

April - August 2006

# Vancouver Community College *Centre for Continuing Studies*



**604.443.8484** PHONE

FAX **604.443.8393**

## 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

**Coming Soon!**  
**Fashion Arts**  
**Diploma Program**

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

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

**Vancouver  
Community  
College** 

# INFO NIGHT

**APRIL 19, 2006**  
**4:30 - 6:30 PM**

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

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

**Vancouver  
Community  
College** 



## NEW! Courses for Spring Term 2006

### Applied Art & Design

#### Creative Writing for Profit and Pleasure

*Finding your Writer's Voice (CWRI 1143)*

### Fashion Arts

#### Fashion Arts Specialty Courses

*Fashion Design Boot Camp for Teens (FASH 1179)*

*Fashion Illustration (FASH 1150)*

### Gemmology

*Graduate Sales Associate*

### Interior Design

*Design Current 1 (INTD 1171)*

### Jewellery

*Victorian Jewellery Grand Tour (JEWL 1106)*

### Baking & Pastry Arts

*Wheat Free Baking (CUIS 1135)*

### Beekeeping

*Introductory Beekeeping (BUSI 1170)*

### Business, Leadership & Law

#### Event Planning

*Event Public Relations (BUSI 1215)*

*Everyday Events (BUSI 1199)*

*Event Marketing (BUSI 1197)*

*Event Special Effects (BUSI 1198)*

#### Sales and Customer Service

*Professional Selling Skills (BUSI 1220)*

*Selling with Style (BUSI 1221)*

*Closing with Confidence (BUSI 1219)*

*From Selling to Negotiating (BUSI 1218)*

*Exceptional Customer Service (BUSI 1222)*

#### Small Business

#### Other Small Business Courses

*Branding – Creating the Image that Sells (BUSI 1217)*

#### Personal Financial Planning/Management

*Deliberately Attract Wealth (BUSI 1225)*

*Wealth Without Sacrifice*

*– Extreme Financial Makeover (BUSI 1223)*

*Fearless Investing – Strategic*

*Mutual Fund Strategies (BUSI 1224)*

### Computers

#### City Centre Computer Lab

#### New IC3 Computer Certification

*Computing Fundamentals (CMPT 1302)*

*Computer Applications (CMPT 1301)*

*Internet Applications (CMPT 1303)*

#### Certificate in Networking Technology (CNT) and Pending Diploma in Networking Technologies

*Hardware Infrastructure, A+ Certification (CMPT 1119)*

*Networking Fundamentals,*

*MCP Certification (CMPT 1213)*

*Linux, Linux + Certification (CMPT 1236)*

### Health

#### Health Care & Professional Development

*How to Deal with Stress in Times of Change (HLTH 1338)*

*Orientation to CELBAN (HLTH 1340)*

#### LPN Continuing Studies

*Fundamental Leadership Skills for the Health Care Setting (HLTH 1339)*

### Interpreting

#### Professional Development Courses for Translators and Interpreters

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Designer: Keith Parker • Photographer: Lauch McKenzie

Marketing + Communications Department

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

K0134 • CS Calendar Spring 2006 (April-Aug) • 02.27.06 • 280k

Course fee includes  
CIF and GST where  
applicable

## Creative Writing for Profit and Pleasure

**Program Coordinator:** Jennifer Gossen, 604.443.8676

**Program Assistant:** Crystal Kreschuk 604.443.8711

### 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 - We. Apr 4, 18:30-21:30 - CC **CRN** 20277*

### 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. Apr 19, 18:30-21:30 - CC **CRN** 20067*

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

*1 eve - We. Apr 26, 18:30-21:30 - CC **CRN** 20068*

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

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 readers to a unique new world, populated with believable, compelling characters. Learn 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. Apr 26, 18:30-21:30 - CC **CRN** 20221*

### Finding Your Writer's Voice (CWRI 1143)

Many aspects of our society silence our creative writing from early childhood onwards. We become afraid of it, or even worse, convinced we can't do it. Even those of us already engaged in writing often find ourselves stuck, blocked, confused and confounded by some aspect of our work. These workshops are designed to help you discover the many astonishing factors – emotional, cultural, educational – that inhibit and/or enhance your writing, and help you to make your writing flow the way it is supposed to. 18 hours (Rank) \$240

*6 eve - Th. Apr 27, 18:30-21:30 - CC **CRN** 20383*

### 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. May 6, 09:00-16:00 - CC **CRN** 20220*

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

Tap the exploding online market for content and start building your publishing portfolio. Find out about e-markets, e-audiences, and learn about electronic rights. Explore the difference between writing for the computer screen and for print and learn how to make your electronic submissions e-editor-friendly. Break into the electronic publishing scene around the world with your articles or books. 3 hours (Ferguson) \$80 Fee includes GST

*1 eve - We. May 10, 18:30-21:30 - CC **CRN** 20069*

### Brainstorming Brilliant Bios (CWRI 1134)

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

*1 eve - We. May 17, 18:30-21:30 - CC **CRN** 20219*

### 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 - We. Jun 1, 18:30-21:30 - CC **CRN** 20276*

## Fashion Arts

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

**Program Assistant:** Phone: 604.443.8677

**Registration:** 604.443.8484

**Website address:** [www.vcc.ca/FashionArts](http://www.vcc.ca/FashionArts)

### *New Designer Fashion Show Fiat Mode XIX - October 2006*

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

### Application Deadlines

Applications are now being accepted for September entry into both the full-time Fashion Arts Advanced

Certificate Program and the part-time evening Fashion Arts Certificate Program. Deadline for application: May 30th for Fall entry. See specific program descriptions for details.

### Coming Soon!

### *Fashion Arts Diploma Program*

Due to demand, the Fashion Arts Program will be launching a new two year full-time fashion design program. VCC's Fashion Arts Program has a reputation for producing fashion graduates who are readily employed for their creativity, originality and professional skills. All fashion students are encouraged to develop their individual creative abilities, and to explore their own personal design philosophy and identity. The Fashion Arts Diploma Program will provide students with an understanding of the design process and how it operates within the fashion industry.

For more information call 604.443.8387.

### *Fashion Arts Specialty Courses*

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

### Fashion Design Boot Camp for Teens (FASH 1179)

Discover your talents in fashion design and explore the design process. Students will develop drawing and conceptual design skills to create a mini-collection. This course emphasizes general fashion design principles and does not include garment construction exercises. Classes include sessions in fashion drawing, design sketching, as well as creating a fabric design on a half-scale dress form. Participants must be 13 – 17 years of age. 20 hours (McBride) \$295

*5 aft - Mo. Jul 17 – Fr. Jul 21, 13:00-17:00 - CC **CRN** 20554*

### Fashion Illustration (FASH 1150)

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

*10 eve - Tu. Apr 18, 18:30-21:30 - CC **CRN** 20023*

### Personal Pattern Making (FASH 1153)

Learn to make patterns to your own measurements with a perfect fit ensured. Construct a set of women's personal Blocks (Slopers) and draft patterns for any design of your choice. This course allows for individual instruction. Bring to first class: HB pencil, eraser, metric tape measure, 30 cm ruler - clear plastic, and a three ring binder. Come prepare to be measured; wear usual bra and a simple slip. 24 hours (Sustersich) \$245

*6 aft - Sa. Apr 22, 12:30-16:30 - CC **CRN** 20008*

## Fashion Merchandising Associate Certificate Program

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

**Program Assistant:** Phone: 604.443.8677

**Registration:** 604.443.8484

**Website address:** [www.vcc.ca/FashionArts](http://www.vcc.ca/FashionArts)

A career in fashion merchandising takes you into the dynamic, fast-paced worlds of retail and wholesale

marketing. Merchandisers are people-persons with an eye for colour, flair for fashion, and aptitude for management. Combine studies in business fundamentals with fashion theory using a multi-dimensional approach. Learn to project accurate forecasts for profits in sales and utilize varied techniques of merchandising to attract consumers.

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

### Entrance Requirements

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

### Application Procedures

None required

### Required Courses

FASH 1176 Merchandising Fashion

FASH 2201 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

### Fashion Trends Forecasting (FASH 1204)

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

*12 eve - Th. Apr 13, 18:30-21:30 - CC **CRN** 20022*

### History of Fashion (FASH 1301)

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

*12 eve - We. Apr 12, 18:30-21:30 - CC **CRN** 20009*

### Fashion Marketing and Promotion (FASH 1405)

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

*12 eve - Tu. Apr 11, 18:30-21:30 - CC **CRN** 20012*

### Courses Offered in September Term

Merchandising Fashion (FASH 1176)

Retail Sourcing and Buying (FASH 1402)

Fashion Retailing and Management (FASH 1401)





## Fashion Arts Certificate Program

**Program Coordinator:** Evelyn May  
**Phone:** 604.443.8387, **E-mail:** emay@vcc.ca  
**Program Assistant:** Phone: 604.443.8677  
**Registration:** 604.443.8484

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

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

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

### Entrance Requirements

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

Completed application form, work samples and successful interview.

### Application Procedures

Complete Fashion Arts Program application form and letter. Applicants are selected for interview based on information provided in the application and must provide a portfolio of original fashion illustrations, designs, and garments. Acceptance into the program is based on past fashion experience, future goals, commitment and quality/quantity of work presented. Non-refundable \$30 application fee must be submitted with the application form.

### Application Deadlines

February 15 for entry in April  
May 30 for entry in September

### Required Courses

#### Fashion Design Certificate

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

#### Pattern Making Certificate

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

#### Garment Construction Certificate

Required Courses: Sewing Techniques; Industrial Sewing; Tailoring; Couture; Collection Toiles

#### Fashion Arts Certificate

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

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

## Fashion Arts Advanced Certificate Program

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

**Program Assistant:** Phone: 604.443.8677

**Registration:** 604.443.8484

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

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

Typically, students complete the entire program over a one-year period to maximize the scope and depth of study in this highly structured and comprehensive program. Classes are offered 3.5-4 days per week,

09:00-16:00. You can also expect at least 15 hours of Directed Study per week. A Fashion Arts Advanced Certificate is awarded to those who complete this program.

### Entrance Requirements

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

Completed application form, work samples and successful interview.

### Application Procedures

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

### Application Deadlines

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

### Required Courses

All courses previously listed under the

#### Fashion Design Certificate

#### Pattern Making Certificate

#### Garment Construction Certificate

#### Fashion Arts Certificate

As well as courses in the

Fashion Business and Technology Certificate:

Computer Aided Drafting (FASH 1352) 3 credits

Technical Fashion Drawing (FASH 1251) 3 credits

Product Development (FASH 1252) 3 credits

FA Professional Practices I (FASH 1171) 3 credits

FA Professional Practices II (FASH 1172) 3 credits

Photoshop for Fashion (FASH 1410) 3 credits

## Gemmology

Please see Partnership Program at the end of this program description for the new Graduate Sales Associate Certification from the Jewellers Education Foundation of the American Gem Society.

**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)

**Register  
online!**

**Click here!**



### Diploma year classes (GEMM 2101)

Offered once a year - Tuesday and Thursday evenings from September to June. Tuesdays are theory classes and Thursdays are hands-on lab classes. \$2,800 (supplies and examination fees extra)

### Entrance Requirements

Application for Admission to the Gemmology Program, in the back of the Program Guide, must be submitted prior to acceptance into the program. A Program Guide may be obtained at our office at 250 West Pender Street, e-mailed or mailed to you by request.

### British Certification

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

### GIA Certification

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. No GIA classes for Spring term of 2006.

### 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. May 29, 18:30-21:30 - CC **CRN 20394**

### Partnership Program

#### Graduate Sales Associate Course (GEMM 2137)

This internationally recognized and accredited course is offered in a seven part series covering pertinent facts on diamonds, coloured stones, pearls, watches, metals and period jewellery, as well as information on the jewellery industry.

Upon successful completion of the final exam, the associate is awarded the Graduate Sales Associate certification from the Jewellers Education Foundation of the American Gem Society. 12 hours (Hawrelko) \$495. Fee includes GST and all materials.

4 eve - Mo. Apr 24, 18:30-21:30 - CC **CRN 20395**

## Interior Design

Registration: 604.443.8484

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

Program Assistant: 604.443.8711

### Interior Design Certificate Program

This part-time program is tailored to the needs of the ever growing residential design industry. Our program offers you foundation skills for entry level employment and the opportunity to develop a solid portfolio for further study.

Courses with an asterisk\* have been articulated to BCIT's Interior Design program and may be used for credit with BCIT for further 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.

#### Materials & Finishes (INTD 1124)

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

5 day - Sa. Apr 8, 10:00-14:00 - CC **CRN 20507**

#### Graphic Presentation (INTD 1160)

A continuation of Design Drawing which includes techniques for polishing presentation drawings, model making and for creating personal identity (letterhead, business cards) packages. Emphasis on communicative drawing skills and finished renderings. 36 hours (Lyon) \$370

12 eve - Tu. Apr 11, 18:30-21:30 - CC **CRN 20504**

#### Kitchen & Bath Design (INTD 1169)

The focus of this vital area of home design will be upon planning, circulation layouts, scheduling, researching specifications, appliances, cabinets and fixtures. Students will create elevations and

floor plans and learn NKBA guidelines, prepare finished materials boards and present projects in class. Text: Designing Interiors, (Kilmer) 36 hours (Askey) \$370

12 eve - Tu. Apr 11, 18:30-21:30 - CC **CRN 20506**

#### 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. Apr 12, 18:30-21:30 - CC **CRN 20508**

#### Design Current 1 (INTD 1171)

An in-class 'field' course where design industry professionals and primary suppliers will speak and present in our classroom. Each week will feature a different guest speaker followed by a question period. Students will create a binder of notes, printed information and research. 20 hours (Lyon) \$230

12 eve - We. Apr 12, 18:30-20:10 - CC **CRN 20503**

#### 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 (Repard) \$370

12 eve - Th. Apr 13, 18:30-21:30 - CC **CRN 20505**

#### AutoCAD for Interior Designers (INTD 1150)

Today's designer relies heavily on computer aided drafting to communicate design details, make revisions and to transfer information between disciplines. This course covers the techniques for producing 2D CAD drawings and is designed to quickly take the student from a beginner to icapablẽ user. Master the basics of AutoCAD and learn how to effectively use creative drawing strategies and shortcuts. Topics include drawing, editing, dimensioning and drawing layout, specific to Interior Design. Prerequisite: Basic Drafting. 36 hours (Miller) \$370

12 eve - Th. Apr 13, 18:30-21:30 - CC **CRN 20510**

## Jewellery

**Please see Partnership Program at the end of this program description for the new Graduate Sales Associate Certification from the Jewellers Education Foundation of the American Gem Society.**

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. Apr 10, 18:30-21:30 - CC **CRN 20370**

#### Victorian Jewellery Grand Tour (JEWL 1106)

Throughout the Victorian era, it was essential for a young lady of a certain status to tour the great European cities. Peek over the shoulder of the young miss as she tours and selects her fine jewellery mementos. 3 hours (Fauteux) \$85 Fee includes GST

1 eve - Mo. Apr 10, 18:30-21:30 - CC **CRN 20396**

### Partnership Program

#### Graduate Sales Associate Course (GEMM 2137)

This internationally recognized and accredited course is offered in a seven part series covering pertinent facts on diamonds, coloured stones, pearls, watches, metals and period jewellery, as well as information on the jewellery industry.

Upon successful completion of the final exam, the associate is awarded the Graduate Sales Associate certification from the Jewellers Education Foundation of the American Gem Society. 12 hours (Hawrelko) \$495. Fee includes GST and all materials.

4 eve - Mo. Apr 24, 18:30-21:30 - CC **CRN 20395**

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

## Free Information Sessions

**Office Administration Certificate Program (pg 8)**  
**Wednesday, April 5, 17:30, City Centre, Rm 237**

**Business & Technical Writing Certificate Program (pg 11)**  
**Wednesday, April 5, 17:30, City Centre, Rm 218B**

**Private Investigating (pg 16)**  
**Tuesday, April 11, 18:30, City Centre**

**Counselling Skills and Substance Abuse Certificate Programs (pg 21)**  
**Thursday, March 30, or Wednesday, June 14,**  
**or Thursday, September 14, 18:30, City Centre,**  
**Centre for Continuing Studies Office**

**Interpreting (pg 26)**  
**Thursday, March 30, 19:00, City Centre**

you can also . . .

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### Centre for Continuing Studies

## Locations

**CC** • Vancouver Community College  
City Centre Campus, 250 W. Pender St.  
Vancouver

**KEC** • Vancouver Community College  
King Edward Campus  
1155 East Broadway, Vancouver

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

**IEC** • International Education Centre  
1080 Alberni Street, Vancouver

**OAK** • Oakridge Shopping Centre  
#320 (North Tower)  
650 West 41st Avenue, Vancouver



## Baking & Pastry Arts

**Program Coordinator:** Patricia Healey, 604.443.8670

**Program Assistant:** Craig McKenzie-Cook, 604.443.8381

**Registration and General Information:** 604.443.8484

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.

### 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. Apr 19, 18:30-21:00 - CC **CRN 20385**

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

Learn the various tempering techniques and modern methods to make a variety of chocolate pralines. Includes making figurines, using animal, flower and seasonal moulds to make a variety of chocolates including mocha, marzipan, raspberry, hazelnut and orange using Belgium chocolate. Recipes included. 12.5 hours (Pohl) \$190

5 eve - We. Apr 19, 18:30-21:00 - CC **CRN 20386**

### 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. Apr 22, 08:30-12:30 - CC **CRN 20387**

### 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) \$90

1 mng - Sa. Apr 22, 09:30-12:30 - CC **CRN 20388**

### Sugar Craft and Display Pieces for Dessert Tables (CUIS 1115)

Learn the skill of cooking of sugar, sugar casting and sugar pulling. Make special occasion cake toppers from casting sugar, pulled sugar flowers and a pulled sugar basket with flowers. Learn how to put display pieces together efficiently to impress your guests! 12.5 hours (Dauke) \$190

5 eve - Tu. Apr 25, 18:30-21:00 - CC **CRN 20389**

### 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. Apr 29, 09:30-12:30 - CC **CRN 20390**

### 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. May 1, 18:30-21:30 - CC **CRN 20392**

### More Pies! Pies! Pies! (CUIS 1128)

Professionals bake pies with tender and delicious crusts - do you? Learn to make a variety of different crusts and toppings suitable for the finest occasion. Understand the basics of pie dough and fruit fillings using apple, tart-tatin, double crust humble berry pie, poached pears and streusel. Take-home samples included. 4 hours (TBA) \$70

1 mng - Sa. May 6, 08:30-12:30 - CC **CRN 20391**

### Wheat Free Baking (CUIS 1135)

Allergic to wheat or just want to eat healthier? Learn how to bake delicious bread, muffins and other baked goods without using wheat flour. 4 hours (TBA) \$90

1 mng - Sa. May 13, 08:30-12:30 - CC **CRN 20279**

### 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. May 27, 08:30-12:30 - CC **CRN 20393**

## Bed and Breakfast

**Program Coordinator:** Patricia Fahrni

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

**Program Assistant:** Kevin Coutts 604.443.8677

**Registration:** 604.443.8484

### Bed and Breakfast Certificate Program - Distance Education

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

The Bed and Breakfast Certificate Program is an online program designed for adults throughout BC who wish to successfully open and operate Bed and Breakfast accommodation.

**Bed and Breakfast is one of the fastest growing home-based businesses. More and more people are discovering this interesting and unique form of accommodation. If you are only thinking about B&B, this course will help you make an informed decision about getting into the B&B business.**

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

**"We have gotten everything we hoped to out of the course and more. The instructors have presented the material as the experts they are and have made it interesting and understandable. Their information will prove invaluable to us as we embark on our B & B journey."**

Bed & Breakfast Certificate graduates, 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: April 18, 2006 for Spring term. Register online, by phone, by fax or in person.

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

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

**NEW!**

## Beekeeping

**Program Coordinator:** Peggy Worobetz, 604.443.8670

**Program Assistant:** Craig McKenzie Cook 604.443.8381

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

**NEW!**

### Introductory Beekeeping (BUSI 1170)

Learn beekeeping management, bee biology and behaviour, crop pollination and management of bee diseases and pests. Emphasis will be placed on disease identification and control, including lab instruction. This 21-hour course includes a hands-on field visit. Other bees, including Bumble Bees and solitary bees will be discussed. Reference materials provided. Document of Professional Studies will be issued at the end of this course. (Bunse/vanWestendorp) 21 hours \$160 (Fee includes GST)

6 eve - We. Apr 12, 19:00-22:00

(Field visit - Sa. May 13, 10:00-13:00)

- KEC **CRN 20409**

## 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



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Be a part of their success.**

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



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

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online!**

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## 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.

#### 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 achievement, earn a Document of Completion. 30 hours (Dallas) \$295

*5 day - Sa. Apr 15, 09:00-16:00 - CC **CRN** 20222*

#### 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. Apr 22, 09:00-13:00 - CC **CRN** 20223*

#### Building Maintenance and Cost Control (REAL 1102)

Learn about 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

*Next offered: September 2006*

## Business, Leadership & Law

### Office Administration

#### Office Administration Certificate Program

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

**Program Assistant:** 604.443.8711

**Information Session:**  
**Wednesday, April 5, 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

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 Applications (CMPT 1301) 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).

**INTERNATIONAL STUDENTS**  
Please note that international course fees are set at 1.5 times the published domestic course fee with the exception of TESOL. Refer to our policy on pg. 31

### Accounting/Bookkeeping/Payroll

#### Introduction to Payroll (OACP 1105)

For small business owners and payroll personnel who wish to learn how to prepare hourly, salaried and commission payroll. Learn payroll law, record maintenance, pay cheque and statement preparation, T4 preparation, and how current source deduction rules affect payroll preparation. WCB, Revenue Canada Taxation, Records of Employment and Stats Canada reporting are covered, as well as Employment Standards. 24 hours (TBA) \$168

*8 eve - We. Apr 26, 18:30-21:30 - CC **CRN** 20373*

#### 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! Purchase Accounting, Nanci Lee, at City Centre Bookstore prior to class. 18 hours (Huston) \$157

*6 eve - We. Apr 26, 18:30-21:30 - CC **CRN** 20372*

#### 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. Purchase text/kit Accounting Fundamentals, Sixth Edition, Hoffman Pacy Flashner, from City Centre Bookstore before the first class. 24 hours (Huston) \$173

Next offered: September 2006

### 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. Sep 25, 18:30-21:30 - CC*

#### Office Procedures (OACP 1126)

Analyze the tasks and responsibilities of the administrative assistant. Understand how to handle business information and how technology can enhance productivity. Discussions and assignments focus on interpersonal skills and written communication, scheduling and organizing work activities, processing information, and organizing and managing manual and electronic records. Offered each January term. Purchase The Electronic Office City Centre Bookstore prior to class. 18 hours (Alden) \$155

*Next offered: September 2006*

**NEW!**

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





## 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. Jun 3, 09:30-16:30 – CC **CRN** 20426

### Make Time for Success (OACP 1185)

This course shows you how to regain control of your time by beating work overload and improving your productivity and effectiveness. You will learn about time management and personal productivity techniques to help you take control of your time and become more efficient. Setting goals, making time for priorities, cutting clutter, delegating and managing your email are some of the topics we will cover. 6 hours (Gossen) \$110

1 day - Sa. Oct 21, 09:30-16:30 - CC

### Computer Applications (CMPT 1301)

For description, see Computers/Keyboarding page 17

## 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

1 day - Sa. Apr 29, 09:00-16:00 - CC **CRN** 20516

### 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

1 day - Sa. May 13, 09:00-16:00 - CC **CRN** 20515

### 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

1 day - Sa. May 27, 09:00-16:00 - CC **CRN** 20514

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

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

1 day - Sa. Jun 10, 09:00-16:00 - CC **CRN** 20513

### Note

### Business English Skills Test

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

Sa. Jun 17, 09:00 - 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. Sep 26, 18:00-21:00 - CC

### 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. Oct 31, 18:00-21:00 - CC

## 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. 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 **CRN** 20512

## Computers/Keyboarding

### Keyboarding for Beginners (OACP 1102)

Keyboarding is a skill needed for success in virtually every career. Because keyboarding is a skill, to be successful you must apply proper techniques and meaningful practice in each class. Learn to key letters, numbers and symbols. Classes are taught on computers with a keyboarding text and exciting Windows software. Textbook: College Keyboarding. Purchase at City Centre Bookstore prior to first class. 18 hours (TBA) \$120

6 mng - Sa. Apr 22, 09:30-12:30 - CC **CRN** 20534

### 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 not required. Purchase at City Centre Bookstore prior to first class. 18 hours (Wong) \$130

6 mng - Sa. Apr 22, 09:30-12:30 - CC **CRN** 20511

### **NEW!** Computer Applications (CMPT 1301)

An in-depth look at MS-Word and MS-Excel. Topics include: Basic elements of Word and Excel, creating a document, manipulating, editing, formatting text, setting, customizing the work environment and advanced editing. For IC3 Computer Certification Computing Fundamentals (CMPT 1302) and Internet Applications (CMPT 1303) are required. See page 17. Textbook included. 30 hours \$295

10 eve – We. Apr 26, 18:30-21:30 – CC **CRN** 20379

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

For description, see Medical, page 10

## Legal

### Legal Package

This five-course program package introduces you to basic concepts and legal office routines. Gain an understanding of the value of discretion and confidentiality in the legal field, and familiarity with basic legal forms and procedures in respect to the four major areas of law. Introduction to the Legal Office Program (3 hours) is the first of five courses. Courses are nine hours in duration. Enroll in individual courses or register for the package of all five courses at a reduced rate of \$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. Sep 26, 18:30-21:30 - CC

### 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. Sep 28, 18:30-21:30 - CC

### Corporate (OACP 1115)

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

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

### Family Law (OACP 1116)

Covers the Family court system in British Columbia and the various procedures and forms used in matrimonial law. Focus will be on Divorce Act Applications and Family Relations Act proceedings. 9 hours (Miller) \$88

3 eve - Th. Oct 19, 18:30-21:30 - CC

### Civil Litigation (OACP 1114)

Discusses the levels of Court in British Columbia and takes you step-by-step through the procedures of a civil case, from Writ of Summons to trial, judgement and execution. 9 hours (Harrison) \$88

3 eve - Tu. Oct 24, 18:30-21:30 - CC

### The Legal Office Skills Test

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

1 eve - Tu. Nov 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 **CRN** 20517

### 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 **CRN** 20530

### 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. Sep 27, 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. Apr 25, 18:00-21:00 - CC **CRN** 20422





### 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, 18:00-21:00 – CC **CRN 20532**

### 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. 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. Apr 27, 18:00-21:00 - CC **CRN 20424**

### 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 (Keatley) \$175

8 eve - We. Sep 27, 18:00-21:00 - CC

### Clinical Procedures (OACP 1155)

Introduction to basic clinical procedures and tests performed in a medical office or setting. Aspects of personnel safety, care of equipment and investigations are discussed. Practical procedures are demonstrated with hands-on experience and student participation. Course offered twice a year. No textbook necessary. 6 hours (Keatley) \$97

2 eve - We. Nov 29/Dec 6, 18:00-21:00 - CC

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

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

2 day - Sa. Dec 9/16, 09:30-16:30 - CC

## Records Management

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

Introduction to specialized functions within records/information management. Explore several functions such as forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. 24 hours (Bradley) \$180

8 eve - We. Apr 26, 18:30-21:30 – CC 20531

### 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

8 eve - We. Sep 27, 18:30-21:30 – CC

### Records Management – Advanced (OACP 1146)

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

Next offered: January 2007

### 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

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 12 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.



## 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

*8 eve - Tu. Apr 25, 18:30-21:30 – CC CRN 20518*

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

## 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

## 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

## Business English Skills

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

**Program Assistant: Crystal Kreschuk, 604.443.8711**

### On-site Business Training

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

## Polish Your Business English!

The ability to communicate well is essential to your success in business. Effective communication is understood by the recipient exactly as you intend it to be.

The following four courses are offered on Saturdays and Wednesday evenings. Enroll individually at the regular price of \$80 or register for all four 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

*1 day - Sa. Apr 29, 09:00-16:00 - CC CRN 20516*

## Building a Powerful Vocabulary (OACP 1106)

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

*1 day - Sa. May 13, 09:00-16:00 - CC CRN 20515*

## Writing Dynamic Business Letters (OACP 1103)

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

*1 day - Sa. May 27, 09:00-16:00 - CC CRN 20514*

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

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

*1 day - Sa. Jun 10, 09:00-16:00 - CC CRN 20513*

## Note

## Business English Skills Test

*Sa. Jun 17, 09:00 - CC*

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

## 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. Sep 26, 18:00-21:00 - CC*

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

Improve business writing skills and build your vocabulary! 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 those looking to improve grammar, vocabulary and business writing skills! 12 hours (Gossen) \$125

*4 eve - Tu. Oct 31, 18:00-21:00 - CC*

## Business Writing

## Business & Technical Writing Certificate Program

**Senior Program Coordinator: Anne Tollstam 604.443.8668**

**Program Advisor: Jennifer Gossen, 604.443.8676**

**Program Assistant: Crystal Kreschuk 604.443.8711**

**To register and for General Information, 604.443.8484**

**Information Session:  
Wednesday, April 5, 17:30-18:30  
City Centre, Room 218B**

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

*1 eve - We. Apr 5, 17:30-18:30 - CC Room 218B*

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

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

## Proposal Writing (TECW 1105)

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

*1 day - Sa. Apr 22, 09:00-16:30 – CC CRN 20258*

## 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 CRN 20259*

## 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 CRN 20260*

## On-line Documentation (TECW 1106)

This session provides an overview of tips and success strategies for writing on-line documentation, and the principles of good writing and design in an on-line environment. Topics include: what is on-line, determining project scope and terms of reference, standards of the development process, developing a document plan or storyboard, principles of on-line writing and design, creating a prototype, user-testing and delivering the final project. 6.5 hours (Desprez) \$155

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

## Information Design and Human Factors (TECW 1110)

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

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

## Document Project Management (TECW 1104)

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

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

## Technical Communication (TECW 1101)

Examine the various forms and styles for producing effective technical writing. Content includes techniques for describing, defining and interacting in print. 6.5 hours (TBA) \$155

*Next offered: January 2007*

## 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 (TBA) \$155

*Next offered: January 2007*

## 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 (TBA) \$155

*Next offered: January 2007*

## 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

Please see page 31 for details.

**Course fee includes  
CIF and GST where  
applicable**

**Register  
online!**

**Click here!**

## Leadership

### Leadership Certificate Program

**Senior Program Coordinator: Anne Tollstam**  
604.443.8668

**Program Assistant: Lynda Boothby, 604.443.8383**

Leadership positions are complex, requiring new skills and an understanding and acceptance of new roles. Preparation and support are vital! This certificate program will help you develop knowledge, skills and confidence to lead, supervise and manage others. This is a great partnership opportunity for employer and employee. Employer shows commitment through financial support and employees show 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 and 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.**

Business Communication for Leaders (LEAD 1138)

Coaching for High Performance (LEAD 1115)

Creative Thinking at Work (LEAD 1110)

Critical Thinking (LEAD 1101)

Finding Time for Results (LEAD 1114)

From Conflict to Collaboration (LEAD 1105)

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.

### 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) \$155

1 day – Sa. Apr 22, 09:00-16:30 – CC **CRN 20526**

### 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) \$155

1 day - Fr. Apr 28, 09:00 - 16:30 – CC **CRN 20519**

### 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 **CRN 20520**

### 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 idoeŕi to idelegator.i 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) \$155

1 day - Fr. May 12, 09:00-16:30 – CC **CRN 20521**

### 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 **CRN 20522**

### 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 idieŕi 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 **CRN 20523**

### 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) \$155

1 day - Fr. Jun 16, 09:00-16:30 – CC **CRN 20524**

### 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 **CRN 20525**

### 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. Sep 29, 09:00-16:30 - TBA

### Using Leadership Language (LEAD 1112)

Lack of clear, direct communication is one of the most cited causes of workplace ailments with staff, peers, or supervisors. Examine communication in organizations; improve awareness of key issues in organizational communication; discover three key behaviours that present when teams work together and the impact of perception on communication. Analyze four common leadership communication styles. Learn the art of style flexing when communicating, negotiating or delegating to get desired results. 6 hours (Stene Murphy) \$155

1 day - Sa. Oct 14, 09:00-16:30 - CC

### Critical Thinking (LEAD 1101)

Critical thinking was identified by the Conference Board of Canada as one of the most-desired skills in today's leaders. Using case studies and current events, discover the concepts of critical thinking in what you do at work and reap the immediate benefits of critical thinking in your workplace. 6 hours (Brindle) \$155

1 day – Sa. Nov 18, 09:00-16:30 - CC

### From Conflict to Collaboration (LEAD 1105)

Learn practical information and skills to resolve conflict caused by differences in goals, employee performance and work habits. Define causes of conflict; understand conflict management concepts and styles; assess your current strengths and areas for improvement in resolving conflicts; use specific communication skills to clarify and understand issues; apply the conflict resolution process to your everyday work situation; set goals for building competency in conflict resolution skills and methods. 6 hours (Hannah) \$165

1 day - Fr. Oct 20, 09:00-16:30 - TBA

### 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. Nov 3, 09:00-16:30 - TBA

### Facilitation Skills for Team Leaders (LEAD 1108)

Leading productive teams is an acquired skill. Learn how to focus the work team without stifling creativity. Assist your team to analyze issues from different perspectives and to build on their collective synergy. Learn about the tools and techniques for generating ideas and determining solutions. Sharpen your facilitation skills by learning and practising a variety of techniques. 6 hours (Healey) \$165

1 day - Fr. Nov 24, 09:00-16:30 - TBA

### Speak Up! (LEAD 1109)

In this highly participatory course practise proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, irect 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. Dec 2, 09:00-16:30 - CC

### The Science and the Art of Leadership (LEAD 1119)

Creating the balance between science and art is integral to everyday leadership. Take a fast journey through the current science of leadership from systems thinking to appreciative inquiry. This taste of science will provide you with an overview of many of the ideas currently being used in organizations to create innovation and change. Delve into the current thinking on the art of leadership and how personal values, beliefs and ideas create you as a leader. 6 hours (Hannah) \$165

1 day - Fr. Dec 8, 09:00-16:30 – TBA

### Withdrawal and Refund Policy

Please see page 31 for details.

## 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) \$155

1 day - Sa. Apr 22, 09:00-16:30 - CC **CRN 20526**

## 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) \$155

1 day - Fr. May 5, 09:00-16:30 - CC **CRN 20527**

## 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 - CC

## 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

## The Coach's Toolkit (LEAD 1120)

Prerequisite: Coaching for High Performance (LEAD 1115). This course focuses on tools and skills that are the building blocks of leadership coaching. Each tool and skill will be demonstrated and then practiced in short exercises involving coaching situations. Specific tools and skills will include: creating the coaching environment, building support in the workplace and a selection of practical resources to support the coaching partnership. 6 hours (Hannah/Lewis) \$165

Next offered: January 2007

## Team Coaching (LEAD 1121)

Be a leader who coaches the team to resolve team issues and business challenges. The leader-coach works with the team to create a common vision, develop a strategy and agree on roles and responsibilities and for operating together. Gain and practice skills to create the team coaching environment; ask coaching questions so the team can gain understanding and take effective action; observe team dynamics and provide useful feedback; discuss the undiscussable and foster team self-responsibility and accountability. 6 hours (Hannah/Lewis) \$165

Next offered: January 2007

## 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

Please see page 31 for details.

## 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.

## 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 **CRN 20528**

## 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. Sep 25 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

## 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

Next offered: January 2007

## Career Exploration

Senior Program Coordinator: Anne Tollstam  
604.443.8668

Program Assistant: Crystal Kreschuk, 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 one 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. 18 hours (Newell) \$197

6 eve - We. Apr 26, 18:30-21:30 - CC **CRN 20425**

## Event Planning

Senior Program Coordinator: 604.443.8668

Program Coordinator: Patricia Healey, 604.443.8670

Program Assistant: Craig McKenzie-Cook  
604.443.8381

Registration and General Information: 604.443.8484

Looking to develop a career as a professional event planner? These detailed, dynamic courses will teach you everything you need to know. Document of completion issued upon successful completion of each course.

## Event Planning (BUSI 1158)

What is Event Planning? Where does one begin? What factors are to be considered? What obstacles are encountered? Demonstrate the importance of excellent time-management and communication skills at every level. Create exciting themes, learn how to network and market events. Draft an event proposal step by step. Become familiar with industry terminology as per Event Coordination Standards. Guest speakers from various industries will provide expertise, creative ideas and practical information. 30 hours (Zhou) \$395 Additional charge of \$5.00 for supplies.

10 eve - Th. Apr 20, 18:30-21:30 - CC **CRN 20237**

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

**Register  
online!**

**Click Here!**

**Course fee includes  
CIF and GST where  
applicable**

### **NEW!** Event Public Relations (BUSI 1215)

Are you involved in a big fundraiser, are you starting a new line of clothing or skin care product, need to attract people to your Grand Opening or open house for your business? An effective PR campaign is essential for you to get the right message out to the public. This course will walk you through what public relations is, the different ways that you can leverage PR opportunities to bring people to your website, door or event, and the follow-up needed when you've been given media coverage. This knowledge and skill will save you money normally spent on advertising, with the benefits of third party endorsement. Leverage the media's reach using PR to get the word out about what you are doing! 30 hours (TBA) \$395

10 eve - Tu. Apr 18, 18:30-21:30 - CC **CRN 20285**

### **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, how to ensure the best photos and music, set a budget and time-line, customize unusual décor and display to WOW your brides! Understand the personality of the bride and groom and how best to meet their needs. Learn about contingency planning, how to overcome any potential barriers to a beautiful wedding, and minimize stress through knowledge and right planning. This course is excellent for those wanting to be a wedding planner and for those wishing to plan their own wedding. A Document of Professional Studies will be issued. 24 hours (Santoro) \$245

8 eve - Tu. Apr 18, 18:30-21:30 - CC **CRN 20238**

### **NEW!** Everyday Events (BUSI 1199)

Life is a series of big parties that we cannot avoid, be it family reunions, birthday parties, christenings, graduation celebrations, weddings, baby showers, anniversaries, Christmas parties, Halloween parties, and retirement parties. This fun course will walk you through all of these everyday events and give you a glimpse of what you can do to make yours extra special. Focus on one event a week! 30 hours (Zhou) \$395

10 eve - Tu. Apr 25, 18:30-21:30 - CC **CRN 20288**

### **NEW!** Event Marketing (BUSI 1197)

What is Event Marketing? Where does one begin? What factors are to be considered? What obstacles are encountered? Demonstrate the importance of excellent time management and communication skills at every level. Understand the needs of an event and laser target the right audience with the right marketing medium. Draft an event marketing campaign proposal step by step. Become familiar with the variety of marketing methods existing. Guest speakers from various industries will provide expertise, creative ideas and practical information. 12 hours (Zhou) \$190

4 eve - We. May 3, 18:30-21:30 - CC **CRN 20286**

### **NEW!** Event Special Effects (BUSI 1198)

Are you asked to organize a social event at work? Do you like to entertain at home, organize your friend's shower or bachelorette party? How about exciting and successful fundraisers? You're tired of the standard and would like to wow your guests and colleagues by turning your party into the talk of the town. This course will power you with the knowledge of how to be the host of sold out events. 14 hours (Zhou) \$190

2 day - Sa. May 6, 09:00-16:00 - CC **CRN 20287**

## 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](mailto:cwilliams@vcc.ca)

**Program Assistant: Crystal Kreschuk**  
604.443.8711, email: [ckreschuk@vcc.ca](mailto:ckreschuk@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 studies in all major legal practice areas and receive your Diploma.

Our part-time, evening and weekend courses are designed primarily for those who are currently employed as legal support staff. Participate in weekly lectures and tutorials and choose tutorial times to suit your schedule. Tutorials 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.

**There are two types of students enrolled in our courses:**

#### A. Non-Certificate Students

Choose courses without being formally admitted to the Paralegal Program. Any courses you complete under this open door policy will be credited towards your Certificate if you decide to become formally admitted in the future.

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

#### B. Certificate Students

To graduate, you must be formally admitted to the Paralegal Certificate Program. We welcome applications continuously through the year. Find application details on our Program website at:

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

#### Graduation from the Paralegal Certificate Program

**Required courses include:**

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 from 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.

Paralegal Diploma graduates must complete:

ALL FOUR Level 2 Practice Areas; and

Electives (2 courses)

Two additional years of part time study are typically required to complete the Diploma 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)

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. 48 hours (Per week: 3 lecture hours, 3 tutorial hours) \$220.

*Next offered: September 2006*

### 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. 36 hours (Per week: 3 lecture hours, 3 tutorial hours) \$220.

6 eve - Tu. Apr 18, 18:00-21:00 - CC **CRN 20420**

### 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. 48 hours (Per week: 3 lecture hours, 3 tutorial hours) \$220.

*Next offered: September 2006*

### 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. 36 hours (Per week: 3 lecture hours, 3 tutorial hours) (Harrison/Marolla) \$220.

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

(Harrison)

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

#### 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. 48 hours (Per week: 6 lecture hours, 6 tutorial hours) (Dattilo/Demeulemeester) \$220.

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**

#### 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. 36 hours (Per week: 3 lecture hours, 3 tutorial hours) \$220.

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**

(Koroneas)

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**

(Koroneas)

## 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. 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230.

*Next offered: September 2006*

#### 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: Litigation for Paralegals 1 (LEGL 1301). 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230.

*Next offered: September 2006*

#### 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: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (Eng) \$230

*Next offered: January 2007*





## Paralegal (continued)

### Personal Injury Practice (LEGL 1304)

Covers relevant substantive law and procedures required to manage a personal injury file. Pre-requisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (Marolla) \$230  
*Next offered: January 2007*

### B. Corporate Practice Area

#### Company Law (LEGL 1305)

Company overview, including 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). 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$190.  
*Next offered: September 2006*

#### 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: Company Law (LEGL 1305), or equivalent work experience in the corporate field. 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230  
*Next offered: September 2006*

#### 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: Company Law (LEGL 1305), or equivalent work experience in the corporate field. 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (Komorowska) \$190  
*Next offered: January 2007*

### 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: Advanced Corporate Administration 1 (LEGL 1307). 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (Komorowska) \$190  
*Next offered: September 2006*

### 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. 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230  
*Next offered: September 2006*

#### 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. 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$190  
*Next offered: September 2006*

#### 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: Property Transactions (LEGL 1310). 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (TBA) \$230  
*Next offered: January 2007*

### Commercial Conveyancing (LEGL 1312)

Explains commercial conveyancing matters, special issues in commercial conveyances, commercial sales, subdivisions and commercial leases. Pre-requisites: Lending & Security (LEGL 1311). 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (TBA) \$230  
*Next offered: January 2007*

### 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. 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230.  
*Next offered: September 2006*

#### 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. 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230  
*Next offered: January 2007*

#### 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. 42 hours (Per week: 3 lecture hours, 3 tutorial hours) \$230  
*Next offered: September 2006*

#### 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: Wills & Estate Planning (LEGL 1315). 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (McGilligan) \$230  
*Next offered: January 2007*

### 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. 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 Course Details section of our program website for details. Pre-requisites: Formal Admission to the Paralegal Program. 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (TBA) \$230  
*Next offered: January 2007*

#### 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. 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (Bailey) \$230  
*7 eve - We. May 10, 18:00-21:00 - CC CRN 20039*

**Register  
online!**

**Click here!**



**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. 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 or future job. Use your existing position at a legal office to fulfill Practicum requirements. Participate in group seminars to synthesize your practicum experience. Pre-requisites: Formal Admission to the Paralegal Program and completion of all Level 1 Core Courses. You 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.

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

**NEW!****Personal Financial Planning & Management**

**Program Coordinator: Patricia Healey, 604.443.8670**

**Program Assistant: Craig McKenzie-Cook 604.443.8381**

**Registration and General Information: 604.443.8484**

Increase your financial prosperity and manage your personal financial resources for maximum gain through these courses.

**NEW!****Deliberately Attract Wealth (BUSI 1225)**

Learn the 5 laws of wealth creation so you can position yourself to attract the kind of wealth you desire! Being wealthy is not achieved accidentally, rather it is a deliberate act. This hands-on workshop will show you how to develop the mindset of a millionaire. Instantly, you will be able to attract more money, create abundance and live the dream life you deserve. Homework will be given so you can create a millionaire mindset template throughout the workshop. Be ready to experience a stampede of new found money flowing your way. 6 hours.(Hoffman) \$145

2 mng - Sa. Apr 29, 09:00-12:00 - CC **CRN 20289**

**NEW!****Wealth Without Sacrifice – Extreme Financial Makeover (BUSI 1223)**

Learn the 6 steps that made the Barber wealthy and put them into action for a complete financial makeover. If you make and save over the next five years as you have in the past five years, are you going to be where you need to be financially? Together we will uncover some proven techniques that you can use right away to create a brightness of future for your overall life and financial plan. Learn how money works, understand your FIN#, discover after-tax-income solutions and how insurance could out perform your RRSP and much more. 6 hours (Hoffman) \$145

1 day - Sa. May 13, 09:00-15:00 - CC **CRN 20291**

**NEW!****Fearless Investing – Strategic Mutual Fund Strategies (BUSI 1224)**

Discover everything your banker or financial advisor hasn't told you! By the end of this workshop you will be able to maximize your fund returns, construct a profitable portfolio and eliminate risk! Whether you're a novice investor or a serious mutual fund player, you will walk away, ready to experience more gains and retire sooner. 4 hours (Hoffman) \$90

1 mng - Sa. May 27, 09:00-13:00 - CC **CRN 20290**

**Private Investigating**

**Senior Program Coordinator: Anne Tollstam 604.443.8668**

**Program Advisor: Kathy Matak, 604.443.8576, or email: kmatak@shaw.ca**

**Program Assistant: Lynda Boothby, 604.443.8383**

Learn more about a career as a Private Investigator/ Loss Prevention Officer. Join us for a free one 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 seminar please call Lynda Boothby at 604.443.8383.

**Information Session: Tuesday, April 11, 18:30 at City Centre**

**Interviews will be conducted prior to acceptance**

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

Introduction to Private Sector Investigations (BUSI 1230)

Surveillance Techniques – Tools, Techniques and Tactics (BUSI 1231)

Case Management and Critical Thinking (BUSI 1232)

Business Ethics (LEAD 1154)

**Case Management and Critical Thinking (BUSI 1232)**

This course deals with management techniques, business management of investigations, client relations, trust accounts, strategy and planning of larger cases. The course examines the need for critical thinking processes, logical and strategic case planning, problem solving techniques, integration of old and new information, inter-agency liaising and cost-effectiveness. Decision making in relation to problems and expense and client budgetary restraints are a focal point of management procedures in the private investigative field. 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 **CRN 20607**

**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

**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

Next offered: January 2007

**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

Next offered: January 2007

**NEW!****Sales and Customer Service**

**Program Coordinator: Patricia Healey, 604.443.8670**

**Program Assistant: Craig McKenzie-Cook 604.443.8381**

**Registration and General Information: 604.443.8484**

**NEW!****Professional Selling Skills (BUSI 1220)**

Professional selling is a highly skilled process of building immediate rapport, uncovering client needs and hidden motivations, and establishing strong relationships. It is not a series of manipulative techniques or trick closes. You will master the six stages of the sales cycle, and close more sales through this highly professional selling system. Learn the one key skill that will gain you the client's commitment right away and shorten the sales cycle. Documentation of Completion issued. 30 hours (TBA) \$395

5 eve - Tu. Apr 29, 18:30-21:30 - CC **CRN 20281**

**NEW!****Selling with Style (BUSI 1221)**

Understanding the buying style of the customer will help you sell to even the most difficult customer. Learn the characteristics of each style and determine how each style wants to be sold to. We tend to align with people who are like us – now learn how to align with people who are different through an in depth understanding of what influences each personality style. Discover your own style through a self-assessment. 6 hours (TBA) \$165

2 eve - Th. May 4, 18:30-21:30 - CC **CRN 20283**

**NEW!****Closing with Confidence (BUSI 1219)**

Learn advanced techniques for gaining the client's commitment. Typically referred to as closing we will explore how this is really an opening. Learn all the signs of when to ask for the commitment, the skills for how to do it professionally and how to follow up. 6 hours (TBA) \$165

2 eve - We. May 24, 18:30-21:30 - CC **CRN 20282**

**NEW!****From Selling to Negotiating (BUSI 1218)**

When do you go from selling to negotiating? Too soon and you give away more than is necessary, too late and you lose the sale. Step by step we will guide you through the mindset, skills and action plans that will see you negotiating the deal with success. Document of Completion issued. 30 hours (TBA) \$395

10 eve - We. Apr 19, 18:30-21:30 - CC **CRN 20280**

**NEW!****Exceptional Customer Service (BUSI 1222)**

Delivering exceptional customer service is essential as customer demands are increasing. Learn how to provide exceptional service, that sees the customer satisfied and coming back again and again. Learn the skills of dealing with even the most difficult customer complaint in a professional manner. Document of Professional Studies issued. 12 hours (TBA) \$190

4 eve - Tu. May 23, 18:30-21:30 - CC **CRN 20284**

**Small Business**

**Program Coordinator: Patricia Healey, 604.443.8670**

**Program Assistant: Craig McKenzie-Cook 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. Apr 24, 18:00-21:00 - CC **CRN 20397**

**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. May 1, 18:00-21:00 - CC **CRN 20399**

**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. May 3, 18:00-21:00 - CC **CRN 20400**

**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. May 8, 18:00-21:00 - CC **CRN 20401**

**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 (Mayotte) \$85

1 eve - We. May 10, 18:00-21:00 - CC **CRN 20402**

**Course fee includes CIF and GST where applicable**

**College Closures**

**Good Friday - April 14  
Easter Monday - April 17  
Victoria Day - May 22  
Canada Day - July 1 and 3  
BC Day - August 7**



## 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. May 15, 18:00-21:00 - CC **CRN** 20404

## 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. May 17, 18:00-21:00 - CC **CRN** 20403

## Financing Your Business (BUSI 1138)

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

1 eve - We. May 24, 18:00-21:00 - CC **CRN** 20405

## Preparing Your Business Plan (BUSI 1139)

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

1 eve - Mo. May 29, 18:00-21:00 - CC **CRN** 20406

## 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 (Mayotte) \$85

1 eve - We. May 31, 18:00-21:00 - CC **CRN** 20398

## Other Small Business Courses

### Branding – Creating the Image that Sells (BUSI 1217)

Branding – creating your image – is one of the most important steps you will take in assuring the success of your business. How you communicate who and what your company is – through choice of logo, design, brochures and advertising will determine how you come across to your target market. Good branding equals immediate and consistent recognition. Through branding learn how to promote your business like the masters. Learn the common mistakes made by new business people. Learn hard copy branding, web-based branding and advertising and create the right marketing plan for your business. 30 hours (Childs) \$395

10 eve - Tu. Apr 18, 18:30-21:30 - CC **CRN** 20278

Also see:

Event Planning, page 13

Planning a Wedding, page 14

## 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**

## 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 18 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

**Program Assistant:** Crystal Kreschuk, 604.443.8711

## New IC3 Computer Certification

The Internet and Computing Core Certification program is a global, validated, standards-based certification program for basic computing and Internet literacy. It provides an accepted, portable credential that provides proof that an individual has the knowledge and skills required to be a productive user of computer hardware, software, networking and the Internet. IC3 is based on successfully passing all three exams. Certification exams are optional and are not included in the cost of the course.

IC3 proves that you have the basic literacy to understand key computer concepts, applications and the Internet and provides you with a foundation for achieving application-specific computer certifications, such as Microsoft Office User Specialist (MOUS) and more advanced certifications such as MCP and CompTIA A+

IC3 gives educators a dynamic and universal standard on which to base educational programs, ensuring that the latest computing and Internet fundamentals are being taught and demonstrating a commitment to preparing students for employment.

### Computing Fundamentals (CMPT 1302)

A broad introduction to computers for beginning computer users. Basic keyboarding skills recommended. Topics include recognizing computer hardware components, how printers work, buying a computer, using MS XP operation system, introduction to the basic application programs, such as: MS-Word, Excel, Power point, Internet Explorer, Outlook, anti-virus and computer maintenance programs will be demonstrated. In depth look at the MS-Windows and how to manage folders and files. Textbook included. 15 hours. \$165

5 eve - Tu. Apr 25, 18:30-21:30 - CC **CRN** 20380

### Computer Applications (CMPT 1301)

An in-depth look at MS-Word and MS-Excel. Topics include: Basic elements of Word and Excel, Creating a document, manipulating, editing, formatting text, setting, customizing the work environment and advanced editing. Computing Fundamentals (CMPT1302) is recommended. Textbook included. 30 hours. \$295

10 eve - We. Apr 26, 18:30-21:30 - CC **CRN** 20379

**Course fee includes CIF and GST where applicable**

### Internet Applications (CMPT 1303)

A comprehensive look at Internet fundamentals. Topics such as basic networking, email systems, advanced email features, newsgroups, advanced browser features and security issues will be covered. Computing Fundamentals (CMPT 1302) is recommended. Textbook included. 15 hours. \$165

5 eve - Tu. May 30, 18:30-21:30 - CC **CRN** 20381

## 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 Applications courses may apply for an exemption. Prior to enrolling in computer courses, keyboarding skills are recommended.

Keyboarding for Beginners (OACP 1102)

Keyboarding for Speed Building (OACP 1101)

Word Advanced (CMPT 1241)

Excel Advanced (CMPT 1242)

### 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. Apr 22, 9:30-12:30 - CC **CRN** 20534

### 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. Apr. 22, 9:30 - 12:30 - CC **CRN** 20511

### 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 Computing Fundamentals course. Textbook will be provided 12 hours (Venier) \$166

4 eve - Tu. Apr. 25 18:30-21:30 - CC **CRN** 20384

### 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 Computing Fundamentals course. Textbook will be provided. 12 hours (Venier) \$166

4 eve - Tu. May 30 18:30-21:30 - CC **CRN** 20382

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

## Certificate in Networking Technology (CNT) and Pending Diploma in Networking Technologies

This advanced certificate/diploma has been designed to provide students with substantially more expertise in computer networking technologies. These courses are individual industry recognized certifications which lead to a VCC Certificate in Networking Technology (CNT). Students who have completed the Information Technology Specialist (ITS) program or the Computer Application Support Specialist (CASS) or other post-secondary certificate in computer studies may apply for the Diploma in Networking Technology form Vancouver Community College.

### Courses include:

Networking Fundamentals CMPT 1213  
- Microsoft (**MCP**), Spring 2006

A+ Computer Hardware CMPT 1119  
- CompTIA **A+**, Spring 2006

Linux CMPT1236 - CompTIA **Linux+**, Spring 2006

Network Infrastructure CMPT1304  
- CompTIA **Network+**, Fall 2006

Network Security CMPT1305  
- CompTIA **Security+**, Fall 2006

Managing Information Technology CMPT 1222  
- (**PMP**), Fall 2006

Information Technology Internet Library (**ITIL**), Winter 2007

Only 3 of these courses will be offered during each semester. It is recommended, but not mandatory that students take either CMPT1213 or CMPT1119 first. Students who complete all 7 courses may apply to take the Directive Studies CMPT1306. This is a self-directed, project-based course. Using the skills acquired during the program. Students are expected to propose a project in an area, which they wish to study. Projects will include developing a major working system including all phases of development.

### Hardware Infrastructure, A+ Certification (CMPT 1119)

This course prepares the student to write the A+ certification exams. Students will learn to assemble, configure and install a complete computer in class. Explore the hardware and software to build a computer. The student will learn how to configure hardware using MS Windows 2000/XP. Topics include Internet connectivity, how to buy a PC, Internet configuration, virus scanning, file recovery and general PC maintenance planning. Class size is limited to 16. This course is taught in a specially design room with computer bench and recourses founding the PC hardware industry. The instructor will advise class on text book. 30 hours (Hawk) \$495

10 eve - Tu. Apr 25, 18:00-21:00 - CC **CRN** 20297

### Networking Fundamentals, MCP Certification (CMPT 1213)

This course will prepare students to write the Microsoft Certified Professional (MCP) exam. Students will learn how to navigate the OS environment, Install XP, use administrative tools such as MMC, task scheduler and the control panel, manage Windows file system, create users and groups, cover XP security, networking protocols, updating the registry, and general trouble shooting techniques will be covered. Students will be prepared for employment positions such as networking support, user/client support, computer help desk, etc. Prerequisite: general Windows experience. Instructor will advise on course text. 30 hours. (Hawk) \$395

10 eve. - We. Apr 26, 18:30-21:30 - CC **CRN** 20298





### **NEW!** Linux, Linux + Certification (CMPT 1236)

This Course is designed to help prepare the student to write their CompTia Linux+ exam. Students will be taught to install, configure and maintain a Linux system in various workstations and server roles. 30 hours (Hawk) \$397

10 eve - Th. Apr 27, 18:30-21:30 - CC **CRN 20296**

## Internet and Web Courses

### 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) \$298

10 eve - Tu. Apr 25, 18:30-21:30 - CC **CRN 20294**

### 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. Apr 26, 18:30-21:30 - CC **CRN 20299**

### 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. Apr 26, 18:30-21:30 - CC **CRN 20293**

## Oakridge Computer Lab

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

**Please call 604.261.2806 for directions or visit our website at [www.vccoaklab.com](http://www.vccoaklab.com)**

**Program Assistant: Pat Cooper, 604.443.8428**

### Class Sizes and Information

Take advantage of these informative, timely courses **THIS TERM only!**

Please note that this is the last term VCC Continuing Studies will offer courses at the Oakridge Computer Lab. Watch for current and new computer courses at our City Centre Campus.

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

### Counselling

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

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

### What do you wish to learn?

An Introduction to Computers

Courses available are listed on page 18.

### How to Operate a Specific Software Program

Courses are listed according to the application area (e.g. Accounting, Word Processing, etc.) Courses start on page 19. Please pay particular attention to the required prerequisites. **Experience is essential means that you are familiar with the program topics noted in the course description for the lower level. For example, Intermediate Excel assumes a skill level of the topics covered in the Introduction to Excel.**

### Adobe Acrobat

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

### Internet and Web Publishing

Courses available are listed on page 19.

### Graphics, Publishing, and Presentations

Courses available are listed on page 20.

### Networking and LAN Management

Courses available are listed on page 19.

### Computer Hardware

Courses available are listed on page 19.

### Programming

Courses available are listed on page 19.

### Does our schedule suit your needs?

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

### Note

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

### General Information

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

### 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. Apr 1, 9:00-17:00 - Oak **CRN 20070**

1 day - Tu. Apr 18, 9:00-17:00 - Oak **CRN 20071**

1 day - Tu. May 16, 9:00-17:00 - Oak **CRN 20072**

1 day - Mo. Jun 5, 9:00-17:00 - Oak **CRN 20073**

1 day - Tu. Jul 4, 9:00-17:00 - Oak **CRN 20074**

1 day - We. Aug 16, 9:00-17:00 - Oak **CRN 20075**



## Windows

### Introduction to Windows (CMPT 1169)

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

1 day - Sa. Apr 8, 9:00-17:00 - Oak **CRN 20076**  
1 day - Th. Apr 20, 9:00-17:00 - Oak **CRN 20077**  
1 day - Th. May 18, 9:00-17:00 - Oak **CRN 20078**  
1 day - We. Jun 7, 9:00-17:00 - Oak **CRN 20079**  
1 day - Th. Jul 6, 9:00-17:00 - Oak **CRN 20080**  
1 day - Fr. Aug 18, 9:00-17:00 - Oak **CRN 20081**

### 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 - Fr. May 26, 9:00-17:00 - Oak **CRN 20208**  
1 day - Th. Jun 15, 9:00-17:00 - Oak **CRN 20209**  
1 day - Tu. Aug 22, 9:00-17:00 - Oak **CRN 20210**

## Computer Hardware

### Hardware Basics (CMPT 1184)

Take a computer apart and put it back together. Identify motherboard components. Understand CPUs, RAM, and peripheral devices. Install a video card, hard drive, CD or DVD drive and upgrade RAM. Experience using computers is essential. Class is limited to 6 participants. 7 hours (Mathern) \$190

1 day - Sa. Apr 22, 9:00-17:00 - Oak **CRN 20202**  
1 day - Fr. May 19, 9:00-17:00 - Oak **CRN 20203**  
1 day - We. Jun 21, 9:00-17:00 - Oak **CRN 20204**

## 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 - Th. Apr 6, 9:00-17:00 - Oak **CRN 20195**  
1 day - Fr. May 5, 9:00-17:00 - Oak **CRN 20196**  
1 day - Tu. May 30, 9:00-17:00 - Oak **CRN 20197**  
1 day - Th. Jul 6, 9:00-17:00 - Oak **CRN 20198**  
1 day - Mo. Aug 14, 9:00-17:00 - Oak **CRN 20275**

### 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. Apr 10, 9:00-17:00 - Oak **CRN 20188**  
1 day - We. May 17, 9:00-17:00 - Oak **CRN 20189**  
1 day - Th. Jun 8, 9:00-17:00 - Oak **CRN 20190**  
1 day - Fr. Jul 14, 9:00-17:00 - Oak **CRN 20272**

**Course fee includes  
CIF and GST where  
applicable**

## 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 - Mo. Apr 10, 9:00-17:00 - Oak **CRN 20184**  
1 day - Sa. May 13, 9:00-17:00 - Oak **CRN 20185**  
1 day - We. May 31, 9:00-17:00 - Oak **CRN 20186**  
1 day - Fr. Jul 7, 9:00-17:00 - Oak **CRN 20187**

### 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 - Th. Apr 13, 9:00-17:00 - Oak **CRN 20181**  
1 day - Fr. Jun 2, 9:00-17:00 - Oak **CRN 20182**  
1 day - Fr. Jul 14, 9:00-17:00 - Oak **CRN 20183**

## 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 - We. Apr 12, 9:00-17:00 - Oak **CRN 20087**  
1 day - Sa. May 13, 9:00-17:00 - Oak **CRN 20088**  
1 day - Tu. Jun 6, 9:00-17:00 - Oak **CRN 20089**  
1 day - We. Jul 5, 9:00-17:00 - Oak **CRN 20090**  
1 day - We. Aug 9, 9:00-17:00 - Oak **CRN 20091**

### Fast Track Microsoft Word (CMPT 1157)

Have you used Word but aren't comfortable yet? Do you have experience with another word processing program? Learn key concepts, commands, and shortcuts. This intensive course is taught at a faster pace and covers more detail than the Introduction to Microsoft Word. 7 hours (Mathern) \$190

1 day - Tu. Apr 18, 9:00-17:00 - Oak **CRN 20171**  
1 day - Fr. May 26, 9:00-17:00 - Oak **CRN 20172**  
1 day - Fr. Aug 11, 9:00-17:00 - Oak **CRN 20216**

### Intermediate Microsoft Word (CMPT 1153)

Explore more powerful features of Word. Use AutoText and AutoCorrect for text entry. Create consistent document presentation using templates and styles. Use headers, footers, and page numbering. Create, format and manage tables and set up newspaper columns for enhanced document layout. Experience is essential. 7 hours (Mathern) \$190

1 day - Fr. Apr 21, 9:00-17:00 - Oak **CRN 20167**  
1 day - Th. May 18, 9:00-17:00 - Oak **CRN 21068**  
1 day - Fr. Jun 9, 9:00-17:00 - Oak **CRN 21069**  
1 day - We. Aug 16, 9:00-17:00 - Oak **CRN 20170**

### Advanced Microsoft Word (CMPT 1154)

Customize and automate Word operations. Use field codes for automatic text updates. Create automated tables of contents and indexes. Create and run basic macros to control repetitive procedures. Other topics include inserting graphics into documents and mail merge into letters, envelopes and labels. Experience is essential. 7 hours (Mathern) \$190

1 day - Fr. Apr 28, 9:00-17:00 - Oak **CRN 20164**  
1 day - Tu. Jun 13, 9:00-17:00 - Oak **CRN 20165**  
1 day - Mo. Aug 21, 9:00-17:00 - Oak **CRN 20166**

## Spreadsheets/Charts

### Introduction to Excel (CMPT 1129)

Use Excel for data calculations and reports. Learn worksheet components, navigation, and data entry. Build a variety of formulas. Understand and use cell addressing including relative and absolute addressing. Update, edit, and maintain your information. Improve worksheet presentation. Basic mouse skills are essential. 7 hours (Mathern) \$190

1 day - Fr. Apr 7, 9:00-17:00 - Oak **CRN 20092**  
1 day - We. Apr 26, 9:00-17:00 - Oak **CRN 20093**  
1 day - Sa. May 6, 9:00-17:00 - Oak **CRN 20094**  
1 day - Tu. May 16, 9:00-17:00 - Oak **CRN 20095**  
1 day - We. May 31, 9:00-17:00 - Oak **CRN 20096**  
1 day - We. Jun 14, 9:00-17:00 - Oak **CRN 20097**  
1 day - Fr. Jul 7, 9:00-17:00 - Oak **CRN 20098**  
1 day - Tu. Aug 8, 9:00-17:00 - Oak **CRN 20099**  
1 day - Tu. Aug 22, 9:00-17:00 - Oak **CRN 20273**

### Intermediate Excel - Worksheets and Charts (CMPT 1131)

Use data series and AutoFill for quick data entry. Work with dates and do date math. Create decision-making formulas using the IF function, including complex nested IFs. Create 3-dimensional workbooks. Build charts using the Chart Wizard and enhance chart and graph presentation. Experience is essential. 7 hours (Austin) \$190

1 day - We. Apr 19, 9:00-17:00 - Oak **CRN 20100**  
1 day - Fr. May 19, 9:00-17:00 - Oak **CRN 20101**  
1 day - Sa. Jun 3, 9:00-17:00 - Oak **CRN 20102**  
1 day - Fr. Jun 16, 9:00-17:00 - Oak **CRN 20103**  
1 day - Mo. Jul 10, 9:00-17:00 - Oak **CRN 20104**  
1 day - Th. Aug 10, 9:00-17:00 - Oak **CRN 20105**  
1 day - Fr. Aug 25, 9:00-17:00 - Oak **CRN 20271**

### Advanced Excel (CMPT 1132)

Understand Excel's database features to manage lists. Set validation rules to control data entry. Use forms for maintaining data and searching. Do simple and complex sorts. Use AutoFilter and custom filters to display records for a variety of custom search conditions. Analyze data with pivot tables. Experience is essential. 7 hours (Austin) \$190

1 day - Fr. Apr 21, 9:00-17:00 - Oak **CRN 20106**  
1 day - Th. May 25, 9:00-17:00 - Oak **CRN 20136**  
1 day - Mo. Jun 19, 9:00-17:00 - Oak **CRN 20107**  
1 day - We. Jul 12, 9:00-17:00 - Oak **CRN 20215**  
1 day - Tu. Aug 15, 9:00-17:00 - Oak **CRN 20108**

### Excel Programming - Level 1 (CMPT 1197)

Speed up and automate repetitive procedures using macros and Excel's programming language – Visual Basic for Applications. Learn to record, manage, and run personal and workbook macros. Use the Visual Basic Editor. Add macros to menus and toolbars. Experience in Excel is essential. 7 hours (Mathern) \$190

1 day - Tu. Apr 25, 9:00-17:00 - Oak **CRN 20161**  
1 day - Fr. Jun 2, 9:00-17:00 - Oak **CRN 20162**

## 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. Apr 8, 9:00-17:00 - Oak **CRN 20150**  
1 day - Sa. May 6, 9:00-17:00 - Oak **CRN 20151**  
1 day - Sa. Jun 17, 9:00-17:00 - Oak **CRN 20152**  
1 day - Sa. Jul 15, 9:00-17:00 - Oak **CRN 20153**  
1 day - Sa. Aug 19, 9:00-17:00 - Oak **CRN 20154**

### 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. May 27, 9:00-17:00 - Oak **CRN 20148**  
1 day - Sa. Jun 24, 9:00-17:00 - Oak **CRN 20149**

### 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. Apr 22, 9:00-17:00 - Oak **CRN 20144**  
1 day - Su. May 14, 9:00-17:00 - Oak **CRN 20218**  
1 day - Sa. Jun 10, 9:00-17:00 - Oak **CRN 20145**  
1 day - Sa. Jul 8, 9:00-17:00 - Oak **CRN 20146**  
1 day - Sa. Aug 12, 9:00-17:00 - Oak **CRN 20147**

### 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. Apr 29, 9:00-17:00 - Oak **CRN 20142**  
1 day - Sa. Jul 22, 9:00-17:00 - Oak **CRN 20143**

**Register  
online!**

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## 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. Apr 13, 9:00-17:00 - Oak **CRN 20082**  
 1 day - Th. May 11, 9:00-17:00 - Oak **CRN 20083**  
 1 day - Sa. May 27, 9:00-17:00 - Oak **CRN 20084**  
 1 day - Th. Jun 15, 9:00-17:00 - Oak **CRN 20137**  
 1 day - Tu. Jul 11, 9:00-17:00 - Oak **CRN 20085**  
 1 day - Fr. Aug 18, 9:00-17:00 - Oak **CRN 20086**

#### 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 - Tu. Apr 11, 9:00-17:00 - Oak **CRN 20109**  
 1 day - Th. May 4, 9:00-17:00 - Oak **CRN 20110**  
 1 day - Th. Jun 1, 9:00-17:00 - Oak **CRN 20111**  
 1 day - We. Jul 12, 9:00-17:00 - Oak **CRN 20112**  
 1 day - Th. Aug 10, 9:00-17:00 - Oak **CRN 20113**

#### Intermediate Photoshop (CMPT 1225)

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

1 day - Fr. May 12, 9:00-17:00 - Oak **CRN 20114**  
 1 day - Mo. Jun 5, 9:00-17:00 - Oak **CRN 20115**  
 1 day - Th. Aug 17, 9:00-17:00 - Oak **CRN 20116**

#### 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. Familiarity with a mouse and experience with other programs are essential. 7 hours (Mathern) \$190

1 day - Th. Apr 27, 9:00-17:00 - Oak **CRN 20138**  
 1 day - Fr. Jun 16, 9:00-17:00 - Oak **CRN 20139**  
 1 day - Tu. Aug 15, 9:00-17:00 - Oak **CRN 20140**

#### Introduction to InDesign (CMPT 1239)

InDesign is Adobe's newest design and layout program for print documents. Use InDesign's palettes, tools, and navigation features, create and modify text frames, and import text and images from other programs to create multiple-column documents. Create a two-sided brochure. Experience with other programs is essential. 7 hours (Mathern) \$190

1 day - Tu. May 9, 9:00-17:00 - Oak **CRN 20211**  
 1 day - Tu. Jun 20, 9:00-17:00 - Oak **CRN 20212**  
 1 day - We. Aug 23, 9:00-17:00 - Oak **CRN 20213**

#### 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 - We. Apr 19, 9:00-17:00 - Oak **CRN 20374**  
 1 day - Th. May 25, 9:00-17:00 - Oak **CRN 20375**  
 1 day - Mo. Jun 19, 9:00-17:00 - Oak **CRN 20376**  
 1 day - Mo. Jul 10, 9:00-17:00 - Oak **CRN 20377**  
 1 day - Fr. Aug 25, 9:00-17:00 - Oak **CRN 20378**

## 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 - We. Apr 12, 9:00-17:00 - Oak **CRN 20155**  
 1 day - Sa. Apr 29, 9:00-17:00 - Oak **CRN 20156**  
 1 day - We. May 10, 9:00-17:00 - Oak **CRN 20157**  
 1 day - Tu. May 30, 9:00-17:00 - Oak **CRN 20158**  
 1 day - We. Jul 5, 9:00-17:00 - Oak **CRN 20159**  
 1 day - We. Aug 9, 9:00-17:00 - Oak **CRN 20160**

#### Intermediate Access (CMPT 1165)

Use field properties to control data entry. Learn about parameter queries and queries with calculated fields. Create, modify, and use a variety of forms for data input and display. Build basic reports for data analysis. Experience with Access is essential. Introduction to Access is strongly recommended. 7 hours (Austin) \$190

1 day - Tu. Apr 25, 9:00-17:00 - Oak **CRN 20128**  
 1 day - We. May 17, 9:00-17:00 - Oak **CRN 20129**  
 1 day - Tu. Jun 6, 9:00-17:00 - Oak **CRN 20130**  
 1 day - Th. Jul 13, 9:00-17:00 - Oak **CRN 20131**  
 1 day - Fr. Aug 11, 9:00-17:00 - Oak **CRN 20132**

#### Advanced Access (CMPT 1166)

Understand different relationships, join types, primary and related tables, and primary and foreign keys. Understand referential integrity. Use the Cascade options. Create specialized queries to bring together related data from multiple tables. Create forms and reports with data from related tables. Experience in Access is essential. 7 hours (Austin) \$190

1 day - Fr. Apr 28, 9:00-17:00 - Oak **CRN 20125**  
 1 day - Fr. Jun 9, 9:00-17:00 - Oak **CRN 20126**  
 1 day - Mo. Aug 14, 9:00-17:00 - Oak **CRN 20127**

#### 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 - Fr. May 5, 9:00-17:00 - Oak **CRN 20122**  
 1 day - We. Jun 14, 9:00-17:00 - Oak **CRN 20123**  
 1 day - Th. Aug 17, 9:00-17:00 - Oak **CRN 20124**

#### Access Programming - Level 2 (CMPT 1206)

Customize Access with VBA Form modules. Create event-driven VBA procedures. Use message and input boxes to request user input. Understand and use variables to store data in modules. Control program execution using IF and Select case statements. Set up error handling. Access Programming - Level 1 is recommended. 7 hours (Austin) \$190

1 day - Fr. May 12, 9:00-17:00 - Oak **CRN 20120**  
 1 day - Tu. Jun 20, 9:00-17:00 - Oak **CRN 20121**  
 1 day - We. Aug 23, 9:00-17:00 - Oak **CRN 20270**

## Personal Information Managers

#### Introduction to Microsoft Outlook (CMPT 1185)

Outlook is Microsoft's personal information manager. Use this powerful tool to manage your appointments, activities, e-mail, and contacts. Create and change appointments, create a task list, create and manage a contact list, customize various views, and more. Experience in Windows is essential. 7 hours (Mathern) \$190

1 day - Th. Apr 20, 9:00-17:00 - Oak **CRN 20173**  
 1 day - We. May 10, 9:00-17:00 - Oak **CRN 20174**  
 1 day - We. Jun 7, 9:00-17:00 - Oak **CRN 20175**  
 1 day - Th. Jul 13, 9:00-17:00 - Oak **CRN 20176**  
 1 day - Th. Aug 24, 9:00-17:00 - Oak **CRN 20274**

### 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

**IEC • International Education Centre**  
 1080 Alberni Street, Vancouver

**OAK • Oakridge Shopping Centre**  
 #320 (North Tower)  
 650 West 41st Avenue, Vancouver

**Course fee includes  
CIF and GST where  
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 or contact Provincial Instructor Diploma Program 604.871.7510



## Counselling Skills and Substance Abuse Certificate Programs

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

**Program Assistant:** Carol Agostini  
604.443.8661, E-mail: cagostini@vcc.ca

**Practicum Coordinator:** Rayma Hagan  
604.443.8651, E-mail: rhagan@vcc.ca

**Registration:** 604.443.8484

For almost 20 years, VCC's two Certificate Programs in Substance Abuse and Counselling Skills have provided the theoretical framework and foundational skills to individuals who are working OR who wish to work in the 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 iBasici as life changing! Self disclosure, self exploration and fluency in English is necessary. 36 hours (Rodrigues/Krakow/Laird) \$398 plus textbook

12 eve - Tu. Apr 11, 18:30-21:30 - CC **CRN** 20468  
12 eve - Th. Apr 13, 18:30-21:30 - CC **CRN** 20469

### Summer Sessions:

10 eve - Tu/Th. Jul 4, 18:30-21:30 - AND  
1 day - Sa. Jul 8, 09:30-16:30 - CC **CRN** 20470  
Next offered: September 2006

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

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

**Course fee includes  
CIF and GST where  
applicable**

### College Closures

**Good Friday - April 14  
Easter Monday - April 17  
Victoria Day - May 22  
Canada Day - July 1 and 3  
BC Day - August 7**

## Counselling Skills Certificate Program

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

**Program Assistant:** Carol Agostini  
604.443.8661, E-mail: cagostini@vcc.ca

**Practicum Coordinator:** Rayma Hagan  
604.443.8651, E-mail: rhagan@vcc.ca

**Registration:** 604.443.8484

Offered since 1987, this well respected and recognized certificate program provides an excellent foundation for a range of employment opportunities in the social services, 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 \$30 must be submitted with the application form. Intake dates: January, April, September.

### Certificate Requirements

Individual Counselling Skills (CNSK 1103) - 36 hours

Counselling Theories (CNSK 1102) - 36 hours

Assessment and Referral (CNSK 1108) - 36 hours

Personal/Professional Development (CNSK 1112) - 24 hours

**Complete 72 hours from the following four courses:**

Group Counselling Skills (CNSK 1104) - 36 hours

Family Counselling Skills (CNSK 1105) - 36 hours

Vocational Counselling Skills (CNSK 1109) - 18 hours

Cross-Cultural Counselling Skills (CNSK 1111) - 18 hours

**As well as:**

Practicum: Volunteer option (CNSK 1398) OR

Practicum: Workplace option (CNSK 1299)

### Individual Counselling Skills (CNSK 1103)

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

36 hours (Schur/TBA) \$398 plus textbook

12 eve - Mo. Apr 10, 18:15-21:30 - AND

1 mng - Sa. Apr 29, 09:30-12:30 - CC **CRN** 20471

12 eve - We. Apr 12, 18:30-21:30 - CC **CRN** 20472

Next offered: January 2007

### 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 (TBA) \$398 plus textbook

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) \$265 plus textbook

8 eve - Tu. Apr 18, 18:30-21:30 - CC **CRN** 20480

Next offered: September 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 plus textbook

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) \$398 plus textbook

10 eve - Mo. Apr 10, 18:30-21:30 AND

1 day - Sa. May 13, 09:30-16:30 - CC **CRN** 20478

Next offered: September 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 - Th. Apr 13, 18:30-21:30 - CC **CRN** 20479

Next offered: September 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 (TBA) \$210 plus textbook

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 plus textbook

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 (Chadwick) \$230

3 day - Sa. Apr 8, May 6, Jun 10, 09:30-16:30 - CC **CRN** 20551

Next offered: January 2007

**Access your student  
tax receipt online**



**www.vcc.ca**

**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 5 seminars and a negotiated contract between the student, the agency and VCC. 118 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 9 practicum seminars, plus a skill-based assignment and interview. Program Coordinator approval is required. 36 hours (Laird) \$398

Practicum seminar dates: Mar 29, Apr 12/26, May 10/24, Jun 7/21, Jul 15/19, Aug 2/16/30, Sep 13/27. (This course has a continuous intake and seminars are offered alternate Wednesday evenings except Christmas closure), 18:30-21:30 - CC (Laird)

*Practicum: Volunteer option (CNSK 1398) **CRN 20535***

*Practicum: Worksite option (CNSK 1299) **CRN 20538***

**Practicum information meeting: Th. May 11, 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: Carol Agostini**  
604.443.8661, E-mail: cagostini@vcc.ca

**Practicum Coordinator: Rayma Hagan**  
604.443.8651, E-mail: rhagan@vcc.ca

**Registration: 604.443.8484**

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) - 110 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 (Dennstedt/Reynolds) \$225 plus textbook

*5 eve - Tu. Apr 11, AND 1 day - Sa. Apr 29, 18:30-21:30 - CC **CRN 20482***

*7 eve - Th. Apr 13, 18:30-21:30 - CC **CRN 20481***

*Next offered: January 2007*

**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 plus textbook

*7 eve - Tu. May 16, 18:30-21:30 - CC **CRN 20483***

*5 eve - Th. Jun 1, 18:30-21:30 - AND*

*1 day - Sa. Jun 17, 09:30-16:30 - CC **CRN 20484***

*Next offered: January 2007*

**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 plus textbook

*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) \$265 plus textbook

*8 eve - Tu. Apr 18, 18:30-21:30 - CC **CRN 20480***

*Next offered: September 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 plus course reader

*12 eve - We. Apr 12, 18:30-21:30 - CC **CRN 20485***

*Next offered: January 2007*

**The following courses (SUAB 1115, CNSK 1104, CNSK 1105, CNSK 1113) are open to students**

**outside of the Certificate Programs. Previous 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 plus textbook

*Next offered: September 2006*

**As Vancouver prepares for 2010**  
think about the **contribution** you can make!  
Check out **our part-time** offerings in:

**Leadership**

**Bed and Breakfast**

**Building Services Manager**

**Hospitality**

**Interpreting**

**Translating**

**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 plus textbook

*10 eve - Mo. Apr 10, 18:30-21:30 AND*

*1 day - Sa. May 13, 09:30-16:30 - CC **CRN 20478***

*Next offered: September 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 plus textbook

*12 eve - Th. Apr 13, 18:30-21:30 - CC **CRN 20479***

*Next offered: September 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 (Chadwick) \$230

*3 day - Sa. Apr 8, May 6, Jun 3, 09:30-16:30*

*- CC **CRN 20551***

*Next offered: Spring 2007*

**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 5 seminars and a negotiated contract between the student, the agency and VCC. 118 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 9 practicum seminars plus a skill-based assignment and interview. Program Coordinator approval is required. 36 hours (Laird) \$398

Practicum seminar dates: Mar 29, Apr 12/26, May 10/24, Jun 7/21, Jul 5/19, Aug 2/16/30, Sep 13/27.

(This course has a continuous intake and seminars continue to be offered alternate Wednesday evenings except Christmas closure), 18:30-21:30 - CC (Laird)

*Practicum: Volunteer option (CNSK 1398) **CRN 20535***

*Practicum: Worksite option (CNSK 1299) **CRN 20538***

**Practicum information meeting: Th. May 11, 17:30 – 18:30 - CC Centre, Room 218B**



## 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 1

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.

#### Note

You must hold a B.C. License in basic ECCE prior to applying for either of these programs.

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 Spring term offerings, please call 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) \$295

*8 eve - We. May 3, 19:00-21:30 AND  
2 day Sa. May 13 & June 17, 09:00-15:00  
(ten sessions) - CC CRN 20614*

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) \$315 Please call 604.443.8428 for details.

**Course fee includes  
CIF and GST where  
applicable**

### INTERNATIONAL STUDENTS

**Please note that international course fees are set at 1.5 times the published domestic course fee with the exception of TESOL.**  
**Refer to our policy on pg. 31**

### Free Information Sessions

**Office Administration Certificate Program (pg 8)**  
**Wednesday, April 5, 17:30, City Centre, Rm 237**

**Business & Technical Writing Certificate Program (pg 11)**  
**Wednesday, April 5, 17:30, City Centre, Rm 218B**

**Private Investigating (pg 16)**  
**Tuesday, April 11, 18:30, City Centre**

**Counselling Skills and Substance Abuse Certificate Programs (pg 21)**  
**Thursday, March 30, or Wednesday, June 14,  
or Thursday, September 14, 18:30, City Centre,  
Centre for Continuing Studies Office**

**Interpreting (pg 26)**  
**Thursday, March 30, 19:00, City Centre**

## Health

### Dental

**Program Coordinator: 604.443.8676**

**Program Assistant: Sarah Mokaber, 604.443.8635**

**Registration: 604.443.8635**

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

#### How to Deal with Stress in Times of Change (HLTH 1338)

Learn helpful skills and strategies for coping with the stress and strains that are associated with change. Join us for this three day course to gain competency and confidence from a highly regarded employment transitional specialist. (Ryane) \$210

*3 day - We. Apr 5/12/19, 09:00-16:00 - KEC CRN 20549*

#### 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. Apr 24/25/26, 09:00-16:00  
- CC CRN 20533*

#### 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. May 4, 08:30-12:30 - KEC CRN 20546*

#### Orientation to CELBAN (HLTH 1340)

Are you an internationally educated nurse planning to take the Canadian English Language Benchmark Assessment for Nurses? Our workshop will familiarize you with the format of the test, offer you CELBAN test writing strategies and provide test practice. While we cannot guarantee the outcome, we will help build your confidence and your skills for the test experience. 6.5 hours (Hunt) \$90

*1 day - Sa. May 6, 09:00-14:30 - CC CRN 20552*

*1 day - Sa. Sep 9, 09:00-14:30 - CC CRN 30001*

#### 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. May 17/18/19, 09:00 - 16:00  
- KEC and clinical site CRN 20486*

#### 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 CRN 20547*

#### 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 - Th/Fr. Jun 8/9, 09:00-16:00 - KEC and clinical site CRN 20487*

**Register  
online!**

**Click here!**



### 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.

#### 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. May 27/28, 09:00-17:30  
- KEC **CRN 20491**

### 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 27 for dates or  
check [www.vcc.ca](http://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 6th Ed. Available at the KEC bookstore. Held once per year. 45 hours \$455 plus textbook.

7 day - Sa. Apr 1/8/22, May 6/20, Jun 3/17, 18:30-21:30  
- KEC **CRN 20553**

### 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

**Senior Program Coordinator: 604.443.8673**

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

**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 I (OACP 1108) 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

#### 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. Apr 22, 09:00-16:00 - CC **CRN 20421**

#### 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) \$195

10 eve - Tu. Apr 25, 18:00-21:00 - CC **CRN 20423**

### Sterile Supply Technician Certificate Program

**Senior Program Coordinator: 604.443.8673**

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

**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 1108) 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**

**cshealth@vcc.ca**

**Most of the following courses are available in distance education format. Please contact program coordinator for information.**

### 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

### 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

Distance IV Therapy for LPNs (HLTH 1315)

\$165 IV supplies included. Please call 604.443.8635 for details.

### 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 Date: TBA

### 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 Date: TBA

### 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 Date: TBA

### 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 self-directed learning module reviews oral, subcutaneous and intramuscular injections, and topical and sublingual delivery modes. Face-to-face tutoring and hands on practice are available the second Thursday of every month with the Skills Check available the last Saturday of every month. **Pre-requisites:** Valid practicing license, completion of a pharmacology course within the past three years. \$250

*Second Thursday of every month, 16:00-21:00 - CC*  
*Last Saturday of every month, 08:00-16:00 - CC*

### Fundamental Leadership Skills for the Health Care Setting (HLTH 1339)

Designed specifically for LPNs, this 24 hour course will provide you with the practical knowledge and skills to meet the leadership requirements in your ever changing professional role. Additionally, use this course as a stepping stone credit towards VCC's Leadership Certificate Program. 24 hours (Nelson) \$225  
*8 eve - Mo. Apr 3/10/24, May 1/8/15/29, Jun 5 17:30-20:30 - CC CRN 20550*

### 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. Apr 8, 09:00-15:00 - CC CRN 20459*  
*1 day - Sa. May 20, 09:00-15:00 - CC CRN 20460*  
*1 day - Sa. Jun 10, 09:00-15:00 - CC CRN 20461*  
*1 day - Sa. Jul 15, 09:00-15:00 - CC CRN 20462*  
*1 day - Sa. Aug 19, 09:00-15:00 - CC CRN 20463*

**Also available as 6 Month Distance Self-Study**

### 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. Apr 13, 16:00-21:00 - CC CRN 20437*  
*1 eve - Th. May 11, 16:00-21:00 - CC CRN 20438*  
*1 eve - Th. Jun 8, 16:00-21:00 - CC CRN 20439*

### IV Therapy Presentation for LPNs (HLTH 1272)

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) \$165 Includes IV supplies.

*1 day - Sa. Apr 22, 09:00-16:00 - CC CRN 20458*

*1 day - Sa. May 13, 09:00-16:00 - CC CRN 20457*

*1 day - Sa. Jun 17, 09:00-16:00 - CC CRN 20456*

*1 day - Sa. Jul 8, 09:00-16:00 - CC CRN 20455*

**Also available as 6 Month Distance Self-Study**

### 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. May 5/12/19/26, Jun 2, 09:00-16:00 - CC CRN 20544*

### 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-led evening sessions will cover the relevant information for the exam. Offered three times per year. 36 hours \$275

*12 eve - Mo/We. Jul 17/19/24/26/31*  
*Aug 2/7/9/14/16/21/23, 18:00-21:00 - CC CRN 20545*

## Nursing Competencies

**Program Coordinator: Cora MacDonald,**  
**604.443.8674, E-mail: comacdonald@vcc.ca**

**Program Assistant: 604.443.8672**

### 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.

### Pharmacology Review (HLTH 1295)

Are you a RN 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 self-directed learning module reviews oral, subcutaneous and intramuscular injections, and topical and sublingual delivery modes. Face-to-face tutoring and hands on practice are available the second Thursday of every month with the Skills Check available the last Saturday of every month.

**Pre-requisites:** Valid practicing license, completion of a pharmacology course within the past three years. \$250

*Second Thursday of every month, 16:00-21:00 - CC*  
*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.*

### 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. Apr 22/29, May 6, 09:00-16:00*  
*- KEC CRN 20490*

### 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)) \$165 (includes price of IV supplies)

*1 day - Sa. Apr 29, 08:30-16:30 - KEC CRN 20488*  
*1 day - Sa. May 27, 08:30-16:30 - KEC CRN 20489*

## 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. Date: TBA

### 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 604.443.8672 Date: TBA**

## College Closures

**Good Friday - April 14**  
**Easter Monday - April 17**  
**Victoria Day - May 22**  
**Canada Day - July 1 and 3**  
**BC Day - August 7**

**Register  
online!**

**Click Here!**

## Sommelier Programs

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

Visit their website at

[www.internationalsommelier.com](http://www.internationalsommelier.com)

Call their toll free line at 866.399.5009.

Email [info@internationalsommelier.com](mailto:info@internationalsommelier.com)

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

### 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)

## Interpreting

Program Coordinator: Silvana E. Carr, 604.443.8389

Program Assistant: Carol Agostini, 604.443.8661  
[ce-interpret@vcc.ca](mailto:ce-interpret@vcc.ca)

For full information, visit our website at  
[csinterpret@vcc.ca](http://csinterpret@vcc.ca)

**Information Session: Thursday,  
March 30, 19:00 - CC**

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

Individual courses qualify for STIBC Continuing Education requirements.

#### Note

Post-secondary 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 College Certificates which are 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: \$2,400

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: \$2,900

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 the Fall Term 2006. Please call 604.443.8661 for an application form and program overview.

#### Admission Requirements

Successful completion of prerequisite course: An Orientation to Interpreting (INTR 1178) - see below  
Successful completion of entrance exam  
University education recommended

Post-secondary level mastery of English and another language, both oral and written

Aptitude for interpreting

#### An Orientation to Interpreting (INTR 1178)

Interested in interpreting as a profession? An overview of interpreting and its attendant skills. Examine the process of interpretation, the role of the interpreter, ethics and professionalism. Use this 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 Certificates in Court Interpreting or Health Care Interpreting.** 30 hours \$295

10 eve - We. Apr 5, 18:30-21:30 - IEC **CRN** 20555

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

Application deadline for Entrance Exam: March 30, 2006.

Please call 604.443.8661 for an entrance exam application form, and to register for the prerequisite INTR 1178.

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

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

**NEW!**

### Professional Development Courses for Translators and Interpreters

**NEW!**

**Grief 101 for Interpreters (INTR 1159)**

Witnessing suffering and hearing about death and dying can have a serious impact on the mental well-being of service providers in health care and the justice system. This course will examine responses to loss; types of loss; service provider traumatization; and strategies to deal with these issues. There will be an opportunity to share case scenarios. (Johnson) \$45 (VCC interpreting students and STIBC members \$35)

1 eve - Tu. Apr 25, 18:30-21:30 - TBA **CRN** 20465

**NEW!**

**Interpreting for Immigration and the Refugee Board (INTR 1116)**

This course is for immigration interpreters without any previous training and for trained interpreters who would like to start working for immigration matters. We will review the various immigration and refugee proceedings as well as new changes in the immigration system and the special terminology used. (Hobrough) \$200 (VCC Interpreting students and STIBC members \$150)

5 aft - Sa. May 13, 12:30-15:30 - CC **CRN** 20466

**NEW!**

**Legal Aspects of Professional Interpreting (INTR 1160)**

This interactive seminar will focus on various aspects of law as they affect the professional and contractual rights and responsibilities of self-employed interpreters (as such it will be of limited benefit to translators). The following areas of law will be addressed: contract, including effective billing practices; tort, including negligence and negligence misstatement; fiduciary duty; codes of professional conduct. The instructor is a lawyer who has worked for 18 years with interpreters. (Coulter O'Connor) \$45 (VCC Interpreting students and STIBC members \$35)

1 eve - We. Jun 7, 18:30-21:30 - CC **CRN** 20467

## Languages

### Modern Languages

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

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

Registration: 604.443.8484

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

#### Cantonese 1 (LANG 1121)

This beginner's conversation course covers ten popular topics. Pronunciation, tones, vocabulary and sentence structure related to the topics will be taught. The use of phonetics 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. Apr 12, 18:30-21:00 - CC **CRN** 20429

#### 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. Apr 11, 18:30-21:00 - CC **CRN** 20269

#### French 1 (LANG 1137)

Learn basic conversational French. Work from simple situational and interactive topics such as introductions, nationality, family, describing objects, activities, leisure time, expressing feelings and states of mind, location in time and space. Can communicate easily when visiting francophone countries. No class April 17 and May 22. Text with tape available at CC Bookstore. 20 hours (Meyer) \$155

8 eve - Mo. Apr 10, 18:30-21:00 - CC **CRN** 20245

#### 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. Apr 18, 18:30-21:00 - CC **CRN** 20247

#### 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. Apr 20, 18:30-21:00 - CC **CRN** 20257



## 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. Apr 20, 18:30-21:00 - CC **CRN** 20251

## 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. Apr 18, 18:30-21:00 - CC **CRN** 20262

## 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 iHanyu Pinyin phonetic system facilitates the quick start of Mandarin. Basic grammar and vocabulary, as well as ten topics on daily conversation will also be taught. Chinese customs and culture are interwoven into the classroom lessons. No class April 15. Text available at KEC Bookstore. 25 hours (Pan) \$160 Fee includes GST

10 eve - We. Apr 12, 18:30-21:00 - CC **CRN** 20264

10 mng - Sa. Apr 8, 09:30-12:00 - KEC **CRN** 20263

## 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. No class April 15. Same text as Level 1. 25 hours \$160 Fee includes GST

10 eve - Th. Apr 13, 18:30-21:00 - CC **CRN** 20266 (Pan)

10 mng - Sa. Apr 8, 09:30-12:00 - KEC **CRN** 20265 (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 (Lin) \$160 Fee includes GST

10 eve - We. Apr 12, 18:30-21:00 - CC **CRN** 20267

## 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 iHanyu Pinyin phonetic system, grammar and basic Chinese writing are also covered. 20 hours \$180 Fee includes GST

8 eve - We. Apr 19, 17:30-20:00 - IEC **CRN** 20268

## Spanish 1 (LANG 1101)

For pleasure or business, learning Spanish has never been more enjoyable! This beginner's course uses interactive methods to quick start learning the basics of Spanish. Emphasis is on developing conversational skills by integrating vocabulary and grammar. Come and have fun with this wonderful language. No class April 15. Text with CD available at CC Bookstore. 20 hours (Menyhart) \$160 Fee includes GST

8 eve - Tu. Apr 11, 18:30-21:00 - CC **CRN** 20242

8 mng - Sa. Apr 8, 09:30-12:00 - CC **CRN** 20243

## Spanish 2 (LANG 1102)

If you have completed Level 1 or equivalent, then you are ready for Spanish 2. This course presents a simple approach to further expanding your spoken and written Spanish. We will cover the grammar points such as past and future tenses, reflexive verbs and pronouns. No class April 15. Same text as Level 1. 20 hours \$160 Fee includes GST

8 eve - Tu. Apr 18, 18:30 - 21:00 - CC **CRN** 20246

(Horwitz)

8 aft - Sa. Apr 8, 13:00 - 15:30 - CC **CRN** 20244

(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) \$160 Fee includes GST

8 eve - We. Apr 12, 18:30 - 21:00 - CC **CRN** 20248

# 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.

**Course fee includes  
CIF and GST where  
applicable**

## 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. Apr 1, 09:00-18:00 - CC **CRN** 20498

1 day - Sa. Apr 8, 09:00-18:00 - CC **CRN** 20061

1 day - Sa. Apr 22, 09:00-18:00 - CC **CRN** 20062

1 day - Sa. Apr 29, 09:00-18:00 - CC **CRN** 20060

1 day - Sa. May 6, 09:00-18:00 - CC **CRN** 20500

1 day - Sa. May 13, 09:00-18:00 - CC **CRN** 20059

1 day - Sa. May 20, 09:00-18:00 - CC **CRN** 20052

1 day - Sa. May 27, 09:00-18:00 - CC **CRN** 20065

1 day - Sa. Jun 3, 09:00-18:00 - CC **CRN** 20057

1 day - Sa. Jun 10, 09:00-18:00 - CC **CRN** 20058

1 day - Sa. Jun 17, 09:00-18:00 - CC **CRN** 20501

1 day - Sa. Jun 24, 09:00-18:00 - CC **CRN** 20063

1 day - Sa. Jul 1, 09:00-18:00 - CC **CRN** 20497

1 day - Sa. Jul 8, 09:00-18:00 - CC **CRN** 20054

1 day - Sa. Jul 15, 09:00-18:00 - CC **CRN** 20502

1 day - Sa. Aug 5, 09:00-18:00 - KEC **CRN** 20053

1 day - Sa. Aug 19, 09:00-18:00 - KEC **CRN** 20064

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

8 hours \$95

1 day - Sa. Apr 29, 09:00-18:00 - CC **CRN** 20055

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

12 hours \$110

2 day - Sa. May 6, 13, 09:00-16:00 - CC **CRN** 20056

## INTERNATIONAL STUDENTS

Please note that international course fees are set at 1.5 times the published domestic course fee with the exception of TESOL.  
Refer to our policy on pg. 31

## Teach English – travel the world



Learn to teach English at VCC. Choose from ten 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**
- TESOL Certificate**

See a full description of all our programs. Visit our website [tesol.vcc.ca](http://tesol.vcc.ca)

For more information e-mail [tesol@vcc.ca](mailto:tesol@vcc.ca) or call 604.443.8665

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

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School of Arts, Sciences and Language Studies Centre for Technology  
Centre for Transportation Trades School of Instructor Education

Vancouver  
Community  
College



Vancouver Community College is recognized nationally and internationally as a leader in teaching English to speakers of other languages (TESOL) and is home to the largest TESOL program of its kind in Canada. This achievement is due to our faculty who are respected for their expertise in teacher training as well as our excellent and comprehensive programs. Our goal is to continue to build on our commitment to excellence in TESOL teacher training.

Visit the TESOL website: [tesol.vcc.ca](http://tesol.vcc.ca)

## TESOL Programs

### TESOL Diploma

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Jayeson Van Bryce

E-mail: [jvanbryce@vcc.ca](mailto:jvanbryce@vcc.ca) Phone: 604.443.8669

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

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

Visit the TESOL  
web site  
[tesol.vcc.ca](http://tesol.vcc.ca)  
e-mail: [tesol@vcc.ca](mailto:tesol@vcc.ca)

### Admission Requirements

- A university degree
- Successful completion of the prerequisite course, Overview of TESOL, or an equivalent university course at a recognized university
- A standard of English equivalent to a score of 570 on the written TOEFL Test, 230/300 on the computer TOEFL Test, Band 6.5 on the IELTS Test or 145/200 on the VCC English Language Assessment. Please note that applicants whose first language is not English may be asked to submit an English language proficiency test score at the discretion of the Program Coordinator.
- A successful interview with Program Staff.

### Program of Studies

#### An Overview of TESOL (TESO 1101)

This 30-hour course provides an overview of the teaching methodology and instructional resources used to teach English language. The course examines the methodology 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

### 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.

Course fee includes  
CIF and GST where  
applicable

### TESOL Diploma for International Students

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Anne Sandor

E-mail: [asandor@vcc.ca](mailto: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.

### Fees for TESOL Diploma Program for International Students:

Application Fee (non-refundable) \$150

Program Fees 360 hours \$6,250 (effective September 1, 2006)

### For Further Information

TESOL Program Coordinator for International Programs: Anne Sandor

E-mail: [asandor@vcc.ca](mailto:asandor@vcc.ca) Phone: 604.443.8706

Access your student  
tax receipt online



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



## TESOL Programs *(continued)*

### TESOL Inservice Diploma

**Senior Program Coordinator:** Jennifer Pearson Terrell

**Program Coordinator:** Anita Schuller

**E-mail:** [aschuller@vcc.ca](mailto: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

**Program Coordinator:** Anita Schuller

**E-mail:** [aschuller@vcc.ca](mailto:aschuller@vcc.ca)

### TESOL Certificate Program

**Senior Program Coordinator:** Jennifer Pearson Terrell

**Program Coordinator:** Jayeson Van Bryce

**E-mail:** [jvanbryce@vcc.ca](mailto:jvanbryce@vcc.ca) **Phone:** 604.443.8669

The TESOL Certificate Program is designed for people wishing to teach English to Speakers of Other Languages. This is a 120-hour program taught over a four-week period. The program of studies offers a balanced curriculum featuring both the theory and practice of teaching of English. This program examines the instructional methodology for teaching grammar, pronunciation, writing, reading and communication skills, as well as providing opportunities for micro-teaching, classroom observations and practice teaching. The TESOL Certificate program is taught by a team of professional teacher-trainers who are considered to be among the finest in Canada. Graduates are awarded the TESOL Certificate from Vancouver Community College. TESOL Certificate graduates with university degrees are also qualified to be nationally certified by TESL Canada.

#### Admission Requirements

- Applicants must complete the application form and provide official sealed transcripts documenting completion of a university degree or senior matriculation (grade 12).
- Applicants who are non-native speakers of English must submit an official documented score for one of the English language proficiency tests required by TESL Canada.
- Successful interview with Program staff.

#### Program Fees

Application Fee (non-refundable): \$50

Program Fee: \$1,900

#### Program Dates:

May 1 to May 29, 2006

July 31 to August 28, 2006

October 2 to October 30, 2006

### Tutoring ESOL Certificate

**Senior Program Coordinator:** Jennifer Pearson Terrell

**Program Coordinator:** Jayeson Van Bryce

**E-mail:** [jvanbryce@vcc.ca](mailto:jvanbryce@vcc.ca) **Phone:** 604.443.8669

The Tutoring ESOL Certificate Program is for people who wish to tutor English to adults or school-aged children in a one-to-one or small group teaching situation. This unique program is recognized as the finest of its kind in Canada. The program of studies consists of 100 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.

#### 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

## TEFL Certificate Programs

### TEFL Certificate: Part-time Program

**Senior Program Coordinator:** Jennifer Pearson Terrell

**Program Coordinator:** Stephanie Howard

**E-mail:** [showard@vcc.ca](mailto: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.

#### 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 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.

As Vancouver prepares for  
**2010**

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

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

Leadership

Hospitality

Bed and Breakfast

Interpreting

Building Services Manager

Translating

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

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

## 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

### Applying for a TESOL Job – The Job Search; Interview Process; 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

## 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

- i) A university degree is not required, but a strong academic background is necessary for admission into the program.
- ii) 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

### Program Dates

April 24 to May 19, 2006  
July 24 to August 18, 2006  
October 30 to November 24, 2006

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

## 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:

- i) **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:

- i) Documented proof of completion of Grade 12 with a minimum grade of B in Grade XII Academic English. A university degree is recommended but not required for admission into the program
- ii) A standard of spoken English equivalent to that of an educated native speaker of English. A good command of grammar usage, punctuation, and spelling is also required for entry into this Program. Canadian applicants whose first language is not English may be required to submit a score on an English language proficiency test
- iii) A successful interview with program staff

### Program Fees

Application Fee (non-refundable) \$100  
Program Fee 100 hours \$1,375

### Program Dates

May 23 to June 16, 2006  
August 8 to September 1, 2006  
October 2 to October 27, 2006

## 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

- i) University degree in high standing
- ii) Two years of documented English language teaching experience
- iii) TESOL credential from a well recognized educational institution
- iv) 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)

### For Program Information

**Program Coordinator: Anita Schuller**

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





## 5 ways to Register

1

**Register  
online!**



Click Here!

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

## 2 By Fax

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

## 3 By Mail

Fill in the registration form on this page and mail it with your credit card information or cheque. Sorry, no post-dated cheques.

**Mail to:** VCC

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

Please provide complete information

## 4 By Phone

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

## 5 In Person

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

### Registration hours

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

報名及查詢，請致電



中文熱線

604.443.8335

Information is available to Cantonese and Mandarin speakers. 604.443.8335

### Payment of Fees

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

## Fax & Mail-in Registration

**Fax 604.443.8393** for VISA, AMERICAN EXPRESS or MASTERCARD use only

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

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

☐ **Female**

☐ **Male**

**Birthdate**        
MONTH DAY YEAR

**Surname**

**Given Names**

**Address**

**City/Municipality**

**Province**

**Postal Code**

**Home Phone**

**Business Phone**

**Email**

(Please check one)

☐ **Canadian Citizen**

☐ **Permanent Resident** (landed Immigrant)

☐ **Visitor**

**Country of Citizenship** \_\_\_\_\_

sample: **Family Law**

**(OACP 1116)**

**\$85**

**Th. Feb 13**

**18:30**

**CC**

**CRN 15011**

**1**

**2**

**3**

☐ **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.

### Centre for Continuing Studies Refund and Course Cancellation Policy

**Cancellations: Effective April 01, 2006**

The college reserves the right to cancel course due to unavailability of instructors, facilities or insufficient enrolment. Should a course be cancelled, a full refund will be provided. It is important that you keep the College informed of your current daytime telephone number.

#### Withdrawal

A request to withdraw from a course/program, must be made 72 business hours prior to:

- Start date for courses of 6 weeks or less
- Start of second class for courses of 6 weeks or more
- Start date for all certificates and programs which require an application for admission
- Exception: all TESOL Programs – refer to specific Program Guide for details

#### Refunds and Deferred Fee Credits

Withdrawals within the above timelines will entitle you to:

#### Deferred Fee Credits

We are pleased to issue a deferred fee credit for 100% of the course fee valid for up to one year only, OR

#### Refunds

- Refunds are subject to an administrative fee of 20% of course fees, to a maximum of \$30 per course. Exception: all TESOL Programs – refer to specific Program Guide for details
- All refund requests must be accompanied by your original receipt. If your original receipt is not available, then your request must be received in writing.
- Please allow 4-6 weeks for processing refunds by cheque. Refund requests to debit or credit cards must be made in person only.

#### Refund Appeals

Applicants submit written appeals to the Director, Centre for Continuing Studies. A decision will be rendered in writing within a month by the Appeal Committee and all decisions of the Committee are final.

# 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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