supervision

**Supervisory/Management and Decision Making (OACP 1127)**

This course focuses on the techniques and skills required to manage effectively within today's organization. Topics include communication, decision making and leadership skills, all vital skills for an effective supervisor/manager. 24 hours (Gossen) \$158

8 eve - Mo. Jan 23, 18:30-21:30 - CC

**Office Procedures (OACP 1126)**

Analyze the tasks and responsibilities of the administrative assistant. Understand how to handle business information and how technology can enhance productivity. Discussions and assignments focus on interpersonal skills and written communication, scheduling and organizing work activities, processing information, and organizing and managing manual and electronic records. Offered each January term. Text: The Electronic Office. Purchase at City Centre Bookstore prior to class. 18 hours (Alden) \$153

6 eve - Th. Jan 26, 18:30-21:30 - CC

## Other Administration, Supervision and Elective Courses

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

**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 (Gossen) \$110

1 day - Sa. Oct 22, 09:30-16:30 - CC **CRN 30654**

**Effective Notes and Minutes (OACP 1122)**

Effective note taking contributes 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 (Gossen) \$110

1 day - Sa. Nov 5, 09:30-16:30 - CC **CRN 30510**

**Computer Foundations (CMPT 1101)**

For description, see Computer/Keyboarding page ??

## 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. Sep 24, 09:00-16:00 - CC **CRN 30498**

2 eve - We. Sep 28, 18:00 - 21:00 - CC **CRN 30497**

**Building a Powerful Vocabulary (OACP 1106)**

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

2 eve - We. Oct 12, 18:00 - 21:00 - CC **CRN 30499**

1 day - Sa. Oct 15, 09:00-16:00 - CC **CRN 30500**

**Writing Dynamic Business Letters (OACP 1103)**

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

2 eve - We. Oct 26, 18:00 - 21:00 - CC **CRN 30501**

1 day - Sa. Oct 29, 09:00-16:00 - CC **CRN 30502**

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

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

2 eve - We. Nov 9, 18:00 - 21:00 - CC **CRN 30503**

1 day - Sa. Nov 19, 09:00-16:00 - CC **CRN 30504**

**Note****Business English Skills Test**

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

We. Nov 23, 09:00 - CC

Sa. Dec 3, 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 - We. Sep 21, 09:00-12:00 - CC **CRN 30505**

**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. Gain 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) \$123

4 eve - Mo. Sep 26, 18:00-21:00 - CC **CRN 30506**

**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) \$123

4 eve - Mo. Oct 31, 18:00-21:00 - CC **CRN 30515**

## 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 about oral communication barriers and skills and gain confidence and comfort in the public forum! 18 hours (Venier) \$193

6 eve - Mo. Sep 26, 18:30-21:30 - CC **CRN 30652**

## 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. Purchase at City Centre Bookstore prior to first class. 18 hours. (Venier) \$117

6 mng - Sa. Sep 24, 09:30-12:30 - CC **CRN 30511**

## 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. Purchase at City Centre Bookstore prior to first class. 18 hours (Wong) \$127

6 mng - Sa. Sep 24, 09:30-12:30 - CC **CRN 30512**

## 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 \$298

10 eve - We. Sep 28, 18:30-21:30 - CC **CRN 30314**

## Medical Office Billing - Computerized (OACP 1137)

For description, see Medical, page 11.

## Legal

### Legal Package

This five-course program package introduces 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 \$365:

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 covers the various types of law firms in existence and the roles of legal support staff. We introduce reference sources and discuss the various areas of law. An overview of the "package" content and presentation is also included. 3 hours (Rodiuk) \$47

1 eve - Tu. Sep 27, 18:30-21:30 - CC **CRN 30480**

### Conveyancing (OACP 1117)

This introductory course provides an overview of the responsibilities and duties of conveyancing staff, including the steps required to complete a typical residential conveyance. 9 hours. (TBA) \$87

3 eve - Th. Sep 29, 18:30-21:30 - CC **CRN 30481**

### Corporate (OACP 1115)

Overview of incorporating a British Columbia company, plus annual reports and filings, and keeping minute books. 9 hours (TBA) \$87

3 eve - Tu. Oct 4, 18:30-21:30 - CC **CRN 30482**

### 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) \$87

3 eve - Th. Oct 20, 18:30-21:30 - CC **CRN 30483**

### 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) \$87

3 eve - Tu. Oct 25, 18:30-21:30 - CC **CRN 30484**

### 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

### 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) \$108

3 eve - We. Sep 28, 18:30-21:30 - CC **CRN 30649**

### 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) \$113

4 eve - We. Oct 19, 18:30-21:30 - CC **CRN 30485**

### Legal Ethics and Confidentiality (OACP 1140)

This course covers 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 is placed on the importance of confidentiality. 9 hours (Halkett) \$111

3 eve - We. Nov 16, 18:30-21:30 - CC **CRN 30651**

### 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) \$126

Available in the Spring Term 2006

## 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) \$188

10 eve - Tu. Sep 27, 18:30-21:30 - CC **CRN 30495**

## 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 \$147

6 eve - Tu. Sep 27, 18:30-21:30 - CC **CRN 30513**

### 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 (Keatley) \$188

10 eve - Th. Sep 29, 18:30-21:30 - CC **CRN 30496**

### 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) \$167

8 eve - Th. Jan 26, 18:30-21:30 - CC

### 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 - Th. Mar 23/30, 18:30-21:30 - CC

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

Prerequisite: Medical Office Procedures (OACP 1111) or current experience working with a non-computerized medical billing system. Become familiar with data processing tasks required to bill for medical office visits, surgical procedures, diagnostic procedures as well as WCB/ICBC and out-of-province billing. 12 hours (Wong) \$147

2 day - Sa. Mar 25/Apr 1, 09:30-16:30 - CC

## Records Management

### Records Management I (OACP 1128)

As the volume of information processed by business increases so does the need for a systematic approach to creating, classifying, storing, retrieving and disposing of 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) \$188

10 eve - We. Sep 21, 18:30-21:30 - CC **CRN 30489**

## 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. Offered once a year. 30 hours (Bradley) \$188

10 eve - We. Jan 25, 09:30-16:30 - CC

### Records Management - Specialized Functions (OACP 1147)

Introduction to specialized functions within records/information management. Explore several functions such as forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. 24 hours (Bradley) \$178

8 eve - We. Apr 26, 18:30-21:30 - CC

### 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: 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

### How to Get a Job (OACP 1200)

Learn to create a concise and professional resume that will grab the attention of potential employers. Refine your job search strategies to target your most desirable employment opportunities. Explore the world of the job interview, including tips and techniques, and prepare your responses to some of the most frequently asked interview questions. Understanding the hiring process will increase your chances of being the next successful candidate! Bring your questions and concerns to share with others in this interactive workshop. (Galloway) \$110

2 eve - Mo. Sep 26/Oct 3, 18:30-21:30 CC **CRN 30655**

### 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. Oct 1, 09:30-16:30 - CC **CRN 30658**

*continued on next page...*



...continued from previous page

#### 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 (Gossen) \$110

1 day - Sa. Oct 22, 09:30-16:30 - CC CRN 30654

#### Effective Notes and Minutes (OACP 1122)

Effective note taking contributes 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 (Gossen) \$110

1 day - Sa. Nov 5, 09:30-16:30 - CC CRN 30510

#### 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

### Career Exploration

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

**Program Assistant: 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 CRN 30749

### Event Planning

**Program Coordinator: Carey McBeth-Cooper,**  
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 1209)

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. A Document of Professional Studies will be issued. 30 hours (Hyder) \$370 Fee includes GST

10 eve - Th. Sep 22, 18:30-21:30 - CC CRN 30588

### Wedding Planning

**Program Coordinator: Carey McBeth-Cooper,**  
604.443.8670

**Registration and general information: 604.443.8484**

Is this your career goal? The demand for this exciting, creative service is rapidly growing! Or, with Christmas just around the corner, are you expecting to 'set the date' but don't know how to begin to plan your own wedding?

#### Planning Your Own Wedding (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! A Document of Professional Studies will be issued. 24 hours (Hyder) \$245

8 eve - Tues. Sept. 27, 18:30-21:30 - CC CRN 30060

**NEW!**

### Sommelier Program

Vancouver Community College is excited to partner with the International Sommelier Guild (ISG), globally recognized for specializing in training participants in wine tasting and excellence, spirits and ales. Currently there are in excess of 1,300 members across 12 countries with over 650 certified Sommeliers.

**For information, please call - 604.443.8317 or visit [www.internationalsommelier.com](http://www.internationalsommelier.com).**

**To register, please call - ISG: 1.905.858.1217, or email [info@internationalsommelier.com](mailto:info@internationalsommelier.com)**

### Sommelier Certificate Program

#### ISG Wine Fundamentals Certificate Level I (CUIS 1135)

Whether building on an existing career in hospitality or enhancing your enjoyment of wines, this is designed for the novice wine enthusiast. Learn about the basic aspects of sensory evaluation that are frequently overlooked when drinking wine. Learn the different components of wine appearance, aroma, and flavour. You will gain a basic understanding of the major grapes used for making wine and their discerning characteristics as well as an introduction to fortified and sparkling wines. Taste wines from around the world but above all else have fun! 24 hours (TBA) \$518.95

8 eve - Sep, 18:30-21:30 - CC

#### ISG Wine Fundamentals Certificate Level 2 (CUIS 1136)

Building on WFC1, learn about all elements involved in the wine business including viticulture, vinification, and regional appellation laws. Begin developing your blind tasting skills by studying old and new world wine regions as well as sparkling, fortified wines and ales. You will also enhance your service skills, food and wine pairing techniques, and proper storage practices. This course will advance your understanding of wine and wine making to prepare you for the Sommelier Diploma Program. Prerequisite: successful completion of ISG Wine Fundamentals Certificate Level 1. 48 hours (TBA) \$802.50

16 eve - Sep, 18:30-21:30 - CC

### Sommelier Diploma Program

Enter this industry informed and sought after! This six-month program meets once a week. As a defining benchmark for wine knowledge within the hospitality industry, the International Sommelier Guild supports the professional development of their members including a referral program for career opportunities and sponsorship of tastings and events. Upon successful completion of this diploma program, you are designated as a leader, with professional mobility in the wine industry.

#### Sommelier Diploma Course (CUIS 1137)

With ISG's personal approach to learning, they can tell you and show you how to evaluate a wine, critique it, decant it, serve, and store it! Learn everything from viticulture, vinification, tasting techniques, cellaring, investment strategy, menu design, to regional analysis of wines, spirits and ales. Lead by industry experts, IGS holds an annual conference to ensure program instructors have the latest information on research and development, new theories on food and wine pairing, and current trends in the market place. Learn from the best! 184 hours (TBA) \$2,500 (includes cost of textbooks)

23 day - Sep, - CC

you can also . . .

**Access your  
grades  
online!**

Click here!

[www.VCC.ca](http://www.VCC.ca)

**NEW!**

## Personal Financial Management & Investment Planning

**Program Coordinator: 604.443.8649**

**Program Assistant: 604.443.8381**

**Registration and general information: 604.443.8484**

**NEW!**

## Deliberately Attract Wealth (BUSI 1201)

Attract more of what you want a less of what you don't! Explore the science of the Law of Attraction. Learn how money comes to us by how we place value on ourselves and on others. Become empowered to be abundant in areas you didn't know existed! 4 hours (Hoffman) \$65

*2 day - Sa. Sep 24/Oct 1, 09:30-11:30 - CC **CRN** 30159*

**NEW!**

## Mutual Funds - Fearless Investing (BUSI 1208)

Discover how to purchase the right mutual funds for you! Find out what you need to know about a fund's manager. Understand Portfolio Diversification - benefits, techniques to build a portfolio, Asset Allocation, benchmarks and how to use them. Learn how to match funds with your risk tolerance! Explore how to maximize your fund returns, how to benefit from sector investing, how bond funds can help you and how to profit from funds. Bring notebook, writing utensil and calculator to class. 5 hours (Hoffman) \$95

*2 day - Sa. Oct 15/22, 09:00-11:30 - CC **CRN** 30160*

## Wealth Without Sacrifice Program

### Wealth Without Sacrifice Package

Have you always wanted to build a solid financial plan? Learn the key financial strategies, what to look for, what questions to ask. Explore your own risk tolerance and upon program completion, clearly understand your current financial situation. Participants are required to bring a notebook, writing utensil and calculator to all classes. \$30 per course or a total of \$160 for all six courses for a savings of \$20. See descriptions below.

### Understanding How Money Works (BUSI 1202)

Learn the rule of 72, power of compound interest, explore how you can be like the Banks, and discover your financial independence number. 1.5 hours (Hoffman) \$30

*1 day - We. - Sep 28, 19:00-20:30 - CC **CRN** 30161*

### RRSP Solutions and Alternatives (BUSI 1203)

What is an RRSP? Learn the tax implications of using RRSP's, explore the RRSP meltdown strategy, what are the alternatives to RRSP's, and more! 1.5 hours (Hoffman) \$30

*1 day - We. - Oct 5, 19:00-20:30 - CC **CRN** 30635*

### Insurance Solutions (BUSI 1204)

Do you know how to position yourself to pay less tax at retirement? Learn income replacement strategies and debt management skills. 1.5 hours (Hoffman) \$30

*1 day - We. - Oct 12, 19:00-20:30 - CC **CRN** 30162*

### Maximizing Real Estate (BUSI 1205)

Who needs a bank when you have a house? Learn how to cut your payments in half. Can your mortgage payments be tax deductible? Explore ways to become a dual home owner. 1.5 hours (Hoffman) \$30

*1 day - We. - Oct 19, 19:00-20:30 - CC - **CRN** 30163*

### Cash Flow and Debt Management (BUSI 1206)

What is good debt vs. bad debt and how can you make debt tax deductible? Explore credit solutions and the pay split strategy. Find out what bank fees are really costing you and more! 1.5 hours (Hoffman) \$30

*1 day - We. Oct 26, 19:00-20:30 - CC **CRN** 30164*

### Your Financial Plan (BUSI 1207)

Understand the key areas you need to act on. Explore what to look for in an Advisor, what questions to ask of a potential Advisor and how Advisors make their money. 1.5 hours (Hoffman) \$30

*1 day - We. Nov 2, 19:00-20:30 - CC **CRN** 30165*

## 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 must register for individual courses. Participants must complete a combination of 12 core and elective courses to 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 14 for these listings.**

Business Communication for Leaders (LEAD 1138)  
Business Etiquette for Leaders (LEAD 1163)  
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)  
Progressive Discipline in the Workplace (LEAD 1155)  
Speak Up! (LEAD 1109)  
The Science and the Art of Leadership (LEAD 1119)  
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.

### 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 **CRN** 30643*

### 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) \$165

*1 day - Fr. Sep 30, 09:00-16:30 - IEC **CRN** 30530*

### 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 **CRN** 30524*

### 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 **CRN** 30534*

### 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 - Fr. Nov 4, 09:00-16:30 - TBA **CRN** 30533*

### 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 **CRN** 30528*

### 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 **CRN** 30644*

### 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 (Hannah) \$150

*1 day - Sa. Dec 10, 09:00-16:30 - CC **CRN** 30645*

### 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 **CRN** 30646*

### 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. Feb 3, 09:00-16:30 - TBA*

### 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. Feb 11, 09:00-16:30 - CC*

### From Conflict to Collaboration (LEAD 1105)

Learn practical information and skills to resolve conflict caused by differences in goals, employee performance and work habits. Define causes of conflict; understand conflict management concepts and styles; assess your current strengths and areas for improvement in resolving conflicts; use specific communication skills to clarify and understand issues; 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

1 day - Fr. Feb 17, 09:00-16:30 - TBA

### 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. Feb 25, 09:00-16:30 - CC

### Critical Thinking (LEAD 1101)

Critical thinking was identified by the Conference Board of Canada as one of the most-desired skills in 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) \$165

1 day - Fr. Mar 3, 09:00-16:30 - TBA

### 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 (TBA) \$150

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



### Progressive Discipline in the Workplace (LEAD 1155)

This course reviews fair procedure and legal requirements for a managerial response toward improving poor performance (culpable and non-culpable) and correcting misconduct in the workplace. While the course is designed for a non-unionized workplace, the principles for a non-unionized workplace are also discussed. Discussion and participation is welcome and encouraged. 6 hours (Green) \$165

1 day - Fr. Mar 17, 09:00-16:30 - TBA

### Business Etiquette for Leaders (LEAD 1163)

Employers and clients look for human qualities that make the difference: courtesy, image, trust and perceptions of reliability. Learn people skills that build self-confidence, leadership, add sophistication to your professional image, and strengthen client relationships. Put into action: dining etiquette, handshaking, small talk and networking skills, as well as meeting, phone and techno-etiquette. Make a positive first impression and more. Research conducted by Harvard University and The Carnegie Foundation shows that technical skills and knowledge account for only 15% of getting, keeping and advancing in a job. Essential for all who aspire to move up the corporate ladder. 6 hours (McBeth-Cooper) \$150

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

### 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

Next offered: Spring 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. It 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) \$165

1 day - Fr. Sep 30, 09:00-16:30 - IEC CRN 30530

### 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 CRN 30531

### 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 CRN 30532

### 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) \$150

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) \$150

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

### 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 5, 09:00-16:30 - TBA

### 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 ?? 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...*

...continued from previous page

## 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) \$313

8 eve - We. Sep 21, 18:30-21:30 - CC CRN 30650

## 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) \$313

8 eve - Tu. Sep 27, 18:30-21:30 - CC CRN 30545

## 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) \$313

8 eve - Mo. Jan 23, 18:30-21:30 - CC

## Team Skills (MSKL 1102)

Learn your personal leadership style and how your style impacts a team; how a team develops and moves effectively through each stage; tools and skills which address critical team challenges; what motivates and demotivates your team; how to facilitate effective meetings and identify what stressors affect a team and how a leader can minimize them. 24 hours (Brindle) \$313

8 eve - We. Jan 25, 18:30-21:30 - CC

## Business Leadership and Management

### Business Leadership and Management Certificate Program

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Lynda Boothby, 604.443.8383

**Information Session:**  
**Wednesday, September 7, 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 14 for these listings.**

Essential Management Skills (MSKL 1103)

Interpersonal Communication Skills (MSKL 1101)

Managing Performance through Training and Development (MSKL 1105)

Team Skills (MSKL 1102)

**Four of the following from the Leadership Certificate Program. Please see page ?? for these listings.**

Building a Productive Team (LEAD 1113)

Business Communication for Leaders (LEAD 1138)

Business Etiquette for Leaders (LEAD 1163)

Coaching for High Performance (LEAD 1115)

Creative Thinking at Work (LEAD 1110)

Critical Thinking (LEAD 1101)

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)

Managing Change (LEAD 1102)

Performance Management: Goals and Reviews (LEAD 1106)

Problem Solving and Action Planning (LEAD 1104)

Progressive Discipline in the Workplace (LEAD 1155)

Speak Up! (LEAD 1109)

Stepping Up to Leadership (LEAD 1111)

The Science and the Art of Leadership (LEAD 1119)

Using Leadership Language (LEAD 1112)

**Two of the following from the Associate Certificate in Leadership Coaching. Please see page 14 for these listings.**

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)

Team Coaching (LEAD 1121)

The Coach's Toolkit (LEAD 1120)

### 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.

## 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 (Fawcett) \$313

8 eve - Th. Sep 22, 18:30-21:30 - CC CRN 30647

**Look for the following offerings in the future**

## 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) \$313

## 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) \$313

## 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) \$313

## 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) \$313

## NEW! Private Investigating

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Lynda Boothby, 604.443.8383

Pursue a career in Private Investigating - a challenging, rewarding and ever expanding field. Our course series provides new and existing investigators with the knowledge and skills to be successful in this exciting new career.

The following three courses meet one night a week over ten weeks - one course per term. The key themes are:

Introduction to Private Sector Investigations

Surveillance Techniques - Tools, Techniques and Tactics

Case Management and Critical Thinking

## NEW! Introduction to Private Sector Investigations (LEAD 1160)

This course covers the basic requirements, types of investigations, procedures and report writing, legislation, criminal and civil law criteria, contact sources, databases - all basic tools of an investigator. Students will be expected to do case work. 30 hours (Matak) \$378

10 eve - Tu. Sep 20, 18:30-21:30 - CC CRN 30653

## NEW! Surveillance Techniques - Tools, Techniques and Tactics (LEAD 1161)

This course deals with legalities of surveillance, boundaries, types of surveillance - stationary moving foot, types of cameras - digital, analog and some review of forensics in terms of reviewing camera shots and how it aides in investigations. Fieldwork part of program. 30 hours (Matak) \$378

10 eve - Tu. Jan 24, 18:30-21:30 - CC

## NEW! Case Management and Critical Thinking (LEAD 1162)

This course deals with management techniques, business management of investigations, client relations, trust accounts, strategy and planning of larger cases. It is recommended that students take the Intro to Private Sector Investigations and Surveillance Techniques first. 30 hours (Matak) \$378

10 eve - Tu. Apr 25, 18:30-21:30 - CC

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

## College Closures

Labour Day Sept. 5

Thanksgiving Oct. 10

Remembrance Day Nov. 11

Register online!

Click here!

## Paralegal

### Paralegal Certificate Program

and

### Paralegal Diploma Program

**Program Coordinator:** Melanie Rodiuk, mrodiuk@vcc.ca

**Program Assistant:** Patricia Tang, 604.443.8711

**Program Website:** <http://continuing.vcc.ca/legal>

#### Program Description

As a paralegal, you play a key role in delivering high quality service in a legal office setting.

We offer two programs: the Paralegal Certificate Program and the Paralegal Diploma Program. The Certificate Program covers core concepts which are fundamental to the study of law. In addition, you will select one legal practice area and cover course work in that practice area. Practice areas include litigation, corporate law, real estate, family and estate law. After receiving your Certificate, you may continue your legal studies in the program in all major legal practice areas and receive your Diploma.

All our courses are designed for persons who are currently employed as legal support staff. Therefore, courses are only offered on evenings and weekends. Students participate in weekly lectures and tutorials and can choose tutorial times to suit their own schedules. Tutorials are structured to facilitate the comprehension and application of weekly lecture concepts.

All courses are taught by experienced legal professionals. We provide access to QUICKLAW for computer research.

#### Admission Procedures

In general, there are two types of students enrolled in our courses:

##### A. "Non-Certificate" Students

You can take courses in the Paralegal Program without being Formally Admitted to the Program. Any courses you complete under this open door policy will be credited towards your Certificate if you decide to become Formally Admitted at some future point.

Please ensure that you meet any additional pre-requisites for the individual courses prior to registration.

##### B. "Certificate" Students

To graduate from the Paralegal Certificate Program, you must be Formally Admitted to the Program. There is NO DEADLINE for submitting your applications for Formal Admission to the Paralegal Program. We welcome applications continuously throughout the year. Find application details on our Program website at: <http://continuing.vcc.ca/legal>.

#### Graduation Requirements for the Paralegal Certificate Program

To graduate from the Paralegal Certificate Program, you must complete:

Level 1 "Core" Courses - ALL Level 1 Core Courses

Level 2 "Practice Area" Courses - Choose a Practice Area and complete all Level 2 Practice Area courses in your selected field of study;

Electives - Complete the equivalent of 2 courses; and  
Practicum - a 12 week Practicum. 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 of the above Paralegal Certificate Program requirements in approximately 2 years of part-time study.

#### Graduation Requirements for the Paralegal Diploma Program

The Paralegal Diploma Program is designed for graduates of the Certificate Program who wish to continue their professional growth. In the Diploma Program, students do course work in ALL FOUR practice areas: (1) litigation, (2) corporate, (3) conveyancing, and (4) family and estate law. The additional coursework serves to broaden your knowledge and enhance your employability in the various fields of law.

To graduate from the Paralegal Diploma Program, students must complete:

ALL FOUR Level 2 Practice Areas; and  
Electives (2 courses)

Students usually take about 2 additional years of part time study to complete the above Diploma Program requirements, after completion of the Paralegal Certificate Program.

#### Course Outlines and Textbooks

View the Course Details section of program website at <http://continuing.vcc.ca/legal> prior to attending the first class. Website provides course outlines, textbook information, and pre-reading assignments for courses.

#### Paralegal Program Orientation (LEGL 1201)

Do you have questions about the VCC Paralegal Program? Join us for this one evening discussion forum for both prospective and current students. Get answers to your questions regarding admission and course planning. This session is held in a computer lab to introduce you to the program website. FREE. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. .25 credits, 3 hours

Your choice of the following sessions:

*September term:*

1 eve - Th. Aug 18, 18:00-21:00 - CC **CRN 20889**

1 eve - Th. Aug 25, 18:00-21:00 - CC **CRN 20890**

1 eve - Th. Sep 15, 18:00-21:00 - CC **CRN 30462**

*January term:*

1 eve - Th. Dec 1, 18:00-21:00 - CC **CRN 30463**

1 eve - Th. Dec 8, 18:00-21:00 - CC **CRN 30464**

1 eve - Fr. Jan 13, 18:00-21:00 - CC **CRN 10038**

### Level I - Core Courses

#### Canadian Legal Process (LEGL 1202)

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. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. 4.0 credits, 48 hours (Per week: 3 lecture hours, 3 tutorial hours) \$220.

Your choice of the following sessions:

8 mng - Sa. Oct 15, 09:00-12:00 - CC **CRN 30469**

8 mng - Sa. Oct 15, 09:00-12:00 - CC **CRN 30470**

8 aft - Sa. Oct 15, 13:00-16:00 - CC **CRN 30472**

8 aft - Sa. Oct 15, 13:00-16:00 - CC **CRN 30473**

#### Agency & Business Structures (LEGL 1203)

Explains agency relationships and liabilities, formation of partnerships and general concepts underlying incorporations, corporate structure and duties of directors and officers. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. 3.0 credits, 36 hours (Per week: 3 lecture hours, 3 tutorial hours) \$220.

Your choice of the following four sessions:

6 eve - Tu. Sep 13, 18:00-21:00 - CC **CRN 30474**

6 eve - Tu. Sep 13, 18:00-21:00 - CC **CRN 30475**

6 eve - Tu. Oct 25, 18:00-21:00 - CC **CRN 30476**

6 eve - Tu. Oct 25, 18:00-21:00 - CC **CRN 30477**

#### Torts (LEGL 1204)

An overview of tort law in Canada. Reviews civil wrongs where an individual's conduct interferes with other persons or their property. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. 4.0 credits, 48 hours (Per week: 3 lecture hours, 3 tutorial hours) \$220.

*Offered in the January 2006 term.*

#### Legal Communications (LEGL 1205)

Communications is key in the legal office workplace. Learn to communicate with confidence. Includes both business writing and verbal communication skills. This is a practical course which will improve your communication style. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. 3.00 credits, 36 hours (Per week: 3 lecture hours, 3 tutorial hours) \$220.

*Offered in the April 2006 term.*

#### Contracts (LEGL 1206)

Contract law essentials, including: formation, consideration, capacity, breach and remedies. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. 3.00 credits, 36 hours (Per week: 3 lecture hours, 3 tutorial hours) \$220.

*Offered in the April, 2006 term.*

#### Legal Research (LEGL 1207)

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 and learn to prepare legal memoranda. QuickLaw accounts provided. Pre-requisites: Formal Admission to the Paralegal Certificate Program. 4.0 credits, 48 hours (Per week: 6 lecture hours, 6 tutorial hours) \$220. Offered in the April, 2006 term.

### Level II - Practice Area Courses

#### A. Litigation Practice Area

##### Litigation for Paralegals I (LEGL 1301)

Learn the Rules of Court, Statutes, and Regulations that are an integral part of a civil litigation practice in British Columbia. Use the Rules to understand how the Court system functions, including commencing legal proceedings, defending actions, and setting a matter for trial. Understand how to apply the Rules of Court to the day to day practice of litigation, including production of documents, attendance at discoveries, and general interlocutory applications. Pre-requisites: Legal secretary experience or Formal Admission to the Paralegal Certificate Program. 3.5 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230.

7 eve - Tu. Sep 13, 18:00-21:00 - CC **CRN 30548**

##### Litigation for Paralegals 2 (LEGL 1302)

Build your litigation knowledge with a more in depth look at the Rules of Court as they apply to the various areas such as interlocutory applications, 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 relief. Gain insight into Fast Track Litigation and the new Rule 68 Expedited Litigation. Pre-requisites: Successful completion of Litigation for Paralegals 1 (LEGL 1301). 3.5 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230.

7 eve - Tu. Nov 1, 18:00-21:00 - CC **CRN 30549**

##### Creditor's Remedies (LEGL 1303)

Examines law and procedure, including builder's liens, applicable statutes, creditor's remedies, debtor's remedies and defences, pre-judgement and execution proceedings. Pre-requisites: Successful completion of Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). 3.50 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230

7 eve - Tu. Jan 10, 18:00-21:00 - CC **CRN 10030**

##### Personal Injury Practice (LEGL 1304)

Covers relevant substantive law and procedures required to manage a personal injury file. Pre-requisites: Successful completion of both Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). 3.50 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230

7 eve - Tu. Feb 28, 18:00-21:00 - CC **CRN 10031**

### B. Corporate Practice Area

#### Company Law (LEGL 1305)

Covers the general overview of a company, choice of business organization and jurisdiction, incorporation and organization of a British Columbia Company under the new Business Corporations Act, corporate maintenance (annual and Records Books) and transactions (appointments of directors, allotments and transfers of shares). Provides a foundation for Advanced Corporate Procedure 1 (LEGL 1307) and Advanced Corporate Procedure 2 (LEGL 1308) offered in the January term. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. 3.5 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$190. Note: Please register on or before September 15, 2005 so that we may contact you to order a textbook for this course.

7 eve - Th. Sep 22, 18:00-21:00 - CC **CRN 30551**

#### Securities (LEGL 1306)

Covers securities law and practice in corporate administration, legislation (including the new B.C. Securities Act and the new Business Corporations Act), filing requirements, stock exchange listings, due diligence, BCSC policies, public financing and related matters. Pre-requisites: Successful completion of Company Law (LEGL 1305), or equivalent work experience in the corporate field. 3.5 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230

7 eve - Mo. Oct 17, 18:00-21:00 - CC **CRN 30552**

#### Advanced Corporate Law 1 (LEGL 1307)

Advanced corporate procedures and documentation for name changes, special rights and restrictions (drafting alternations), changes to Notices of Articles, extra-provincial registrations under the new Business Corporations Act. Pre-requisites: Successful completion of Company Law (LEGL 1305),



## Paralegal (continued)

or equivalent work experience in the corporate field. 3.5 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$190 Note: Please register on or before December 10, 2005 so that we may contact you to arrange for a textbook on your behalf.

7 eve - Th. Jan 05, 18:00-21:00 - CC **CRN 10032**

### Advanced Corporate Law 2 (LEGL 1308)

Advanced corporate procedures and documentation for continuations, amalgamations, dissolutions, restorations and other procedures under the new Business Corporations Act. Pre-requisites: Successful completion of Advanced Corporate Administration 1 (LEGL 1307). 3.5 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$190

7 eve - Th. Mar 02, 18:00-21:00 - CC **CRN 10033**

### C. Real Estate Practice Area

#### Property Law (LEGL 1309)

Covers property law concepts: the nature of property ownership and its social context, the Canadian common law doctrines and statutory framework in British Columbia that regulates land ownership. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. 3.50 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230

7 eve - Tu. Sep 13, 18:00-21:00 - CC **CRN 30553**

#### Property Transactions (LEGL 1310)

This in-depth course is designed for legal support staff who have a desire to be skilled conveyancers. Learn about the Land Title Act, property transactions and mortgage financing, and the "how" and "why" of all the steps in a conveyance. This course further prepares students for studies in Lending & Security (LEGL 1311) and Commercial Conveyancing (LEGL 1312) offered in the January term. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. 3.50 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$190

7 eve - Tu. Nov 1, 18:00-21:00 - CC **CRN 30554**

#### Lending and Security (LEGL 1311)

Reviews validity of security documents, rights of parties and theory, concepts, procedures and forms used in a secured lending or banking practice.

Pre-requisites: Successful completion of Property Transactions (LEGL 1310). 3.50 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230

7 eve - Mo. Jan 09, 18:00-21:00 - CC **CRN 10034**

#### Commercial Conveyancing (LEGL 1312)

Explains commercial conveyancing matters, special issues in commercial conveyances, commercial sales, subdivisions and commercial leases. Pre-requisites: Successful completion of Lending & Security (LEGL 1311). 3.50 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230

7 eve - Mo. Feb 27, 18:00-21:00 - CC **CRN 10035**

### D. Family and Estate Practice Area

#### Family Law 1 (LEGL 1313) (formerly called "Family Law Essentials")

Examines Family Relations Act and Divorce Act and other relevant statutes and case law. Covers legal fundamentals in family relations. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. 3.50 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230.

7 eve - We. Sep 14, 18:00-21:00 - CC **CRN 30555**

#### Family Law 2 (LEGL 1314) (formerly called "Family Law Practice")

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. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. 3.50 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230

7 eve - We. Jan 11, 18:00-21:00 - CC **CRN 10036**

#### Wills & Estate Planning (LEGL 1315)

Learn to draft Wills with standard and complex trust provisions and the requirements of a valid will. Also covered: Living Wills, Powers of Attorney, and Representation Agreements. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. 3.50 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230

7 eve - We. Nov 02, 18:00-21:00 - CC **CRN 30556**

#### Estate Administration (LEGL 1316)

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 this class. Pre-requisites: Successful completion of Wills & Estate Planning (LEGL 1315). 3.50 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230

7 eve - We. Mar 1, 18:00-21:00 - CC **CRN 10037**

### Elective Courses

#### Legal Drafting (LEGL 1404)

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. Note: Effective September 2005, graduates from an approved Legal Administrative Assistant Program will receive transfer credit for this course. View the "Course Details" section of our program website for details. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. 3.50 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$190

7 eve - Th. May 18, 18:00-21:00 - CC **CRN 20040**

#### Legal Document Management (LEGL 1402)

Draft legal documents efficiently! Learn tips and tricks to manage complex legal documents and versions in the drafting process. Learn to create legal templates and automate them for faster document service. This "hands-on" course uses MSWord. Note: Effective September 2005, graduates from an approved Legal Administrative Assistant Program will receive transfer credit for this course. View the "Course Details" section of our program website for details. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. 3.50 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230

7 eve - We. Apr 19, 18:00-21:00 - CC **CRN 20038**

#### Court of Appeal Practice (LEGL 1403)

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. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. 3.5 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230

7 eve - We. May 10, 18:00-21:00 - CC **CRN 20039**

#### Evidence (LEGL 1401)

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. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. 3.5 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230

7 eve - Tu. Apr 18, 18:00-21:00 - CC **CRN 20037**

#### Practicum (LEGL 1208)

The Practicum enhances the quality of students' work in a legal office setting. Use your existing position at a legal office to fulfill Practicum requirements. Practicum serves to prepare you for growth to a Paralegal level at your existing job or at a new job. Participate in group meetings to collaborate on your experiences during Practicum. Pre-requisites: Formal Admission to the Paralegal Program and completion of all Level 1 Core Courses. Students must complete a Practicum Sponsor Form prior to registration. 6.0 credits, 518 hours (18 instructional hours, 500 practicum hours) \$115

Your choice of the following sessions:

September term Practicum  
 12 weeks, outside campus **CRN 30547**

Group meeting dates:

- Initial meeting: Fr. Sep 09, 18:00-21:00 CC  
 - Mid-term meeting: Fr. Oct 21, 18:00-21:00 CC  
 - Final meeting: Fr. Dec 02, 18:00-21:00 CC

**Register online!**

**Click here!**

## Project Management

**Program Coordinator:** Lorraine Hyder, 604.443.8670

**Program Assistant:** 604.443.8381

Learn the basics of planning, controlling or implementing projects!

### Fundamentals of Project Management (BUSI 1103)

Designed to provide the basics for those seeking Project Management Professional Certification. Understand the project management discipline, gain insight into the application of project management, form a framework for successful implementation of techniques and practical tools for process improvement, team motivation and communication! 12 hours (Mogan) \$240 Fee includes GST

4 eve - Tu. Sep 27, 18:30-21:30 - CC **CRN 30050**

## Small Business

**Program Coordinator:** 604.443.8649

**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 (Terrio-Boyd) \$85

1 eve - Mo. Sep 19, 18:00-21:00 - CC **CRN 30039**

### 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 (Terrio-Boyd) \$85

1 eve - We. Sep 21, 18:00-21:00 - CC **CRN 30044**

### 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 (Terrio-Boyd) \$85

1 eve - Mo. Sep 26, 18:00-21:00 - CC **CRN 30040**

### 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 (Terrio-Boyd) \$85

1 eve - We. Sep 28, 18:00-21:00 - CC **CRN 30045**

### Small Business Operations (BUSI 1132)

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

1 eve - Mo. Oct 3, 18:00-21:00 - CC **CRN 30041**

### 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 (Terrio-Boyd) \$85

1 eve - We. Oct 5, 18:00-21:00 - CC **CRN 30046**

### 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 (Terrio-Boyd) \$85

1 eve - We. Oct 12, 18:00-21:00 - CC **CRN 30047**

### Human Resources (BUSI 1135)

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

1 eve - Mo. Oct 17, 18:00-21:00 - CC **CRN 30042**

### Financing Your Business (BUSI 1138)

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

1 eve - We. Oct 19, 18:00-21:00 - CC **CRN 30048**

### Preparing Your Business Plan (BUSI 1139)

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

1 eve - Mo. Oct 24, 18:00-21:00 - CC **CRN 30043**

### More Small Business Courses

Also see:

Event Planning, page 12

Planning Your Own Wedding, page 12

## Veterinary Hospital Management

**Program Coordinator:** Peggy Worobetz, 604.443.8670

**Program Assistant:** 604.443.8381

**Registration and general information:** 604.443.8484

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

16 eve - Tu/Th. Sep 27, 18:00-21:00 - CC **CRN 30157**

you can also ...



**www.VCC.ca**

## Computers

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 20 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](http://www.vccoaklab.com)**

**Program Assistant:** 604.443.8428

**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 - Mischele Mathern or Pat Austin (604.261.2806),

E-mail: [mmathern@vccoaklab.com](mailto:mmathern@vccoaklab.com)

### What do you wish to learn?

#### An Introduction to Computers

Courses available are listed on page 19.

#### 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 19. 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.

#### Adobe Acrobat

Course information is listed under Graphics, Publishing, and Presentations on page 20.

#### Internet and Web Publishing

Courses available are listed on page 19.

#### Graphics, Publishing, and Presentations

Courses available are listed on page 20.

#### Networking and LAN Management

Courses available are listed on page 19.

#### Computer Hardware

Courses available are listed on page 19.

#### Programming

Courses available are listed on page 20.

#### 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. Sep 10, 9:00-17:00 - Oak **CRN 30167**

1 day - Tu. Sep 27, 9:00-17:00 - Oak **CRN 30169**

1 day - Sa. Oct 15, 9:00-17:00 - Oak **CRN 30171**

1 day - Tu. Nov 8, 9:00-17:00 - Oak **CRN 30172**

1 day - Th. Dec 1, 9:00-17:00 - Oak **CRN 30174**

## 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 - Tu. Sep 13, 9:00-17:00 - Oak **CRN 30230**

1 day - Sa. Sep 24, 9:00-17:00 - Oak **CRN 30231**

1 day - We. Oct 19, 9:00-17:00 - Oak **CRN 30232**

1 day - Tu. Nov 15, 9:00-17:00 - Oak **CRN 30233**

1 day - Tu. Dec 6, 9:00-17:00 - Oak **CRN 30235**

## Intermediate Windows XP (CMPT 1231)

Customize the Desktop, Task bar and Start menu. Manage multiple users on one computer. Learn Windows utilities to manage your computer (Disk Cleanup, System Restore and more). Experience is essential. Introduction to Windows (CMPT 1169) is recommended. 7 hours (Austin) \$190

1 day - Th. Sep 15, 9:00-17:00 - Oak **CRN 30283**  
1 day - Sa. Oct 22, 9:00-17:00 - Oak **CRN 30284**  
1 day - We. Nov 23, 9:00-17:00 - Oak **CRN 30285**

## 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. Sep 17, 9:00-17:00 - Oak **CRN 30279**  
1 day - Fr. Oct 14, 9:00-17:00 - Oak **CRN 30280**  
1 day - Sa. Nov 19, 9:00-17:00 - Oak **CRN 30281**  
1 day - Th. Dec 15, 9:00-17:00 - Oak **CRN 30282**

## Internet and Web Publishing

**Please also see course description for Introduction to Adobe Acrobat under Graphics, Publishing, and Presentations**

### 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 - Mo. Sep 12, 9:00-17:00 - Oak **CRN 30219**  
1 day - Th. Oct 13, 9:00-17:00 - Oak **CRN 30223**  
1 day - Mo. Nov 14, 9:00-17:00 - Oak **CRN 30224**  
1 day - Mo. Dec 5, 9:00-17:00 - Oak **CRN 30225**

### 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. Sep 19, 9:00-17:00 - Oak **CRN 30210**  
1 day - Mo. Oct 17, 9:00-17:00 - Oak **CRN 30211**  
1 day - Th. Nov 17, 9:00-17:00 - Oak **CRN 30213**  
1 day - Th. Dec 8, 9:00-17:00 - Oak **CRN 30216**

### 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. Sep 26, 9:00-17:00 - Oak **CRN 30236**  
1 day - Mo. Nov 28, 9:00-17:00 - Oak **CRN 30237**  
1 day - Mo. Dec 19, 9:00-17:00 - Oak **CRN 30641**

### 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 - Th. Sep 22, 9:00-17:00 - Oak **CRN 30288**  
1 day - Th. Oct 20, 9:00-17:00 - Oak **CRN 30252**  
1 day - Mo. Nov 21, 9:00-17:00 - Oak **CRN 30254**  
1 day - Mo. Dec 12, 9:00-17:00 - Oak **CRN 30258**

## 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. Sep 29, 9:00-17:00 - Oak **CRN 30289**  
1 day - Th. Nov 24, 9:00-17:00 - Oak **CRN 30259**  
1 day - Th. Dec 15, 9:00-17:00 - Oak **CRN 30290**

## Networking and LAN Management

### Introduction to Networking (CMPT 1136)

Find out how networks work. Understand network concepts, terminology, components and requirements for connectivity. Learn how Internet access is incorporated into a home or work-based network. Use peer-to-peer and server-based networks. Explore network security issues. Familiarity with Windows is essential. 7 hours (Austin) \$190

1 day - We. Sep 14, 9:00-17:00 - Oak **CRN 30168**  
1 day - Th. Oct 13, 9:00-17:00 - Oak **CRN 30170**  
1 day - Mo. Nov 7, 9:00-17:00 - Oak **CRN 30173**  
1 day - Fr. Dec 2, 9:00-17:00 - Oak **CRN 30175**

### 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 - Mo. Sep 19, 9:00-17:00 - Oak **CRN 30266**  
1 day - Th. Nov 17, 9:00-17:00 - Oak **CRN 30267**

### 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 - Mo. Sep 26, 9:00-17:00 - Oak **CRN 30269**  
1 day - Tu. Nov 22, 9:00-17:00 - Oak **CRN 30270**

### 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 - Fr. Sep 30, 9:00-17:00 - Oak **CRN 30271**  
1 day - Tu. Nov 29, 9:00-17:00 - Oak **CRN 30272**

## 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 Microsoft Word (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 - Fr. Sep 16, 9:00-17:00 - Oak **CRN 30199**  
1 day - Sa. Oct 1, 9:00-17:00 - Oak **CRN 30201**  
1 day - We. Nov 2, 9:00-17:00 - Oak **CRN 30202**  
1 day - Mo. Dec 5, 9:00-17:00 - Oak **CRN 30203**

### 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 - We. Sep 21, 9:00-17:00 - Oak **CRN 30261**  
1 day - We. Oct 26, 9:00-17:00 - Oak **CRN 30262**  
1 day - We. Nov 16, 9:00-17:00 - Oak **CRN 30263**

### 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 - We. Sep 28, 9:00-17:00 - Oak **CRN 30253**  
1 day - Fr. Oct 28, 9:00-17:00 - Oak **CRN 30255**  
1 day - Fr. Nov 25, 9:00-17:00 - Oak **CRN 30256**

### 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 - Tu. Oct 4, 9:00-17:00 - Oak **CRN 30286**  
1 day - We. Nov 30, 9:00-17:00 - Oak **CRN 30287**

## 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 - We. Sep 14, 9:00-17:00 - Oak **CRN 30188**  
1 day - Fr. Sep 30, 9:00-17:00 - Oak **CRN 30189**  
1 day - We. Oct 12, 9:00-17:00 - Oak **CRN 30190**  
1 day - Sa. Oct 22, 9:00-17:00 - Oak **CRN 30192**  
1 day - We. Nov 9, 9:00-17:00 - Oak **CRN 30194**  
1 day - Tu. Nov 22, 9:00-17:00 - Oak **CRN 30195**  
1 day - Tu. Dec 6, 9:00-17:00 - Oak **CRN 30198**

### 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 - Tu. Sep 20, 9:00-17:00 - Oak **CRN 30204**  
1 day - Fr. Oct 14, 9:00-17:00 - Oak **CRN 30205**  
1 day - Sa. Oct 29, 9:00-17:00 - Oak **CRN 30206**  
1 day - We. Nov 16, 9:00-17:00 - Oak **CRN 30207**  
1 day - Th. Dec 8, 9:00-17:00 - Oak **CRN 30208**

## 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. Sep 23, 9:00-17:00 - Oak **CRN 30212**  
1 day - Fr. Oct 21, 9:00-17:00 - Oak **CRN 30214**  
1 day - Sa. Nov 19, 9:00-17:00 - Oak **CRN 30217**  
1 day - We. Dec 14, 9:00-17:00 - Oak **CRN 30220**

### 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 - Th. Sep 29, 9:00-17:00 - Oak **CRN 30277**  
1 day - Sa. Nov 26, 9:00-17:00 - Oak **CRN 30278**

## Computer Accounting

### Introduction to Simply Accounting (CMPT 1150)

Work with the GL, Vendors, and Customers. Set up bank reconciliation and recurring entries. Enter purchases, payments, sales invoices and deposits. Adjust invoices. This course does not teach principles of accounting. You must have a basic understanding of accounting and experience in Windows before attending. 7 hours (Nair) \$190

1 day - Sa. Sep 10, 9:00-17:00 - Oak **CRN 30215**  
1 day - Sa. Oct 15, 9:00-17:00 - Oak **CRN 30218**  
1 day - Su. Nov 20, 9:00-17:00 - Oak **CRN 30221**  
1 day - Sa. Dec 10, 9:00-17:00 - Oak **CRN 30222**

### 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 - Sa. Sep 24, 9:00-17:00 - Oak **CRN 30273**  
1 day - Sa. Nov 26, 9:00-17:00 - Oak **CRN 30274**

### Introduction to QuickBooks (CMPT 1233)

Work with the GL, Vendors, and Customers. Set up bank reconciliation and recurring entries. Enter purchases, payments, sales invoices and deposits. Adjust invoices. This course does not teach principles of accounting. You must have a basic understanding of accounting and experience in Windows before attending. 7 hours (Nair) \$190

1 day - Sa. Sep 17, 9:00-17:00 - Oak **CRN 30293**  
1 day - Su. Oct 23, 9:00-17:00 - Oak **CRN 30294**  
1 day - Sa. Dec 3, 9:00-17:00 - Oak **CRN 30295**



**Advanced QuickBooks (CMPT 1234)**

Use Payroll, Inventory and Jobs modules. Set up employees, process Payroll, set up Inventory Items, inventory transactions, and adjustments. Use budgeting and jobs for revenue and expense allocations. Experience with QuickBooks is essential. Introduction to QuickBooks (CMPT 1233) is strongly recommended. 7 hours (Nair) \$190

1 day - Sa. Oct 1, 9:00-17:00 - Oak **CRN 30296**

1 day - Sa. Nov 5, 9:00-17:00 - Oak **CRN 30297**

**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 - Th. Sep 15, 9:00-17:00 - Oak **CRN 30226**

1 day - Mo. Oct 3, 9:00-17:00 - Oak **CRN 30227**

1 day - Th. Nov 3, 9:00-17:00 - Oak **CRN 30228**

1 day - Th. Dec 1, 9:00-17:00 - Oak **CRN 30229**

**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. Sep 23, 9:00-17:00 - Oak **CRN 30238**

1 day - We. Oct 19, 9:00-17:00 - Oak **CRN 30239**

1 day - Tu. Nov 15, 9:00-17:00 - Oak **CRN 30240**

1 day - Fr. Dec 2, 9:00-17:00 - Oak **CRN 30241**

**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 - Tu. Sep 27, 9:00-17:00 - Oak **CRN 30242**

1 day - Th. Oct 27, 9:00-17:00 - Oak **CRN 30243**

1 day - We. Nov 23, 9:00-17:00 - Oak **CRN 30244**

1 day - Mo. Dec 12, 9:00-17:00 - Oak **CRN 30316**

**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. Sep 22, 9:00-17:00 - Oak **CRN 30298**

1 day - Fr. Oct 21, 9:00-17:00 - Oak **CRN 30299**

1 day - Th. Nov 24, 9:00-17:00 - Oak **CRN 30300**

1 day - Tu. Dec 13, 9:00-17:00 - Oak **CRN 30301**

**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. Sep 13, 9:00-17:00 - Oak **CRN 30642**

1 day - Tu. Oct 11, 9:00-17:00 - Oak **CRN 30317**

1 day - Tu. Nov 8, 9:00-17:00 - Oak **CRN 30318**

1 day - Fr. Dec 9, 9:00-17:00 - Oak **CRN 30319**

**Introduction to Adobe Acrobat (CMPT 1243)**

PDF files are an easy way to deliver content to any computer. Use Acrobat to create PDF files from different source materials. Modify and enhance PDF files with a variety of formatting options. Increase the functionality PDF files by adding bookmarks, hyperlinks and more. Experience is essential. 7 hours (Mathern) \$190

1 day - Tu. Oct 18, 9:00-17:00 - Oak **CRN 30636**

1 day - Tu. Nov 29, 9:00-17:00 - Oak **CRN 30639**

1 day - We. Dec 14, 9:00-17:00 - Oak **CRN 30640**

**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 - Fr. Sep 16, 9:00-17:00 - Oak **CRN 30179**

1 day - Tu. Oct 4, 9:00-17:00 - Oak **CRN 30180**

1 day - Fr. Oct 28, 9:00-17:00 - Oak **CRN 30181**

1 day - Fr. Nov 18, 9:00-17:00 - Oak **CRN 30182**

1 day - We. Dec 7, 9:00-17:00 - Oak **CRN 30183**

**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 - We. Sep 21, 9:00-17:00 - Oak **CRN 30185**

1 day - Tu. Oct 11, 9:00-17:00 - Oak **CRN 30187**

1 day - Fr. Nov 25, 9:00-17:00 - Oak **CRN 30191**

1 day - Fr. Dec 9, 9:00-17:00 - Oak **CRN 30193**

**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 - We. Sep 28, 9:00-17:00 - Oak **CRN 30196**

1 day - Tu. Oct 25, 9:00-17:00 - Oak **CRN 30197**

1 day - Tu. Dec 13, 9:00-17:00 - Oak **CRN 30200**

**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 - Mo. Oct 3, 9:00-17:00 - Oak **CRN 30209**

1 day - We. Nov 2, 9:00-17:00 - Oak **CRN 30302**

**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 - We. Oct 12, 9:00-17:00 - Oak **CRN 30264**

1 day - We. Nov 9, 9:00-17:00 - Oak **CRN 30265**

**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 - Tu. Oct 18, 9:00-17:00 - Oak **CRN 30291**

1 day - Mo. Nov 21, 9:00-17:00 - Oak **CRN 30292**

**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 - Tu. Sep 20, 9:00-17:00 - Oak **CRN 30245**

1 day - Tu. Oct 25, 9:00-17:00 - Oak **CRN 30246**

1 day - Fr. Nov 18, 9:00-17:00 - Oak **CRN 30247**

## 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. 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 (TBA) \$298

10 eve - We. Sep 28 18:30-21:30 - CC **CRN 30314**

**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. Purchase textbook at City Centre Bookstore prior to first session. 18 hours (Venier) \$116

6 mng - Sa. Sep 24, 09:30-12:30 - CC **CRN 30511**

**Keyboarding for Speed Building (OACP 1101)**

Increase speed and accuracy on the computer. Each session will consist of skill building exercises and timings. Textbook: College Keyboarding to be purchased at City Centre Bookstore prior to first session. 18 hours (Wong) \$126

6 mng - Sa. Sep 24, 09:30-12:30 - CC **CRN 30512**

**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 (Venier) \$166

4 eve - Tu. Sep 27, 18:30-21:30 - CC **CRN 30312**

**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 (Venier) \$166

4 eve - Tu. Oct 25, 18:30-21:30 - CC **CRN 30313**

**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 (Paule) \$295

10 eve - Mo. Sep 26, 18:30-21:30 - CC **CRN 30310**

**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 (Lazarakis) \$96

3 eve - We. Sep 28, 18:30-21:30 - CC **CRN 30311**

**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 (Sam) \$378

10 eve - We. Sep 28, 18:30-21:30 - CC **CRN 30309**

## 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 (Hawk) \$497

10 eve - Mo. Sep 26, 18:00-21:00 - CC **CRN 30304**

### 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 (Hawk) \$397

10 eve - Th. Sep 29, 18:30-21:30 - CC **CRN 30305**

## 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 (Hawk) \$397

10 eve - Tu. Sep 27, 18:30-21:30 - CC **CRN 30303**

#### 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.

Access your **student tax receipt** online



**www.VCC.ca**

## Health

[www.continuinged.vcc.ca/health](http://www.continuinged.vcc.ca/health)

## Health Care & Professional Development

**Program Coordinator: 604.443.8674**

**Program Assistant: 604.443.8672**

**To register for these courses please call 604.443.8672**

### Foot Care for Older Adults Level 1 (HLTH 1241)

In response to requests from nurses, this course has been expanded to five full days, offered in two blocks. Level I 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 - We/Th/Fr. Sep 21/22/23, 09:00 - 16:00 - KEC and clinical site **CRN 30329**

3 day - Fr/Sa/Su. Oct 28/29/30, 09:00 - 16:00 - KEC and clinical site **CRN 30331**

### 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. Sep 24/25, 09:00-16:00 - KEC and clinical site **CRN 30330**

2 day - Sa/Su. Nov 26/27, 09:00-16:00 - KEC and clinical site **CRN 30332**

### 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? Join 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. Sep 23, 09:00-16:00 - KEC **CRN 30341**

**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) \$188

10 eve - Tu. Sep 27, 18:30-21:30 - CC **CRN 30495**

### 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 (Keatley) \$188

10 eve - Th. Sep 29, 18:30-21:30 - CC **CRN 30496**

### 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) \$600

8 day - Tu/We. 09:00-16:00 - KEC

## 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. Nov 9/16, 18:00-22:00 - CC **CRN 30339**

### 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. Oct 1/2, 09:00-17:30 - KEC **CRN 30340**

## Foodsafe

**Program Assistant: 604.443.8672**

**Call 604.443.8484 to register.**

An essential program for food and beverage handlers, servers and cooks. The course was revised in 2002. Check [www.vcc.ca](http://www.vcc.ca) for dates.

Offered every Saturday

## Nursing Competencies

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

**Program Assistant: 604.443.8672/604.443.8635**

### Intravenous Therapy (HLTH 1185)

For practising RNs: Update your knowledge on how to locate sites, select equipment, insert IV, adjust flow rates, identify complications and select nursing interventions for the adult patient in keeping with standards for IV nursing. Maximum: 12 nurses. 7 hours (M. Brazier, RN, MSN, CINA (c)) \$150

1 day - Sa. Sep 17, 08:30-16:30 - KEC **CRN 30420**

1 day - Sa. Oct 22, 08:30-16:30 - KEC **CRN 30419**

1 day - Sa. Nov 26, 08:30-16:30 - KEC **CRN 30421**

## 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)

1 day - Fr. Sep 9, 09:00-16:00 - KEC **CRN 30448**

### Cardiovascular Assessment (HLTH 1184)

1 day - Fr. Sep 23, 09:00-16:00 - KEC **CRN 30446**

### Respiratory Assessment (HLTH 1191)

1 day - Fr. Oct 14, 09:00-16:00 - KEC **CRN 30447**

### Neurological Assessment (HLTH 1188)

1 day - Fr. Nov 4, 09:00-16:00 - KEC **CRN 30443**

### Gastrointestinal Assessment (HLTH 1169)

1 day - Fr. Nov 25, 09:00-16:00 - KEC **CRN 30445**

### 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. Oct 14, 09:00-16:00 - KEC **CRN 30418**

### 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 - Sa. Oct 15, 09:00-16:00 - KEC **CRN 30337**

### Physical 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 - Mo/Tu/We. Oct 17/18/19, 09:00-16:00 - CC **CRN 30346**

### 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) \$300 plus text

3 day-Fr. Sep 30, Oct 7/14, 09:00-16:00-KEC **CRN 30327**

3 day-Fr. Nov 18/25, Dec 2, 09:00-16:00-KEC **CRN 30328**

*continued on next page...*

**Register online!**

**Click here!**

...continued from previous page

### Conscious Sedation Workshop (HLTH 1182)

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

1 day - Sa. Sep 24, 09:00-16:00 - KEC **CRN 30338**

### 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. Understand your professional role and accountability more clearly. Be a clinical leader with greater competence and satisfaction. 14 hours (I. Rohrer, RN, MSN) \$225

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

2 day - Fr./Sa. Sep 30/Oct 1, 09:00-16:00 - KEC **CRN 30452**

## LPN Continuing Studies

[www.continuinged.vcc.ca/health](http://www.continuinged.vcc.ca/health)

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

To Register call 604.443.8635

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

### Physical 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 - Oct 17/18/19, 09:00-16:00 - CC **CRN 30346**

### 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). 70 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. Sep 8, 16:00-21:00 - CC 30417

1 eve - Th. Oct 13, 16:00-21:00 - CC 30377

1 eve - Th. Nov 10, 16:00-21:00 - CC 30376

1 eve - Th. Dec 8, 16:00-21:00 - CC 30375

### 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

Sep 24, Oct 29, Nov 26

### 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 \$350

5 day - Fr., Oct 7 - Nov 4, 09:00-16:00 - CC **CRN 30347**

### 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 Theory (HLTH 1266)

Prerequisite: Successful completion of a recognized pharmacology course. Content includes diabetes management with insulin, subcutaneous injections of heparin, subcutaneous butterfly insertion and use for pain management. Course is available in distance format. Evaluation: Final exam and skill workshop. 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 skill check. 6 hours \$150

### 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 the workshop. Please call for information. 8 hours \$250

### Parenteral Injection Workshop and Skill Check for IM & SC Completion (HLTH 1330)

Prerequisite: Successful completion of theory exam. Held on the second Saturday of each month. Please call to register. 7 hours

### 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 12720)

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. Sep 17, 09:00-16:00 - CC **CRN 30415**

1 day - Sa. Oct 22, 09:00-16:00 - CC **CRN 30355**

1 day - Sa. Nov 05, 09:00-16:00 - CC **CRN 30354**

1 day - Sa. Dec 3, 09:00-16:00 - CC **CRN 30351**

Also available as a 6 month Distance Self-study

### Wound Care for the PLN (HLTH 1291)

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.

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

Introduces the LPN to competently receive and transcribe physician's verbal and telephone orders. Class size limited to 12. 6 hours \$150

1 day - Sa. Oct 1, 09:00-16:00 - CC **CRN 30389**

1 day - Sa. Oct 15, 09:00-16:00 - CC **CRN 30393**

1 day - Sa. Nov 19, 09:00-16:00 - CC **CRN 30387**

1 day - Sa. Dec 16, 09:00-16:00 - CC **CRN 30382**

Also available as 6 Month Distance Self-Study

## Resident Care/Home Support Worker Continuing Studies

### 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, currently working. Writing and reading assessment and ELA test may be required for ESL applicants. To register please call 604.443.8672. 35 hours \$495.

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

Designed to assist RCA/HSW in recognizing 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.

### Medication Administration for Assisted Living Workers (HLTH 1327)

RCA/HSW seeking employment in Assisted Living Facilities will want to participate in this course. You will understand how medication administration is incorporated into the philosophy of Assisted Living in this setting. Evaluation is through a skill check of medication administration. Class size is limited to 12 people. 14 hours (various) \$250

2 day - Th./Fr. Sep 29/30, 08:30-16:30 - CC **CRN 30450**

2 day - Th./Fr. Nov 4/5, 08:30-16:30 - CC **CRN 30449**

## Health Certificate Programs

### Gerontology Nursing Certificate Program

Senior Program Coordinator: 604.443.8673, E-mail: [lstuart@vcc.ca](mailto:lstuart@vcc.ca)

Program Assistant: 604.443.8672, E-mail: [estrohwald@vcc.ca](mailto: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

Program Assistant: 604.443.8672, E-mail: [estrohwald@vcc.ca](mailto: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

continued on next page...

...continued from previous page

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 in the January term.

## PeriAnesthesia Nursing Certificate Program (HLTH 1311)

**Program Coordinator:** 604.443.8674

**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; hemodynamic monitoring relevant to PACU and procedural sedation; 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: \$1,000 includes the practicum and preceptor costs.

## Renal Dialysis Technician Certificate Program

**Senior Program Coordinator:** 604.443.8673,  
**E-mail:** l Stuart@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.

Program combines classroom theory and clinical practice to prepare participants to work as entry-level practitioners in renal dialysis units. Program 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 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 (Keatley) \$188

10 eve - Tu. Sep 27, 18:30-21:30 - CC CRN 30495

### 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) \$313

4 day - Sa. Sep 24, 09:00-16:00 - CC CRN 30543

## Sterile Supply Technician Certificate Program

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

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

Work in a variety of settings from acute care hospitals to animal clinics. Prepares you in the theory and application of principles related to decontamination, sterilization, storage and distribution of equipment in a sterile supply processing area.

Program is offered based on current staffing needs of Health Care Settings. Participants are selected for the on-site program from a waitlist.

Prerequisites:

**Note: All pre-requisites must be completed for the on-site offering prior to acceptance on the waitlist.**

Grade 12 completion or equivalent

English language assessment

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

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

STER 1105 and STER 1106: On-site delivery in the Greater Vancouver Regional District includes practicum 262 hours. Tuition \$3,000. Certificate is issued.

STER 1104: Program is offered as distance format without practicum 98 hours. This option does not provide a practicum. Tuition \$550. Statement of Completion is issued. In order to obtain a certificate, all prerequisites and the practicum must be completed. This course is not accepted by health care agencies in the Greater Vancouver Regional District.

**Info Night Oct. 12, 2005 18:30**

## 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 offers 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 at 604.443.8635. Limited enrollment 4-8 hours (Schmitz) Tuition: TBA - CC

## Hospitality

**Program Coordinator:** Carey McBeth-Cooper, 604.443.8670

**Program Assistant:** 604.443.8381

**Registration and general information:** 604.443.8484

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!

### 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. Sep 24, May 7, 09:00-16:00 - CC CRN 30158

### Event Planning (BUSI 1158)

See page 12

### Planning Your Own Wedding (BUSI 1176)

See page 12

## Human & Social Services

## Counselling Skills and Substance Abuse Certificate Programs

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

**Program Assistant:** Tracy Luk, 604.443.8417,  
**E-mail:** tluk@vcc.ca

**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 (Weir/Krakow/Rungta) \$390

12 eve - We. Sep 21, 18:30-21:30 - CC CRN 30573

12 eve - Th. Sep 22, 18:30-21:30 - CC CRN 30580

9 mng - Fr. Sep 23, 09:00-13:00 (No class Fr. Nov 11) - CC CRN 30581

### 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:** Tracy Luk, 604.443.8417,  
**E-mail:** tluk@vcc.ca

**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

continued on next page...

...continued from previous page

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 1398) 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) \$390

12 eve - We. Sep 21, 18:30-21:30 - CC **CRN 30574**  
Next offered: April 2006

#### 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

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/Menzel) \$260

8 eve - Th. Sep 22, 18:30-21:30 - CC **CRN 30575**  
8 eve - Th. Oct 6, 18:30-21:30 - CC **CRN 30826**

Next offered: January 2006

#### 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

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 waitlisted at least five calendar days prior to 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/Cohen) \$390

10 eve - Mo. Sep 19, 18:30-21:30 AND 1 day  
- Sa. Oct 29, 09:30-16:30 (No class Oct 10, Nov 21)  
- CC **CRN 30579**

10 eve - Mo. Sep 19, 18:30-21:30 AND 1 day  
- Sa. Oct 29, 09:30-16:30 (No class Oct 10)  
- CC **CRN 30825**

Next offered: January 2006

#### 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

12 eve - Tu. Sep 20, 18:30-21:30 - CC **CRN 30576**  
Next offered: January 2006

#### 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 (TBA) \$225

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: Sep 14/28, Oct 12/26, Nov 9/23, Dec 7, Jan 4/18. (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 30578**

Practicum: Worksite option (CNSK 1299) **CRN 30577**

**Practicum information meeting: We. Oct 26, 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:** Tracy Luk, 604.443.8417, E-mail: tluk@vcc.ca

**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

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/Dennstedt) \$220

7 eve - Tu. Sep 20, 18:30-21:30 - CC **CRN 30583**  
6 eve - Th. Sep 22, 18:30-21:30 AND 1 mng Sa. Oct 1, 09:30 - 12:30 - CC **CRN 30582**. Next offered: April 2006

## 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

7 eve - Th. Nov 3, 18:30-21:30 - CC **CRN 30587**  
6 eve - Tu. Nov 8, 18:30-21:30 AND 1 mng Sa. Nov 26, 09:30 - 12:30 - CC **CRN 30586**  
Next offered: April 2006

## 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 (TBA) \$390

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/Menzel) \$260

8 eve - Th. Sep 22, 18:30-21:30 - CC **CRN 30575**  
8 eve - Th. Oct 6, 18:30-21:30 - CC **CRN 30826**  
Next offered: January 2006

## 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

12 eve - Tu. Sep 20, 18:30-21:30 (No class Tu. Oct 25) - CC **CRN 30584**  
12 eve - We. Sep 21, 18:30-21:30 (No class We. Oct 26) - CC **CRN 30585**  
Next offered: April 2006

**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 waitlisted 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

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/Cohen) \$390

10 eve - Mo. Sep 19, 18:30-21:30 AND 1 day - Sa. Oct 29, 09:30-16:30 (No class Oct 10, Nov 21) - CC **CRN 30579**  
10 eve - Mo. Sep 19, 18:30-21:30 AND 1 day - Sa. Oct 29, 09:30-16:30 (No class Oct 10) - CC **CRN 30825**  
Next offered: January 2006

## 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 - Tu. Sep 20, 18:30-21:30 - CC **CRN 30576**  
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 \$225

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: Sep 14/28, Oct 12/26, Nov 9/23, Dec 7, Jan 4/18. (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 30578**  
Practicum: Worksite option (CNSK 1299) **CRN 30577**  
Practicum information meeting: We. Oct 26, 17:30 - 18:30 - CC Centre for Continuing Studies Office

## Early Childhood

**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 2006. 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.

Please 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 Fall term offerings, please call 604.443.8428.

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

Build your knowledge and skills and broaden your professional horizons! This 60 hour program is designed for experienced child care staff who want to become more effective as leaders and administrators. Sessions meet Friday afternoons and full day Saturday once each month between November, 2005 and April, 2006. \$330 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) \$255

8 eve - 19:00-21:30 AND  
2 Sa., 09:00-15:00 - CC **CRN 30590**

Please call 604.443.8428 for course start dates and details.

### 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) \$270 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, (see below) five core courses and a variety of electives.

To register, applicants must successfully complete the 24-hour prerequisite course entitled Introduction to School Age Child Care which is offered ONLY in September of each year. 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](http://www.continuinged.vcc.ca/interpreting)**

**Information Session: Thursday, September 8, 2005, 19:00 - CC**

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.

Individual courses qualify for STIBC Continuing Education requirements.

### Note

A very high level of language skills is required of professional interpreters.

## Interpreting Programs, Classroom Based

Are you fluent in English and another language? We are pleased to announce our newly revised Advanced Certificate Programs in Interpreting (classroom based)

## Interpreting in Health Care and Community Services Certificate Program

Learn the skills required to be an effective health care interpreter in hospitals, clinics, and other health care settings, as well as in community services. 249 hours Program Cost: \$2600

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

**Register  
online!**

**Click here!**

## Court Interpreting Certificate Program

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

This program prepares interpreters to work in the justice system. The Ministry of Attorney General, Court Services, accepts our Court Interpreting Certificate as proof of accreditation to work in the BC courts. 279 hours Program Cost: \$3,100

Program length: 8 months of part-time study CC (Bursaries are available)

Both programs will commence in October 2005

Please call 604.443.8661 for an application form and program overview.

Application deadline: September 9, 2005.

### 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: \$90 payable on submission of application.

1 eve - Fr. Sep 16, 19:00-22:00 AND 1 day Sa. Sep 17 (1 hour between 09:30 and 16:00 TBA according to language)

Application deadline for Entrance Exam: September 9, 2005.

Please call 604.443.8661 for an application form, which must be handed in with registration fee.

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

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

## 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

If you live outside the Lower Mainland and are unable to attend classes at VCC, you may choose to register in this web-based program. Graduates will receive the College Certificate in Community Services Interpreting. You may wish to check your aptitude for distance on our website [www.continuinged.vcc.ca/interpreting](http://www.continuinged.vcc.ca/interpreting). 108 hours of self-paced home study \$890

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

Application deadline: September 9, 2005.

Application fee: \$90

## 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: Successful completion of entrance exam or the Community Services Interpreting Certificate Program

Offered January 2006

Application deadline for entrance exam: January 15, 2006

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

### Courses

Both courses are accepted as continuing education credits by STIBC

### Proofreading and Editing for Translators - Level 1 (Beginners) (INTR 1120)

An interactive workshop designed for beginning translators who want to improve the quality of their translations through proofreading and editing. Topics include stages in the translation process; proofreading vs. editing; quality; objectivity and distance; methods and techniques. Please submit specific questions and areas of interest to the instructor prior to September 8\*. You will also be expected to make constructive contributions, e.g. proofreading/ editing tips. Registration deadline: September 9\*. 3 hours (Eichbauer) \$35

1 eve - We. Sep 14, 18:30-21:30 - CC **CRN 30637**

### Proofreading and Editing for Translators - Level 2 (Advanced) (INTR 1121)

An interactive workshop designed for experienced translators who want to improve the quality of their translations through proofreading and editing. Topics include quality in translation; standards and procedures (e.g. ISO); proofreading vs. editing; types of editing/ revision; parameters (completeness, accuracy, language level, style, formatting, consistency); methods and techniques (translation memory systems). Please submit specific questions and areas of interest to the instructor prior to September 15\*. You will also be expected to make constructive contributions, e.g. proofreading/editing techniques. Registration deadline: September 15\*. 3 hours (Eichbauer) \$35 \*Please submit your questions to Charis (fax no: 604.443.8667) or in person when registering, marked (Attention: Charis).

1 eve - We. Nov 16, 18:30-21:30 - CC **CRN 30638**

## Languages

### Modern Languages

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

**Program Assistant: Christina Wong, 604.443.8335, E-mail: [chwong@vcc.ca](mailto: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)

This beginner's conversation course covers ten popular topics. Pronunciation, tones, vocabulary and sentence structure related to the topics will be taught. The use of phonetics facilitates the easy learning of Cantonese. Traditional Chinese characters will also be introduced. 25 hours \$160 Fee includes GST and text

10 eve - Tu. Sep 27, 18:30-21:00 - CC **CRN 30143**

#### Cantonese 2 (LANG 1122)

For those who have taken Level 1 or have some Cantonese exposure. Useful topics together with related grammar and vocabulary will be taught. More practice on conversation with emphasis on correct pronunciation and tones. Traditional customs and culture as well as contemporary sentence usage will be introduced. 25 hours (Hong) \$160 Fee includes GST and text

10 eve - We. Sep 28, 18:30-21:00 - CC **CRN 30144**

#### French 1 (LANG 1137)

Learn basic conversational French. Work from simple situational and interactive topics such as introductions, nationality, family, describing objects, activities, leisure time, expressing feelings and states of mind, location in time and space. Can communicate easily when visiting francophone countries. No class Mo. Oct 10. Text with tape available at CC Bookstore. 20 hours (Grosjean) \$155

8 eve - Mo. Sep 26, 18:30-21:00 - CC **CRN 30140**

#### French 2 (LANG 1138)

For those who have completed French 1 or have some experience with basic pronunciation, phrases and beginning verb conjugations. Learn how to express yourself easily and efficiently through learning language structures and with the help of everyday idiomatic expressions. Will include information on francophone culture. Same text as Level 1. 20 hours (St. Pierre) \$155

8 eve - Tu. Sep 27, 18:30-21:00 - CC **CRN 30139**

#### Italian 1 (LANG 1139)

To be offered in Winter 2006

#### Japanese 1 (LANG 1109)

This beginner's course introduces the phonetics, basic vocabulary and simple structure for daily conversation. Most suitable for those planning a trip to Japan. Japanese culture is interwoven into the lessons. 20 hours (Maeda) \$160 Fee includes GST

8 eve - Th. Sep 29, 18:30-21:00 - CC **CRN 30142**

#### 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. Oct 8. Text with CD available at CC bookstore. 20 hours (Menyhart) \$160 Fee includes GST

8 eve - Tu. Sep 27, 18:30-21:00 - CC **CRN 30137**  
8 mng - Sa. Sep 24, 09:30-12:00 - CC **CRN 30136**

#### 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 grammar points such as past and future tenses, reflexive verbs and pronouns. No class Mo. Oct 10. Same text as Level 1. 20 hours \$160 Fee includes GST

8 eve - Mo. Sep 26, 18:30 - 21:00 - CC **CRN 30141** (Menyhart)

8 eve - Tu. Sep 27, 18:30 - 21:00 - CC **CRN 30138** (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. Same text as Level 1 and 2. 20 hours \$160 Fee includes GST

8 eve - We. Sep 28, 18:30 - 21:00 - CC **CRN 30457**

## Mandarin Education

### Adult Language Courses

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

**Program Assistant: Christina Wong, 604.443.8335, E-mail: [chwong@vcc.ca](mailto: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 learning of "Hanyu Pinyin" phonetic system facilitates the quick start of Mandarin. 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 Sa. Oct 8. Text available at KEC bookstore. 25 hours \$160 Fee includes GST

10 eve - We. Sep 28, 18:30-21:00 - KEC (Pan) **CRN 30068**  
10 mng - Sa. Sep 24, 09:30-12:00 - KEC (Lin) **CRN 30070**

#### Mandarin Conversation - Level 2 (MAND 1121)

For those with knowledge of "Hanyu Pinyin" and want to improve Mandarin conversational skills for daily use. Ten popular topics with increasing vocabulary as well as sentence structure will be taught. Interesting topics on Chinese custom and culture are interwoven into the classroom lessons. No class Sa. Oct 8. Same text as Level 1. 25 hours (Pan) \$160 Fee includes GST

10 mng - Sa. Sep 24 16, 09:30-12:00 - KEC **CRN 30073**

#### 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 to increase your knowledge in Mandarin. No class Sa. Oct 8. Same text as Level 1 and 2. 25 hours (TBA) \$160 Fee includes GST

10 mng - We. Sep 28, 18:30-21:00 - KEC **CRN 30075**

*continued on next page...*

...continued from previous page

## Mandarin Conversation for Cantonese Speakers - Level 1 (MAND 1123)

Suitable for those who speak Cantonese and with some knowledge of the Chinese written language. Focus on pronunciation and conversation. The “Hanyu Pinyin” phonetic system is used to facilitate easier learning of the language. No class Sa. Oct 8. 25 hours (Pan) \$160 Fee includes GST

10 aft - Sa. Sep 24, 12:30-15:00 - KEC **CRN 30459**

## 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: ch Wong@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 conversational Mandarin. Both the culturally rich full version, as well as the simplified version written characters are taught in separate classes. Please specify your option at registration. There are take home assignments for every session. Report cards on the progress of each student are issued twice a semester. All instructors have Mandarin as their first language. Classes are held at VCC King Edward Campus.

### Three ways to register:

1. Register in person at 250 West Pender St. during registration hours. Pay by debit, credit card, cash or cheque. New students who want to confirm their class level could call 604.443.8335 to arrange a placement test.
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 Mandarin Classes

The following courses are 40 hours each

### Mandarin Preschool (MAND 1119)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30062** \$120  
16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30063** \$120  
16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30064** \$120  
16 mng - Sa. Sep 10, 12:30-15:00 - KEC **CRN 30079** \$120  
16 aft - Sa. Sep 10, 12:30-15:00 - KEC **CRN 30080** \$120

### Mandarin Grade 1 (MAND 1101)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30067** \$120  
16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30069** \$120  
16 aft - Sa. Sep 10, 12:30-15:00 - KEC **CRN 30106** \$120

### Mandarin Grade 2 (MAND 1102)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30071** \$120  
16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30072** \$120  
16 aft - Sa. Sep 10, 12:30-15:00 - KEC **CRN 30074** \$120

### Mandarin Grade 3 (MAND 1103)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30076** \$120  
16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30077** \$120  
16 aft - Sa. Sep 10, 12:30-15:00 - KEC **CRN 30078** \$120

### Mandarin Grade 4 (MAND 1104)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30081** \$120  
16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30082** \$120  
16 aft - Sa. Sep 10, 12:30-15:00 - KEC **CRN 30108** \$120

### Mandarin Grade 5 (MAND 1105)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30083** \$120  
16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30084** \$120  
16 aft - Sa. Sep 10, 12:30-15:00 - KEC **CRN 30085** \$120

### Mandarin Grade 6 (MAND 1106)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30086** \$120  
16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30087** \$120  
16 aft - Sa. Sep 10, 12:30-15:00 - KEC **CRN 30123** \$120

### Mandarin Grade 7 (MAND 1107)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30088** \$120  
16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30089** \$120  
16 mng - Sa. Sep 10, 12:30-15:00 - KEC **CRN 30090** \$120

### Mandarin Grade 8 (MAND 1108)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30091** \$120  
16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30092** \$120

### Mandarin Grade 9 (MAND 1109)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30093** \$120  
16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30135** \$120

### Mandarin Grade 10 (MAND 1110)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30094** \$130

### Mandarin Grade 11 (MAND 1111)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30095** \$130

### Mandarin Grade 12 (MAND 1112)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30096** \$130

## Mandarin Conversation for Children and Teens (MAND 1133)

Suitable for Cantonese speakers who do not speak Mandarin but have a basic knowledge of Chinese written characters. It helps students to grasp Hanyu Pinyin's four tones and pronunciation. Students learn correct words and phrases in Mandarin conversation. Interesting and practical topics are taught to facilitate listening and speaking. This course can be considered as a bridging course to fit students into Mandarin courses of appropriate grades according to their Mandarin standard. 40 hours

16 mng - Sa. Sep 10, 09:30-12:30 - KEC **CRN 30109** \$120  
16 aft - Sa. Sep 10, 12:30-15:00 - KEC **CRN 30110** \$120

## Conversational Mandarin (MAND 1138)

For children and teens who know the Hanyu phonetic system 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 **CRN 30121** \$120  
16 aft - Sa. Sep 10, 12:30-15:00 - KEC **CRN 30122** \$120

## Simplified Version Mandarin Classes

The following courses are 40 hours each

### Mandarin Grade 1 (MAND 1201)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30124** \$120

### Mandarin Grade 2 (MAND 1202)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30125** \$120

### Mandarin Grade 3 (MAND 1203)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30126** \$120

### Mandarin Grade 4 (MAND 1204)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30128** \$120

### Mandarin Grade 5 (MAND 1205)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30127** \$120

### Mandarin Grade 6 (MAND 1206)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30129** \$120

### Mandarin Grade 7 (MAND 1207)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30130** \$120

### Mandarin Grade 8 (MAND 1208)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30148** \$120

### Mandarin Grade 9 (MAND 1209)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30149** \$120

### Mandarin Grade 10 (MAND 1210)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30444** \$130

### Mandarin Grade 11 (MAND 1211)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30151** \$130

### Mandarin Grade 12 (MAND 1212)

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30152** \$130

## Chinese Proficiency Test (HSK) Preparation (MAND 1128)

This course helps students to prepare for the Chinese Proficiency Test (HSK), 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. No class Sa. Oct 8, Nov 12, Dec 24, Dec 31. 40 hours \$160

16 aft - Sa. Sep 10, 12:30-15:00 - KEC **CRN 30134**



## Chinese Culture and History (MAND 1129)

Learn Chinese history and culture through interesting presentations. Topics include fine arts, literature, ancient architecture, significant inventions, festivals, virtue and traditional values, performing arts, as well as other cultural legacies. Suitable for students who had grade 9 or above Mandarin attainment. 40 hours Text included. \$160

16 mng - Sa. Sep 10, 09:30-12:00 - KEC **CRN 30348**

## Mathematics for Children and Youth

These courses match the grade level of mathematics in the regular school system of B.C. More intensive practice on calculations and problem solving questions. Mathematics courses have 16 sessions per semester. Classes are held on Saturday afternoons at King Edward Campus. There are take home assignments for every session. Report cards on the progress of every student will be issued at end of semester. Classes are taught in English.

### Mathematics Grade 1 (MAND 1141)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC (16 hours) **CRN 30097** \$120

### Mathematics Grade 2 (MAND 1142)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC (16 hours) **CRN 30098** \$120

### Mathematics Grade 3 (MAND 1143)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC (16 hours) **CRN 30099** \$120

### Mathematics Grade 4 (MAND 1144)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC (16 hours) **CRN 30100** \$120

### Mathematics Grade 5 (MAND 1145)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC (16 hours) **CRN 30101** \$120

### Mathematics Grade 6 (MAND 1146)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC (16 hours) **CRN 30102** \$120

### Mathematics Grade 7 (MAND 1147)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC (16 hours) **CRN 30103** \$120

### Mathematics Grade 8 (MAND 1148)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC (16 hours) **CRN 30105** \$120

### Mathematics Grade 9 (MAND 1149)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC (16 hours) **CRN 30104** \$120

### Mathematics Grade 10 (MAND 1150)

16 aft - Sa. Sep 10, 13:30-15:00 - KEC (24 hours) **CRN 30061** \$160

### Mathematics Grade 11 (MAND 1151)

16 aft - Sa. Sep 10, 13:30-15:00 - KEC (24 hours) **CRN 30119** \$160

### Mathematics Grade 12 (MAND 1152)

16 aft - Sa. Sep 10, 13:30-15:00 - KEC (24 hours) **CRN 30120** \$160

## Fine Arts

Children's fine arts courses have 16 sessions. They are held on Saturdays at King Edward Campus. Instructors of our drawing and martial arts classes are experienced professionals in the respective field. The drawing class instructors have participated in art exhibitions in Vancouver.

### Cartoon Drawing (MAND 1117)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC (16 hours) **CRN 30065** \$120

16 aft - Sa. Sep 10, 13:45-14:45 - KEC (16 hours) **CRN 30111** \$120

### Water Colour Drawing (MAND 1118)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC (16 hours) **CRN 30112** \$120

### Charcoal Drawing (MAND 1125)

16 aft - Sa. Sep 10, 12:30-13:30 - KEC (16 hours) **CRN 30066** \$120

16 aft - Sa. Sep 10, 13:45-14:45 - KEC (16 hours) **CRN 30133** \$120



## Martial Arts (MAND 1131)

Chinese WuShu, “Wing Chun Kuen” will be introduced. Wing Chun Kuen was started in China by Grandmaster Ip Man, the famous actor Bruce Lee’s instructor (Sifu). Basic and scientific techniques, and interesting defensive skills will be taught. Suitable for those who want to strengthen the body and learn nimble skills. The instructor is a certified Wing Chun Kuen Sifu and a direct student of Master Ip Chun, son of Grandmaster Ip Man. 24 hours \$160

16 aft - Sa. Sep 10, 13:30-15:00 - KEC **CRN 30458**

## English Writing and Comprehension

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 **CRN 30107** \$120

### English Writing and Comprehension 2 (MAND 1162)

16 aft - Sa. Sep 10, 13:45-14:45 - KEC **CRN 30113** \$120

### English Writing and Comprehension 3 (MAND 1163)

16 aft - Sa. Sep 10, 13:45-14:45 - KEC **CRN 30114** \$120

### English Writing and Comprehension 4 (MAND 1164)

16 aft - Sa. Sep 10, 13:45-14:45 - KEC **CRN 30115** \$120

### English Writing and Comprehension 5 (MAND 1165)

16 aft - Sa. Sep 10, 13:45-14:45 - KEC **CRN 30116** \$120

### English Writing and Comprehension 6 (MAND 1166)

16 aft - Sa. Sep 10, 13:45-14:45 - KEC **CRN 30117** \$120

### English Writing and Comprehension 7 (MAND 1167)

16 aft - Sa. Sep 10, 13:45-14:45 - KEC **CRN 30118** \$120



## English Writing and Comprehension 8 (MAND 1168)

16 aft - Sa. Sep 10, 13:45-14:45 - KEC **CRN 30416** \$120



## Safety

### Foodsafe

**Program Assistant: 604.443.8672**

**Call 604.443.8484 to register.**

Foodsafe is a program in sanitary food handling to train restaurant and kitchen employees on the procedures and conditions necessary for the prevention of food-borne illnesses. 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 1 (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. Sep 10, 09:00-18:00 - CC **CRN 30388**  
 1 day - Sa. Sep 17, 09:00-18:00 - CC **CRN 30390**  
 1 day - Sa. Sep 24, 09:00-18:00 - CC **CRN 30392**  
 1 day - Sa. Oct 1, 09:00-18:00 - CC **CRN 30394**  
 1 day - Sa. Oct 8, 09:00-18:00 - CC **CRN 30397**  
 1 day - Sa. Oct 15, 09:00-18:00 - CC **CRN 30398**  
 1 day - Sa. Oct 22, 09:00-18:00 - CC **CRN 30400**  
 1 day - Sa. Oct 29, 09:00-18:00 - CC **CRN 30401**  
 1 day - Sa. Nov 5, 09:00-18:00 - CC **CRN 30402**  
 1 day - Sa. Nov 12, 09:00-18:00 - CC **CRN 30403**  
 1 day - Sa. Nov 19, 09:00-18:00 - CC **CRN 30404**  
 1 day - Sa. Nov 26, 09:00-18:00 - CC **CRN 30405**  
 1 day - Sa. Dec 3, 09:00-18:00 - CC **CRN 30406**  
 1 day - Sa. Dec 10, 09:00-18:00 - CC **CRN 30407**  
 1 day - Sa. Dec 17, 09:00-18:00 - CC **CRN 30408**

#### Food Safe Level I - Cantonese (HLTH 1104)

8 hours \$95

1 day - Sep 17, 09:00-18:00 - CC **CRN 30396**

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

12 hours \$110

2 day - Sa. Oct 1/8, Jun 4, 09:00-16:00 - CC **CRN 30391**

## TESOL Teacher Training Programs

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.

**Visit the TESOL website [tesol.vcc.ca](http://tesol.vcc.ca)**

### TESOL Programs

#### TESOL Diploma

**Senior Program Coordinator: Jennifer Pearson Terrell**

**Program Coordinator: Jayeson Van Bryce**

**E-mail: [jvanbryce@vcc.ca](mailto: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

- i) A university degree;
- ii) Successful completion of the prerequisite course, Overview of TESOL, or an equivalent university course at a recognized university;

- iii) 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.
- iv) 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 1267)

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

##### Teaching Reading (TESO 1133)

This 30-hour course focuses on the theory, resources and instructional methodology used to teach reading in an English language class. 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 examines the instructional techniques and resources for teaching reading, composition, literature and study skills to students planning to study in English at a post-secondary 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.

*continued on next page...*

**Visit the TESOL  
web site  
[tesol.vcc.ca](http://tesol.vcc.ca)  
e-mail: [tesol@vcc.ca](mailto:tesol@vcc.ca)**

...continued from previous page

## 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 English language teacher-training programs 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. Fall Term begins in September. Application deadline is May 1st each year. There are no classes for international students in July or August. The Winter Term begins in January. Application deadline is October 1st each year. The Spring Term begins in April. Application deadline is February 1st each year.

### Fees for International TESOL Diploma Program:

Application Fee (non-refundable) \$150

Program Fees 360 hours \$5,995

### For Further Information

Contact International TESOL Program Coordinator:  
Anne Sandor

E-mail: asandor@vcc.ca

Phone: 604.443.8706

## TESOL Inservice Diploma

**Senior Program Coordinator: Jennifer Pearson Terrell**

**Program Coordinator: Anita Schuller**

**E-mail: aschuller@vcc.ca Phone: 604.443.8665/8362**

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 3, and March 22. Participants receive a study package for each course and communicate online with experienced TESOL instructors. 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 600 on the written TOEFL Test, 250/300 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 is 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: Anita Schuller**

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

## MA: Applied Linguistics and TESOL - University of Leicester

**Senior Program Coordinator: Jennifer Pearson Terrell**

**Program Coordinator: Anita Schuller**

**E-mail: aschuller@vcc.ca Phone: 604.443.8665**

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 English language teachers living in Canada to study at the graduate level. The University of Leicester MA: Applied Linguistics and TESOL 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 University of Leicester MA: Applied Linguistics and TESOL 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

1050 UK Pounds per module (Please note fees are revised at regular intervals)

### Schedule

Please contact Program Coordinator, Anita Schuller, by e-mail at aschuller@vcc.ca for an information package outlining application registration procedures and application deadlines.

## TEFL Certificate Programs

### TEFL Certificate: Part-time Program

**Senior Program Coordinator: Jennifer Pearson Terrell**

**Program Coordinator: Stephanie Howard**

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

The TEFL Certificate: Part-time Program 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 r sum  to the workshop. 6 hours \$90

### Teaching Vocabulary (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. 28 hours \$140

## Intensive TEFL Certificate for International Students (TESO 1262/1263)

**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 necessary 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

October 31 to November 25, 2005

(Application Deadline is October 3, 2005)

January 3 to January 27, 2006

continued on next page...

...continued from previous page

### Intensive TEFL Certificate for Canadians (TESO 1260/1261)

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Stephanie Howard

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

#### Fees

Application Fee (Non-refundable) \$100

Program Fee 100 hours \$1,250

### Future Intensive TEFL Certificate Programs for Canadians

October 3 to October 28, 2005

(Application Deadline is September 5, 2005)

January 9 to February 3, 2006

### Intensive TEFL Certificate for Teaching Young Learners (TESO 1264/1265)

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Stephanie Howard

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

- One of the following language proficiency scores: 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 is required for admission into the Intensive TEFL Certificate for Young Learners.

##### For Canadian applicants:

- Documented proof of completion of Grade 12 with a minimum grade of B in Grade XII Academic English. A university degree is recommended but not required for admission into the program.
- A standard of spoken English equivalent to that of an educated native speaker of English. A good command of grammar usage, punctuation, and spelling is also required for entry into this Program. Canadian applicants whose first language is not English may be required to submit a score on an English language proficiency test.
- A successful interview with program staff

Fees 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

September 26 to October 21, 2005

(Application Deadline is August 31, 2005)

January 30 to February 24, 2006

### Tutoring ESOL Certificate

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Jayeson Van Bryce

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

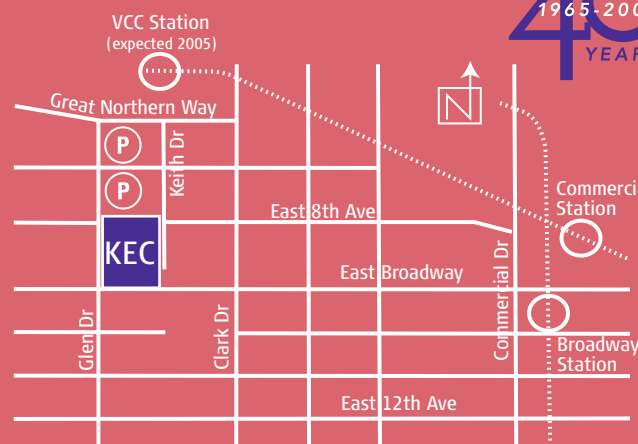
### Tutoring ESOL Elective Courses

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.

**NEW!** Courses for  
Fall Term 2005  
see page 3

Visit the TESOL  
web site  
[tesol.vcc.ca](http://tesol.vcc.ca)  
e-mail: [tesol@vcc.ca](mailto:tesol@vcc.ca)

### 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



## 5 ways to Register

**1 Register online!**  
  
[www.VCC.ca](http://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

**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: <b>Family Law</b>	<b>(OACP 1116)</b>	\$85	Th. Feb 13	18:30	CC	<b>CRN 15011</b>
<b>1</b>						
<b>2</b>						
<b>3</b>						

**Method of Payment**

**Credit Card Information**

☐ **VISA**

☐ **MasterCard**

☐ **American Express**

☐ **Cheque**

**Name on Card**

☐ **Money Order**

**Credit Card Account Number**

☐ **Fee Credit**

**Expiry Date**

**\$ Total**

**Signature**

**Date**

The information on this form is collected under the authority of the Freedom of Information/Protection of Privacy Act and is needed to process your application for admission. If you have any questions about the collection or use of the information, contact the Director of 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!**

**Click Here!**



# Teach English — travel the world

Learn to teach English at Vancouver Community College.  
Choose from nine programs:

**TESOL Diploma**  
**TESOL Diploma for International Students**  
**TESOL Inservice Diploma**  
**Intensive TEFL Certificate for Canadians**  
**Intensive TEFL Certificate for International Students**  
**TEFL Certificate for Teaching Young Learners**  
**TEFL Certificate Part-time**  
**Tutoring ESOL Certificate**  
**MA: Applied Linguistics and TESOL**

See a full description of all our programs. Visit our website [tesol.vcc.ca](http://tesol.vcc.ca)

For more information e-mail [tesol@vcc.ca](mailto:tesol@vcc.ca) or call **604.443.8665**

**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

