

January - April 2006

Vancouver Community College *Centre for Continuing Studies*



Look inside for our professional certificate & diploma programs:

- ◆ Career Development for Health Professionals
- ◆ Business Leadership & Management
- ◆ Leadership & Coaching
- ◆ Office Administration
- ◆ Private Investigating
- ◆ Bed and Breakfast
- ◆ Teaching English to Speakers of Other Languages

**Register
online!**



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www.VCC.ca



**Vancouver
Community
College**



Explore your flair for fashion with VCC



Learn skills for success in the fashion industry. Join our sought-after graduates to work in design, pattern-making, manufacturing, film or theatre. Choose from a variety of specialty courses.

Fashion Arts Certificate Programs:

Fashion Design
Pattern-Making
Garment-Construction

Fashion Arts Advanced Certificate Program

Fashion Merchandising Associate Certificate Program

Check out our evening, weekend and daytime offerings inside.

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

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



Teach English – travel the world



Learn to teach English at VCC. 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**

For more information e-mail **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



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NEW! Courses for Winter Term 2006

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Creative Writing for Profit and Pleasure

Book Magic – Turning Writers into Published Authors! (CWRI 1130)

Creating Universes, Building Worlds: The Short Story in Science Fiction and Fantasy (CWRI 1142)

Gemmology

Gemmology Certification Program – Canadian Certification

How to Buy Diamonds (GEMM 2136)

Interior Design

Interior Design Certificate Program

Living Space & Bedroom (INTD 1179)

Jewellery

Buying Antique Jewellery (JEWL 1105)

Health

Health Care & Professional Development

Becoming a Successful Clinical Educator: Tips, Resources and Practical Information (HLTH 1326)

Incorporating Mind Mapping in Your Teaching (HLTH 1324)

Boost Learning with Brain in Mind (HLTH 1326)

Introduction to Holistic Nutrition (HLTH 1333)

LPN Continuing Studies

Canadian Practical Nurse Registration Exam Preparation (HLTH 1334)

Interpreting

Court Interpreting Certificate Program

An Orientation to Interpreting (INTR 1177)

Professional Development Courses for Translators and Interpreters

A General Overview of Comparative Law for Translators and Interpreters: Civil Law, Common Law, Islamic Law (INTR 1176)

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Business Mandarin (LANG 1116)

Mandarin School for Children and Youth

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Designer • Bob Altwein, Marketing + Communications
 Photographer • Lauch McKenzie, Media Services
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B00140 • CS Calendar Winter 2006 (Jan-April) • 09.14.05 • 280k

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Creative Writing for Profit and Pleasure

Senior Program Coordinator: Anne Tollstam,
604.443.8668

Program Coordinator: Peggy Worobetz, 604.443.8670

Program Assistant: Phone 604.443.8381

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. Jan 18, 18:30-21:30 - CC **CRN** 10129*



Book Magic – Turning Writers into Published Authors! (CWRI 1130)

Books are magic! They turn unknown writers into authors and perhaps household names. But publishing is a complex world, full of insider rules and financial constraints which cause good book ideas to wither on a hard-drive and writers to question their calling. Discover how the Canadian publishing scene differs from the American and how approachable Canadian publishers are. Learn some uniquely Canadian spells to boost your chances of getting published. Explore the wizardry surrounding agents, query letters, phone calls to editors, sales, and the market. Join Julie to take you from inspiration to publication! 3 hours (Ferguson) \$80 Fee includes GST

*1 eve - We. Jan 25, 18:30-21:30 - CC **CRN** 10133*

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. Jan 28, 09:00-16:30 - CC **CRN** 10365*

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. Jan 30, 18:30-21:30 - CC **CRN** 10263*

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. Jan 31, 18:30-21:30 - CC **CRN** 10257*

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. Feb 1, 18:30-21:30 - CC **CRN** 10267*



Creating Universes, Building Worlds: The Short Story in Science Fiction and Fantasy (CWRI 1142)

Designed for new and intermediate writers experimenting with any or all genres of speculative fiction, space opera, horror, or time travel, urban fantasy, cyberpunk, or alternate history – each short SF story must transport its readers to a unique new world, populated with believable, compelling characters. Learn the writing principles common to the fantastic genres and identify stories that ignite your passions. Through exercises, readings, and peer feedback, discover how to create engaging SF stories and polish them for publication. 24 hours (Dellamonica) \$240 Fee includes GST

*6 eve - We. Feb 1, 18:30-21:30 - CC **CRN** 10261*

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 - Th. Feb 2, 18:30-21:30 - CC **CRN** 10260*

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. Feb 7, 18:30-21:30 - CC **CRN** 10270*

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. Feb 1, 18:30-21:30 - CC **CRN** 10259*

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. Feb 8, 18:30-21:30 - CC **CRN** 10134*

Developing a Theme in Fiction (CWRI 1138)

Writing teachers often avoid discussing theme because it is genuinely difficult. But considering 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 experience, this course offers 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. Feb 21, 18:30-21:30 - CC **CRN** 10275*

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. Feb 22, 18:30-21:30 - CC **CRN** 10278*

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 key paragraphs; discover how to format print and electronic queries, handle follow-ups, manage the oral query - a real possibility in Canada! Explore 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. Mar 4, 09:00-16:00 - CC **CRN** 10130*

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

Fashion Arts Specialty Courses

These courses introduce fashion skills, assist those planning to apply for the Fashion Arts Certificate Program, upgrade skills of those already experienced in Fashion Arts and introduce new fashion-related courses. Limited enrollment.

Personal Pattern Making (FASH 1153)

Learn to make patterns to your own measurements with a perfect fit ensured. Construct a set of women's personal Blocks (Slopers) and draft patterns for any design of your choice. This course allows for individual instruction. Bring to first class: HB pencil, eraser, metric tape measure, 30 cm ruler - clear plastic, and a three ring binder. Come prepare to be measured; wear usual bra and a simple slip. 24 hours (Sustersich) \$225

*6 aft - Sa. Jan 21, 12:30-16:30 - CC **CRN** 10008*

Introduction to Collection Design (FASH 1165)

Learn the fundamentals of designing a "mini" collection as done in the fashion industry. Focus on colour prediction, presentation storyboards, fabric selection and co-ordination, designing and rendering sketches. Choose between women's, men's, children's and accessories as your direction. This course will provide you with a small presentation portfolio to use towards entry into the Fashion Arts Certificate Programs. Bring to first class one piece of foam core, HB pencil, 12" ruler, exacto knife, pins and fashion magazines. (Scott) \$280

*10 eve - Tu. Jan 17, 18:30-21:30 - CC **CRN** 10052*

Fashion Merchandising Associate Certificate Program

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

Program Assistant: Phone: 604.443.8677

Registration: 604.443.8484

Website address: www.vcc.ca/FashionArts

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

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

Entrance Requirements

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

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

Textiles (FASH 2202)

This course provides the designer with the information necessary for the selection of suitable fabrics for specific designs and for the production of realistic designs for specific fabrics. Students study the development, characteristics, use and care of natural, synthetic and semi-synthetic fabrics, as well as textile law and regulations. 36 hours (Sustersich) \$295

12 eve - Tu. Jan 3, 18:30-21:30 - CC **CRN 10009**

Fashion Styling (FASH 1409)

Develop skills in stylizing looks for photo shoots for newspapers, catalogues, commercials, and fashion shows. Students learn the skills and techniques necessary for a career in styling. This "how to" course provides an insight into the processes followed when working in this area. 36 hours (Rino) \$295

12 eve - Th. Jan 12, 18:30-21:30 - CC **CRN 10021**

Merchandising Fashion (FASH 1176)

Gain a broad understanding of buying and selling, trends analysis, forecasting methods, and important influences on the fashion industry. Deal with challenges facing today's designers, manufacturers, and retailers. 36 hours (Ho) \$295

12 eve - We. Jan 11, 18:30-21:30 - CC **CRN 10020**

Courses Offered in April Term

Fashion Forecasting (FASH 1204)

History of Fashion (FASH 1301)

Fashion Marketing and Promotion (FASH 1405)

Fashion Arts Certificate Programs

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

Program Assistant: Phone: 604.443.8677

Registration: 604.443.8484

Website address: www.vcc.ca/FashionArts

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

This flexible self-paced two-year program is comprised of four separate Certificates in Pattern Making, Garment Construction, Fashion Design, and the Fashion Arts Certificate. You have the option to take the full program or concentrate on an individual Certificate. On a part-time evening basis, this program allows you to maintain regular employment while completing training. Students who opt to complete the full course load take one course in each of the three areas of study per 12 week term,

attending classes three nights a week over a period of two years.

Entrance Requirements

Grade 12 or equivalent (waived if mature student)

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

Completed application form, work samples and successful interview.

Application Procedures

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

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

This fast-track one-year program provides focussed training on a full-time, daytime basis. Based on the reputable part-time program, this program incorporates courses in four fields of study: Fashion Design, Pattern Making, Garment Construction, and an additional Fashion Business and Technology component. Students may participate in a work-study placement upon successful completion of the program. Those who complete the Fashion Arts Certificate Program will be able to transfer credits to other design programs. Credits allocated will be based on transcript and portfolio strengths.

Typically, students complete the entire program over a one-year period to maximize the scope and depth of study in this highly structured and comprehensive program. Classes are offered 3.5-4 days per week, 09:00-16:00. You can also expect at least six hours of Directed Study per week. A Fashion Arts Advanced Certificate is awarded to those who complete this program.

Entrance Requirements

Grade 12 or equivalent (waived if mature student)

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

Completed application form, work samples and successful interview.

Application Procedures

Submit completed Fashion Arts Program application form. Applicants are selected for interview based on the information and reasons given in the application form and letter. Interviewed applicants are requested to bring a portfolio of original fashion illustrations or designs, and actual garments which they have made. Acceptance into the program is based on past fashion experience, future goals, level of commitment and the quality/quantity of work presented. Non-refundable \$30 application fee must be submitted with the application form.

Application Deadlines

May 30 for entry in September

January 30 for entry in April

Required Courses

All courses previously listed under the

Fashion Design Certificate

Pattern Making Certificate

Garment Construction Certificate

Fashion Arts Certificate

As well as courses in the

Fashion Business and Technology Certificate:

Computer Aided Drafting (FASH 1352) 3 credits

Technical Fashion Drawing (FASH 1251) 3 credits

Product Development (FASH 1252) 3 credits

FA Professional Practices I (FASH 1171) 3 credits

FA Professional Practices II (FASH 1172) 3 credits

Gemmology

Program Coordinator: Donna Hawrelko, 604.443.8670

Program Assistant: 604.443.8381

Gemmology Certification Program – Canadian Certification

Gemmologists are certified in Canada by the Canadian Gemmological Association after an extensive program of study leading to a final exam. This 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.

CIF

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

Free Information Sessions

Office Administration Certificate Program (pg 8)

Tuesday, January 10, 17:30, City Centre, Rm 237

Private Investigating (pg 16)

Wednesday, January 11, 18:30 - 2:30, or Saturday, January 14, 14:00 - 16:00, City Centre

Business Leadership and Management Certificate Program (pg 10)

Thursday, January 12, 17:30, City Centre, Rm 218B

Interpreting (pg 24)

Thursday, January 12, 19:00, City Centre

Business and Technical Writing Certificate Program (pg 11)

Wednesday, January 18, 17:30 - 18:30, City Centre, Rm 218B

Counselling Skills and Substance Abuse Certificate Programs (pg 23)

Wednesday, December 14 or Wednesday, January 4 or Thursday, March 30, 18:30 - 19:30, City Centre



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

Occasionally 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.

General Interest Offering



How to Buy Diamonds (GEMM 2136)

Learn what you should know before you shop for a diamond. Gain insider information about the grading and pricing of diamonds. Ask an expert gemmologist about your concerns and questions before buying! 3 hours (Hawrelko) \$85 Fee includes GST

1 eve - Mo. Jan 16, 18:30-21:30 - CC **CRN 10648**

Interior Design

Registration: 604.443.8484

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

Program Assistant: Patricia Tang, 604.443.8711, patang@vcc.ca

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 study 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. Jan 9, 18:30-21:30 - CC **CRN 10646**

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. Jan 10, 18:30-21:30 - CC **CRN 10647**

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. Jan 11, 18:30-21:30 - CC **CRN 10645**

Lighting (INTD 1121)

Interior Designers must understand the relationship between lighting, atmosphere, the end user and overall efficiency. The student will gain a foundational understanding of residential lighting in the context of aesthetic, functional and economic factors. Calculations, Planning, Code and Layout. 20 hours (Keith) \$230

5 day - Sa. Feb 25, 10:00-14:00 - CC **CRN 10643**



Living Space & Bedroom (INTD 1179)

Learn and apply space planning and design principles to residential bedrooms and living spaces. Understand construction details and learn how to create schedules. Create a construction plan (to Code), a model, elevations, perspectives and presentation boards. Consider Human Factors, Barrier Free and Green design. 36 hours (Askey) \$370

12 eve - Tu. Jan 10, 18:30-21:30 - CC **CRN 10641**

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. Jan 21, 10:00 -14:00 - CC **CRN 10642**

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. Jan 11, 18:30-21:30 - CC **CRN 10644**

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 (Brecht) \$405 Fee includes GST

8 eve - Mo. Jan 16, 18:30-21:30 - CC **CRN 10253**

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 (Baker) \$405 Fee includes GST

8 eve - We. Jan 18, 18:30-21:30 (No classes We. Feb 1 and We. Feb 8) - CC **CRN 10254**



Buying Antique Jewellery (JEWL 1105)

Explore an overview of the history of antique jewellery. Discover what to look for when buying antique jewellery – hallmarking, dating, restoration and learn about appraisal values. 3 hours (Dominy) \$85 Fee includes GST

1 eve - Mo. Jan 23, 18:30-21:30 - CC **CRN 10469**

Baking & Pastry Arts

Program Coordinator: 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. Feb 18, 09:30-12:30 - CC **CRN 10121**

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. Feb 7, 18:30-21:00 - CC **CRN 10120**

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. Feb 8, 18:30-21:00 - CC **CRN 10115**

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. Feb 4, 09:30-12:30 - CC **CRN 10117**

Cake Decorating for All Occasions (CUIS 1121)

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

5 eve - Mo. Feb 6, 18:30-21:30 - CC **CRN 10114**

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 (TBA) \$190

5 eve - We. Feb 8, 18:30-21:00 - CC **CRN 10116**

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 (TBA) \$90

1 mng - Sa. Feb 25, 08:30-12:30 - CC **CRN 10128**

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. Feb 11, 08:30-12:30 - CC **CRN 10127**

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. Mar 4, 08:30-12:30 - CC **CRN 10119**

NEW! Courses for Spring Term 2006 see page 3

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

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

“The instructors are great – their experience is a real asset.”
Bed & Breakfast grad, June 2005

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: January 10, 2006 for winter term; April 18, 2006 for Spring term.

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

Bed and Breakfast Certificate Program (BBCP 1101)

Winter: 8 weeks - Jan 16 - Mar 10 - CC **CRN 10113**

Spring: 8 weeks - Apr 24 - Jun 16 - CC **CRN 20051**

Building Management & Services

Program Coordinator: Patricia Healey, 604.443.8670

Program Assistant: 604.443.8381

Registration and course information: 604.443.8484

Building Manager Certificate Program

Designed for building managers to gain knowledge and skills in building service management and leadership, landlord-tenant law, basic building maintenance, fire safety and security and record keeping. Supervisory skills focus on goal setting, problem-solving techniques, staff supervision and tenant/owner relations. Graduates are well prepared for building service supervisory roles in hospitals, schools, commercial buildings, and on-site managers in apartment buildings.

Entrance Requirements

Completion of Grade 12 is not necessary, but students must possess good oral, reading and writing skills. The courses Law & Tenant Relations and Building Service Management require a minimum Grade 10 English level (English 059). Good manual dexterity is highly preferred.

Application Procedures

Students may register directly into any of the program courses. Persons with language difficulties should contact the program coordinator (604.443.8670) prior to course registration.

Building Cleaning - Methods, Equipment, Supplies and Safety (REAL 1103)

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

5 day - Sa. Jan 28, 09:00-16:00 - CC **CRN 10419**

Building Service Management (REAL 1110)

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. Jan 21, 09:00-13:00 - CC **CRN 10416**

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2010

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Check out our part-time offerings in:

Leadership	Hospitality
Bed and Breakfast	Interpreting
Building Services Manager	Translating

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Building Maintenance and Cost Control (REAL 1102)

An introduction to 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. Jan 25, 18:30-21:30 - CC **CRN** 10417

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 Regulation. 20 hours (Chauvin) \$280

8 eve - Tu. Jan 24, 19:00-21:30 - CC **CRN** 10418

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

Office Administration

Office Administration Certificate Program

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant, Patricia Tang: 604.443.8711

Information Session:
Tuesday, January 10, 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.

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

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

Business, Career & Law

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:

Medical Speciality: Office Procedures and Accounting, Bookkeeping or Payroll not required.

Legal Speciality: Office Procedures not required.

Challenge exam available for Office Procedures (OACP 1126)

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

Specialization Courses

Option 1 Administration and Supervision

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

Records Management I (OACP 1128) - 30 hours

Effective Oral Communication (OACP 1145) - 18 hours

Any elective course/s from the Office Administration Program, and 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 the Office Administration Program, and City Centre Computer Application Package. 33 hours

Option 3 Medical Office Skills

Medical Office Skills provides an introduction to terminology, procedures, practices, records, forms, billings and routines:

Medical Terminology I (OACP 1108) - 30 hours

Medical Terminology II (OACP 1109) - 30 hours

Medical Office Procedures (OACP 1111) - 24 hours

Medical Office Billing II (OACP 1137) - 12 hours

Medical Documentation/Transcription (OACP 1156) - 18 hours

Clinical Procedures (OACP 1155) - 6 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, City Centre Computer Application Package or other specialized 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 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/kits is Accounting Fundamentals, Sixth Edition, Hoffman Pacy Flashner, Text should be purchased from City Centre Bookstore before the first class. 24 hours (Huston) \$173

8 eve - We. Jan 25, 18:30-21:30 - CC **CRN** 10466

Introduction to Payroll (OACP 1105)

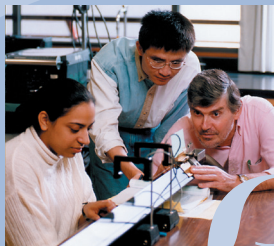
For small business owners and payroll personnel who wish to learn how to prepare hourly, salaried and commission payroll. Learn payroll law, record maintenance, pay cheque and statement preparation, T4 preparation, and how current source deduction rules affect payroll preparation. WCB, Revenue Canada Taxation, Records of Employment and Stats Canada reporting are covered, as well as Employment Standards. 24 hours (TBA) \$167

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

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) \$155

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



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www.vcc.ca

NEW!

**Courses for
Spring Term 2006
see page 3**

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) \$163

*8 eve - Mo. Jan 23, 18:30-21:30 - CC **CRN** 10467*

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) \$155

*6 eve - Th. Jan 26, 18:30-21:30 - CC **CRN** 10389*

Other Administration, Supervision and Elective Courses

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

Effective Notes and Minutes (OACP 1122)

Effective note taking 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. May 3, 09:30-16:30 - CC

Time Management (OACP 1185)

Manage priorities! What is time management? Good stress versus bad stress? Potential sources of troubles at work? Learn about time management techniques, tips and traps, the impact of technology and change and cheating a personal time management plan. 6 hours (Gossen) \$110

Available: Fall 2006

Computer Foundations (CMPT 1101)

For description, see Computer/Keyboarding page 9

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 \$290 - a saving of \$30.

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). \$290

On-site Business Training

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

Grammar Review for Productive Business Writing (OACP 1104)

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

*2 eve - We. Jan 25, 18:00 - 21:00 - CC **CRN** 10376*

*1 day - Sa. Jan 28, 09:00-16:00 - CC **CRN** 10377*

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. Feb 8, 18:00 - 21:00 - CC **CRN** 10378*

*1 day - Sa. Feb 11, 09:00-16:00 - CC **CRN** 10379*

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. Feb 22, 18:00 - 21:00 - CC **CRN** 10380*

*1 day - Sa. Feb 25, 09:00-16:00 - CC **CRN** 10381*

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

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

*2 eve - We. Mar 8, 18:00 - 21:00 - CC **CRN** 10382*

*1 day - Sa. Mar 11, 09:00-16:00 - CC **CRN** 10383*

Note

Business English Skills Test

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

Sa. Mar 18, 09:00 - CC

We. Mar 22, 18:00 - CC

Business English – Non Package

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) \$125

*4 eve - Tu. Jan 24, 18:00-21:00 - CC **CRN** 10385*

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) \$125

*4 eve - Tu. Feb 21, 18:00-21:00 - CC **CRN** 10386*

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 (Gossen) \$193

6 eve - Mo. Apr 24, 18:30-21:30 - CC

Computers/Keyboarding

Computer Foundations (CMPT 1101)

A broad introduction to computers for the beginning computer user. Basic keyboarding skills recommended. Topics include: Windows operating system; applications in word processing and spreadsheets using Microsoft Word and Excel; and an introduction to the Internet. This is a practical, hands-on course with one computer per student using the latest high-speed computers (maximum 18). An excellent foundation for the general computer user. Textbook included. 30 hours (Moncada) \$298

*10 eve - We. Jan 25, 18:30-21:30 - CC **CRN** 10475*

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) \$120

*6 mng - Sa. Jan 28, 09:30-12:30 - CC **CRN** 10392*

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) \$130

*6 mng - Sa. Jan 28, 09:30-12:30 - CC **CRN** 10387*

Medical Office Billing - Computerized (OACP 1137)

For description, see Medical, page 10

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 \$375:

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 (Williams) \$48

*1 eve - Tu. Jan 24, 18:30-21:30 - CC **CRN** 10465*

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. (Chee) \$88

*3 eve - Th. Jan 26, 18:30-21:30 - CC **CRN** 10401*

Corporate (OACP 1115)

Overview of incorporating a British Columbia company, plus annual reports and filings, and keeping minute books. 9 hours (Williams) \$88

*3 eve - Tu. Jan 31, 18:30-21:30 - CC **CRN** 10399*

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) \$88

*3 eve - Th. Feb 16, 18:30-21:30 - CC **CRN** 10400*

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) \$88

*3 eve - Tu. Feb 21, 18:30-21:30 - CC **CRN** 10398*

The Legal Office Skills Test

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

1 eve - Tu. Mar 14, 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 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. Apr 19, 18:30-21:30 - CC

Legal Office Procedures (OACP 1139)

This course provides an overview of a law office, analyzes the structure of a law office and various types of legal practice and areas of law. It reviews the importance of effective systems and procedures and the various types of legal support staff and their specific responsibilities. 12 hours (Nelson) \$115

*4 eve - We. Jan 25, 18:30-21:30 - CC **CRN** 10403*



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 (Chee) \$111

3 eve - We. Jun 7, 18:30-21:30 - CC

Medical

Medical Terminology I (OACP 1108)

A complete introduction to medical language for those wishing to work in technology/laboratory or related health fields. Learn the basics of anatomy, physiology, pathology, body structure and functions. Explore disease processes, investigations, treatments and learn surgical terms and practical applications. Study word parts (stems, prefixes, suffixes and abbreviations), pronunciation and spelling. Part one of a two-part course. Purchase: The Language of Medicine (Chabner) at CC Bookstore prior to class. 30 hours (Menhinick) \$195

10 eve - Tu. Jan 24, 18:30-21:30 - CC **CRN 10394**

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) \$195

10 eve - Th. Jan 26, 18:30-21:30 - CC **CRN 10395**

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) \$175

8 eve - Th. Jan 26, 18:30-21:30 - CC **CRN 10468**

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) \$97

2 eve - Th. Mar 23/30, 18:30-21:30 - CC **CRN 10651**

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 **CRN 10652**

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 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 \$150

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

Records Management

Records Management – Advanced (OACP 1146)

Continues the development of concepts introduced in Records Management I. Students will be expected to do case studies based on outside research in a field which will require the application of skills and knowledge in records/information management. This course is supported by the Association of Records Management and Administrators. Offered once a year. 30 hours (Bradley) \$188

10 eve - We. Jan 25, 09:30-16:30 - CC **CRN 10396**

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) \$180

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

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

Next offered: Fall 2006

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.

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: Thursday, January 12, 17:30 City Centre, Room 218B

Maximize your leadership potential in a business environment and meet the knowledge and skills base desired by industry. Position yourself for career advancement! This new Certificate Program is designed for those who wish to qualify as professionals in the public, private and non profit

sectors. The program is designed to meet the knowledge and skills base desired by industry. Building on excellent offerings in our Business area, it provides professional development in Leadership, Coaching, Management Skills and other critical areas for success.

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

Credit Transferability

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

Core Courses

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

Electives

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

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 12 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 13 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.

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 (Venier) \$315
*8 eve - Th. Jan 26, 18:30-21:30 - CC **CRN** 10453*

Look for the following offerings in the future

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) \$315

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 (TBA) \$315

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) \$315

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) \$315

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 \$290 – a saving of \$30. 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: \$290

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

*2 eve - We. Jan 25, 18:00 - 21:00 - CC **CRN** 10376*

*1 day - Sa. Jan 28, 09:00-16:00 - CC **CRN** 10377*

Building a Powerful Vocabulary (OACP 1106)

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

*2 eve - We. Feb 8, 18:00-21:00 - CC **CRN** 10378*

*1 day - Sa. Feb 11, 09:00-16:00 - CC **CRN** 10379*

Writing Dynamic Business Letters (OACP 1103)

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

*2 eve - We. Feb 22, 18:00-21:00 - CC **CRN** 10380*

*1 day - Sa. Feb 25, 09:00-16:00 - CC **CRN** 10381*

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

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

*2 eve - We. Mar 8, 18:00-21:00 - CC **CRN** 10382*

*1 day - Sa. Mar 11, 09:00-16:00 - CC **CRN** 10383*

Note

Business English Skills Test

Sa. Mar 18, 09:00 - CC

We. Mar 22, 18:00 - CC

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

English Elective

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) \$125

*4 eve - Tu. Jan 24, 18:00-21:00 - CC **CRN** 10385*

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) \$125

*4 eve - Tu. Feb 21, 18:00-21:00 - CC **CRN** 10386*

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, January 18, 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. Jan 18, 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.

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 (Twiss) \$155

*1 day - Sa. Jan 28, 09:00-16:30 - CC **CRN** 10137*

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) \$155

*1 day - Sa. Feb 25, 09:00-16:30 - CC **CRN** 10138*

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) \$155

*1 day - Sa. Mar 25, 09:00-16:30 - CC **CRN** 10139*

Proposal Writing (TECW 1105)

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

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

Designing and Writing Manuals (TECW 1107)

Review the document development process for producing effective manuals and training guides. You will learn techniques for increasing the usability of your manuals through reader analysis and peer reviews. Learn techniques of information design and considerations for internationalizing your document. 6.5 hours (Desprez) \$155

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

Industry Specific Report Writing (TECW 1108)

This course focuses on the structure, content, format, audience, purpose, and style of reports. Topics include understanding the components of the report format and using these in a manner that facilitates reader access and comprehension; communicating effectively and clearly with reader(s) as a result of addressing reader concerns, needs, and interest; and analyzing and developing a clear and appropriate structure to facilitate reading and comprehension. 6.5 hours (Twiss) \$155

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

Register online!

Click here!

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 (TBA) \$155

Available Fall 2006

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 (TBA) \$155

Available Fall 2006

Document Project Management (TECW 1104)

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

Available Fall 2006

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.

Leadership

Leadership Certificate Program

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Lynda Boothby, 604.443.8383

Leadership positions are complex. A new leader requires new skills and an understanding and acceptance of new roles. Preparation and support are vital for new leaders. The program will help you develop knowledge, skills and confidence to lead, supervise and manage others. This certificate program is a great partnership opportunity for employer and employee. The employer shows commitment through financial support and the employee shows commitment by attending the majority of these courses on his/her own time.

The program consists of 12 courses (total of 72 hours); 6 core courses and 6 elective courses. Each course is one day in length. Participants may register for individual courses. 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 13 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.

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. Jan 27, 09:00-16:30 - IEC **CRN** 10449*

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 **CRN** 10456*

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) \$155

*1 day - Sa. Feb 11, 09:00-16:30 - CC **CRN** 10457*

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 **CRN** 10458*

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) \$155

*1 day - Sa. Feb 25, 09:00-16:30 - CC **CRN** 10459*

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 **CRN** 10460*

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 (Healey) \$155

*1 day - Sa. Mar 11, 09:00-16:30 - CC **CRN** 10461*

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 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 **CRN** 10462*

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, networking skills, and 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) \$155

*1 day - Sa. Mar 25, 09:00 - 16:30 - CC **CRN** 10470*

Creative Thinking at Work (LEAD 1110)

People today are asked to do more with less and find innovative ways to save money. Creative thinking is a tool you can use to accomplish both. It can help you solve problems, save money and make do with less - all required in today's business environment. This course covers the fundamentals of generating new ideas and options. Topics include: what is creative thinking, opening mental locks, soft and hard thinking, the creative process, and challenging the rules. 6 hours (Brindle) \$165

1 day - Fr. Apr 28, 09:00 - 16:30 - CC

Business Communication for Leaders (LEAD 1138)

Learn the importance of effective business communication in today's modern, multicultural business world. This course will teach leaders how to communicate at work, in small groups, teams and across cultures. Focus will be on the relationships between communication and culture, ethics and technology. Students will learn how to use powerful written and oral communication skills to succeed at work. 6 hours (Gossen) \$155

1 day - Sa. May 6, 09:00-16:30 - CC

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. May 12, 09:00-16:30 - TBA

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) \$155

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

Finding Time for Results (LEAD 1114)

Never seems to be enough time in a day? Learn how to get daily results through practical techniques. Manage your day, your projects and yourself. Learn the following time “diet” techniques: analyzing your day; setting goals and priorities; delegating; creating productive meetings; handling interruptions; understanding your self-motivation to complete your day and projects. 6 hours (Stene Murphy) \$155

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

Building a Productive Team (LEAD 1113)

Building your team from a diverse group of people is never easy, but it is essential in producing the results you and your employer require. Participants will: understand the importance of team building; identify the characteristics of an effective team; apply measures and techniques to build synergy in the workplace; use skills to identify and resolve key team concerns. The net result? Increased work productivity, improved work quality and enhanced team morale. 6 hours (Lewis) \$165

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

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) \$155

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

Hiring the Right Person (LEAD 1107)

You're hiring - but interviewing and selecting the best candidate is difficult and time-consuming. Employee turnover, costly hiring expenses and the ever-changing job market make the interviewer's role critical! Enhance your interview skills with this hands-on course. Learn a simple five step process to prepare for interviews, and a 7-point system to use during the interview. Practise interviewing and receive detailed feedback. Bring a job description for a current vacancy in your organization, if possible. 6 hours (Lewis) \$165

Available: Fall 2006

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) \$165

Available: Fall 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, you must complete all six courses. Participants may also register for individual courses. For those wanting a full certificate in Leadership Coaching, please see page 13 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. Jan 27, 09:00-16:30 - IEC **CRN** 10449

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) \$155

1 day - Sa. Feb 18, 09:00-16:30 - CC **CRN** 10450

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) \$155

1 day - Sa. Mar 18, 09:00-16:30 - CC **CRN** 10451

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

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) \$155

1 day - Sa. Oct 28, 09:00-16:30 - TBA

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 24, 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 12 for these listings.

Stepping Up to Leadership (LEAD 1111)

Using Leadership Language (LEAD 1112)

Building a Productive Team (LEAD 1113)

Managing Change (LEAD 1102)

Problem Solving and Action Planning (LEAD 1104)

Facilitation Skills for Team Leaders (LEAD 1108)

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

Withdrawal and Refund Policy

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

Management Skills

Management Skills for Supervisors Certificate Program

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Lynda Boothby, 604.443.8383

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

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

Interpersonal Communication Skills

Team Skills

Essential Management Skills

Managing Performance through Training and Development

Training includes individual, small and large group experiences and lecturettes using participants' actual work experiences. Enrollment is limited to optimize the effectiveness of this process.

Certificate

Participants who successfully complete three modules qualify for the Management Skills for Supervisors Certificate.

Credit Transferability

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

On-site Business Training

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

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) \$315

8 eve - Mo. Jan 23, 18:30-21:30 - CC **CRN** 10454

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) \$315

8 eve - We. Jan 25, 18:30-21:30 - CC **CRN** 10455

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) \$315

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

Interpersonal Communication Skills (MSKL 1101)

In this session, you'll learn how to use effective verbal and non-verbal communication skills, conduct organized interviews, use decision-making methods in individual and group situations, utilize appropriate assertiveness techniques, and make win/win decisions one-on-one and in groups. 24 hours (Cuzzetto) \$315

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

Career Exploration

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: 604.443.8711

Career Exploration and Management (OACP 1184)

The purpose of a career consists of: a place to express character, talent and skills in an environment that aligns with values; means of supporting oneself financially and being self-reliant and the feeling of being involved in meaningful activity. Through thought-provoking exercises and dynamic group discussions, the course will identify your preferences, values and needs and introduce you to the resources and tools necessary for developing a new career management plan or make a career change. This course is composed of three sessions that build on and refer to each other interchangeably. Each session meets for two weeks.

Learn More about Yourself

You will have the opportunity to explore your dreams, interests, temperament and skills. Explore what you like to do, how you like to do it, what you are able to do and what you would like to be able to do. Identify and prioritize your core values, a critical component in managing a purposeful career.

Understanding Today's World of Work

Understand the philosophy and trends of the new labour market and how to match your qualities, capabilities and skills to it. Research, network and market yourself effectively in order to be more successful in finding the right career for you.

Designing a Career Plan

Bridge what you have learned in the previous two sessions to help you set concrete goals and specific action steps to move forward with your career possibilities. Look at fears that hold you back from making a career change and learn how to manage them by engaging in exercises that stimulate creative solutions and build self-esteem. (Newell) \$197

6 eve - We. Jan 25, 18:30-21:30 - CC **CRN 10397**

Event Planning

Senior Program Coordinator: 604.443.8668

Program Coordinator: 604.443.8670

Program Assistant: 604.443.8381

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 (Zhou) \$370 Fee includes GST

10 eve - Th. Jan 26/Mar 30, 18:30-21:30 - CC **CRN 10443**

See – Wedding Planning, below.

Wedding Planning

Senior Program Coordinator: 604.443.8668

Program Coordinator: 604.443.8670

Program Assistant: 604.443.8381

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 a 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 (Santoro) \$245

8 eve - Tu. Jan 17/Mar 7, 18:30-21:30 - CC **CRN 10447**

Small Business

Program Coordinator: 604.443.8670

Program Assistant: 604.443.8381

Registration and general information: 604.443.8484

How to Start a Business Program

How to Start a Business Package

Thinking of starting a small business? Just started a small business? This program guides you through information on all topics required to operate your business. \$85 per course or a total of \$495 for all ten courses for a saving of \$355. Participants attending eight out of ten courses will receive a Document of Professional Studies. See course descriptions below. \$495

Entrepreneurial Leadership Skills (BUSI 1130)

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

1 eve - Mo. Jan 30, 18:00-21:00 - CC **CRN 10421**

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. Feb 1, 18:00-21:00 - CC **CRN 10422**

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. Feb 6, 18:00-21:00 - CC **CRN 10423**

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. Feb 8, 18:00-21:00 - CC **CRN 10424**

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. Feb 13, 18:00-21:00 - CC **CRN 10425**

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. Feb 15, 18:00-21:00 - CC **CRN 10426**

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 - Mo. Feb 20, 18:00-21:00 - CC **CRN 10427**

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 - We. Feb 22, 18:00-21:00 - CC **CRN 10428**

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 - Mo. Feb 27, 18:00-21:00 - CC **CRN 10429**

Preparing Your Business Plan (BUSI 1139)

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

1 eve - We. Mar 1, 18:00-21:00 - CC **CRN 10430**

More Small Business Courses

Also see:

Event Planning, page 14.

Wedding Planning, page 14.

Paralegal

Paralegal Certificate Program

and

Paralegal Diploma Program

Senior Program Coordinator: 604.443.8668

Program Advisor: Christine Williams, 604.443.8649, email: cwilliams@vcc.ca

Program Assistant: Patricia Tang, 604.443.8711, email: patang@vcc.ca

Program Website: <http://continuinged.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. You will select one legal practice area and cover course work in that area. Practice areas include litigation, corporate law, real estate, and family and estate law. Upon completion of your Certificate, you may continue your legal studies in the program in all major legal practice areas and receive your Diploma.

Our courses are designed primarily for those 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://continuinged.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 four 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.

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. FREE. No Pre-requisites. (Williams)

January term:

1 eve - Fr. Jan 13, 18:00-19:00 - CC **CRN 10038**

1 eve - Fr. Mar 24, 18:00-19:00 - CC **CRN 10039**

April term:

*1 eve - Fr. Apr 7, 18:00-19:00 - CC **CRN** 20042*

*1 eve - Mo. Apr 24, 18:00-19:00- CC **CRN** 20041*

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, formal admission to the Paralegal Program, or previous legal coursework. 4.0 credits, 48 hours (Per week: 3 lecture hours, 3 tutorial hours) \$220.

Will be offered in September 2006 term.

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, formal admission to the Paralegal Program, or previous legal coursework. 3.0 credits, 36 hours (Per week: 3 lecture hours, 3 tutorial hours) \$220.

Will be offered in September 2006 term.

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, formal admission to the Paralegal Program or previous legal coursework. 4.0 credits, 48 hours (Per week: 3 lecture hours, 3 tutorial hours) \$220.

*8 mng - Sa. Jan 14, 9:00-12:00 - CC **CRN** 10022 (Dattilo)*

*8 mng - Sa. Jan 14, 9:00-12:00 - CC **CRN** 10023*

(Demeulemeester)

*8 aft - Sa. Jan 14, 13:00-16:00 - CC **CRN** 10024*

(Demeulemeester)

*8 aft - Sa. Jan 14, 13:00-16:00 - CC **CRN** 10025 (Dattilo)*

Legal Communications (LEGL 1205)

Communication 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, formal admission to the Paralegal Program, or previous legal coursework. 3.00 credits, 36 hours (Per week: 3 lecture hours, 3 tutorial hours) (TBA) \$220.

January term:

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

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

April term:

*6 eve - Th. Apr 20, 18:00-21:00 - CC **CRN** 20026*

*6 eve - Th. Jun 1, 18:00-21:00 - CC **CRN** 20027*

Contracts (LEGL 1206)

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

April term:

*6 eve - Tu. Apr 25, 18:00-21:00 - CC **CRN** 20028 (Eng)*

*6 eve - Tu. Apr 25, 18:00-21:00 - CC **CRN** 20029*

(Koroneos)

*6 eve - Tu. Jun 6, 18:00-21:00 - CC **CRN** 20030 (Eng)*

*6 eve - Tu. Jun 6, 18:00-21:00 - CC **CRN** 20031*

(Koroneos)

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: Due to limited seating, formal admission to the Paralegal Certificate Program is required. 4.0 credits, 48 hours (Per week: 6 lecture hours, 6 tutorial hours) (Dattilo Demeulemeester) \$220.

January term:

*4 day - Sa. Mar 18, 09:00-16:00 - CC **CRN** 10600*

(Demeulemeester)

April term:

*4 day - Sa. Apr 22, 09:00-16:00 - CC **CRN** 20033*

*4 day - Sa. May 27, 09:00-16:00 - CC **CRN** 20034*

*4 day - Sa. Jul 8, 09:00-16:00 - CC **CRN** 20035*

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 BC. Use the Rules to understand how the Court system functions: 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: production of documents, 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.

Offered in September 2006 term.

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. Will be offered in September 2006 term.

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) (Eng) \$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) (Marolla) \$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). Pre-requisites: Agency and Business Structures (LEGL 1203). 3.5 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$190.

Will be offered in September 2006 term.

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

Will be offered in September 2006 term.

Advanced Corporate Law 1 (LEGL 1307)

Advanced corporate procedures and documentation for name changes, special rights and restrictions (drafting alternatives), changes to Notices of Articles, extra-provincial registrations under the new Business Corporations Act. 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) (Komorowska) \$190

*7 eve - Th. Jan 5, 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 Federal and B.C. corporate legislation. Pre-requisites: Successful completion of Advanced Corporate Administration 1 (LEGL 1307). 3.5 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (Komorowska) \$190

*7 eve - Th. Mar 2, 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

Will be offered in September 2006 term.

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

Will be offered in September 2006 term.

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) (TBA) \$230

*7 eve - Mo. Jan 9, 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) (TBA) \$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 the 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.

Will be offered in September 2006 term.

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: Family Law 1. 3.50 credits, 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (Halkett) \$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

Will be offered in September 2006 term.

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) (McGilligan) \$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. 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) (Halkett) \$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) (TBA) \$230

7 eve - Tu. Feb 28, 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) (Bailey) \$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) (Halkett) \$230

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

Practicum (LEGL 1208)

Practicum enhances the quality of your work in a legal office setting, preparing you for growth to a Paralegal level at your current job or at a new job. Use your existing position at a legal office to fulfill Practicum requirements. Participate in group sessions to synthesize your practicum experience. 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) (Halkett) \$115 Note: Attendance at the initial and mid-term practicum sessions is mandatory.

Your choice of the following sessions:

January term Practicum

12 weeks, outside campus **CRN 10029**

Group meeting dates:

- Initial meeting: Fr. Jan 13, 18:00-21:00 CC

- Mid-term meeting: Fr. Feb 24, 18:00-21:00 CC

- Final meeting: Fr. Apr 7, 18:00-21:00 CC

April term Practicum

12 weeks, outside campus **CRN 20036**

Group meeting dates:

- Initial meeting: Fr. Apr 21, 18:00-21:00 CC

- Mid-term meeting: Fr. Jun 2, 18:00-21:00 CC

- Final meeting: Fr. Jul 21, 18:00-21:00 CC

Private Investigating

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant: Lynda Boothby, 604.443.8383

Instructor: Kathy Matak, email: matak@netrover.com

Learn more about a career as a Private Investigator/Loss Prevention Officer. Join us for a free two hour seminar and find out what is required to train as an investigator; where to find jobs; and learn about the courses being offered here. To register for the seminars please call Lynda Boothby at 604.443.8383.

Information Sessions: Wednesday, January 11, 18:30 -20:30 OR Saturday, January 14, 14:00 – 16:00, City Centre

The following three courses meet one night a week over ten weeks – one course per term:

Introduction to Private Sector Investigations

Surveillance Techniques - Tools, Techniques and Tactics

Case Management and Critical Thinking

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. Textbooks required. 30 hours (Matak) \$385

10 eve - Wed. Jan 25, 18:30-21:30 - CC **CRN 10452**

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. Textbooks required. 30 hours (Matak) \$385

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

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. Textbooks required. 30 hours (Matak) \$385

10 eve - Tu. Sep 26, 18:30-21:30 - CC

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 17 for Oakridge courses.

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. Jan 25 18:30-21:30 - CC **CRN 10475**

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. Jan 28, 09:30-12:30 - CC **CRN 10392**

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. Jan 28, 09:30-12:30 - CC **CRN 10387**

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. Jan 24, 18:30-21:30 - CC **CRN 10496**

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. Feb 28, 18:30-21:30 - CC **CRN 10494**

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. Jan 23, 18:30-21:30 - CC **CRN 10476**

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. Jan 25, 18:30-21:30 - CC **CRN 10480**

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 (TBA) \$378

10 eve - We. Jan 25, 18:30-21:30 - CC **CRN 10481**

Web Application Development (CMPT 1219)

This course covers all the elements necessary for building dynamic web applications. It explains the requirements for building efficient server side web applications, hooking them up with the middle tier (controller) layer, and presenting the information to users utilizing principles of front end web application development. The course teaches HTML, XML, Java and ASP. Prerequisite: a basic understanding of web development concepts. 30 hours \$295

10 eve - Th. Jan 26, 18:30-21:30 - CC **CRN 10477**

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online!**



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www.VCC.ca

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. Jan 23, 18:00-21:00 - CC **CRN** 10478

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. Jan 26, 18:30-21:30 - CC **CRN** 10481

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. Jan 24, 18:30-21:30 - CC **CRN** 10479

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.

Oakridge Computer Lab

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

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

Registration: 604.443.8484

Class Sizes and Information

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

Counselling

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

E-mail: mmathern@vccoaklab.com

What do you wish to learn?

An Introduction to Computers

Courses available are listed on page 17.

How to Operate a Specific Software Program

Courses are listed according to the application area (e.g. Accounting, Word Processing, etc.) Courses start on page 17. 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 19.

Internet and Web Publishing

Courses available are listed on page 17.

Graphics, Publishing, and Presentations

Courses available are listed on page 18.

Networking and LAN Management

Courses available are listed on page 17.

Computer Hardware

Courses available are listed on page 17.

Programming

Courses available are listed on page 18.

Does our schedule suit your needs?

Additional classes may be added after the publication of this calendar. If the Oakridge Computer Lab class you want is full, or there are no more scheduled dates, call 604.261.2806 to inquire about alternate dates. 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 a variety of topics, including word processing, spreadsheets, Windows and the Internet. Some typing is required. 7 hours (Austin) \$190

1 day - Sa. Jan 14, 9:00-17:00 - Oak **CRN** 10142

1 day - Tu. Jan 24, 9:00-17:00 - Oak **CRN** 10143

1 day - Sa. Feb 18, 9:00-17:00 - Oak **CRN** 10144

1 day - Tu. Mar 7, 9:00-17:00 - Oak **CRN** 10145

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. Jan 10, 9:00-17:00 - Oak **CRN** 10168

1 day - Sa. Jan 21, 9:00-17:00 - Oak **CRN** 10169

1 day - We. Feb 1, 9:00-17:00 - Oak **CRN** 10170

1 day - Tu. Feb 21, 9:00-17:00 - Oak **CRN** 10171

1 day - Sa. Mar 11, 9:00-17:00 - Oak **CRN** 10172

1 day - Mo. Mar 20, 9:00-17:00 - Oak **CRN** 10173

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 - Sa. Jan 28, 9:00-17:00 - Oak **CRN** 10235

1 day - Th. Feb 23, 9:00-17:00 - Oak **CRN** 10236

1 day - We. Mar 22, 9:00-17:00 - Oak **CRN** 10237

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. Jan 14, 9:00-17:00 - Oak **CRN** 10232

1 day - Th. Mar 16, 9:00-17:00 - Oak **CRN** 10234

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 (Mathern) \$190

1 day - Tu. Jan 10, 9:00-17:00 - Oak **CRN** 10221

1 day - Th. Feb 9, 9:00-17:00 - Oak **CRN** 10222

1 day - Mo. Mar 6, 9:00-17:00 - Oak **CRN** 10223

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 (Mathern) \$190

1 day - Mo. Jan 16, 9:00-17:00 - Oak **CRN** 10227

1 day - Mo. Feb 13, 9:00-17:00 - Oak **CRN** 10228

1 day - Th. Mar 9, 9:00-17:00 - Oak **CRN** 10229

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. Jan 11, 9:00-17:00 - Oak **CRN** 10180

1 day - Fr. Feb 10, 9:00-17:00 - Oak **CRN** 10181

1 day - Fr. Mar 3, 9:00-17:00 - Oak **CRN** 10182

Introduction to Windows Server (CMPT 1207)

Learn fundamental skills for Windows Server networks. Understand security, authentication, Access Tokens, access to resources, and administrative authorization. Explore shares, permissions, and NTFS. Use Active Directory for managing network resources. Introduction to Networking is strongly recommended. 7 hours (Austin) \$190

1 day - Fr. Jan 13, 9:00-17:00 - Oak **CRN** 10204

1 day - Th. Mar 9, 9:00-17:00 - Oak **CRN** 10207

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. Jan 13, 9:00-17:00 - Oak **CRN** 10156
1 day - Sa. Feb 4, 9:00-17:00 - Oak **CRN** 10157
1 day - We. Mar 8, 9:00-17:00 - Oak **CRN** 10158

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. Jan 18, 9:00-17:00 - Oak **CRN** 10212
1 day - Tu. Feb 14, 9:00-17:00 - Oak **CRN** 10213

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 - Tu. Jan 24, 9:00-17:00 - Oak **CRN** 10183
1 day - We. Feb 22, 9:00-17:00 - Oak **CRN** 10196
1 day - Fr. Mar 17, 9:00-17:00 - Oak **CRN** 10203

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 - Th. Feb 2, 9:00-17:00 - Oak **CRN** 10206
1 day - Mo. Mar 20, 9:00-17:00 - Oak **CRN** 10239

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. Jan 11, 9:00-17:00 - Oak **CRN** 10150
1 day - Th. Jan 26, 9:00-17:00 - Oak **CRN** 10151
1 day - We. Feb 8, 9:00-17:00 - Oak **CRN** 10152
1 day - Sa. Feb 25, 9:00-17:00 - Oak **CRN** 10153
1 day - Th. Mar 2, 9:00-17:00 - Oak **CRN** 10154
1 day - Tu. Mar 21, 9:00-17:00 - Oak **CRN** 10155

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. Jan 17, 9:00-17:00 - Oak **CRN** 10159
1 day - Fr. Feb 17, 9:00-17:00 - Oak **CRN** 10160
1 day - We. Mar 8, 9:00-17:00 - Oak **CRN** 10161

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. Jan 20, 9:00-17:00 - Oak **CRN** 10162
1 day - Fr. Feb 24, 9:00-17:00 - Oak **CRN** 10163
1 day - Th. Mar 16, 9:00-17:00 - Oak **CRN** 10164

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 - Fr. Jan 27, 9:00-17:00 - Oak **CRN** 10217
1 day - Fr. Mar 24, 9:00-17:00 - Oak **CRN** 10218

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. Jan 7, 9:00-17:00 - Oak **CRN** 10186
1 day - Sa. Feb 11, 9:00-17:00 - Oak **CRN** 10188
1 day - Sa. Mar 4, 9:00-17:00 - Oak **CRN** 10191

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. Feb 25, 9:00-17:00 - Oak **CRN** 10195

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. Jan 21, 9:00-17:00 - Oak **CRN** 10240
1 day - Sa. Feb 18, 9:00-17:00 - Oak **CRN** 10241
1 day - Sa. Mar 11, 9:00-17:00 - Oak **CRN** 10242

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. Jan 28, 9:00-17:00 - Oak **CRN** 10243
1 day - Sa. Mar 18, 9:00-17:00 - Oak **CRN** 10244

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. Jan 19, 9:00-17:00 - Oak **CRN** 10165
1 day - We. Feb 15, 9:00-17:00 - Oak **CRN** 10166
1 day - Fr. Mar 10, 9:00-17:00 - Oak **CRN** 10167

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. Jan 20, 9:00-17:00 - Oak **CRN** 10174
1 day - Fr. Feb 10, 9:00-17:00 - Oak **CRN** 10175
1 day - Tu. Mar 7, 9:00-17:00 - Oak **CRN** 10176

Intermediate Photoshop (CMPT 1225)

Expand your Photoshop skills. Make technical adjustments using colour corrections, tonal adjustments, filters, levels, and adjustment layers. Explore photo enhancements using various masks, clipping groups, and fill layers. Experience with Photoshop is essential. Introduction to Photoshop is strongly recommended. 7 hours (Mathern) \$190

1 day - Fr. Feb 3, 9:00-17:00 - Oak **CRN** 10177
1 day - Tu. Mar 14, 9:00-17:00 - Oak **CRN** 10178

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 - Tu. Jan 31, 9:00-17:00 - Oak **CRN** 10140
1 day - Mo. Mar 13, 9:00-17:00 - Oak **CRN** 10141

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 - We. Jan 25, 9:00-17:00 - Oak **CRN 10245**
1 day - We. Mar 15, 9:00-17:00 - Oak **CRN 10247**

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 of PDF files by adding bookmarks, hyperlinks and more. Experience is essential. 7 hours (Mathern) \$190

1 day - Th. Jan 12, 9:00-17:00 - Oak **CRN 10407**
1 day - Th. Feb 16, 9:00-17:00 - Oak **CRN 10408**
1 day - Th. Mar 23, 9:00-17:00 - Oak **CRN 10409**

Database Management

Introduction to Access (CMPT 1164)

Build a solid foundation for database management. Understand database concepts and terminology. Design, define and modify database table structures. Display, add, change and delete data in tables. Build powerful queries to select and view data based on a variety of criteria. Experience with other programs is essential. 7 hours (Austin) \$190

1 day - Th. Jan 12, 9:00-17:00 - Oak **CRN 10184**
1 day - Tu. Feb 7, 9:00-17:00 - Oak **CRN 10185**
1 day - We. Mar 1, 9:00-17:00 - Oak **CRN 10187**

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. Jan 18, 9:00-17:00 - Oak **CRN 10189**
1 day - Tu. Feb 14, 9:00-17:00 - Oak **CRN 10190**
1 day - Mo. Mar 6, 9:00-17:00 - Oak **CRN 10192**

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. Jan 25, 9:00-17:00 - Oak **CRN 10193**
1 day - Fr. Mar 10, 9:00-17:00 - Oak **CRN 10197**

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 - Th. Feb 2, 9:00-17:00 - Oak **CRN 10199**
1 day - Fr. Mar 17, 9:00-17:00 - Oak **CRN 10200**

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 - Th. Feb 9, 9:00-17:00 - Oak **CRN 10202**

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. Jan 17, 9:00-17:00 - Oak **CRN 10214**
1 day - Fr. Feb 17, 9:00-17:00 - Oak **CRN 10215**
1 day - We. Mar 22, 9:00-17:00 - Oak **CRN 10216**

College Closures

New Year's Day Jan. 1
Christmas Break to Jan. 2
Good Friday April 14
Easter Monday April 17

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

Dental

Program Coordinator: 604.443.8676

Program Assistant: Sarah Mokaber, 604.443.8635

Registration: 604.443.8635

Website Address : www.continuinged.vcc.ca/health

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

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 1 reviews the anatomy of the foot and introduces the basics of foot care in the older adult. Prerequisite: participants must be a RN, RPN or LPN currently licensed in BC. Proof of professional registration is required with your application. Maximum Class size: 12. 24 hours (Olson) \$400 plus supplies

3 day - We/Th/Fr. Feb 1/2/3, 09:00 - 16:00 - KEC and clinical site **CRN 10262**

Health

Foot Care for Older Adults Level 2 (HLTH 1196)

Successful completion of HLTH 1241 is a prerequisite. This course introduces the use of the DremelÆ 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 - Thu/Fr Mar 2/3, 09:00-16:00 - KEC and clinical site **CRN 10264**

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. Offered once per year.

NEW! Becoming a Successful Clinical Educator: Tips, Resources and Practical Information (HLTH 1325)

Learn how clinical nurses become successful nurse educators. In this interactive workshop, you will: learn how clinical nurses make the transition to the nurse educator role; develop dynamic teaching strategies (e.g., mind mapping) for practice-based learning; analyze strategies for brain-based learning as a way to enhance motivation and learning; discover ways to enhance short-term and long-term memory; identify effective ways of changing behaviour through teaching and learning; and discover how Amultiple Intelligences© can be used to enhance learning and engage learners. 6 hours (Wolff) \$150

1 day - Tu. Feb 21, 09:00-16:00 - KEC **CRN 10258**

NEW! Incorporating Mind Mapping in Your Teaching (HLTH 1324)

Mind Mapping is emerging as a leading tool in adult education. Taking a divergent approach to learning, this technique offers a new way of exploring problems to find the best solutions. Learn the step-by-step process of Mind Mapping - its use in promoting multi-dimensional thinking, recall, and retention, and its distinctions from concept mapping. Discover the educational, personal, family and professional uses of Mind Mapping. 4 hours (Wolff) \$75

1 mng - Th. Mar 16, 08:30-12:30 - KEC **CRN 10256**

1 mng - Th. May 4, 08:30-12:30 - KEC

NEW! Boost Learning with Brain in Mind (HLTH 1326)

Boost your student's learning, motivation and achievement. Using the latest neuroscience research and complementary teaching techniques you will receive the most effective tools to enhance learning. You will learn how to accommodate all learners and enrich the learning environment to apply multiple intelligence concepts in your teaching. Discover how to apply brain-based strategies today! 6 hours (Wolff) \$150

1 day - Th. Jun 8, 09:00-16:00 - KEC

you can also . . .

Access your grades online!



Click here!

www.VCC.ca



Register online!

Click here!

NEW! Introduction to Holistic Nutrition (HLTH 1333)

A chance to evaluate your dietary habits and plan well balanced meals. Begin your way to healthy eating through the practice of holistic nutrition. Discussion of the facts of healthy eating and dispels the myths that abound in the media. 6 hours (Jobanputra) \$150

1 day - Sa. Feb 4, 09:00-16:00 - KEC **CRN** 10411

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 (Keatley) \$188

10 eve - Tu. Jan 24, 18:30-21:30 - CC **CRN** 10394

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. Jan 26, 18:30-21:30 - CC **CRN** 10395

CPR & First Aid

Program Assistant: 604.443.8672

Learn the current standards and earn a Canadian Red Cross certificate after 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. Mar 1/8, 18:00-22:00 - CC **CRN** 10357

Standard First Aid CPR – C (HLTH 1276)

This 16-hour course includes all of the content in CPR – C as well as bleeding skills, primary and secondary assessment, sprains, broken bones, head injuries, wounds, heart attack, risk factors, burn and poisons. Scenarios provide concrete learning and practise. Particular interest to home care support workers, residential aide, daycare workers. Bring a blanket. 16 hours \$125

2 day - Sa/Su. Feb 4/5, 09:00-17:30 - KEC **CRN** 10273

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.

Offered every Saturday

Please see page 28 for dates or check www.vcc.ca.

Health Certificate Programs

Nursing Management Certificate Program (HLTH 1199)

Program Coordinator: 604.443.8674

Program Assistant: 604.443.8672

A 45-hour part time program specifically designed for nurses responsible for the management of patient/client/resident care. The program provides the theoretical base and skills necessary for effective management in any health care setting. Participants need to spend approximately 45 hours on extra reading and assignment preparation. Evaluation is by practice-based assignments, attendance and class participation. University transfer credits apply.

Content includes: management theory and processes; Managing change and transitions; Assertiveness, conflict management and Communication processes. We will also focus on managing the “problem” employee and employment processes; risk management and quality improvement in health care systems; evidence-based practice and ethical decision making; team building and staff development and regionalization. Required textbook - Effective Leadership and Management in Nursing. Sullivan & Decker 5th Ed. Available at the KEC bookstore. Held once per year. 45 hours \$455 plus textbook.

7 day - Sa. Jan 14/28, Feb 11/25, Mar 11/25, Apr 1, 18:30-21:30 - KEC **CRN** 10406

PeriAnesthesia Nursing Certificate Program (HLTH 1311)

Program Coordinator: 604.443.8674

Program Assistant: 604.443.8672

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. 124 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

Required 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

Program Assistant: 604.443.8672

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: \$3,100.

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 equivalent 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. Jan 24, 18:30-21:30 - CC **CRN** 10394

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) \$315

4 day - Sa. Jan 28, 09:00-16:00 - CC **CRN** 10412

Sterile Supply Technician Certificate Program

Program Assistant: 604.443.8672

Work in a variety of settings from acute care hospitals to animal clinics. This seven and a half week certificate program 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. Application fee: \$30. Program tuition: \$3,000.

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 equivalent course

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

Sterile Supply Correspondence Program (STER 1104)

Program is offered as distance format. This program provides theory only for sterile supply and is not accepted by hospitals in the Greater Vancouver Regional District. Program tuition: \$600.

LPN Continuing Studies

Program Coordinator: Leslie Stuart, E-mail: lstuart@vcc.ca

Registration and course information: 604.443.8635

Website Address : www.continuinged.vcc.ca/health

NEW! Canadian Practical Nurse Registration Exam Preparation (HLTH 1334)

If you are preparing to write the Canadian Practical Nurse Registration exam this year, this course has been developed to help you succeed. The instructor-lead evening sessions will cover the relevant information for the exam. Offered three times per year. 36 hours (Fukuyama) \$275

2 eve - Mo/We. Mar 20/22 18:00-21:00 - CC **CRN** 10598

2 eve - Mo/We. Jul 17/19 18:00-21:00 - CC

Most of the following courses are available in distance education format. 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 - Mo/Tu/We. Jan 9/10/11 , 09:00-16:00 - CC **CRN** 10593

Pharmacology Theory for LPNs (HLTH 1128)

This comprehensive course is available as a distance program with continuous intake. Usual completion time is 3-6 months. 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. To obtain a Statement of Completion of Professional Studies, you must complete a Clinical Practicum (HLTH 1131). 70 hours 16 weeks (Keys) \$650

*Starting January 15 - **CRN** 10359*

Tutorial for Pharmacology Theory LPNs (HLTH 1269)

Please call to register. If you have finished your midterm exam we strongly recommend attending this tutorial. This session is offered for participants of the Pharmacology course and Pharmacology Review course. Tutorials are offered on the **second Thursday of each month** except when this date is a holiday. Maximum 10. *Bring modules and lab supplies. 5 hours

1 eve - Th. Jan 12, 16:00-21:00 - CC **CRN** 10413
1 eve - Th. Feb 9, 16:00-21:00 - CC **CRN** 10414
1 eve - Th. Mar 9, 16:00-21:00 - CC **CRN** 10415

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

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. Jan 20, 09:00-16:00 - CC **CRN** 10599

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. Jan 14, 09:00-16:00 - CC **CRN** 10563
1 day - Sa. Feb 11, 09:00-16:00 - CC **CRN** 10564
1 day - Sa. Mar 11, 09:00-16:00 - CC **CRN** 10565

Also available as 6 Month Distance Self-Study

Taking and Transcribing Physician's Orders (HLTH 1138)

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

1 day - Sa. Jan 21, 09:00-16:00 - CC **CRN** 10560
1 day - Sa. Feb 18, 09:00-16:00 - CC **CRN** 10561
1 day - Sa. Mar 18, 09:00-16:00 - CC **CRN** 10562

Also available as 6 Month Distance Self-Study

Nursing Competencies

Program Coordinator: Cora MacDonald, E-mail: cmacdonald@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. Jan 21, 08:30-16:30 - KEC **CRN** 10265
1 day - Sa. Mar 4, 08:30-16:30 - KEC **CRN** 10268

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

Offered once per year in the spring term.

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. Jan 9/10/11, 09:00-16:00 - CC **CRN** 10593

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

A three-day course 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 - Sa. Feb 4/11/18, 09:00-16:00 - KEC **CRN** 10410
3 day - Sa. Apr 22/29, May 6, 09:00-16:00 - KEC

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 in the fall term or as a group offering. Call for details.

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.

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 an Assisted Living setting. Evaluation is through a skill check of medication administration. Class size is limited to 12 people. 14 hours (various) \$250

Call for 604.443.8672.

Hospitality

Program Coordinator: 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. Jan 28/Feb 4, 09:00-16:00 - CC **CRN** 10503

Sommelier Programs

Vancouver Community College is excited to partner with the International Sommelier Guild (ISG), globally recognized for specialized training in wine tasting and excellence, spirits and ales. Currently there are over 1,300 ISG members across 12 countries with more than 650 certified Sommeliers. We are proud to host the following offerings.

Sommelier Certificate Program

ISG Wine Fundamentals Certificate Level 1

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

ISG Wine Fundamentals Certificate Level 2

Building on WFC1, learn about all elements involved in the wine business including viticulture, vinification, and regional appellation laws. Begin to develop your blind tasting skills by studying old and new world wine regions as well as sparkling, fortified wines and ales. Enhance your service skills, food and wine pairing techniques, and proper storage practices. 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 \$802.50

Register online!

Click here!



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 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

With ISG's personal approach to learning, they can 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 \$2,500 (includes cost of textbooks)

Applications, registration and specific inquiries must be directed to the ISG.

Visit their website at www.internationalsommelier.com.

Call their toll free line at 866.399.5009.

Email info@internationalsommelier.com

College Closures

New Year's Day Jan. 1
Christmas Break to Jan. 2
Good Friday April 14
Easter Monday April 17

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*

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

Information Sessions:
Wednesday, December 14, 2005,
Wednesday, January 4, 2006, OR
Thursday, March 30, 2006
18:30-19:30, Centre for
Continuing Studies Office,
City Centre

For almost 20 years, VCC's two Certificate Programs in Substance Abuse and Counselling Skills have provided the theoretical framework and foundational skills to individuals who are working OR who wish to work in the fields of social services, justice or health. These excellent Certificate Programs are well known and recommended by employers working in the counselling, substance misuse and mental health communities.

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/Picton/Rungta) \$398

*12 eve - Tu. Jan 10, 18:30-21:30 - CC **CRN** 10471*

*12 eve - We. Jan 11, 18:30-21:30 - CC **CRN** 10472*

*11 mng - Fr. Jan 13, 09:30-12:30 AND 1 day - Fr. Jan 20, 09:30-16:30 - KEC **CRN** 10473*

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

Information Sessions:
Wednesday, December 14, 2005,
Wednesday, January 4, 2006, OR
Thursday, March 30, 2006
18:30-19:30, Centre for
Continuing Studies Office,
City Centre

Human & Social Services

Offered since 1987, this well respected and recognized certificate program provides an excellent foundation for a range of employment opportunities in the social services, corrections or health communities. 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's time constraints. It consists of 4 required courses, 2 elective courses and a Practicum. Courses vary in length from 18-36 hours and typically run one evening per week for 6 to 12 weeks. Course work provides solid foundational counselling skills, is experiential practical and topical and is supervised by experienced and practicing clinicians. Students are evaluated on the basis of demonstrated skills, assignments and tests.

Entrance Requirements

Grade 12 or equivalent (waived if mature student).

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

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

Relevant experience in social services: volunteer experience is credited if it is in a structured, supervised setting. Work or volunteer experience must include use of counselling skills.

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

Maturity and emotional stability.

Completed application form and interview.

Application

Call 604.443.8484 for brochure and application form. A non-refundable application fee of \$25 must be submitted with the application form. Intake dates: January, April, September. Application deadline for January 2006 intake: December 5, 2005.

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) \$398

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 (Green) \$398

Next offered: September 2006

*12 eve - Tu. Jan 10, 18:30-21:30 - CC **CRN** 10474*

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/May) \$265

*8 eve - We. Jan 18, 18:30-21:30 - CC **CRN** 10483*

*8 eve - Th. Feb 9, 18:30-21:30 - CC **CRN** 10484*

Next offered: April 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) \$398

11 eve - Th. Jan 12, 18:30-21:30 - AND 1 mng - Sa.

*Mar 18, 09:30-12:30 (No class Th. Feb 23) - CC **CRN** 10486*

Next offered: September 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 as well as permission of the program coordinator. 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) \$398

*10 eve - Mo. Jan 16, 18:30-21:30 AND 1 day - Sa. Mar 4, 09:30-16:30 - CC **CRN** 10487*

*10 eve - Th. Jan 19, 18:30-21:30 AND 1 day - Sa. Feb 11, 09:30-16:30 - CC **CRN** 10488*

Next offered: April 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/TBA) \$398

12 eve - Mo. Jan 9, 18:30-21:30 - CC **CRN 10489**

12 eve - Tu. Jan 10, 18:30-21:30 - CC **CRN 10490**

Next offered: April 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) \$210

5 eve - We. Mar 1/8/22/29, 18:30-21:30 AND 1 day

- Sa. Mar 11, 09:30-16:30 - CC **CRN 10499**

Next offered: January 2007

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) \$210

6 eve - We. Jan 18, 18:30-21:30 - CC **CRN 10501**

Next offered: January 2007

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) \$230

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) \$398

- 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) \$398

Practicum seminar dates: Dec 7, Jan 4/18, Feb 1/15, Mar 1/15/29, Apr 12/26. (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 10497**

Practicum: Worksite option (CNSK 1299) **CRN 10498**

Practicum information meeting: Th. Feb 9, 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

Information Sessions:
Wednesday, December 14, 2005,
Wednesday, January 4, 2006, OR

Wednesday, April 5, 2006
18:30-19:30, Centre for
Continuing Studies Office,
City Centre

For close to 20 years, this respected and recognized program has prepared and trained addiction workers providing 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 \$30 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 OR

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) \$225

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) \$225

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 (Chadwick, Lane) \$398

12 eve - We. Jan 11, 18:30-21:30 - CC **CRN 10491**

12 eve - Th. Jan 12, 18:30-21:30 - CC **CRN 10492**

Next offered: September 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/May) \$265

8 eve - We. Jan 18, 18:30-21:30 - CC **CRN 10483**

8 eve - Th. Feb 9, 18:30-21:30 - CC **CRN 10484**

Next offered: April 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) \$398

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 as well as permission of the program coordinator. 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, Wasegijig) \$398

10 eve - Mo. Jan 16, 18:30-21:30 AND 1 day - Sa. Feb 18, 09:30-16:30 - CC **CRN 10493**

10 eve - Tu. Jan 17, 18:30-21:30 AND 1 day - Sa. Feb 25, 09:30-16:30 - CC **CRN 10495**

Next offered: September 2006

Free Information Sessions

Office Administration Certificate Program (pg 8)

Tuesday, January 10, 17:30, City Centre, Rm 237

Private Investigating (pg 16)

Wednesday, January 11, 18:30 - 2:30, or Saturday, January 14, 14:00 - 16:00, City Centre

Business Leadership and Management Certificate Program (pg 10)

Thursday, January 12, 17:30, City Centre, Rm 218B

Interpreting (pg 24)

Thursday, January 12, 19:00, City Centre

Business and Technical Writing Certificate Program (pg 11)

Wednesday, January 18, 17:30 - 18:30, City Centre, Rm 218B

Counselling Skills and Substance Abuse Certificate Programs (pg 23)

Wednesday, December 14 or Wednesday, January 4 or Thursday, March 30, 18:30 - 19:30, City Centre



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) \$398

10 eve - Mo. Jan 16, 18:30-21:30 AND 1 day - Sa. Mar 4, 09:30-16:30 - CC **CRN 10487**
10 eve - Th. Jan 19, 18:30-21:30 AND 1 day - Sa. Feb 11, 09:30-16:30 - CC **CRN 10488**
Next offered: April 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/TBA) \$398

12 eve - Mo. Jan 9, 18:30-21:30 - CC **CRN 10489**
12 eve - Tu. Jan 10, 18:30-21:30 - CC **CRN 10490**
Next offered: April 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 \$230

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) \$398

- 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) \$398

Practicum seminar dates: Jan 4/18, Feb 1/15, Mar 1/15/29, Apr 12/26. (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 10497**

Practicum: Worksite option (CNSK 1299) **CRN 10498**

Practicum information meeting: Th. Feb 9, 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. Application fee: \$30.

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 2006.

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 2007) and complete the additional practica hours) to complete your second specialty and receive your additional certification.

After June 1, 2006, please call 604.443.8428 for an application form and program overview. Application fee: \$30.

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 Winter 604.443.8428.

Family Child Care

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

Caring for a small group of children in your own home 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 (ten sessions) - CC

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.

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

Interpreting

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

**Information Session: Thursday,
January 12, 2006, 19:00 - CC**

Program Coordinator: Silvana E. Carr, 604.443.8389

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

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).

The programs consist of a prerequisite orientation course, seven core courses, 66 to 87 hours of specialized courses, and a practicum. There are two specialties: Court Interpreting or Health Care and Community Services Interpreting. Graduates receive a College Certificate which is fully recognized in the legal, health care and community services sectors.

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. 215 hours Program Cost: \$2,300

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

Court Interpreting Certificate Program

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

Learn the skills required to work as a professional interpreter in the legal system. 245 hours Program Cost: \$2,800

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

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

Both programs will commence in October 2006.

Please call 604.443.8661 for an application form and program overview. Application deadline: September 9, 2006.

Admission Requirements

Successful completion of prerequisite course: An Orientation to Interpreting

Successful completion of entrance exam

University education recommended

Excellent knowledge of English and another language, both oral and written

Aptitude for interpreting

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. Fee: \$95 payable on submission of application.

1 eve - Fr. Sep 15, 19:00-22:00 AND 1 day Sa. Sep 16 (1 hour between 09:30 and 16:00 TBA according to language)

Application deadline for Entrance Exam: September 9, 2006.

Please call 604.443.8661 for an entrance exam application form, which must be submitted 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

Prerequisite course for entry into Interpreting Programs

NEW! An Orientation to Interpreting (INTR 1177)

Interested in interpreting as a profession? This course offers an overview of interpreting and its attendant skills. Examine the process of interpretation, the role of the interpreter, ethics and professionalism. You will have an opportunity to practice advanced listening and language

skills, memory and note-taking, all of which are essential to interpreting. Learn about specialized terminologies and self-evaluation skills that differentiate a bilingual person from a professional interpreter. **This course is the prerequisite for entry into the VCC Certificates in Court Interpreting or Health Care Interpreting. 36 hours \$295**

12 eve - Tu. Jan 17, 18:30-21:30 - IEC CRN 10559

Interpreting Programs by Distance Education

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. 108 hours of self-paced home study \$890

Offered January 2006. Entrance exam January 28, 2006. Application deadline: January 12, 2006. Application fee: \$95.

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 the Community Services Interpreting Certificate Program

Offered October 2006

Application deadline for entrance exam: September 15, 2006

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

Professional Development Courses for Translators and Interpreters

Both courses are accepted as continuing education credits by STIBC

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

(A practitioner's perspective)

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*. You will also be expected to make constructive contributions, e.g. proofreading/editing tips. Registration deadline: January 18*. 3 hours (Eichbauer) \$35 (VCC Interpreting students and STIBC members: \$30)

1 eve - We. Jan 25, 18:30-21:30 - CC CRN 10448

*Please submit your questions and your language of specialty to Charis (fax no: 604.443.8667) or in person when registering, marked (Attention: Charis) prior to January 18.

NEW! A General Overview of Comparative Law for Translators and Interpreters: Civil Law, Common Law, Islamic Law (INTR 1176)

A general overview of the three main legal systems existing today enables interpreters and translators to better understand the legal vocabularies they encounter in their work, and assists them to translate legal concepts with greater accuracy and effectiveness. Examine European, American (North, Central and South), and Asian legal systems, with some comments on Africa. The instructor has taught legal history at universities in Canada and abroad. 12 hours (Reed) \$115 (VCC Interpreting students and STIBC members: \$100)

4 day - Sa. Mar 11, 13:00-16:00 - CC CRN 10558

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

Languages

Modern Languages

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

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

Registration: 604.443.8484

Our language courses help you gain conversational fluency and provide grammar and verb practice to help you learn to speak correctly. Homework exercises and practice will be suggested. The more you practice, the quicker you will master the language. All instructors have their language of instruction as their first language.

Cantonese 1 (LANG 1121)

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 and explanation in English facilitates the easy learning of Cantonese. Traditional Chinese characters will also be introduced. 25 hours (Hong) \$160 Fee includes GST and text

10 eve - We. Jan 18, 18:30-21:00 - CC CRN 10341

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 - Tu. Jan 17, 18:30-21:00 - CC CRN 10463

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. Text with tape available at CC Bookstore. 20 hours (Moran) \$155

8 eve - Mo. Jan 23, 18:30-21:00 - CC CRN 10335

French 2 (LANG 1138)

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. Includes information on francophone culture. Same text as Level 1. 20 hours (St. Pierre) \$155

8 eve - Tu. Jan 24, 18:30-21:00 - CC CRN 10336

As Vancouver prepares for
2010

think about the **contribution** you can make!

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Modern Languages (continued)

Italian 1 (LANG 1139)

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

8 eve - Th. Jan 19, 18:30-21:00 - CC **CRN** 10464

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 and text.

8 eve - Th. Jan 19, 18:30-21:00 - CC **CRN** 10342

Japanese 2 (LANG 1110)

If you have completed Level 1 or have some basic Japanese, this course will move you further along towards fluency. More vocabulary, phrases and the learning of te-forms will help you express yourself better. 20 hours (Maeda) \$160 Fee includes GST and text.

8 eve - Tu. Jan 24, 18:30-21:00 - CC **CRN** 10638

Mandarin 1 (LANG 1113)

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. Text available at KEC Bookstore. 25 hours \$160 Fee includes GST

10 eve - Th. Jan 19, 18:30-21:00 - KEC **CRN** 10622 (Lin)

10 mng - Sa. Jan 21, 09:30-12:00 - KEC **CRN** 10621(Pan)

Mandarin 2 (LANG 1114)

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, culture and characters are interwoven into the classroom lessons. Same text as Level 1. 25 hours \$160 Fee includes GST

10 eve - We. Jan 18, 18:30-21:00 - KEC **CRN** 10623 (Pan)

10 mng - Sa. Jan 21, 09:30-12:00 - KEC **CRN** 10624 (Lin)

Mandarin 3 (LANG 1115)

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

10 mng - Sa. Jan 21, 18:30-21:00 - KEC **CRN** 10625



Business Mandarin (LANG 1116)

An introductory course with a focus on practical, work-related communication emphasizing pronunciation and conversation. Lessons include an explanation of customs and manners in doing business with native Mandarin speakers. The "Hanyu Pinyin" phonetic system, grammar and basic Chinese writing are also covered. 20 hours \$180 Fee includes GST

8 eve - We. Jan 25, 17:30-20:00 - IEC **CRN** 10637

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. Text with CD available at CC Bookstore. 20 hours (Menyhart) \$160 Fee includes GST

8 eve - Tu. Jan 17, 18:30-21:00 - CC **CRN** 10337

8 mng - Sa. Jan 21, 09:30-12:00 - CC **CRN** 10338

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

8 eve - Tu. Jan 17, 18:30 - 21:00 - CC **CRN** 10339

(Horwitz)

8 aft - Sa. Jan 21, 13:00 - 15:30 - CC **CRN** 10343

(Menyhart)

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 (Menyhart/Horwitz) \$160 Fee includes GST

8 eve - Wed. Jan 18, 18:30 - 21:00 - CC **CRN** 10340

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. Graduation Certificate will be issued to students who completed the elementary or secondary levels. 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 the registration counter on the 4th floor of King Edward Campus at 1155 East Broadway, Vancouver on December 17, 2005, January 7, 14 and 21, 2006 (Saturday) from 09:00 to 14:00. Pay by debit, credit card, cash or cheque. New students who want to confirm their class level could go to Room 2015 (next to the library) on the above-mentioned dates for 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 February 11, 2006. 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. Feb 11, 09:30-12:00 - KEC **CRN** 10282 \$130

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10283 \$130

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10284 \$130

16 aft - Sa. Feb 11, 12:30-15:00 - KEC **CRN** 10285 \$130

Mandarin Grade 1 (MAND 1101)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10286 \$130

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10287 \$130

16 aft - Sa. Feb 11, 12:30-15:00 - KEC **CRN** 10288 \$130

Mandarin Grade 2 (MAND 1102)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10289 \$130

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10345 \$130

16 aft - Sa. Feb 11, 12:30-15:00 - KEC **CRN** 10290 \$130

Mandarin Grade 3 (MAND 1103)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10291 \$130

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10577 \$130

16 aft - Sa. Feb 11, 12:30-15:00 - KEC **CRN** 10292 \$130

Mandarin Grade 4 (MAND 1104)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10319 \$130

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10578 \$130

16 aft - Sa. Feb 11, 12:30-15:00 - KEC **CRN** 10325 \$130

Mandarin Grade 5 (MAND 1105)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10320 \$130

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10321 \$130

16 aft - Sa. Feb 11, 12:30-15:00 - KEC **CRN** 10346 \$130

Mandarin Grade 6 (MAND 1106)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10293 \$130

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10294 \$130

16 aft - Sa. Feb 11, 12:30-15:00 - KEC **CRN** 10579 \$130

Mandarin Grade 7 (MAND 1107)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10295 \$130

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10296 \$130

Mandarin Grade 8 (MAND 1108)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10297 \$130

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10354 \$130

Mandarin Grade 9 (MAND 1109)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10298 \$130

Mandarin Grade 10 (MAND 1110)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10299

\$140 Fee includes GST

Mandarin Grade 11 (MAND 1111)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10300

\$140 Fee includes GST

Mandarin Grade 12 (MAND 1112)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10301

\$140 Fee includes GST

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. Feb 11, 09:30-12:30 - KEC **CRN** 10302 \$130

16 aft - Sa. Feb 11, 12:30-15:00 - KEC **CRN** 10605 \$130

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. Feb 11, 09:30-12:00 - KEC **CRN** 10326 \$130

Simplified Version Mandarin Classes

The following courses are 40 hours each

Mandarin Grade 1 (MAND 1201)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10333 \$130

Mandarin Grade 2 (MAND 1202)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10323 \$130

Mandarin Grade 3 (MAND 1203)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10324 \$130

Mandarin Grade 4 (MAND 1204)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10334 \$130

Mandarin Grade 5 (MAND 1205)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10351 \$130

Mandarin Grade 6 (MAND 1206)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10352 \$130

Mandarin Grade 7 (MAND 1207)

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10586 \$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. 40 hours \$160 Fee includes GST

16 aft - Sa. Feb 11, 12:30-15:00 - KEC **CRN** 10347



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.

Fee includes GST

16 mng - Sa. Feb 11, 09:30-12:00 - KEC **CRN** 10580

Modern Languages (continued).

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. Feb 11, 12:30-13:30 - KEC (16 hours) **CRN 10581 \$130**

Mathematics Grade 2 (MAND 1142)

16 aft - Sa. Feb 11, 12:30-13:30 - KEC (16 hours) **CRN 10349 \$130**

Mathematics Grade 3 (MAND 1143)

16 aft - Sa. Feb 11, 12:30-13:30 - KEC (16 hours) **CRN 10303 \$130**

Mathematics Grade 4 (MAND 1144)

16 aft - Sa. Feb 11, 12:30-13:30 - KEC (16 hours) **CRN 10304 \$130**

Mathematics Grade 5 (MAND 1145)

16 aft - Sa. Feb 11, 12:30-13:30 - KEC (16 hours) **CRN 10305 \$130**

16 aft - Sa. Feb 11, 12:30-13:30 - KEC (16 hours) **CRN 10582 \$130**

Mathematics Grade 6 (MAND 1146)

16 aft - Sa. Feb 11, 12:30-13:30 - KEC (16 hours) **CRN 10306 \$130**

Mathematics Grade 7 (MAND 1147)

16 aft - Sa. Feb 11, 12:30-13:30 - KEC (16 hours) **CRN 10307 \$130**

Mathematics Grade 8 (MAND 1148)

16 aft - Sa. Feb 11, 12:30-13:30 - KEC (16 hours) **CRN 10308 \$130**

Mathematics Grade 9 (MAND 1149)

16 aft - Sa. Feb 11, 12:30-13:30 - KEC (16 hours) **CRN 10309 \$130**

Mathematics Grade 10 (MAND 1150)

16 aft - Sa. Feb 11, 13:30-15:00 - KEC (24 hours) **CRN 10310 \$180 Fee includes GST**

Mathematics Grade 11 (MAND 1151)

16 aft - Sa. Feb 11, 13:30-15:00 - KEC (24 hours) **CRN 10350 \$180 Fee includes GST**

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. Feb 11, 12:30-13:30 - KEC (16 hours) **CRN 10311 \$130**

16 aft - Sa. Feb 11, 13:45-14:45 - KEC (16 hours) **CRN 10312 \$130**

Water Colour Drawing (MAND 1118)

16 aft - Sa. Feb 11, 12:30-13:30 - KEC (16 hours) **CRN 10327 \$130**

Charcoal Drawing (MAND 1125)

16 aft - Sa. Feb 11, 12:30-13:30 - KEC (16 hours) **CRN 10313 \$130**

16 aft - Sa. Feb 11, 13:45-14:45 - KEC (16 hours) **CRN 10314 \$130**

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. Feb 11, 13:30-15:00 - KEC **CRN 10585**

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. Classes are taught in English.

The following courses are 16 hours each

English Writing and Comprehension 1 (MAND 1161)

16 aft - Sa. Feb 11, 13:45-14:45 - KEC **CRN 10583 \$130**

English Writing and Comprehension 2 (MAND 1162)

16 aft - Sa. Feb 11, 13:45-14:45 - KEC **CRN 10348 \$130**

English Writing and Comprehension 3 (MAND 1163)

16 aft - Sa. Feb 11, 13:45-14:45 - KEC **CRN 10328 \$130**

English Writing and Comprehension 4 (MAND 1164)

16 aft - Sa. Feb 11, 13:45-14:45 - KEC **CRN 10329 \$130**

English Writing and Comprehension 5 (MAND 1165)

16 aft - Sa. Feb 11, 13:45-14:45 - KEC **CRN 10330 \$130**

English Writing and Comprehension 6 (MAND 1166)

16 aft - Sa. Feb 11, 13:45-14:45 - KEC **CRN 10331 \$130**

English Writing and Comprehension 7 (MAND 1167)

16 aft - Sa. Feb 11, 13:45-14:45 - KEC **CRN 10332 \$130**

English Writing and Comprehension 8 (MAND 1168)

16 aft - Sa. Feb 11, 13:45-14:45 - KEC **CRN 10584 \$130**
(For Mandarin Education for Adults, please refer to course listings under Modern Languages).

you can also . . .

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www.vcc.ca

Partnership Programs



Dale Carnegie Seminars

VCC is proud to partner with the Dale Carnegie Business Group, world renowned and respected for creating generations of successful business people. Join these one day seminars to maximize your promise and potential in career development. Participate in individual seminars or take all three!

How to Cold Call and Build New Customers (BUSI 1212)

Learn effective power phrases to gain appointments and build your confidence when cold calling. Practise language that excites prospects and appeals to their needs, wants and interests. \$199

1 day - Sa. Jan 21, 09:00-17:00 - CC **CRN 10689**

How to Turn Buying Objections into Selling Opportunities (BUSI 1213)

Learn skills to resolve objections with confidence! Learn responses that overcome resistance, uncover hidden objectives, and create rapport and trust to build relationships. \$199

1 day - Sa. Feb 18, 09:00-17:00 - CC **CRN 10690**

How to use Customer Service to Turn Transactions into Relationships (BUSI 1214)

Understand what customers really want, learn to overcome customer dissatisfaction, and gain skills to prevent client defection and resolve complaints. Explore strategies that maximize add-on and cross-sell opportunities, increase client retention and exceed customer expectations. \$199

1 day - Sa. Mar 18, 09:00-17:00 - CC **CRN 10691**

Please direct all questions and registration to 604.443.8383 or 443.8668.

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





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. Jan 7, 09:00-18:00 - CC **CRN 10358**
1 day - Sa. Jan 14, 09:00-18:00 - CC **CRN 10368**
1 day - Sa. Jan 21, 09:00-18:00 - CC **CRN 10360**
1 day - Sa. Jan 28, 09:00-18:00 - CC **CRN 10361**
1 day - Sa. Feb 4, 09:00-18:00 - CC **CRN 10362**
1 day - Sa. Feb 11, 09:00-18:00 - CC **CRN 10363**
1 day - Sa. Feb 18, 09:00-18:00 - CC **CRN 10364**
1 day - Sa. Feb 25, 09:00-18:00 - CC **CRN 10366**
1 day - Sa. Mar 4, 09:00-18:00 - CC **CRN 10367**
1 day - Sa. Mar 11, 09:00-18:00 - CC **CRN 10369**
1 day - Sa. Mar 18, 09:00-18:00 - CC **CRN 10370**
1 day - Sa. Mar 25, 09:00-18:00 - CC **CRN 10371**
1 day - Sa. Apr 1, 09:00-18:00 - CC **CRN 10372**

Food Safe Level I - Cantonese (HLTH 1104)

8 hours \$95

1 day - Sa. Feb 11, 09:00-18:00 - CC **CRN 10373**

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

12 hours \$110

2 day - Sa. Jan 28, Feb 4, 09:00-16:00 - CC **CRN 10374**

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

TESOL Programs

TESOL Diploma

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Jayeson Van Bryce

E-mail: jvanbryce@vcc.ca

Phone: 604.443.8669

The TESOL Diploma Program is the premier training program for teaching English to Speakers of Other Languages (TESOL) in Canada. Applicants may plan to teach internationally or at provincial colleges, community agencies or international schools in Canada.

The program is over 300 hours in length and offers a comprehensive training program for teaching English language from a literacy to university entry level. The Program consists of a prerequisite course, seven core courses, 21 hours of elective courses and a teaching internship. There are two formats: the Fast Track Program and the Self-Paced Program. Graduates receive the TESOL Diploma from Vancouver Community College and qualify for TESL Canada national professional certification.

Admission Requirements

- A university degree;
- Successful completion of the prerequisite course, Overview of TESOL, or an equivalent university course at a recognized university;

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 and instructional techniques for teaching speaking and listening skills, writing and reading skills, grammar, pronunciation, oral testing and lesson planning. (30 hours) \$230

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

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**

**Visit the TESOL
web site
tesol.vcc.ca**

e-mail: tesol@vcc.ca

TESOL Programs (continued)

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 1266)

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) \$255

TESOL Internship (TESO 1270)

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) \$500

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.

Visit the TESOL website: tesol.vcc.ca

e-mail: tesol@vcc.ca

TESOL Diploma for International Students

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Anne Sandor

E-mail: asandor@vcc.ca

Phone: 604.443.8706

TESOL Diploma Program for International Students provides an outstanding English language teacher-training program 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 Workshop, Cross Cultural Workshop, Academic Writing Workshop, TESOL Internship and the TESOL Elective Courses. All graduates are awarded the TESOL Diploma for International students from Vancouver Community College.

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

Fees for TESOL Diploma Program for International Students:

Application Fee (non-refundable) \$150

Program Fees 360 hours \$5,995

For Further Information

Contact TESOL Program Coordinator for International Programs: 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 or 604.443.8362

The TESOL Inservice Diploma Program is a teacher training program for experienced English language instructors who would benefit from a recognized TESOL credential. This excellent program consists of six courses and is offered by distance education.

The program is offered in the fall, winter and spring terms. Application deadlines are August 15, December 1, and March 15. 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 of Studies

Foundations for English Language Instruction (TESO 1103)

This course examines the foundations for English language instruction. The course focuses on the adult English language learner, cultural awareness and cross-cultural communication, and the instructional approaches used to teach English language. (60 hours) \$330

Teaching Grammar (TESO 1104)

This course examines the instructional methodology used to teach grammar to English language learners. (60 hours) \$385

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) \$385

Teaching Pronunciation (TESO 1108)

This course examines the instructional methodology used to teach pronunciation to English language learners. (60 hours) \$385

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) \$385

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) \$435

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: 604.443.8362

VCC is pleased to offer the University of Leicester's Master of Arts: Applied Linguistics and TESOL. This internationally respected masters program provides excellent and accessible opportunities for 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 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.

Program of Studies

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 speaking and listening skills, writing and reading skills, grammar, pronunciation, and lesson planning. (30 hours) \$230

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) \$105

Teach/Tutor Grammar (TESO 1202)

This 15-hour course examines the theory and instructional methodology used to teach/tutor grammar to English language students. (15 hours) \$235

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) \$105

**Register
online!**

Click Here!

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 examine 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. (6 hours) \$105

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 25 hours and successfully complete the TEFL In-Class Assignment. (25 hours) \$150

Tutoring ESOL Certificate

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Jayeson Van Bryce

E-mail: jvanbryce@vcc.ca

Phone: 604.443.8669

The Tutoring ESOL Certificate Program is for people who wish to tutor English to adults or school-aged children in a one-to-one or small group teaching situation. This unique program is recognized as the finest of its kind in Canada. The program of studies consists of 96 hours of 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.

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*

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 listening and speaking skills, reading and writing skills, grammar, pronunciation, as well as oral testing, and lesson planning. (30 hours) \$230

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) \$105

Tutor/Teach Grammar (TESO 1202)

This 15-hour course examines the theory and instructional methodology used to tutor/teach grammar to English language students. (15 hours) \$235

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

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) \$105

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) \$105

Tutoring ESOL Practicum (TESO 1203)

This 35-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. (35 hours) \$350

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**

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 speaking and listening 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 \$1,375

Future Intensive TEFL Certificate Programs for International Students

January 3 to January 27, 2006 (Application Deadline is December 1, 2005)

Intensive TEFL Certificate Program for Canadians (TESO 1260/1261)

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Stephanie Howard

E-mail: showard@vcc.ca

Phone: 604.443.8663

The Intensive TEFL Certificate for Canadians 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 \$1,275

Future Intensive TEFL Certificate Programs for Canadians

January 9 to February 3, 2006 (Application Deadline is December 1, 2005)

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

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 \$1,375

Dates for Future Intensive TEFL Certificate Programs for Teaching Young Learners

January 30 to February 24, 2006 (Application Deadline is January 1, 2006)

**Visit the TESOL
web site
tesol.vcc.ca
e-mail: tesol@vcc.ca**

5 ways to Register

1

Register online!



Click Here!

www.VCC.ca

2 By Fax

Use the registration form on this page and Fax to 604.443.8393. Payment is by credit card only. Please provide complete information

3 By Mail

Fill in the registration form on this page and mail it with your credit card information or cheque.

Sorry, no post-dated cheques.

Mail to: VCC

Centre for Continuing Studies
250 West Pender Street
Vancouver, BC V6B 1S9

Please provide complete information

4 By Phone

Pay by MasterCard, VISA or American Express
City Centre Campus 604.443.8484
Please quote **CRN** (find it at bottom right corner of course description)

5 In Person

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

Registration hours

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

報名及查詢，請致電



中文熱線

604.443.8335

Information is available to Cantonese and Mandarin speakers. 604.443.8335

Payment of Fees

Course fees must be paid in full at the time of registration. We accept VISA, MasterCard, and American Express. Payment can also be by cash, debit, cheque or money-order, payable to Vancouver Community College. Post-dated cheques are not accepted. A \$30 fee is charged for non-sufficient funds.

Fax & Mail-in Registration

Fax 604.443.8393 for VISA, AMERICAN EXPRESS or MASTERCARD use only

Mail to: VCC-Centre for Continuing Studies, 250 W. Pender St., Vancouver, BC V6B 1S9 Ph: 604.443.8484

Please TYPE or PRINT in BLACK ink. Note: One registrant per form. Please duplicate this form as needed.

☐ Female

☐ Male

Birthdate
MONTH DAY YEAR

Surname

Given Names

Address

City/Municipality

Province

Postal Code

Home Phone

Business Phone

Email

(Please check one)

☐ Canadian Citizen

☐ Permanent Resident (landed Immigrant)

☐ Visitor

Country of Citizenship _____

Course Name	Subject Code	Tuition	Start Date	Start Time	Location	CRN Number
sample: Family Law	(OACP 1116)	\$85	Th. Feb 13	18:30	CC	CRN 15011
1						
2						
3						

Method of Payment

Credit Card Information

☐ VISA

☐ MasterCard

☐ American Express

☐ Cheque

Name on Card

☐ Money Order

Credit Card Account Number

☐ Fee Credit

Expiry Date

\$ _____ Total

Signature

Date

The information on this form is collected under the authority of the Freedom of Information/Protection of Privacy Act and is needed to process your application for admission. If you have any questions about the collection or use of the information, contact the Director of 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. A foreign domestic worker with valid employment authorization permit.

B. An individual who is in Canada to carry out official duties as a diplomatic or consular officer, or as a representative or official of a country other than Canada, or of the United Nations or any of its agencies, or of any intergovernmental organizations in which Canada participates; or as a dependent or a member of the staff of any such diplomat, consular officer, representative or official and is able to substantiate with an identity card issued by External Affairs which gives his/her position, date of issuance and date of validity.

C. An individual who is in Canada, who has applied for Permanent Resident/Landed Immigrant status and who can provide evidence of the "letter of approval in principle" to the institution for admissions purposes.

D. Any person who has been determined under the Immigration Act to be a Convention Refugee and can present a letter from Employment and Immigration Canada confirming this.

E. A person under an international exchange, scholarship or fellowship agreement where there has been joint approval by the receiving institution and by the Ministry of Advanced Education, Training and Technology.

F. An individual with a valid full-time employment authorization permit and his/her dependants, excluding a person on a working holiday authorization, or a refugee claimant who has yet to be determined a Convention Refugee.

G. A legal dependent of a Canadian citizen or permanent resident of Canada providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for exemption.

Withdrawals, Refunds & 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!

Vancouver Community College *Centre for Continuing Studies*

PHONE 604.443.8484

FAX 604.443.8393



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
- Facilitating 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

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online!**



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Check out our evening, weekend and
daytime offerings inside.

